



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 13, 2016, 1:30 pm

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

## AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Traditional Territories.	
<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 – December 11, 2015</b>	<b>7-18</b>
<i>THAT the minutes of the Board of Directors meeting held on December 11, 2015 be adopted.</i>	
b. <b>Long Beach Airport Advisory Committee Meeting - December 10, 2015</b>	<b>19-21</b>
<i>THAT the minutes of the Long Beach Airport Advisory Committee meeting held on December 10, 2015 be adopted.</i>	
c. <b>Alberni-Clayoquot Transportation Committee Meeting - August 5, 2015</b>	<b>22-24</b>
<i>THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on August 5, 2015 be adopted.</i>	
d. <b>Beaver Creek Water Advisory Committee Meeting - December 10, 2015</b>	<b>25-27</b>
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on December 10, 2015 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for November 2015.</b>	<b>28-29</b>

- b. **Bill Dawson, Deputy Assessor/Vancouver Island Region, regarding 2016 Assessment Roll.** **30-34**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **35-39**  
 2016 Asset Management Planning Program - Grant Approval  
 Gas Tax Agreement Community Works Fund Payment
- b. **DISTRICT OF SQUAMISH** **40-42**  
 Transit Funding Concerns
- c. **BC GOVERNMENT NEWS** **43-44**  
 Woodstove Exchange Program Benefits Communities
- d. **AUDITOR GENERAL FOR LOCAL GOVERNMENT** **45**  
 Perspectives Booklet on Policing for Local Government
- e. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **46-71**  
 Settlement Plans for Syrian Refugees
- f. **ISLAND COASTAL ECONOMIC TRUST** **72-73**  
 Ford Cove Receives ICET Funding for Harbour Redevelopment
- g. **CITY OF BURNABY** **74-75**  
 Anticipated Property Assessment Changes in 2016
- h. **CHERRY CREEK WATERWORKS DISTRICT** **76-78**  
 Franklin River Road Fire Protection
- i. **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS** **79-93**  
 Species at Risk in Canada
- j. **ENVIRONMENT AND CLIMATE CHANGE CANADA** **94**  
 Notification of Updates to the Species at Risk Public Registry
- k. **TRANSMOUNTAIN** **95-97**  
 Trans Mountain Expansion Project - December 2015 Update
- l. **SPROAT LAKE COMMUNITY ASSOCIATION** **98**  
 Transfer of funds from ACRD to Tseshaht First Nation for Sani-Station
- m. **Ocean Networks Canada** **99-106**  
 New Proposed Community Observatory in the Alberni Inlet
- n. **Ministry of Environment,** **107**  
 December 21, 2015 regarding request for Comments on BC's Spill Response Regime.

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **108-112**  
 2016 ACRD & ACRHD Meeting Schedule

*THAT the ACRD Board of Directors approves the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting Schedule for 2016.*

- b. REQUEST FOR DECISION 113**  
 Tofino Air Hangar Lease Renewal - LBA

*THAT the Alberni-Clayoquot Regional District Board of Directors to renew 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.*

- c. REQUEST FOR DECISION 114-118**  
 Long Beach Airport Runway Lighting Tender Award

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Runway Lighting Project contract to Raylec Power LP for a total tender price of \$1,479,870.60 (incl. GST).*

- d. REQUEST FOR DECISION 119-124**  
 ESS Reception Centre Management Plan - Tabled Motion

*THAT the Alberni-Clayoquot Regional District Board of Directors lift the following motion tabled at the December 11, 2015 regular Board of Directors meeting:*

*MOVED: Director McNabb  
 SECONDED: Director Kokura*

*THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.  
 (vote on tabled motion)*

- e. REQUEST FOR DECISION 125-128**  
 Tabled Motion-My Alberni APP

*THAT the Alberni-Clayoquot Regional District Board of Directors lift the following motion tabled at the December 11, 2015 regular Board of Directors meeting:*

*MOVED: Director Bennett  
 SECONDED: Director McLeman*

*THAT the ACRD Board of Directors proclaim MyAlberni App as the Official Community App of the Alberni Valley.*

*(vote on the tabled motion)*

- f.        **REQUEST FOR DECISION** **129-132**  
             Revenue Anticipation Borrowing Bylaw

*THAT That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1124, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1124, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1124, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1124, 2016".*

- g.        **REQUEST FOR DECISION** **133-138**  
             2016 Committee Appointments

*THAT the ACRD Board of Directors approves the 2016 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.*

- h.        **REQUEST FOR DECISION** **139-172**  
             Finance Warrant No. 560

*THAT the Board of Directors approves Finance Warrant Number 560 in the amount of \$1,087,956.88 dated December 31, 2015.*

**9.        PLANNING MATTERS**

**9.1      ELECTORAL AREA DIRECTORS ONLY**

- a.        **RD15006, DANELIUK, TWO RIVERS ARM, SPROAT LAKE** **173-189**  
             Rezoning Application – Memorandum, Public Hearing Minutes and  
             Bylaws P1331 and P1332

*THAT the Board of Directors receive the public hearing report.*

*THAT the Board of Directors receive the public hearing minutes.*

*THAT Bylaw P1331, Regional District of Alberni-Clayoquot Sproat Lake Official*



*Community Plan Amendment be read a second time.*

*THAT Bylaw P1331, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment be read a third time.*

*THAT Bylaw P1332, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.*

*THAT Bylaw P1332, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.*

**190-191**

- b. **RE15001, SIMISTER, 5825 SAUNDERS ROAD N**  
Rezoning Application – Bylaw P1326

*THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be adopted.*

- c. **RF15002, KISS, 5819 STRATHCONA STREET**  
Rezoning Application – Bylaw P1329

**192-193**

*THAT Bylaw P1329, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be adopted.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. CAO Report – January 6, 2016 **194-195**  
b. Planning & Development Manager Report – January 7, 2016 **196**  
c. Financial Manager Report – January 7, 2016 **197**  
d.. Staff Action Items Report – January 8, 2016 **198-203**

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

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

## **11. UNFINISHED BUSINESS**

- a. **Association of Vancouver Island and Coastal Communities**  
Re: 2016 Resolution submissions

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

14. **IN CAMERA**

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

*i. Litigation or potential litigation affecting the Regional District;*

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

16. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, January 27, 2015, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS INAUGURAL MEETING

HELD ON FRIDAY, DECEMBER 11, 2015 1:30pm

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

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### DIRECTORS

Josie Osborne, Chairperson, District of Tofino

### PRESENT:

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

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

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

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

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

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

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, Yuułuꞵiꞵꞵath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### 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 Chief Administrative Officer (CAO) called the meeting to order at 1:30 pm

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

## 2. ELECTIONS

### a. **Election of Chairperson - 2016**

The CAO conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2016.

The CAO requested nominations for the position of Chairperson of the Alberni-Clayoquot Regional District for 2016 for a first time.

Director McNabb nominated Director Osborne for the position of Chairperson of the Alberni-Clayoquot Regional District for 2016. Director Osborne accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Alberni-Clayoquot Regional District for 2016 for a second and third time.

There being no further nominations, the CAO declared Director Josie Osborne Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2016. Director Osborne assumed the Chair.

**b. Election of Vice-Chairperson - 2016**

The Chairperson conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2016.

The Chairperson requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2016 for a first time.

Director Kokura nominated Director McNabb for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2016. Director McNabb accepted the nomination.

The Chairperson requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2016 for a second time.

Director Banton nominated Director Cote for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2016. Director Cote accepted the nomination.

The Chairperson requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2016 for a third time. There were no further nominations.

The candidates each provided a two minutes speech on why they should be elected Vice-Chairperson of the ACRD Board and Chair of the Alberni-Clayoquot Hospital District for 2016.

The CAO and Manager of Administrative Services conducted the election of Vice-Chairperson.

The CAO declared Director Cote elected to the position of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2016.

*MOVED: Director McCarthy*  
*SECONDED: Director Banton*

*THAT the ballots for election of Vice-Chairperson be destroyed.*

**CARRIED**

**3. APPROVAL OF AGENDA**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

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

- *Amendment to Bylaw A1078, Board Remuneration, Expenses and Benefits.*
- *RFD - Appointment of Alternate Director - Vancouver Island Regional Library Board 2016*
- *Amendment to Item 9 (a) 2016-2020 ACRD & ACRHD Financial Plan Meeting Schedule*

**CARRIED**

**4. DECLARATIONS**

**5. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – November 25, 2015**

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

*THAT the minutes of the Board of Directors meeting held on November 25, 2015 be adopted.*

**CARRIED**

**b. West Coast Committee Meeting - November 30, 2015**

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

*THAT the minutes of the West Coast Committee meeting held on November 30, 2015 be adopted.*

**CARRIED**

**6. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Derek Appleton & Cam Appleton, MyAlberni, regarding Business Activities To Date and Future App Features.**

The delegation introduced MyAlberni App to the Board of Directors. MyAlberni App is a free interactive community and destination app dedicated to the Alberni Valley. MyAlberni app makes community information more useful, accessible, and actionable, while providing an affordable and effective local marketing solution for local businesses. The delegation made two requests to the ACRD Board:

1. Request the Board, by motion formally proclaim MyAlberni App as the “Official Community App” of the Alberni Valley, and
2. Request support for their upcoming request to the BC Ministry of Transportation for signage along Highway 4 from Cameron Lake to Sutton Pass similar to pre-existing community info/radio signs currently on the highway.

*MOVED: Director Bennett*

*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors proclaim MyAlberni App as the Official Community App of the Alberni Valley.*

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the above motion be tabled until the January 13<sup>th</sup> Board of Directors meeting.*

**CARRIED**

Director Cootes and Director Jack entered the meeting at 1:59 pm.

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors write a letter to the Ministry of Transportation to see if it's possible for new digital media to be added to community information/radio signage along Highway 4 from Cameron Lake to Sutton pass.*

**CARRIED**

The CAO left the meeting at 1:40 pm

**7. CORRESPONDENCE FOR ACTION**

- a. Correspondence dated December 1, 2015 from BC Shrimp-By-Trawl Caucus regarding support for BC Shrimp Trawl By-Catch Reduction Proposal.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the BC Shrimp-By-Trawl Caucus supporting their BC Shrimp By-Catch Reduction Proposal.*

**CARRIED**

- b. Correspondence dated December 4, 2015 from Community Wireless Networks regarding support for a grant to upgrade and expand network in Bamfield.**

*MOVED: Director Wyton*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter supporting Community Wireless Networks application to Northern Development Initiative Trust for a \$25,000.00 grant for their project entitled WiMax to improve the quality of service and improved reliability of internet service in Bamfield.*

**CARRIED**

## **8. CORRESPONDENCE FOR INFORMATION**

- a. LINDA LARSON, MLA, ASSOCIATION OF VANCOUVER ISLAND COASTAL COMMUNITIES**  
UBCM follow up Ministry of Social Development and Social Innovation
- b. HONOURABLE MIKE BERNIER, MINISTER, MINISTRY OF EDUCATION**  
The Growth of Usage in the Vancouver Island Regional Libraries
- c. HONOURABLE MARY POLAK, MINISTER, MINISTRY OF ENVIRONMENT**  
Reply to Alberni-Clayoquot Regional District Request for Support for Our Horizon's Gas Pump Labeling Initiative
- d. BC EMERGENCY HEALTH SERVICES/ISLAND HEALTH**  
Districts of Tofino and Ucluelet Selected as Prototype Project for Community Paramedicine Initiative
- e. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**  
AVICC Member Update - Host Communities for the 2018 and 2019 Conventions
- f. MINISTRY OF AGRICULTURE**  
Thank you for UBCM Meeting and Response to Issues Raised at Meeting

*MOVED: Director Bennett*  
*SECONDED: Director Cootes*

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

**CARRIED**

**9. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding 2016-2020 ACRD & ACRHD Financial Plan Meeting Schedule.**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT the Board of Directors approve the proposed meeting schedule for the 2016 - 2020 Alberni-Clayoquot Regional District Financial Plan and the 2016 Regional Hospital District Budget as amended.*

**CARRIED**

- b. Request for Decision regarding ESS Reception Centre Management Plan for the Alberni Valley.**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.*

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the above motion be tabled until the January 13, 2016 Board of Directors meeting.*

**CARRIED**

- c. Request for Decision regarding Purchase and Installation of a 100 kw Genset.**

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT this report be deferred.*

**CARRIED**

- d. Request for Decision regarding Alberni-Clayoquot Table of Partners Representative.**



MOVED: Director Bennett  
SECONDED: Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Ruttan to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2016.*

**CARRIED**

- e. Request for Decision regarding Finance Warrant Number 559 in the amount of \$800,196.23 dated November 30, 2015.**

MOVED: Director Kokura  
SECONDED: Director St. Jacques

*THAT the Board of Directors approves Finance Warrant Number 559 in the amount of \$800,196.23 dated November 30, 2015.*

**CARRIED**

- f. Request for Decision regarding Port Alberni Airport Runway Expansion - Temporary Borrowing.**

MOVED: Director McNabb  
SECONDED: Director McLeman

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

**CARRIED**

MOVED: Director Kokura  
SECONDED: Director McLeman

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

**CARRIED**

MOVED: Director Kokura  
SECONDED: Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

**CARRIED**

*MOVED: Director Cootes*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

**CARRIED**

**g. Request for Decision regarding West Coast Multiplex Facility - Confirmation of Location - Long Beach Airport**

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

*THAT the Board of Directors of the Alberni-Clayoquot Regional District confirm the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility as presented.*

**CARRIED**

**h. Late Item: Request for Decision regarding Appointment of Alternate Director - Vancouver Island Regional Library Board 2016**

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

*THAT the Board of Directors of the Alberni-Clayoquot Regional District rescind the appointment of Director McLeman as the Alternate Director on the Vancouver Island Regional Library Board for 2016 and appoint Director McNabb as the Alternate to the Vancouver Island Regional Library Board for 2016.*

**CARRIED**

Director Ruttan left the meeting at 2:43 pm

**10. PLANNING MATTERS**

**a. DVD15014, HICKMAN, 18580 PACIFIC RIM HIGHWAY**  
Development Variance Permit Application – Report

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

*THAT the Board of Directors pass a resolution to consider issuing development variance permit DVD15014 subject to a report by a Geotechnical Engineer certifying that the land is safe for the intended use with respect to steep slope.*

**CARRIED**

**b. RE15001, SIMISTER, 5825 SAUNDERS ROAD N**  
Rezoning Application – Memorandum and Bylaw P1326

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

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

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

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.*

**CARRIED**

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

*THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.*

**CARRIED**

**c. RF15002, KISS, 5819 STRATHCONA STREET**  
Rezoning Application – Memorandum and Bylaw P1329

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Wyton*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

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

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

**CARRIED**

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

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

**CARRIED**

**d. WILLOWBRAE CREEK RESTORATION PLAN**  
Memorandum

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

*THAT the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek.*

**CARRIED**

**11. REPORTS**

**11.1 STAFF REPORTS**

- a. CAO Report - December 4, 2015**
- b. Planning and Development Report - December 2, 2015**
- c. Staff Action Items Report – December 4, 2015**
- d. Board of Directors Meeting Schedule - January 2016**
- e. Building Inspector's Report - November 2015**
- f. Alberni Valley Regional Airport (CBS8) Impacts to the Sand Hill Crane Migration - December 2, 2015**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

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

**CARRIED**

**11.2 COMMITTEE REPORTS**

- a. Beaver Creek Water Advisory Committee - Thursday, December 10, 2015 - J. McNabb (verbal)**

Director McNabb provided a brief update on the meeting yesterday morning.

*MOVED: Director Ruttan*  
*SECONDED: Director Cote*

*THAT this verbal report be received.*

**CARRIED**

### **11.3 OTHER REPORTS**

#### **a. Association of Vancouver Island and Coastal Communities AVICC Member Update - Call for Resolutions and Nominations**

The Chairperson circulated a proposed AVICC/UBCM resolution making process for the ACRD Board.

#### **b. Air Quality Council - Minutes from November 19, 2015 Meeting**

*MOVED: Director McNabb*  
*SECONDED: Director Cootes*

*THAT reports a-b be received for information.*

**CARRIED**

### **12. UNFINISHED BUSINESS**

### **13. LATE BUSINESS**

#### **a. Amendment to Bylaw A-1078, a Bylaw to Provide for Board Remuneration, Expenses and Benefits, Schedule "A".**

*MOVED: Director Osborne*  
*SECONDED: Director McNabb*

*THAT the ACRD Board direct staff to contact the 2014 Board Remuneration Review Committee to seek further clarification on recommendation of item e. of their report to the Board dated October 8, 2014 regarding multiple meetings which are held on the same day as a regular board meeting being included in monthly remuneration and report back to the ACRD Board.*

**CARRIED**

*MOVED: Director Osborne*  
*SECONDED: Director Bennett*

*THAT the following be allowed for consideration as a late item: ACRD signing authority.*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors authorized the following signatories for banking purposes for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District:*

*a. The following Directors have signing authority:*

- Josie Osborne, Chairperson*
- Penny Cote, Vice-Chairperson*

*b. The following Staff members have signing authority:*

- Russell Dyson, Chief Administrative Officer*
- Teri Fong, Manager of Finance*
- Wendy Thomson, Manager of Administrative Services*

*c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.*

**CARRIED**

**14. QUESTION PERIOD**

**15. ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 3:22 pm*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



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

**Meeting Date:** Thursday, December 10, 2015  
**Time:** 1:00 pm

**Location:** District of Tofino Council Chambers

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**In Attendance:**

Josie Osborne, District of Tofino  
Charles McDiarmid, Wickaninnish Inn  
Claire McDonald, Wickaninnish Inn

Diane St. Jacques, District of Ucluelet  
Mark Fortune, ACRD  
Chantel Gemmell, ACRD

**In Attendance – Via teleconference:**

Tony Bennett, ACRD  
Janice Hill, ACRD

Andrew McGifford, ACRD  
Russell Dyson, ACRD

**Absent:**

Alan McCarthy, Yuułu?it?at Government  
Darlene Rouleau, Ucluelet Chamber  
Jackie Godfrey, PRNP

Tla-o-qui-aht FN Representative  
Jennifer Steven, Tofino/Long Beach Chamber

**1. Call to Order**

- a. The Chair called the meeting to order at 1:06 pm.

**2. Acceptance of Agenda**

- a. The agenda was approved as circulated.

*MOVED: Charles McDiarmid*

*SECONDED: Tony Bennett*

**CARRIED**

**3. Adoption of Minutes**

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on June 4th, 2015, be received.*

*MOVED: Tony Bennett*

*SECONDED: Charles McDiarmid*

**CARRIED**

**4. Follow Up Items**

- a. Mark Fortune provided an update of Jeff Warden's intent to pursue a skydiving center at LBA. Mr. Warden has been asked to supply an emergency contingency plan for his proposed operations at YAZ. Once the company's safety plan is reviewed the process will be moved forward. Mr. Warden hopes to start up his operation in the spring of 2016.
- b. Currently, Mark Hobson's artwork is on display in the LBA Terminal Building. Josie will contact the Pacific Rim Art Society's President to see if they are interested in organizing a program to have art on display at in the terminal building on a regular basis.
- c. Customs Agent – CYAZ sister airport the Alberni Valley Regional Airport (CBS8) has made an application to the Canadian Border Service Agency (CBSA) for customs clearance services at CBS8. The application has moved from CBSA, Ottawa to the regional office in Nanaimo for consideration. If the application is successful it will provide an airport based CBSA clearance location within the Alberni Clayoquot Regional District. The potential new service will have a positive impact for operations at CYAZ.

## 5. Reports

- a. BC Air Access Runway Lighting project. The tender for the project closed on December 7<sup>th</sup>, 2015. The tenders are being reviewed and once a successful bidder is chosen, work will commence on the runway lighting. Project should be completed by the end of April 2016.
- b. Mark Fortune provided a verbal update on recent activities at the airport which included:
  - i. An explanation of the design of the new runway lighting system to be installed
  - ii. Recent Medivac incident
  - iii. WERA radar installation update.
- b. Passenger stats – there has been a steady increase in passenger stats every year. We are only able to track the number of passengers on the scheduled flights, not the private or charter flights at this time. Navcan can track all aircraft coming to and from the airport, but they do shut down between 12 am to 6 am,, therefore when the runway lights are installed, flights occurring between 12 am and 6 am will still not be accounted for.

## 6. New Business

- a. Long Beach Airport promotional plan.
 

Claire McDonald and Charles McDiarmid presented a promotional plan for the Long Beach Airport. The plan is attached for reference.

The West Coast Committee and staff will discuss on how to proceed with the proper steps in promoting the airport.
- b. New sign for the airport terminal building – staff will proceed with gathering information for a sign that will provide contact information to visitors to the airport.



7. **Items for Discussion**

- a. The committee agreed for staff to review the terms of reference for the Long Beach Airport Advisory Committee and revise as necessary.

Meeting adjourned @ 3:00 pm.

**Next Meeting:** TBD



## MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE MEETING HELD ON AUGUST 5, 2015, 9:00AM

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

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### MEMBERS

Jack McLeman, Co-Chair ACRD

### PRESENT:

Gillian Trumper, Co-Chair, Port Alberni Port Authority

Bob Cole, Alberni Valley Chamber of Commerce

Lucas Banton, Director, ACRD

Mike Lang, PA&DLC

Chris Alemany, Councilor, City of Port Alberni

Darren Deluca

### STAFF PRESENT:

Pat Deakin, Economic Development Manager, City of Port Alberni

Shelli Lyle, Administrative Assistant, ACRD

### REGRETS:

Mike Newton, R.F. Binnie & Associates

Dianne St. Jacques, Mayor, District of Ucluelet

Randy Orr, Island Timberlands

Neil Malbon, Alberni Valley Chamber of Commerce

Harold Frechette, Western Forest Products

Brian Chipman, Catalyst Paper

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:00 am.

### 2. APPROVAL OF AGENDA

*MOVED: D. Deluca*

*SECONDED: G. Trumper*

*THAT the agenda be approved as circulated with the additions of late items as outlined for consideration:*

- *AC Transportation Terms of Reference,*
- *BC On the Move Funding Announcement.*

**CARRIED**

### 3. ADOPTION OF MINUTES

#### a. **AC Transportation Committee Meeting held April 1, 2015**

*MOVED: G. Trumper*

*SECONDED: L. Banton*

*THAT the minutes of the Transportation Committee meeting held on April 1, 2015 be*

*adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. REPORTS & DISCUSSION**

**a. Transportation Report Update (verbal)**

Chair McLeman reported on the July 24<sup>th</sup> meeting held at the City of Port Alberni with the Ministry and the Consultants preparing the study. The Ministry will report back in October. The slide is not a show stopper, will compare the two highways (4 and proposed new hwy). The Ministry will be speaking with the Horne Lake property owners, looking at reporting back to the Committee in October.

Challenge is the prediction of a 2% growth rate for the Alberni Valley, however they will now look at the growth rate of the mid island to assess how that drives traffic, an area within one hour of itself.

Share the documentation from the meeting with the committee.

*MOVED: D. Deluca*

*SECONDED: G. Trumper*

*THAT the AC Transportation Committee receive the report.*

**CARRIED**

**b. BC On the Move Funding (verbal)**

Chair McLeman reported two (2) grants have been approved from BC On the Move, the Long Beach Airport lighting and the Roger Creek Trail. The AC Committee would like a report from the ACRD regarding the application process.

*MOVED: C. Alemany*

*SECONDED: D. Deluca*

*THAT the AC Transportation Committee receive the report.*

**CARRIED**

**6. CORRESPONDENCE FOR ACTION/INFORMATION**

**7. NEW BUSINESS**

**a. Terms of Reference**

The Committee discussed the committee's mandate and current Terms of Reference. The parameters were set by the ACRD for the transportation committee, PAPA is not interested in sitting on a committee that is going to look at other issues, examples bike

lanes, rail, air. In order for PAPA to thrive there needs to be good access in and out of the valley. Review the TOR with the ACRD and restructure making the AC Transportation a subcommittee of a larger Transportation committee. The subcommittee would deal distinctly with highway access in and out of the Alberni Valley.

*MOVED: G. Trumper*

*SECONDED: D. Deluca*

*THAT the ACRD staff review the AC Transportation Committee structure and Terms of Reference and expand the scope, creating a highway subcommittee of the larger transportation committee and revise the Terms of Reference.*

**CARRIED**

**8. NEXT MEETING**

The next Committee meeting will be at the call of the Chairs.

**9. ADJOURN**

*MOVED: D. Deluca*

*SECONDED: B. Cole*

*THAT this meeting be adjourned at 9:50 am.*

**CARRIED**

*Certified Correct:*

---

Jack McLeman, Co-Chair



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY DECEMBER 10, 2015

Regional District Meeting Room (Downstairs), 10:00 a.m., 3008 Fifth Avenue, Port Alberni, BC

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

**PRESENT:** Wayne Hasler  
Gord Blakey  
Pam Craig  
Patty Edwards  
Harold Carlson

**REGRETS** Kelly Schutte  
Ginny Stephen

**STAFF PRESENT:** Andrew McGifford-Manager of Environmental Services/Acting Manager  
of Finance  
Loreen Brown- Administrative Assistant

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 a.m.

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

### 2. APPROVAL OF AGENDA

*MOVED:* Pam Craig  
*SECONDED:* Wayne Hasler

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held Tuesday November 10, 2015.

*MOVED:* Patty Edwards  
*SECONDED:* Pam Craig

*THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on Tuesday November 10, 2015 be adopted.*

**CARRIED**

4. **CORRESPONDENCE FOR INFORMATION**

5. **CORRESPONDENCE FOR ACTION**

6. **REQUEST FOR DECISIONS & BYLAWS**

a. **7620 BAINBRIDGE ROAD**

Provide approval to connect to water system

*MOVED:* Patty Edwards

*SECONDED:* Pam Craig

*THAT the Beaver Creek Water Advisory Committee approves and direct staff to connect the property located at 7620 Bainbridge Road (Legal Description - DISTRICT LOT 30, ALBERNI DISTRICT, EXCEPT PLAN 9787, THAT PART LYING E OF BEAVER CRK RD & S OF BAINBRIDGE RD) to the Beaver Creek Water system”.*

**CARRIED**

b. **7620 BAINBRIDGE ROAD**

Beaver Creek Water Service Area-Petition to amend bylaw E1054 to include within water service area

*MOVED:* Patty Edwards

*SECONDED:* Gord Blakey

*THAT the Beaver Creek Water Advisory Committee endorses the petition and requests that the Alberni- Clayoquot Regional District Board of Directors expand the Beaver Creek Water Local Service Area to include the property at 7620 Bainbridge Road, legal description “DISTRICT LOT 30, ALBERNI DISTRICT, EXCEPT PLAN 9787, THAT PART LYING E OF BEAVER CRK RD & S OF BAINBRIDGE RD”.*

**CARRIED**

7. **REPORTS**  
**ADJOURN**

*MOVED:* Pam Craig

*SECONDED:* Wayne Hasler

*THAT this meeting be adjourned at 10:28 a.m.*

**CARRIED**

Certified Correct:

---

John McNabb,  
Chairperson

---

Russell Dyson,  
CAO



## PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



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

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

- Officers received and responded to 860 calls for service.
- The most significant call for service was that of an explosive device that was found at a local residence. This matter is still under investigation.
- The crime type that has shown the largest increase over 2014 is that of property crime. An overall increase of 18% has been seen in this area.
- A crime type that has seen a decrease is that of persons violent crime. This category is down 8% over that of 2014.
- The overall Criminal Code complaints are up 5% over that of 2014, which is fairly consistent to what has been experienced on Vancouver Island as a whole.
- In November the Victim Services Unit assisted 27 new clients, 14 in relation to violence within relationships.
- Traffic and road safety is a policing priority for 2015/16 and a key to ensuring safe roadways for everyone. In November the Port Alberni Detachment increased focus and enforcement with respect to speeding and stop signs. Our enforcement efforts were furthered through the use and attendance of Speed Watch.
- On November 15 the Port Alberni RCMP and the Port Alberni Fire Department competed in the “Battle of the Badges Hockey Challenge”. Once again a great opportunity to partner for a fantastic cause, the Port Alberni Association for Community Living.

Port Alberni RCMP’s 2015/16 Annual Performance Plan will focus on:

- **Crime Reduction:** Reduce the impact and prevalence of crime
- **Mental Health:** Increase awareness and decrease the impact of mental health in calls for service
- **Visibility/engagement:** Engagement with community and patrols
- **Traffic:** Increased road safety through focus on Provincial traffic offences and impaired driving

Respectfully,  
Insp Mac Richards  
OIC Port Alberni Detachment



## Detailed Crime - 2015 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	46	45	32	39	57	46	56	55	44	50	49		519
Relationship Violence	9	10	10	14	19	7	13	17	16	14	15		144
Thefts	77	74	58	78	91	101	64	74	96	95	63		871
Break and enter	17	16	28	28	25	25	23	14	22	22	12		232
Mischief	32	51	41	60	67	62	74	77	52	66	56		638
Drugs	12	30	16	24	30	23	29	22	23	19	15		243
Provincial Traffic	80	76	95	95	96	123	139	115	113	91	92		1115
Criminal Code Traffic	25	23	15	23	31	36	49	28	35	28	24		317
Motor Vehicle Incident	24	21	27	24	23	38	36	35	45	28	29		330
Calls for Service	843	847	840	906	1050	1152	1111	1086	1034	989	860		10718

## 7 Year Comparison

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

### 2008 – 2014 Average

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



**NEWS RELEASE**  
**January 4, 2016**

**VANCOUVER ISLAND REGION  
 2016 PROPERTY ASSESSMENT NOTICES IN THE MAIL**

**VICTORIA** – In the next few days, owners of more than 360,000 properties throughout the Vancouver Island Region can expect to receive their 2016 property assessment notices which reflect market value as of July 1, 2015.

“The majority of residential home assessments within the region are shifting between -5% to +10% compared to last year’s assessments,” says Regional Assessor Reuben Danakody. “Notably, a robust real estate market over the past year resulted in assessment increases for many properties in the Vancouver Island Region.”

As B.C.’s trusted, go-to provider of property information, BC Assessment collects, monitors and analyzes property data throughout the year. The table below indicates the Vancouver Island Region’s estimated typical percentage changes to 2016 assessment values by property type compared to 2015 (note that property assessments may vary by individual jurisdiction/municipality within the region).

<b>Property Type</b>	<b>URBAN Areas Of Vancouver Island Region 2016 Assessments Typical % Changes in Value (as of July 1, 2015)</b>	<b>RURAL Areas Of Vancouver Island Region 2016 Assessments Typical % Changes in Value (as of July 1, 2015)</b>
Single Family Residential Detached Homes	-5% to 10%	-5% to 10%
Strata Residential (e.g. condominiums)	-5% to 10%	-5% to 10%
Commercial	-5% to 5%	-5% to 5%
Light Industrial	-5% to 5%	-5% to 5%

Overall, the Vancouver Island Region’s total assessments increased from \$163.96 billion in 2015 to \$170.15 billion this year. A total of almost \$2.24 billion of the region’s updated assessments is from new construction, subdivisions and rezoning of properties. The Vancouver Island Region includes all communities located within Greater Victoria, South Island, Central Island, North Island, West Coast, Northern and Southern Gulf Islands and Powell River.

The summary below provides estimates of typical 2016 versus 2015 assessed values of **single family residential detached homes** throughout the region. These examples demonstrate market trends by geographic area:

Jurisdiction	2016 Assessment Roll (market value as of July 1, 2015)	2015 Assessment Roll (market value as of July 1, 2014)
<b>Capital Region / Greater Victoria</b>		
City of Colwood	\$435,700	\$420,600
City of Victoria	\$547,200	\$524,200
District of Central Saanich	\$527,500	\$507,400
Township of Esquimalt	\$483,000	\$454,100
District of Saanich (SD61)	\$544,500	\$515,600
District of Saanich (SD63)	\$686,800	\$647,100
District of Oak Bay	\$785,900	\$737,800
City of Langford	\$420,200	\$403,500
District of North Saanich	\$663,000	\$619,400
District of Metchosin	\$525,700	\$516,800
District of Sooke	\$362,300	\$352,900
District of Highlands (SD61)	\$469,800	\$467,300
District of Highlands (SD62)	\$517,800	\$535,000
Town of View Royal (SD61)	\$509,200	\$506,400
Town of View Royal (SD62)	\$612,500	\$592,000
Town of Sidney	\$453,600	\$438,500
Victoria Rural (762)	\$406,600	\$386,800
Gulf Islands Rural (763)	\$555,500	\$541,600
Gulf Islands Rural (764)	\$385,500	\$371,200
<b>Cowichan Valley</b>		
Town of Ladysmith	\$299,300	\$285,400
Town of Lake Cowichan	\$210,400	\$208,100
City of Duncan	\$254,200	\$245,100
District of North Cowichan	\$320,200	\$312,000
Cowichan Rural	\$384,300	\$362,400
Lake Cowichan Rural	\$299,500	\$285,100
<b>Nanaimo</b>		
District of Lantzville	\$404,800	\$387,200
City of Nanaimo	\$336,200	\$319,800
Nanaimo Rural	\$311,100	\$303,400
<b>Oceanside</b>		
Town of Qualicum Beach	\$396,100	\$377,400
City of Parksville	\$323,200	\$305,700
Oceanside Rural	\$399,300	\$377,600
<b>West Coast</b>		
District of Tofino	\$509,400	\$463,400

Town of Ucluelet	\$272,000	\$245,600
City of Port Alberni	\$175,100	\$175,700
Alberni Clayoquot Regional District	\$301,400	\$290,400
<b>Comox Valley</b>		
City of Courtenay	\$329,900	\$318,800
Town of Comox	\$358,500	\$323,900
Village of Cumberland	\$279,800	\$274,000
Comox Valley Regional District- Rural Areas	\$366,500	\$351,800
<b>North Island</b>		
City of Campbell River	\$291,200	\$275,400
Campbell River Rural	\$298,300	\$288,600
District of Port Hardy	\$190,900	\$191,000
Village of Port Alice	\$153,000	\$167,800
Town of Port McNeil	\$216,600	\$206,800
Village of Gold River	\$140,000	\$128,400
Village of Tahsis	\$57,200	\$72,000
Village of Alert Bay	\$122,500	\$130,000
Village of Sayward	\$114,600	\$112,800
Village of Zeballos	\$86,000	\$81,400
Port Hardy Rural	\$145,900	\$155,400
West Coast Rural	\$131,900	\$121,800
<b>Powell River</b>		
Powell River Regional District - Rural Areas	\$205,800	\$202,700
City of Powell River	\$211,900	\$209,500

Of note, BC Assessment has launched a newly-enhanced website at [bcassessment.ca](http://bcassessment.ca) that includes more details about 2016 assessments, property information and trends such as lists of 2016's top most valuable residential properties across the province. The website also provides self-service access to the free online e-value **BC** service that allows anyone to search, check and compare 2016 property assessments anywhere in the province.

"Property owners can access useful information on our website including answers to many assessment related questions. Those who feel that their property assessment does not reflect market value as of July 1, 2015 or see incorrect information on their notice, should contact BC Assessment as indicated on their notice as soon as possible in January," says Danakody.

"If a property owner is still concerned about their assessment after speaking to one of our appraisers, they may submit a Notice of Complaint (Appeal) by February 1, for an independent review by a Property Assessment Review Panel," adds Danakody.

The Property Assessment Review Panels, independent of BC Assessment, are appointed annually by the Ministry of Community, Sport and Cultural Development, and typically meet between February 1 and March 15 to hear formal complaints.

The Vancouver Island Region Assessment offices are located at:

**Victoria Office**

#102-3350 Douglas Street  
Victoria, BC V8Z 7X9

**Nanaimo Office**

#300-125 Wallace Street  
Nanaimo, BC V9R 5B2

**Courtenay Office**

2488 Idiens Way  
Courtenay, BC V9N 9B5

During the month of January, office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday. Property owners can contact BC Assessment toll-free at 1-866-valueBC (1-866-825-8322) or online at [bcassessment.ca](http://bcassessment.ca)

Follow BC Assessment on [Twitter](#), [YouTube](#), [Facebook](#), and [LinkedIn](#).

-30-

**Media contacts:**

**Capital Region / Greater Victoria**

Reuben Danakody,  
Assessor, BC Assessment  
Tel. 1.866.825.8322 Ext. 01236 Email: [reuben.danakody@bcassessment.ca](mailto:reuben.danakody@bcassessment.ca)

**Central & North Island, West Coast, Northern & Southern Gulf Islands, Powell River**

Bill Dawson  
Deputy Assessor, BC Assessment  
Tel. 1.866.825.8322 Ext. 04251 Email: [bill.dawson@bcassessment.ca](mailto:bill.dawson@bcassessment.ca)



**Facts on B.C. Property Assessments and the 2016 Assessment Roll**

- Total number of properties on the 2016 roll is 1,996,112, an approximate 1.06% increase from 2015.
- Total value of real estate on the 2016 roll is \$1,336,100,851,128 (\$1.34 trillion), an increase of 11.1% from 2015.
- Total amount of 'non-market change', including new construction and development: approximately \$20.36 billion, an increase of 8.9% from the 2015 roll of \$18.69 billion.
- In B.C., approx. 87.7% of all properties are classified with some residential (Class 1) component. This equates to over \$1.018 trillion (\$1,018,221,517,973) of the value on the total provincial roll.
- Over 98% of property owners typically accept their property assessment without proceeding to a formal, independent review of their assessment.
- Assessments are the estimate of a property's market value as of July 1, 2015 and physical condition as of October 31, 2015. This common valuation date ensures there is an equitable property assessment base for property taxation.
- Changes in property assessments reflect movement in the local real estate market and can vary greatly from property to property. When estimating a property's market value, BC Assessment's professional appraisers analyze current sales in the area, as well as considering other characteristics such as size, age, quality, condition, view and location.
- Real estate sales determine a property's value which is reported annually by BC Assessment. Local governments and other taxing authorities are responsible for property taxation and, after determining their own budget needs this spring, will calculate property tax rates based on the assessment roll for their jurisdiction.
- BC Assessment's assessment roll provides the foundation for local and provincial taxing authorities to raise approximately \$7 billion in property taxes each year. This revenue funds the many community services provided by local governments around the province, including the public school system.
- BC Assessment's website provides a listing of property assessments and sales to help property owners understand their property's market value and provide comparable sales information. Go to [bcassessment.ca](http://bcassessment.ca) and click on the **e-valueBC** link. For more information on the 2016 Assessment Roll and regional and province-wide real estate market trends including lists of the province's top valued residential properties, please visit [www.bcassessment.ca](http://www.bcassessment.ca) and click on the "Property Information & Trends" link.





Administration provided  
by UBCM

Funding provided by  
Province of B.C.



For program  
information, visit the  
Funding Programs  
section at:

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

LGPS Secretariat

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

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 356-2947

# Local Government Program Services

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

December 15, 2015



**COPY**

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

## Re: 2016 Asset Management Planning Program - Grant Approval and Terms & Conditions

Dear Chair and Board,

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

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Asset Management Integration*, in the amount of \$10,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Community, Sport & Cultural Development has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) The funds must be matched in cash or in-kind;
- (3) All project activities must be completed within 12 months and no later than December 30, 2016;
- (4) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than January 31, 2017;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,

A handwritten signature in black ink, appearing to be 'PR', written in a cursive style.

Peter Ronald  
Programs Officer

cc: *Andrew McGifford, Acting Manager of Finance, Alberni-Clayoquot Regional District*

*Enclosure*





## Local Government Program Services

# General Funding Terms & Conditions

*The purpose of these Terms and Conditions is to provide basic information on the administration of Local Government Program Services (LGPS) grants. For specific information regarding the terms and conditions of each funding program, please refer to the Program & Application Guide.*

### 1. Definitions

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- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, other organizations, such as First Nations and aboriginal organizations or boards of education, can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partners for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at [www.ubcm.ca](http://www.ubcm.ca).

### 2. Eligible & Ineligible Costs

---

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partners in the development or implementation of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the Program & Application Guide for specific notes regarding eligible and ineligible costs.

### 3. Post-Approval Terms

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#### Notice of Approval

UBCM will inform approved applicants by letter and a specified percentage of the approved grant amount will be forwarded upon approval. The balance will be paid on satisfactory completion of the project and receipt of all final reporting requirements.

#### Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline,
- Providing proper fiscal management of the grant and approved project (see below), and



- Submitting progress and/or final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

#### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of cash and in-kind expenditures incurred during the development or implementation of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide). In all cases, the final project expenditure must be net of any rebates (such as HST) that the approved applicant or approved partner is eligible to receive.

#### **Changes to or Cancellation of Approved Project**

Approved applicants need to advise UBCM, in writing, of any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

UBCM's approval may be required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

### **4. Reporting Requirements**

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#### **Submission of Reports**

Approved applicants are required to submit progress and final reports as outlined in the Program & Application Guide. When UBCM forms are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Unless specifically requested, please do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files.
- All digital photos or images should be submitted, by e-mail or on CD, as JPEG files.
- When you are ready to submit your report, please e-mail it directly to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or mail/fax it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8 or Fax: (250) 356-5119

#### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact LGPS and request *and be granted* permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

### **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact Paul Taylor, Relationships & Communications Advisor, at (250) 356-2938 or [ptaylor@ubcm.ca](mailto:ptaylor@ubcm.ca).



November 26, 2015

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



Dear Chair Josie Osborne:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2015/2016. An electronic transfer of \$225,671.50 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

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

UBCM is also making an additional payment towards CWF funding for fiscal 2015/2016 from interest accumulated over the term of the first Gas Tax Agreement.

CWF Payment (2015/2016): \$222,162.82  
Interest Payment (2015/2016): \$3,508.69  
Total EFT Transfer: \$225,671.50

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,

A handwritten signature in blue ink that reads "Al Richmond".

Chair Al Richmond  
UBCM President

PC: Andrew McGifford, Manager of Finance, Acting/Assistant Accountant

**From:** Melissa Von Bloedau [<mailto:Mbloedau@squamish.ca>]  
**Sent:** Wednesday, December 09, 2015 2:30 PM  
**Cc:** Charlene Pawluk; Patricia Heintzman  
**Subject:** Transit Funding Concerns in the District of Squamish

Good Afternoon!

Attached is a letter addressed to Minister Stone from Mayor Heintzman detailing transit funding concerns experienced by the District of Squamish.

At the District of Squamish November 3, 2015 Regular Business Meeting, Council passed the following motion in response to a transit funding letter received from the Ministry of Transportation and Infrastructure on October 22, 2015:

**THAT** Mayor Heintzman write a letter to the Minister of Transportation and Infrastructure to reiterate the District's transit challenges, particularly as they relate to an active growing community;  
    **AND THAT** the letter be forwarded to UBCM for distribution to BC municipalities.

The District of Squamish would appreciate your support by ensuring this letter is brought to the attention of the local elected officials.

Thank you,

**Melissa von Bloedau** | Agenda Coordinator  
**District of Squamish** | *Hardwired for Adventure*  
604.815.5026 | [mbloedau@squamish.ca](mailto:mbloedau@squamish.ca) | [www.squamish.ca](http://www.squamish.ca)



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December 1, 2015

Honourable Todd Stone  
Minister of Transportation and Infrastructure  
PO Box 9055 Stn Prov Govt  
Victoria, BC V8W 9E2

**RE: Transit challenges in active and growing communities**

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Dear Minister Stone;

I am writing in response to your letter dated October 22, 2015 regarding an update on transit funding. While I appreciate the Province's efforts to fully utilize the 3-year investments in transit, the District of Squamish continues to be in a very challenging situation regarding transit growth.

As previously discussed with you at our meeting in Victoria on March 15, 2015, Squamish is growing quickly, which is presenting unique transportation challenges. According to the most recent census, Squamish's population increased by 14.6% between 2006 and 2011, making it one of the fastest growing municipalities in BC and that growth continues today. Housing starts and prices have also risen exponentially in the past 2 years in particular. Growth, coupled with a youthful, more urban population and an active seniors population has increased demand for transit and active transportation alternatives. Our population, below the provincial median age, is seeking transportation alternatives to meet their active lifestyles while decreasing their dependency on traditional motor vehicle transportation.

The "flat budget" for transit operations makes it impossible for us to make important expansions to service Squamish's new neighbourhood and tourism nodes. Our rapidly growing population has resulted in increased reliance, and demand on the public transportation service with transit ridership increasing by 23% between 2013 and 2014. The ridership increase represents the highest growth rate in BC, and service improvements are required simply to meet the growing needs of our community.

We ask that the Province, in conjunction with BC Transit, take into consideration the aggregate tax benefit generated by tourism in the Corridor, and reinvest into transit services. The Sea to Sky Corridor is a hub for outdoor recreation and offers a number of major tourism attractions. In partnership with BC Transit, the District of Squamish was working on implementing a pilot route to service the Stawamus

Chief and Shannon Falls Provincial Parks, as well as the Sea to Sky Gondola and the Squamish Nation's Totem Hall along Highway 99, a program that could not be realized due to the funding freeze.

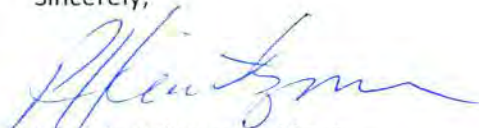
At the UBCM conference in September 2015, we met with Minister de Jong to discuss implementing a local motor fuel tax to help fund local and intercity transit services. There is significant public engagement required before any such decision is made but a possible outcome is a Sea to Sky motor fuel tax similar to the Translink dedicated motor fuel tax in the Lower Mainland. The revenue generated would be extremely beneficial in supporting regional economic development and would help increase transit options essential to families, senior citizens and lower income individuals whom rely on the current service. Corridor Residents are essentially paying the same amount for gasoline as the lower Mainland without the added benefit of augmented transit services.

The total provincial tax applied to gasoline is 32.17 cents per liter in the Vancouver area (South Coast BC Transportation Service Region) compared to 21.17 cents in the Sea to Sky corridor; a difference of 11 cents per liter. This includes dedicated motor fuel taxes, provincial motor fuel tax, and carbon tax. Despite this, the gas price in Squamish is currently between \$122.9-123.9 per litre and in Pemberton the price of gas is \$117.9 per litre. The cost of gas in Metro Vancouver on December 1, 2015 is between \$115.9-120.9 per litre.

The District of Squamish's Sea to Sky Transit Future Plan is nearing completion and outlines the vision, goals, targets and Transit Future Network for Squamish and Regional Transit service to 2040. Implementation of this plan will require additional funding from the Province and the District of Squamish for operational costs, and should reflect the increase in ridership in the region.

Squamish Transit is a success story that we want to build on and continue to improve. This will take the support and collaboration of our provincial government to achieve.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patricia Heintzman', written over a light blue circular stamp.

Patricia Heintzman, Mayor

cc: UBCM

British Columbia News

## Wood Stove Exchange Program benefits communities

<https://news.gov.bc.ca/09945>

Friday, December 11, 2015 9:00 AM

**Victoria** - As winter's cold embrace descends upon B.C., the Ministry of Environment is providing over \$190,000 to 13 communities and regional districts as part of the Provincial Wood Stove Exchange Program.

Since 2008, the B.C. government, in partnership with the BC Lung Association, has helped British Columbians replace their older model stoves with new cleaner burning models. Last year over 600 stoves were exchanged across the province and the goal is to have another 600 stoves exchanged again this coming year.

Smoke from older higher-polluting wood stoves, in combination with the cold still nights of winter, has a significant impact on air quality. This is one of the leading reasons why some areas of B.C. see more air quality advisories at this time of year.

The Wood Stove Exchange Program helps homeowners by providing a \$250 rebate when a new wood-burning, pellet or natural gas stove is purchased and an older model retired. New emissions-certified wood stoves burn one-third less wood; and reduce smoke and particulates entering the atmosphere by 70% or more.

The funding will also be put toward educational materials and workshops in communities to better inform residents on clean wood burning.

To date, the Province has put \$2.5 million toward the program, resulting in the purchase of over 6,600 cleaner-burning models.

There are close to 70,000 older-model wood stoves still in use around the province. Older wood stoves can affect the health of homeowners, neighbours and overall airshed health. Exchanging these wherever possible is highly recommended.

### Quotes:

#### **Mary Polak, Minister of Environment –**

“Wood smoke is a major contributor to air pollution and through the resounding success of our Wood Stove Exchange Program, we are making a positive change in the air British Columbians breathe.

“This provincial funding will motivate hundreds of homeowners to swap their old wood stoves with more efficient, cleaner burning models that will significantly reduce emissions in their communities.”

#### **Scott McDonald, CEO, BC Lung Association –**

“The Wood Stove Exchange Program is an important partnership with the Province that has seen considerable success to date in improving air quality in participating communities.



“We look forward to the program continuing to help B.C. families swap out their older high-polluting stoves and burn smarter by using newer more environmentally-friendly options.”

**Quick Facts:**

- The Wood Stove Exchange Program has reduced particulate matter emissions by over 400 tonnes per year benefitting air quality in the 27 communities and regional districts that have participated.
- In B.C., all new wood stoves and inserts sold must meet U.S. Environmental Protection Agency (EPA) or Canadian Standards Association (CSA) emission standards.
- More than 6,600 wood-burning stoves and inserts have been replaced by cleaner burning models since the Provincial Wood Stove Exchange Program began eight years ago – this equates to an estimated reduction of 410 tonnes of particulate matter pumped into the air each year.
- Always use dry well-seasoned wood cut into pieces that are 10-15cm in diameter. Burning “green” or wet wood produces significantly more smoke.
- Firewood should be seasoned for at least six months. Burning seasoned wood also saves money by reducing wood consumption by 25%.
- The 13 communities/regional districts receiving grants for the 2016-2017 Wood Stove Exchange Program are:
  - Regional District of Central Okanagan and Regional District of Okanagan-Similkameen – \$23,500
  - Regional District of Central Kootenay – \$18,500
  - Regional District of Kootenay Boundary – \$7,800
  - Prince George Air Improvement Roundtable – \$11,000
  - Bulkley Valley and Lakes District Airshed Management Society – \$9,200
  - Metro Vancouver – \$19,250
  - Sunshine Coast Clean Air Society – \$10,650
  - Regional District of Nanaimo – \$18,900
  - Alberni-Clayoquot Regional District – \$10,450
  - Campbell River – \$8,900
  - Comox Valley Regional District – \$16,700
  - Cowichan Valley Regional District – \$24,500
  - Golden and District Air Quality Committee – \$10,900

**Learn More:**

BC Newsroom - Ministry of Environment:

<https://www.newsroom.gov.bc.ca/ministries/environment-1>

Find out more about the Provincial Wood Stove Exchange Program, smoke management in the province and current air-quality conditions throughout the province: <http://www.bcairquality.ca>

BC Lung Association tips for wood burning and your health:

[http://www.bc.lung.ca/airquality/wood\\_burning.html](http://www.bc.lung.ca/airquality/wood_burning.html)

**Media Contacts**



**From:** Virk, Pardeep AGLG:EX [<mailto:Pardeep.Virk@aglg.ca>] **On Behalf Of** Ruth, Gordon AGLG:EX  
**Sent:** Monday, December 14, 2015 10:54 AM  
**Subject:** Perspectives Booklet on Policing for Local Governments

*Sent on behalf of Gordon Ruth, Auditor General for Local Government.*

Ref: 165378

To: Mayors and Councillors  
Chairs and Directors of Regional District Boards  
Chairs and Directors of Greater Boards

I am pleased to inform you that the Office of the Auditor General for Local Government will be releasing a Perspectives booklet on Policing Services Performance Assessment under the topic "Local Government Performance in Managing Policing Agreements and Police Budget Oversight."

The purpose of this booklet is to assist local governments in measuring the effectiveness of their policing by presenting a suggested framework municipalities can use to assess the operational and financial performance of their police services. The information contained in the booklet comes from the work this office has carried out in its audits of local government management of policing services as well as a review of current literature on the subject. This booklet is designed for both elected officials and staff. It is the third AGLG Perspectives booklet produced and will be published on our website [www.aglg.ca](http://www.aglg.ca) on December 15 at 11:00 am.

I welcome feedback from local governments on all aspects of the work of our office, so I look forward to your comments on the Perspectives booklet to be issued tomorrow.

Regards,

*Gordon Ruth* FCPA, FCGA  
Auditor General for Local Government



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE

cc: Chief Administrative Officers

**From:** [radamson@ubcm.ca](mailto:radamson@ubcm.ca) [<mailto:radamson@ubcm.ca>]

**Sent:** Tuesday, December 08, 2015 3:45 PM

**To:** Wendy Thomson

**Subject:** Follow Up - Syrian Refugees

TO: UBCM Members ATTN: Mayor and Council / Chair and Board

Dear Wendy Thomson,

In follow up to the Province's conference call last Friday on settlement plans for Syrian refugees, the Honourable Shirley Bond, asked us to forward this additional information:

On the call Minister Bond said she would like to give the mayors a contact in her Ministry for any questions they have.

They can email Carling Helander, who is a Senior Policy Analyst in the Labour Market & Immigration Division. Her email is: [Carling.Helander@gov.bc.ca](mailto:Carling.Helander@gov.bc.ca)

Minister Bond would also like to send this list out as well. This is a list of refugee sponsorship agreement holders in various communities around the province.

Anglican Diocese of British Columbia  
900 Vancouver Street  
Victoria, BC  
V8V 3V7

Anglican Synod of The Diocese of New Westminster  
580-401 Georgia Street W  
Vancouver, BC  
V6B 5A1

Armenian Apostolic Church of B.C.  
13780 Westminster Highway,  
Richmond, BC  
V6V 1A2

Canadian Lutheran World Relief  
80 E - 10th Avenue  
New Westminster, BC  
V3L 4R5

East Kootenay Friends of Burma  
404 8th Avenue S  
Cranbrook, BC  
V1C 2L2

Emmanuel Free Reformed Church

21761 49A Avenue  
Langley, BC  
V3A 6C4

Eritrean Community Association of Vancouver  
262 - 720 6th Street  
New Westminster, BC  
V3L 3C5

Hohite Semay St Mary Ethiopian Orthodox Tewahido Church  
5730 Irmin Street  
Burnaby, BC  
V5J 1Y9

Inter-Cultural Association of Greater Victoria (ICA)  
930 Balmoral Road  
Victoria, BC  
V8T 1A8

Oromo Refugees Resettlement Services Network  
3981 Main Street, Post Office Box 74065  
Vancouver, BC  
V5V 5C8

R.C. Diocese of Nelson  
3645 Benvoulin Road  
Kelowna, BC  
V1W 4M7

Rehoboth Eritrean Church of Vancouver  
2201 8th Avenue  
New Westminster, B.C.  
V3M 2T9

Roman Catholic Archdiocese of Vancouver  
150 Robson Street  
Vancouver, BC  
V6B 2A7

Synod of the Diocese of Kootenay  
#201 380 Leathead Road  
Kelowna, BC  
V1X 2H8

For further information please go to this link to a News Release that will provide additional information as well.

<https://news.gov.bc.ca/releases/2015JTST0182-002011>

Thank you.

On behalf of Chair Al Richmond, UBCM President

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact [radamson@ubcm.ca](mailto:radamson@ubcm.ca).

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Click here to acknowledge reading.](#)

**From:** [radamson@ubcm.ca](mailto:radamson@ubcm.ca) [<mailto:radamson@ubcm.ca>]  
**Sent:** Wednesday, December 16, 2015 3:39 PM  
**To:** Wendy Thomson  
**Subject:** Update on Syrian Refugee Settlement Plans

Dear Wendy Thomson,

To: UBCM Members

Attn: Mayor and Council/Chair and Board

Please find attached a letter from the Honourable Shirley Bond to myself with an update on the settlement plans for Syrian refugees and three additional documents that will provide further information about contacts, services and additional background from Citizenship and Immigration on the Syrian refugees. Minister Bond asked that I share this with UBCM members to keep you apprised of this evolving situation.

Thank you.

Sent on behalf of

Chair Al Richmond  
UBCM President

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact [radamson@ubcm.ca](mailto:radamson@ubcm.ca).

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Ref: 111458

December 15, 2015

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

Dear Al Richmond: *Al:*

I am writing to provide you with an update on the recent teleconference that was held with a group of British Columbia (BC) Mayors on December 4, 2015, regarding refugee settlement. The teleconference offered an opportunity for the Ministry of Jobs, Tourism and Skills Training to provide an update on the refugee resettlement process with Mayors whose communities are most likely to welcome a number of refugees.

During the call, I informed Mayors that the federal commitment to resettle 25,000 Syrian refugees by March 2015 will be supported by \$678 million over six years – \$377 million of which will go towards settlement services to address refugees’ needs once they are in Canada. I further highlighted the fact that refugees are permanent residents and have access to all the provincial programs that other British Columbians have access to. Within government, we are actively planning for this and have set up an Assistant Deputy Minister level committee of all impacted ministries to exchange information and plan for readiness. I further notified Mayors that the province is working closely with the federal government (who have full jurisdiction over the refugee resettlement program) to identify which BC communities have the capacity to welcome and support refugees.

As part of our commitment to ensure community readiness, the province has launched a \$1 M Refugee Readiness Fund to develop province-wide refugee services and supports, as well as fund five Refugee Response Teams in regions across the province – including the Lower Mainland, Fraser Valley, Vancouver Island, Thompson-Okanagan and Cariboo. We have also developed a BC Plan for proposed refugee settlement locations, volumes, and flow rates. In refining this plan, we want to work closely with municipalities to better understand communities’ capacity and willingness to accept government-assisted refugees.

.../2



Mr. Al Richmond

Page 2

I would like to take this opportunity to follow up on a few of the items that we discussed during the meeting. Enclosed is a contact list so that UBCM members know whom to contact should they have questions about the refugee process. In addition, enclosed is a document that outlines the federal and provincial supports already available to refugees as well as a profile of Syrian refugees prepared by Immigration, Refugees, and Citizenship Canada.

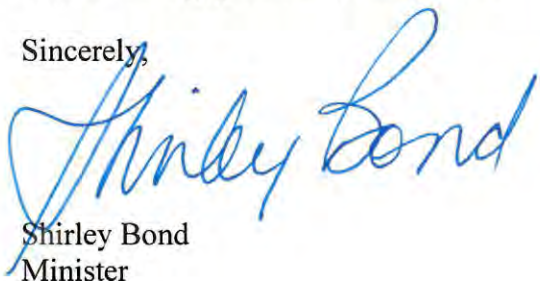
At the meeting we discussed housing registries, and I have confirmed that the federal government is not coordinating housing offers at a national level. Rather, settlement service agencies in various provinces are managing their own registry processes. In BC, a registry of private housing offers is being led by the Immigrant Services Society of BC. You can access their housing registry and direct individuals in your community to enter housing offers by following this link: <http://issbc.org/prim-corp-nav/our-work-with-refugees/refugee-crisis/how-can-i-help-refugees>.

Lastly, I will commit to providing you with summary notes from weekly calls between the provinces and the federal Government Operations Centre. I invite you to circulate these notes through UBCM so that Mayors can stay up-to-date on the latest information.

I know that municipalities would like to stay apprised of how many refugees will be arriving in their communities. The refugee numbers are continually evolving and the federal government has created a website to provide information on refugee volumes and settlement locations. The website is available at: [www.cic.gc.ca/english/refugees/welcome/map.asp](http://www.cic.gc.ca/english/refugees/welcome/map.asp). As of December 10, 2015, there are between 228 and 232 privately sponsored refugees destined for 12 BC communities. The federal government plans to update the website weekly, and provincial staff will be using the website as their primary source of information on refugee volumes. I also encourage you and your staff to check the website regularly to stay up-to-date on the impact to your communities.

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

Enclosures

## BC's Refugee Response: Contact List for Municipalities

### Refugee Readiness Fund

Province-wide Supports	Refugee Response Teams
<p>As part of the \$1 million Refugee Readiness Fund, the province is working with the Immigrant Services Society of B.C. to develop a new online hub to track volunteer offers, in-kind donations, and housing and employment leads. You can learn more on their website at:</p> <p><a href="http://www.issbc.org/prim-corp-nav/our-work-with-refugees/refugee-crisis/how-can-i-help-refugees">http://www.issbc.org/prim-corp-nav/our-work-with-refugees/refugee-crisis/how-can-i-help-refugees</a></p>	<p>Half of the Refugee Readiness Fund will support Refugee Response Teams across BC to proactively plan for the settlement of refugees. These teams will have representatives from the refugee service provider community as well as local employers. Teams are anticipated in the Lower Mainland, Fraser Valley, Vancouver Island, Okanagan and Cariboo – although locations are contingent on where refugees ultimately settle.</p> <p>Further information is available on BC Bid at: <a href="http://www.bcbid.gov.bc.ca">www.bcbid.gov.bc.ca</a>.</p>

### Contacts for all stakeholders

<p><b>For general questions related to the provinces refugee response please contact the Government of British Columbia Call Centre:</b></p> <p><b>1-877-952-6914 (toll free)</b></p>
---

<p><b>For offers to provide accommodation, employment, in-kind donations, or volunteer capacity, please contact the Immigrant Services Society of B.C</b></p> <p><b>1-844-447-9742 (toll-free)</b></p> <p><a href="mailto:refugee.crisis@issbc.org">refugee.crisis@issbc.org</a></p>
--

### Contacts for Municipality Staff

Contact Details	Area of Responsibility
<p><b>Carling Helander</b> A/Director, Immigration Policy <a href="mailto:Carling.Helander@gov.bc.ca">Carling.Helander@gov.bc.ca</a> (p) 250-886-5632</p>	<ul style="list-style-type: none"> <li>• Overall BC Response for Syrian Refugees, including the Refugee Readiness Fund</li> <li>• Federal Resettlement Plans</li> </ul>
<p><b>Joni Rose</b> Program Manager, Immigration Integration <a href="mailto:Joni.Rose@gov.bc.ca">Joni.Rose@gov.bc.ca</a> (p) 604-660-3463</p>	<ul style="list-style-type: none"> <li>• Refugee Readiness Fund Procurement</li> <li>• BC Government's contract with ISSofBC</li> </ul>
<p><b>Robyn Uhl</b> Senior Policy Analyst, Immigration Policy <a href="mailto:Robyn.uhl@gmail.com">Robyn.uhl@gmail.com</a> (p) 250-889-2361</p>	<ul style="list-style-type: none"> <li>• BC Stakeholder Engagement</li> <li>• BC's Cross-Ministry ADM Committee</li> <li>• Analysis of Proposed Resettlement Communities</li> </ul>



## SUPPORTS AND SERVICES FOR REFUGEES IN B.C.

### Federal Funding - Resettlement Assistance Program

- Income support for up to 1 year - single person approx. \$7,300/yr; family of four with both parents who can work \$13,200/yr and family of four where both parents have a disability \$20,900/yr.
- Resettlement services for the first 4-6 weeks, including:
- Reception services.
- Temporary accommodation and assistance w/ permanent accommodations.
- Additional allowances (mostly one-time; similar allowances are usually available to provincial income assistance clients):
  - Staple allowance –to set up a household with basic food and cleaning supplies (\$175 for a single plus \$75 for each additional family member)
  - Basic household needs allowance – to set up a household with furniture, window coverings, pots/pans, etc (\$1,330 for a single, \$2,945 for family of four; the government may provide in-kind in place of cash payment)
  - Utility installation allowance – covers actual cost of phone and utility hook-ups
  - Clothing allowances – \$325 per adult, \$250 per dependent; additional amounts for winter clothing may be available
  - Transportation allowance – based on current cost of monthly public transit or \$50 per month if not public transport available (rates are per adults only)
  - Dietary allowance – supplements for clients with specific dietary needs confirmed by doctor or nurse (max \$100 per month)
  - Maternity – additional monthly food allowance of \$75 and \$200 one-time allowance for clothes for pregnant women
  - Newborn – one-time, \$750 allowance for purchasing baby supplies
  - School start up - \$150 for school supplies (generally one-time unless Rap spans two school years)
  - Funeral – equivalent to social assistance rates
- Orientation on financial information and life skills training

\* Privately sponsored refugees receive the above supports from their sponsors

- Interim Federal Health Care
- Canada Child Tax Benefit
- Student Aid

### Provincial Funding

- Health (MSP)
  - Refugees are eligible for immediate enrolment upon arrival
- Education – funded per pupil
- Employment Program of BC
- Child Care Subsidy – up to \$850 a month
- BC Early Childhood Tax Benefit- up to \$55 per month per child under age 6.
- BC Basic Family Bonus- up to \$111 per child per month when combined with the [National Child Benefit Supplement](#)
- Student Aid



November 2015

# Population Profile: Syrian Refugees



Citizenship and Immigration Canada



## Executive Summary

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The conflict in Syria, which began in 2011, has caused widespread displacement with more than 4 million Syrian refugees fleeing, mainly to neighbouring countries such as Lebanon, Turkey, Jordan and Iraq.

Conditions in asylum countries vary but overall are quite poor. Iraq, Jordan and Turkey are the only three countries that have formal refugee camps; however, the majority of Syrian refugees (85 percent) live in non-camp environments such as urban centers or makeshift dwellings. Syrian refugees resettled to Canada will come primarily from asylum countries such as Jordan and Lebanon where local integration is not possible due to the overwhelming number of refugees residing in those countries.

In order to prepare for the arrival of refugees, CIC compiled available information on demographics and health characteristics of Syrian refugees. Some of the most common medical conditions found include: hypertension, diabetes and visual or hearing impairment. In addition, mental illness and trauma are common given the experiences in Syria, in transit and in asylum countries. Symptoms may not appear right away and therefore, follow-up is crucial. In terms of languages, of the Syrian refugees resettled to Canada in 2014, 46 percent reported knowing at least one of Canada's official languages, making language skills training an important factor in integration.

It is essential that cultural considerations are given to Syrian refugees when providing services as there are a number of important aspects to consider such as providing culturally appropriate health care, understanding family dynamics, religious beliefs and food and dietary restrictions.

Current information on how Canada is helping Syrian refugees is available on the CIC website: <http://www.cic.gc.ca/english/refugees/crisis/canada-response.asp>.

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## Background

### Introduction

Since early 2011, armed conflict in the Syrian Arab Republic has led more than 4 million Syrians to seek refuge in the neighbouring countries of Jordan, Lebanon, Iraq, Turkey and Egypt, resulting in significant humanitarian needs. According to the United Nations Refugee Agency (UNHCR), as of July 2015, an additional 7.6 million Syrians are internally displaced, with numbers increasing as the crisis continues unabated.

### Situational Overview

Syrian President Bashar al-Assad and the ruling Ba'ath Party have been in power since 2000. Protests began after many years of political repression and government corruption. Protestors called for democratic reforms, the release of political prisoners, multi-party elections and, in many cases, the end of the regime. The Syrian government responded to anti-regime activity with widespread arrests, beatings, interrogations, torture, and the use of live ammunition and snipers on protestors as well as barrel bombs and chlorine gas on areas viewed as anti-regime strongholds.

Since 2011, an estimated 1,500 armed rebel groups, with ever-changing alliances and factions—some secular and some Islamist—have become active in Syria.

Two notable Islamist groups also vying for territorial control in Syria are Jabhat al-Nusra, an arm of Al Qaeda, and the Islamic State of Iraq and the Levant (ISIL).



Figure 1: Map of Syria. Source: Central Intelligence Agency (CIA), 2014.

### Syrian Communities in Canada

According to the 2011 National Household Survey, there were 40,840 people in Canada reporting Syrian ethnic origin. The largest percentage of people of Syrian origin live in Quebec (44 percent), followed by Ontario (39 percent). The cities with the highest percentages of people of Syrian origin are Montréal (40 percent), Toronto (20 percent), Ottawa-Gatineau (7 percent), and London (3 percent). Similarly, the majority of Syrian refugees resettled to Canada reside in



Quebec and Ontario, particularly in Montreal and Toronto. These communities could be important sources of emotional support for newly arrived refugees.

## Demographic Characteristics

This section provides an overview of general characteristics and demographics of Syrians in their country of origin. In addition, Citizenship and Immigration Canada (CIC) has provided demographic information on Syrian refugees who have resettled to Canada.

### Age

As shown in Figure 2, 33 percent of people in Syria are under 15 years old, 20 percent are between 15 and 24 and 43 percent are between 25 and 64 years old. See Figure 2 for the age proportions in Syria. Comparatively, refugees who have resettled to Canada had similar numbers. Of the Syrian refugees resettled to Canada in 2014, 34 percent were under 15 years old, 15 percent were between 15 and 24 years old, and 48 percent were between 25 and 64 years old. See Figure 3 for the ages of resettled Syrian refugees.

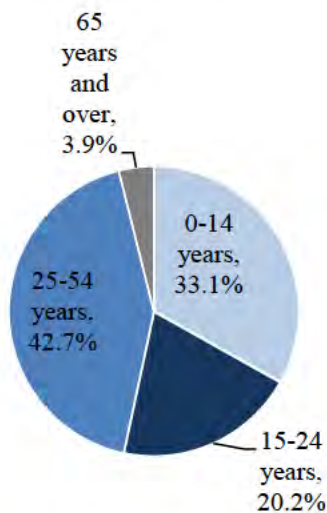


Figure 2: Age distribution in Syria. Source: CIA, 2014.

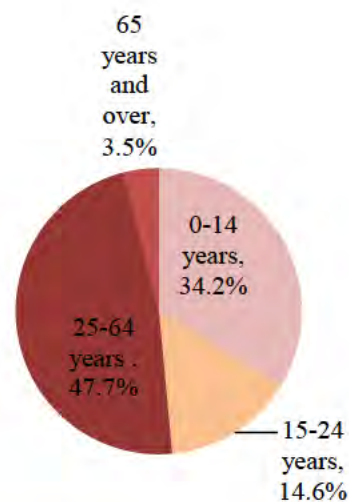


Figure 3: Age distribution of Syrian refugees resettled to Canada in 2014.

### Languages

Languages spoken in Syria include Arabic (official language), Kurdish, Armenian, Aramaic, and Circassian (widely understood). French and English are somewhat understood. According to the Cultural Orientation Resource Center, an organization that has provided cultural backgrounders to the U.S. government, Arabic is the native language of 90 percent of the population.

Of the Syrian refugees resettled to Canada in 2014, approximately 46 percent spoke at least one of Canada's official languages.



## *Literacy*

Universal literacy was a major goal of the Syrian government before the conflict. As a result, 84 percent of the population is literate (90 percent of men and 77 percent of women).

## *Ethnic Groups*

Prior to the conflict, Syria's ethnic groups consisted of Arabs (90 percent) and Kurds, Armenians and others (10 percent).

## *Urbanization*

Approximately 56 percent of Syria's population resided in urban areas prior to the conflict, particularly in Damascus, Aleppo, Hama, and Homs, which are the country's four largest cities. Drought and demographic shifts resulting from a rural exodus have been identified as key reasons behind the start of protests and the onset of the crisis.

## *Religion*

The majority religion in Syria is Islam, which makes up 87 percent of the population, including 74 percent who are Sunni Muslim, and 13 percent who are Alawi, Ismaili and Shia Muslim. Approximately 10 percent practice Christianity, with individuals identifying as Orthodox, Uniate and Nestorian Christians. The remaining 3 percent are Druze. The conflict has taken on sectarian dimensions as political opinion has become ascribed based on religious affiliation. For example, individuals who are Alawi are assumed to be pro-Assad, which further exacerbates tensions between opposing groups.

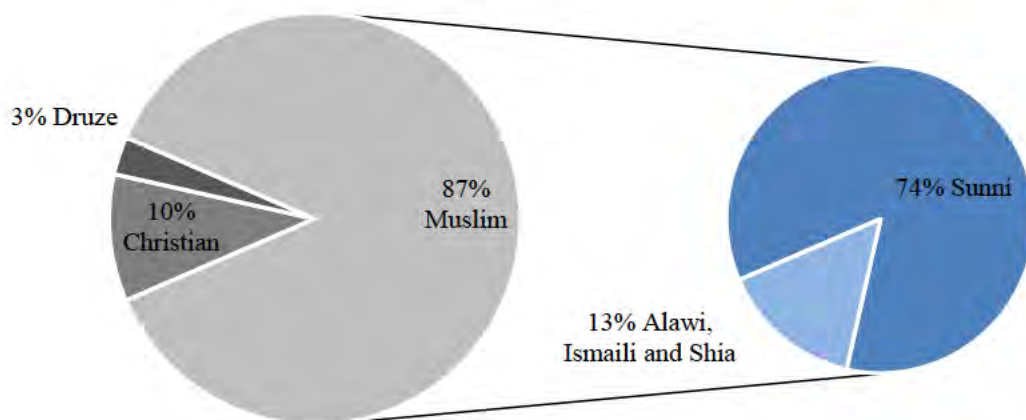


Figure 4: Religions in Syria. Source: CIA, 2014.



## Access to Education

In pre-conflict Syria, high rates of primary school attendance were achieved due to free public education. However, rates of primary school attendance in rural areas were significantly lower than the national average, and there were high dropout rates at the secondary school level, especially among girls. Furthermore, the Ba'ath party used Syria's education system as a tool to indoctrinate children with party ideologies, and teachers were generally not permitted to express ideas that opposed government policy.

According to the Cultural Orientation Resource Center, 72 percent of Syrians of secondary school age were enrolled in school before the uprising. The current conflict situation has taken a severe toll on the education system, with school attendance rates down to 6 percent in some areas due to general insecurity, damaged buildings and a lack of teachers.

Prior to the conflict, a combination of public and private universities existed to provide higher education access to men and women in Syria. However, as with primary and secondary school, restrictions on academic and political freedom were largely present. According to the World Bank, post-secondary school enrollment steadily increased over the years prior to the conflict and in 2010, 26 percent of the population in the five-year age group following secondary school had enrolled in post-secondary education. It is highly likely that enrollment has dropped by a large percentage since then.

## Countries of Asylum

### Size and Demographics of the Refugee Population

In 2015, the number of registered Syrian refugees reached 4 million. The majority of refugees reside in the neighbouring countries of Iraq, Turkey, Lebanon, Jordan and Egypt. The number of refugees in neighbouring asylum countries is illustrated in Figure 5. These countries are most affected by the influx of Syrian refugees across their borders and are struggling to meet the needs of refugees in addition to those of their own populations.

Figure 6 shows the percentage breakdown by age and gender of



Figure 5: Size of refugee population as of August 2015



Syrian refugees based on data from the United Nations Refugee Agency (UNHCR). This chart shows that 52 percent of Syrian refugees are under the age of 18 and are therefore especially vulnerable.

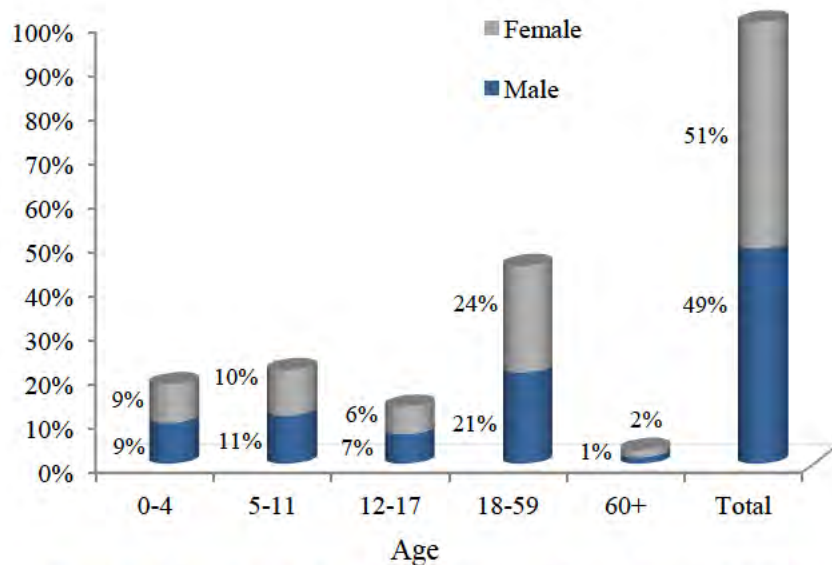


Figure 6: Age and gender breakdown of Syrian refugees, Source: UNHCR

### *Conditions in Asylum Countries*

Living conditions in asylum countries vary greatly but overall are poor, particularly in Lebanon. For example, inadequate shelter during the winter of 2015 resulted in some refugees and their children freezing to death in camps. Iraq, Jordan and Turkey are the only three countries that have formal refugee camps; however, the majority of Syrian refugees (85 percent) live in non-camp environments such as urban centers or makeshift dwellings.

Syrian refugees often lack access to adequate shelter, clean water, health care, schools and income-generating activities. As the conflict continues and refugees deplete their own financial resources, their situation becomes increasingly precarious and tensions with refugee-hosting communities are rising. Access to education is a major challenge and the majority of Syrian children living outside of Syria continue to miss critical educational milestones. About 89 percent of children living in refugee camps are attending school; however, given that the majority of Syrian refugees do not live in camps, overall 68 percent of children living outside of Syria are not attending school.

#### **Lebanon**

With a population of almost 6 million people and over 1 million Syrian refugees, Lebanon has the most refugees per capita in the world. Lebanon maintains a no-camp policy, so Syrians are dispersed among 1,700 localities in apartments or houses, abandoned buildings and informal

tented settlements. Adequate shelter, access to health care, and water and sanitation are the greatest challenges in the humanitarian response.

### **Jordan**

Jordan is a country of 8 million people and is host to 628,000 Syrian refugees. Jordan has three official Syrian refugee camps in the northern areas (near the border with Syria): Za'atari Refugee Camp, Azraq Camp and Emirates Jordanian Camp. Within Jordan, 16 percent of refugees live in camps and 84 percent live outside of camps. Health care is available in clinics and hospitals in the largest camps. Outside of camps, it is reported that 38 percent of refugees live in sub-standard shelter. Adequate water, sanitation and hygiene facilities have been particularly challenging in Jordan especially in the congested Za'atari camp.

### **Turkey**

Turkey is a country of 82 million people and is host to 1.9 million Syrians, in addition to other asylum populations such as Iraqis and Afghans (as of August 2015). There are 23 camps across the south of Turkey that are home to approximately 260,000 refugees, while the remaining refugees live outside of camps in housing units such as rented houses or apartments. About 56 percent of the refugees in the camps often live four to six people per housing unit (e.g., a tent or container). Close to 30 percent of refugees in the Turkish camps live with seven people or more in a housing unit. Many refugees are living in insecure dwellings, and 75 percent of families are struggling to meet their basic food needs.

### **Iraq**

Iraq has a population of over 32 million people and is also host to 247,000 Syrian refugees. The majority of refugees live outside of camps (62 percent), mostly in urban centres with little access to assistance, while 38 percent live in camps. Refugees in Iraq receive free medical and educational services, but the country's infrastructure is overwhelmed by the needs of Syrians and Iraqis alike. Much like the other asylum countries, there is low school attendance for Syrian refugee children in Iraq.

### **Egypt**

There are 132,000 Syrian refugees residing in Egypt, while the population is close to 87 million people. Like Lebanon, Egypt does not have refugee camps. Syrians live in urban neighborhoods, renting and sharing accommodation. In general, refugees have access to Egyptian public health and education but face discrimination in accessing these services.

## **Health Characteristics**

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The following section includes information from open-source reports on the prevalence of diseases, as well as other health issues impacting resettlement and integration (e.g. immunizations, mental health issues, injuries and disabilities, and sexual violence) among Syrian refugees mostly those living in Lebanon and Jordan. Following this general health section,



aggregate data on health conditions amongst Syrian refugees resettled to Canada is provided. This information is taken from the Department's immigration medical exam (IME).

## *General Health Conditions among Syrian Refugees*

### **Communicable and Non-communicable Diseases**

In 2013, the UNHCR conducted health care consultations in Lebanon, Jordan and Iraq and produced a report outlining some of the most prevalent diseases among Syrian refugees. While the majority of diseases in this report are consistent with CIC's data on resettled refugees, some of the conditions mentioned are not identified in CIC's data but are worth noting. Medical conditions mentioned in the UNHCR research include respiratory tract infections, chronic respiratory diseases, diarrhea, skin infections, urinary tract infections and eye or ear infections.

### **Vaccine-Preventable Diseases**

Vaccine-preventable diseases are particularly difficult to assess, as the majority of refugees will not have their personal documents, such as immunization and medical records. Mass vaccination campaigns for polio and measles were undertaken in Lebanon, Turkey, Iraq and Jordan in 2013; however, an exact estimate of how many Syrian refugees received these vaccines is not available. Therefore, health-care providers should be prepared to provide vaccinations to some refugees.

### **Trauma and Mental Illness**

Mental health and psychosocial support services will be essential for many Syrians after arriving in Canada. Mental health is one of the most prevalent health concerns, as much of the Syrian refugee population has experienced some form of trauma, including losing family members, being subject to or witnessing violent acts, or suffering from conflict-induced physical disabilities due to the use of barrel bombs and torture. According to the UNHCR, 43 percent of Syrian refugees referred for resettlement were submitted under the Survivor of Violence and/or Torture category in 2013 and 2014.

The UNHCR reports a high prevalence of mental health conditions particularly among children and adolescents. The UNHCR (2013) found that mental health is the most prevalent health concern for people ages 5 to 17 in both Lebanon and Jordan. Mercy Corps conducted focus group discussions with adolescents in Jordan and Lebanon and found that trauma is causing high physical and social isolation of refugees, particularly amongst adolescent girls. As a result, 20 percent of the children and adolescents interviewed left their home once a week or less. Boys mentioned broken social networks and a growing sense of hopelessness. They also described their humiliation due to tension between Syrian refugees and the host community.

Syrian attitudes toward mental health have shifted a great deal according to the Cultural Orientation Resource Center. Prior to the crisis, receiving treatment for mental illness had a negative stigma, making people more reluctant to seek treatment or discuss issues. However, as

large numbers of Syrian men, women and children are in psychological distress, they are more open to receiving mental health support. The need for treatment is difficult to predict, as symptoms can arise several months after arrival in the country of resettlement. Therefore, follow-up on mental health issues is crucial.

### **Injuries and Disabilities**

UNHCR research also shows a large number of Syrian refugees with injuries. In 2013, 5 percent of health care consultations in Jordan and 1 percent in Lebanon were for injuries. In Jordan, 11 percent of those injuries were war-related. Some injuries may have caused a physical disability, which will need increased attention upon arrival in a resettlement country. With regard to disabilities, the UNHCR noted that one in 10 refugee households in Jordan have at least one family member who has a disability and that 41 percent of those with a disability are children.

### **Sexual Violence**

Sexual violence and the threat of sexual violence was a concern for many women and girls in Syria before fleeing, if not one of the reasons for fleeing. Rape and other forms of violence affect women and girls as well as men and boys. It is often committed in detention facilities, in the context of household searches or military raids and checkpoints. Sexual violence is also a concern in asylum countries. According to the Cultural Orientation Resource Center, the fear of sexual violence in asylum countries from other refugees or host country nationals causes refugee women and girls to stay home, venturing outside only when accompanied by other family members. Delayed reporting and underreporting are common and, therefore, the magnitude and severity of the situation is unknown. While support, such as counselling, may be required, talking about the subject is often socially unacceptable, and women are unlikely to discuss the matter in front of male family members.

### ***Health Conditions Identified During the Immigration Medical Exam (IME) among Syrian Refugees Resettled to Canada***

The IME is conducted prior to resettlement to Canada to screen and detect a limited set of medical conditions applicable to medical requirements. The purpose of the IME is to determine admissibility on the basis of public health/safety and demand on social/health services. It is a single health assessment at a specific point in time, and the data cannot be used to draw conclusions on the health status of a group of individuals nor be generalized to other refugees. Most conditions are not systematically assessed and data relies heavily on self-report. Many individuals may not have received treatment for – or even be aware of – a health condition. In addition, CIC might not be aware of conditions a refugee may have developed between the time of their medical assessment and their arrival in Canada. As well, certain conditions like mental health issues can arise several months after arrival in Canada.





Syrian refugees receive the same medical assessment as all other immigrant categories, which consists of a medical history, physical examination, age-specific laboratory tests and age-specific chest x-ray. Mandatory age-specific laboratory and radiologic tests include:

1. Urinalysis for clients over five years of age
2. Chest x-ray (posterior-anterior view) for clients over 11 years of age
3. Syphilis test for clients over 15 years of age
4. HIV test for clients over 15 years of age

The tables provided below describe aggregate health-related data on a specific group of Syrian refugees who underwent the IME prior to being resettled in Canada. CIC makes every effort to safeguard personal information while also complying with privacy legislation.

Of the Syrian refugees assessed overseas (total=1,439), a little over 16 percent had at least one health condition detected during the IME (see Table 1). Among them, 55 percent were male. The highest proportion of health conditions is found in those 65 years and older – 80 percent of people in that age group had at least one health condition.

Table 1: Syrian refugees with at least one health condition at the time of IME

Age Group (years)	Had at least one condition listed*			Total Individuals		
	Male	Female	All	Male	Female	All
Less than 15	12	12	24 (5%)	255	193	448
15 to under 25	8	3	11 (5%)	126	112	238
25 to under 45	31	24	55 (12%)	227	219	446
45 to under 65	65	41	106 (41%)	151	109	260
65 and older	14	24	38 (80%)	17	30	47
<b>Total</b>	130	104	234 (16%)	776	663	1439

\* Although someone may have no condition identified at the time of the IME, it is not a guarantee that the individual does not have some type of health condition, or will not by the time of their arrival in Canada.

The most prevalent health conditions detected during the IME were hypertension, diabetes, visual or hearing impairments and cardiovascular disease (see Table 2). Hypertension had the highest frequency and mostly affected Syrians between 25 and 65 years of age. In addition, the majority of those with a cardiovascular disease were aged 65 years and over. Other chronic health conditions detected among Syrians 45 years and over included diabetes, osteoarthritis and cancer.

Three main communicable diseases are screened during the IME: tuberculosis (TB), syphilis and HIV, with lower proportions of communicable diseases reported than non communicable diseases (or chronic health conditions) (see Table 2).

Although information on the severity of a disease is not systematically collected at the time of the IME, each of the health conditions presented here requires various levels of clinical management and follow-up care. However, certain health issues are worth noting due to their

impact on integration and settlement, either because they require access to specialized care or because they can affect daily living if not managed in a timely manner. These include those with mental health illnesses/mood disorders, vision and hearing impairments, dental conditions and intellectual deficiencies categories. Ten percent of the overall group were represented in this category.

Table 2: Proportion of health conditions among resettled Syrian refugees

Health Condition*	Proportion of Syrian refugee group (%) (n=1,439)
Hypertension	7.6%
Non-specific abnormal findings**	5.0%
Diabetes	2.2%
Visual or hearing impairment	1.5%
Cardiovascular disease	0.9%
Cognitive/behaviour/nervous system disorder	0.8%
Mental illness/mood disorder	0.8%
Cancer	0.6%
Other	0.5%
Communicable disease	0.4%
Osteoarthritis	0.3%
Renal disorder	0.3%

\* A more detailed table providing frequencies of health conditions as well as a table describing the specific conditions have been included in the Annex.

\*\* Non-specific abnormal findings relate to medical findings during the medical assessment that were inconclusive or not related to any specific health condition.

## Cultural Considerations

### *Food and Dietary Restrictions*

Syrian food consists of a wide range of grains, meat and fruits and vegetables. Common dishes include pita and hummus (chickpea dip), baba ganoush (eggplant spread), mahshe (stuffed grape leaves, zucchini and bell peppers), shawarma (gyro), and salads such as tabouleh and fattoush. Lunch is usually the largest meal of the day, often eaten at 2:00 pm. Syrian Muslims have dietary restrictions that do not allow them to eat pork; additionally, some will not consume alcohol or eat shellfish.

### *Families*

As mentioned, the majority of resettled Syrian refugees who have arrived in Canada are family units consisting of a couple with three or more children. Families are quite extended in Syria; they include not only parents and children but also grandparents, aunts, uncles and cousins. It is



not uncommon for extended and immediate family members to live together in a single dwelling. In general, Syrian society is patriarchal, with the family under the authority of the oldest man.

### *Religion*

In Syria, devout Muslims pray five times a day, in private and at scheduled times. Syrian Muslims may fast during the lunar month of Ramadan, during which eating, drinking and smoking is prohibited from sunrise to sunset. At the end of Ramadan, Muslims celebrate Eid by feasting with family. Devout Christians wear crosses around their necks and attend church regularly. All Muslim and Christian holidays are official holidays in Syria.

### *Health Care*

Health care providers should consider religious and cultural beliefs when providing services. This includes practices such as providing long hospital gowns that cover the lower legs and same-sex health-care providers. This is especially important for women's reproductive health, as it would be more culturally appropriate for female gynecologists and nurses to provide care for Syrian refugee women.

### *Employment*

The Agency for Technical Cooperation and Development (ACTED) recently conducted a labour market analysis on Syrian refugees in Lebanon. ACTED's research provides other resettlement countries with a general idea of job opportunities and challenges for Syrian refugees.

This ACTED study determined that the majority of Syrians worked in the construction and agriculture sectors in Syria. The study found that 70 percent of the Syrian refugees interviewed were working in construction before leaving Syria and were able to find construction jobs in Lebanon. Research conducted by the International Labour Organization (ILO) in 2013 found that the occupational distribution among Syrian refugees residing in Lebanon included domestic/personal services such as driving or housekeeping (27 percent), agricultural activities (24 percent), and construction (12 percent). In addition, Syrians with previous jobs that require higher qualifications such as engineering, finance or education were either not employed or had found jobs in other sectors while living in Lebanon.

ACTED asked interviewees why they could not find employment. The responses varied but included a disability/injury or the reluctance of employers to hire Syrians. When asked which skills would help them find a job, or a better job, improved communication skills (including language, communication and computer skills) were mentioned the most.

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## Annex

Table 3: Frequency and rates of health conditions among refugees

Health condition*	Total frequency	Proportion of individuals with at Least One condition (n=234)	Proportion of entire Syrian Refugee Group (%) (n=1439)
Hypertension	110	47.0%	7.6%
Non-specific abnormal findings	72	30.8%	5.0%
Diabetes	32	13.7%	2.2%
Visual or hearing impairment	21	9.0%	1.5%
Cardiovascular disease	13	5.6%	0.9%
Cognitive/ behavioural/ nervous system disorder	11	4.7%	0.8%
Mental illness or mood disorder	11	4.7%	0.8%
Cancer	9	3.8%	0.6%
Other	7	3%	0.5%
Communicable disease	6	2.6%	0.4%
Osteoarthritis	5	2.1%	0.3%
Renal disorders	5	2.1%	0.3%

\*If someone had two diagnoses that went into the same group, they were only counted once in the frequency. Cell counts of less than 5 (including 0) have been suppressed as per data protocol for privacy and confidentiality. Non-specific abnormal findings relate to medical findings during the medical assessment that were inconclusive or not related to any specific health condition.



Table 4: Health groupings and categories

<b>Cancer</b>	<b>Cardiovascular disease</b>	<b>Cognitive, behavioural and nervous system disorders</b>	<b>Communicable diseases</b>
<ul style="list-style-type: none"> <li>• Endocrine Gland - Malignant Neoplasm</li> <li>• Female Breast - Malignant Neoplasm</li> <li>• Genitourinary Organs- Malignant Neoplasm</li> <li>• Lymphoid and Histiocytic Tissue - Malignant Neoplasm</li> <li>• Melanoma - Malignant Neoplasm</li> <li>• Nervous System - Malignant Neoplasm</li> <li>• Neoplasm of Unspecified Nature</li> </ul>	<ul style="list-style-type: none"> <li>• Aortic Valve Disease</li> <li>• Cardiomegaly</li> <li>• Cardiomyopathy</li> <li>• Cerebrovascular Disease</li> <li>• Heart - Congenital Anomaly</li> <li>• Heart Failure</li> <li>• Ischemic Heart Disease</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Disorder</li> <li>• Infantile Autism</li> <li>• Mental Retardation</li> <li>• Nervous System Disorder</li> </ul>	<ul style="list-style-type: none"> <li>• Hepatitis B</li> <li>• Pulmonary Tuberculosis Infection</li> <li>• Early Syphilis</li> </ul>
<b>Vision and hearing impairments</b>	<b>Mental illness and mood disorders</b>	<b>Non-specific abnormal Findings</b>	<b>Other Health Conditions</b>
<ul style="list-style-type: none"> <li>• Impaired Hearing or Deafness</li> <li>• Impaired Vision or Blindness</li> </ul>	<ul style="list-style-type: none"> <li>• Bipolar Disorder</li> <li>• Depression</li> <li>• Schizophrenia</li> </ul>	<ul style="list-style-type: none"> <li>• Non-specific Abnormal Findings</li> <li>• Non-specific Abnormal Results of Function Studies</li> <li>• Non-specific Abnormal Findings on Radiological and Other Examination of Body Structure</li> </ul>	<ul style="list-style-type: none"> <li>• Developmental Delay</li> <li>• Congenital Anomaly</li> <li>• Connective Tissue Disorder</li> <li>• Blood, and Blood-Forming Organ, Disease</li> </ul>

FOR IMMEDIATE RELEASE

December 18, 2015

## **FORD COVE RECEIVES ICET FUNDING FOR HARBOUR REDEVELOPMENT**

COURTENAY – Ford Cove is a busy harbour near the southern tip of Hornby Island. Originally built for commercial fishing vessels, the decline of fish stocks in the Salish Sea has shifted use of the harbour to both commercial and recreational boats, with recreational use growing each year. The demand for moorage during the summer months greatly exceeds capacity, and shoulder season traffic is on the rise.

The Ford Cove Harbour Authority, in collaboration with Hornby Island Community Economic Enhancement Corporation, has embarked upon a strategic plan to accommodate increased demand for recreational services, provide improved infrastructure for commercial users and encourage visitors to explore the island with additional transportation options.

“Ford Cove is a scenic and popular destination on Hornby Island,” said Don McRae, Comox Valley MLA. “Increasing harbour capacity and amenities is vital to supporting the community’s small businesses serving recreational boaters visiting the area. Through the Island Coastal Economic Trust, the Province is pleased to provide this beautiful community with the opportunity to grow and flourish.”

Ford Cove’s multi-year development project includes almost double the moorage capacity, better wave protection, upgrading the off-loading wharf, improved navigational aids and upland facilities. Phase 1 of this project will address improving wave attenuation and adding new transient moorage.

These marine tourism improvements support the Province of BC’s “Gaining the Edge” strategy by developing world class visitor services and experiences on Hornby Island.

“Almost doubling the number of berths means that visiting yacht clubs and recreational groups will have the opportunity to disembark and explore the community,” said ICET Chair Phil Kent. “This increased moorage will support peak season activity and boost shoulder season visitors. Combined with Hornby Island’s Community Economic Enhancement Corporation’s plan to increase transportation options for marine visitors these infrastructure upgrades will positively impact the sustainability of the local economy.”

The Island Coastal Economic Trust is contributing \$300,000 to the \$1,065,068 Ford Cove Harbour Marina Expansion Project, with over \$500,000 coming from the Department of Fisheries and Oceans Small Craft Harbors and more than \$200,000 from Ford Cove Harbour Authority's equity.

"We are excited to get started with Phase 1 of the Ford Cove Harbour Marina Expansion project that will meet the needs of visiting boaters as well as support local business development," said Glen Hadden, Secretary/Treasurer, Ford Cove Harbour Authority. "By working together with our community we have a strong plan to grow long-term sustainability and this is a great first step toward achieving that vision."

The harbour redevelopment project will begin in 2016 with completion in early 2017.

### **About the Island Coastal Economic Trust**

The Island Coastal Economic Trust is a \$50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast.

ICET is guided by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees. This exceptional team of leaders collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved \$49 million for over 140 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over \$271 million in incremental funding into the region.

A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca)

-end-

For further information:

Line Robert, CEO  
Island Coastal Economic Trust  
Tel. 250-871-7797 (Ext. 227)  
[line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca)

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

Jean Miserendino, Harbour Manager  
Ford Cove Harbour Authority  
Tel. 250-335-0003  
[fordcoveharbour@gmail.com](mailto:fordcoveharbour@gmail.com)



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CITY OF BURNABY  
OFFICE OF THE MAYOR  
DEREK R. CORRIGAN  
MAYOR

2015 December 17

The Honourable Peter Fassbender  
Minister of Community, Sport & Cultural Development  
PO Box 9056 Stn Prov Govt  
Victoria, BC V8W 9E1

Dear Mr. Fassbender:

**Subject: Anticipated Property Assessment Changes in 2016**

On behalf of the City of Burnaby, I am writing to express our serious concerns regarding the significant property assessment changes anticipated for 2016. Early notification to property owners whose properties have experienced an above average increase has not eased the minds of our citizens. The City of Burnaby Tax Office has received numerous calls from distressed property owners requesting that the City take action to mitigate the risk that they will have to pay considerably higher taxes in 2016.

By our calculations, the average increase in assessments for properties across Burnaby for 2016 will be approximately 12%. To address or respond to our citizens' concerns, the City has investigated options for mitigating the negative impacts of such a dramatic increase, but find ourselves limited by provisions in the Community Charter (Division 3, Section 197, 4, a). The City does not have the ability to vary rates within a Class, therefore those residential properties that have experienced an increase above the average will pay higher taxes in comparison to the average property. The City of Burnaby is committed to taking whatever action it can and challenges the Provincial Government to do the same.

The City of Burnaby calls upon the Provincial Government to address the negative repercussions of such a substantial assessment value increase by freezing property value assessments at 2014 levels. Further, the City of Burnaby requests that the Provincial Government consider amending/updating the Home Owner Grant program as many Burnaby homeowners will no longer qualify for the grant under the outdated program threshold.

...2

A response to this letter is formally requested, outlining any actions, if any, planned by the Provincial Government to address our citizens' concerns to be shared with all Burnaby residents.

Yours truly,



Derek R. Corrigan  
M A Y O R

Copied to: Burnaby Members of Legislative Assembly  
Union of British Columbia Municipalities  
Metro Vancouver Municipalities

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Monday - Friday 9:30am - 1:30pm

Phone 250-723-2214

Fax 250-723-0225

Email [ccww@shaw.ca](mailto:ccww@shaw.ca)

[www.cherrycreekwater.com](http://www.cherrycreekwater.com)

December 15, 2015

Mike Sparrow  
Fire Chief  
Cherry Creek Volunteer Fire Department

Dear Mike:

Re: Request for Decision: Franklin River Rd. Fire protection.

At the regular meeting of the Board of Trustees for Cherry Creek Waterworks District dated December 9, 2015 a motion was made and carried regarding the Franklin River Rd. Fire Protection Service. The Board was not in favour of providing Fire Protection in this area.

Therefore, please be advised the Cherry Creek Volunteer Fire Department will not be providing Fire Protection Services to the area.

Sincerely,



Michelle Price, Administrator  
For Paige Hill, Chair  
Board of Trustees

Cc: Russell Dyson, Chief Administrative Officer; Alberni-Clayoquot Regional District  
Lucas Banton, Regional Director for Cherry Creek; Alberni-Clayoquot Regional District



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[www.cherrycreekwater.com](http://www.cherrycreekwater.com)

December 16, 2015

Mike Sparrow  
Fire Chief  
Cherry Creek Volunteer Fire Department

Dear Mike:

Re: Request for Decision: Franklin River Rd. Fire protection.

At the regular meeting of the Board of Trustees for Cherry Creek Waterworks District dated December 9, 2015 a motion was carried to terminate Fire Services to areas beyond Cherry Creek Water Works District boundaries at 1599 Alberni Highway as of February 1, 2016.

Please notify anyone necessary who will be affected by this change.

Sincerely,



Michelle Price, Administrator  
For Paige Hill, Chair  
Board of Trustees

Cc: Tim Pley, Fire Chief; City of Port Alberni  
Lucas Banton, Regional Director for Cherry Creek; Alberni-Clayoquot Regional District

# **CHERRY CREEK WATERWORKS DISTRICT**

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Email [ccww@shaw.ca](mailto:ccww@shaw.ca)

[www.cherrycreekwater.com](http://www.cherrycreekwater.com)

December 15, 2015

Mike Sparrow  
Fire Chief  
Cherry Creek Volunteer Fire Department

Dear Mike:

Re: Request for Decision: Valley Wide Water Shuttle Accreditation.

At the regular meeting of the Board of Trustees for Cherry Creek Waterworks District dated December 9, 2015, the Board agreed to allow the Cherry Creek Volunteer Fire Department to pursue the possibility of Superior Water Shuttle Accreditation for its residents.

Sincerely,



Michelle Price, Administrator  
For Paige Hill, Chair  
Board of Trustees

Cc: Dan Holder, Fire Services Coordinator; Emergency Services Coordinator; Alberni-Clayoquot Regional District  
Lucas Banton, Regional Director for Cherry Creek; Alberni-Clayoquot Regional District

**From:** [Wendy Thomson](#)  
**To:** [Loreen Brown](#)  
**Subject:** FW: last ? agenda item  
**Date:** January-08-16 8:12:19 AM  
**Attachments:** [NOGO MAMU ENGO Engagement sessions.xlsx](#)

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**From:** Russell Dyson  
**Sent:** Friday, January 08, 2016 8:09 AM  
**To:** Wendy Thomson  
**Subject:** last ? agenda item

The provincial government is hosting a series of engagement sessions focused on the Northern Goshawk and Marbled Murrelet. The intent is to provide public groups with input into the proposed management approaches for Goshawk and Murrelets. The results of this engagement will play a role in the development of the Provincial Implementation Plans in response to existing or upcoming Federal Government Recovery Strategies. This will have impact on forest lands within the region, especially crown lands.

Russell Dyson  
Chief Administrative Officer  
Alberni Clayoquot Regional District  
office: (250) 720-2705  
cell: (250) 720-7051

*This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.*

## Northern Goshawk and Marbled Murrelet Implementation Plan Engagement Session Dates

Date	Time	City	Address	Registration Deadline
12-Jan-16	10am -12pm	Terrace	Coast Mountains Natural Resource District, #200 - 5220 Keith Avenue, Terrace, BC, V8G 1L1, Phone: (250) 638-5100	04-Jan-16
14-Jan-16	10 am- 12pm	Victoria	Pacific Forestry Centre, 506 West Burnside Road Victoria, BC, Canada, V8Z 1M5 Phone: (250) 363-0600	07-Jan-16
20-Jan-16	1pm - 3pm	Squamish	Sea to Sky Natural Resource District, Suite 101-42000 Loggers Lane, Squamish BC V8B 0H3, Phone: 604 898-2100	13-Jan-16
25-Jan-16	1pm - 3pm	Nanaimo	Arrowsmith Room, Ministry of Forests, Lands and Natural Resource Operations, 2080A Labieux Rd, Nanaimo, BC, V9T 6J9	18-Jan-16
28-Jan-16	9am - 11am	Queen Charlotte City	Haida Gwaii Natural Resource District, 1229 Oceanview Drive, Queen Charlotte City, BC, V0T 1S0	21-Jan-16
10-Feb-16	1pm - 3pm	Powell River	Sunshine Coast Natural Resource District, 7077 Duncan Street, Powell River, BC, V8A 1W1, Phone: (604) 485-0700	03-Feb-16
15-Feb-16	1pm - 3pm	Port Alberni	South Island Natural Resource District, 4885 Cherry Creek Road, Port Alberni, BC, V9Y 8E9, Phone: (250) 731-3000	09-Feb-16
18-Feb-16	9-11 am	Bella Coola	Ministry of Forests, Lands and Natural Resource Operations, 1681 Airport Road, Bella Coola	17-Feb-16
18-Feb-16	1pm - 3pm	Surrey	Ministry of Forests, Lands and Natural Resource Operations, Suite 200, 10428 - 153 St, Surrey, BC, V3R 1E1, Phone: (604) 586-4400	11-Feb-16

22-Feb-16	1pm - 3pm	Campbell River	Campbell River Natural Resource District, 370 South Dogwood Street, Campbell River, BC, V9W 6Y7, Phone: (250) 286-9300	15-Feb-16
24-Feb-16	1pm - 3pm	Port McNeill	2217 Mine Road, Port McNeill, BC, V0N2R0, Phone: (250) 956-5000 North Island - Central Coast District Mailing Address: Box 7000 Port McNeill V0N2R0 Physical Address: 2217 Mine Road Port McNeill V0N2R0	17-Feb-16



December 23, 2015

Email: [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)

Russell Dyson  
Chief Administrative Officer  
Alberni-Clayquot Sound Regional District

Dear Russell Dyson:

The Province, led by the Ministry of Forests, Lands and Natural Resource Operations (FLNR), is developing Implementation Plans for two priority species at risk on the coast of British Columbia: Northern Goshawks, *laingi* sub-species (NOGO) and Marbled Murrelets (MAMU). These Implementation Plans will represent a provincial government commitment that prioritizes management actions that are informed by science and also consider socio-economic factors.

The intent of the Implementation Plans are to meet the Province's commitment for these species at risk under the *Accord for the Protection of Species at Risk in Canada*, and the *Canada - British Columbia Agreement on Species at Risk*. Implementation Plans are developed when existing management and protection does not meet species at risk recovery objectives and where meeting those recovery objectives may have significant socio-economic implications. Please refer to the attached information packages for more information regarding the development of Implementation Plans for NOGO and MAMU.

A portion of the proposed NOGO and MAMU conservation regions, where further management actions may occur, is located within your Regional District. Please see the maps in the information packages. As such, the Province would like to provide the opportunity for local governments within your Regional District to provide input into the proposed management approaches. The results of this engagement will play an important role in the development of the Implementation Plans.

As an efficient means to distribute this information to local governments we respectfully request you to distribute to the local governments within your Regional District as soon as possible. If this is not possible, please let us know so we can make alternate arrangements. Between January and February, 2016, engagement sessions will be held at several provincial government offices across coastal British Columbia (see Table 1 for locations and dates).

Page 1 of 2

Ministry of Forests, Lands &  
Natural Resource Operations

West Coast Region  
Resource Stewardship

Mailing Address:  
2080A Labieux Road  
Nanaimo BC V9T 6J9

Telephone: 250 751-3100  
Facsimile: 250 751-3103



Alberni-Clayquot Sound Regional District

The Province will also be seeking input from First Nations, environmental organizations and the forest sector to provide an opportunity to discuss the details and implications of the proposed management approaches and provide a forum for asking questions and providing input.

Engagement sessions will include:

- Information on the proposed provincial management approach including:
  - proposed population and distribution objectives;
  - other proposed management actions; and
  - supporting rationales.
- Background information on NOGO and MAMU;
- A summary of the species recovery planning to date;
- Information on existing management and protection; and
- Useful links providing additional information.

Input received from the engagement sessions will inform recommendations for the Implementation Plans to be presented to Senior Government in May, 2016. It is expected that the plans will be finalized prior to the end of 2016. Once the Implementation Plans are finalized, statutory decisions will need to be made as a result of these plans. These decisions are expected to be made in 2017, and will be subject to formal consultation as directed by existing legislation and agreements.

If you are interested in attending one of the scheduled engagement sessions please register by the registration dates in Table 1 by contacting Laura Body at [Laura.Body@gov.bc.ca](mailto:Laura.Body@gov.bc.ca) or (250) 751-7102. This will help us ensure our facilities are adequate for these sessions.

If the scheduled information sessions are not convenient for you to attend, please contact Darryn McConkey, Ecosystem Biologist, at [Darryn.McConkey@gov.bc.ca](mailto:Darryn.McConkey@gov.bc.ca) or (250) 751-3104 to provide input, request additional information or ask questions about the proposed management approaches.

Your input is very important to this process. To ensure your input is available to inform management of these species in British Columbia, please provide written feedback by March 31, 2016.

Yours truly,



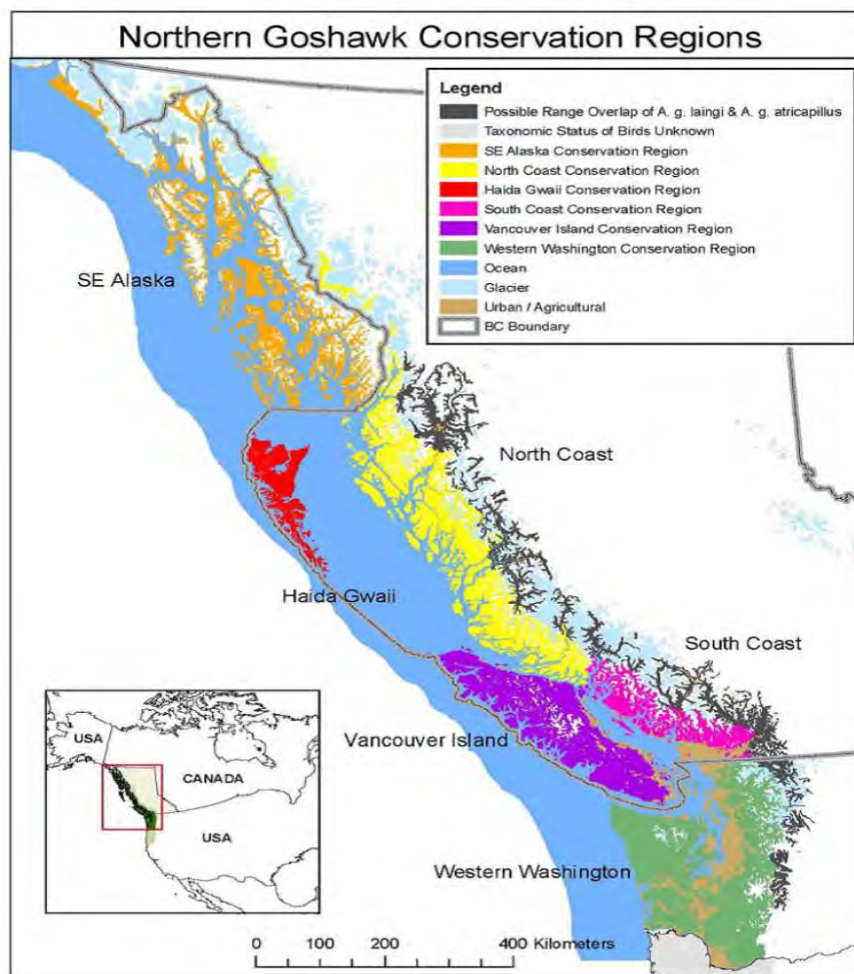
Steve Gordon, MSc., RPBio.  
Manager, Biodiversity & Old Growth  
Resource Management Objectives Branch

Attachment(s): Engagement Sessions Schedule  
NOGO and MAMU Information Packages

## Developing the British Columbia Implementation Plan for Coastal Northern Goshawks (*Accipiter gentilis laingi*)

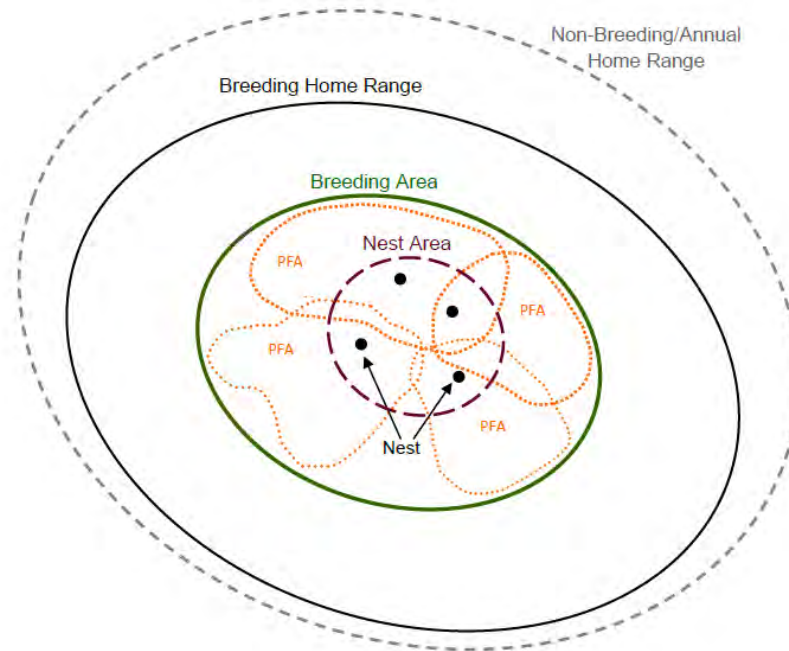
### Background

- Northern Goshawks, *laingi* sub-species (NOGO) are raven-sized raptors (birds of prey) that live in mature and old-growth forests in coastal B.C., including on Vancouver Island, Haida Gwaii and the mainland coast (Figure 1).
- A NOGO home range consists of a breeding area where they nest and rear young and a larger surrounding foraging area where they hunt for prey (Figure 2).
- NOGO are a species at risk and are listed as *Threatened* under the federal *Species at Risk Act* (SARA) (COSEWIC 2013), and are provincially Red listed. Their at-risk status is due mainly to their small population size and the loss and fragmentation of their nesting and foraging habitat.



**Figure 1.** Conservation Region and Range map for Northern Goshawk, *Accipiter gentilis laingi* (Northern Goshawk *Accipiter gentilis laingi* Recovery Strategy 2008)

## Developing the British Columbia Implementation Plan for Coastal Northern Goshawks (*Accipiter gentilis laingi*)



**Figure 2.** Conceptual diagram (not to scale) of coastal goshawk home range, including alternate nest sites, nest area, post-fledgling area (PFA), breeding area, breeding home range and non-breeding/annual home range (McClaren et al. 2015)

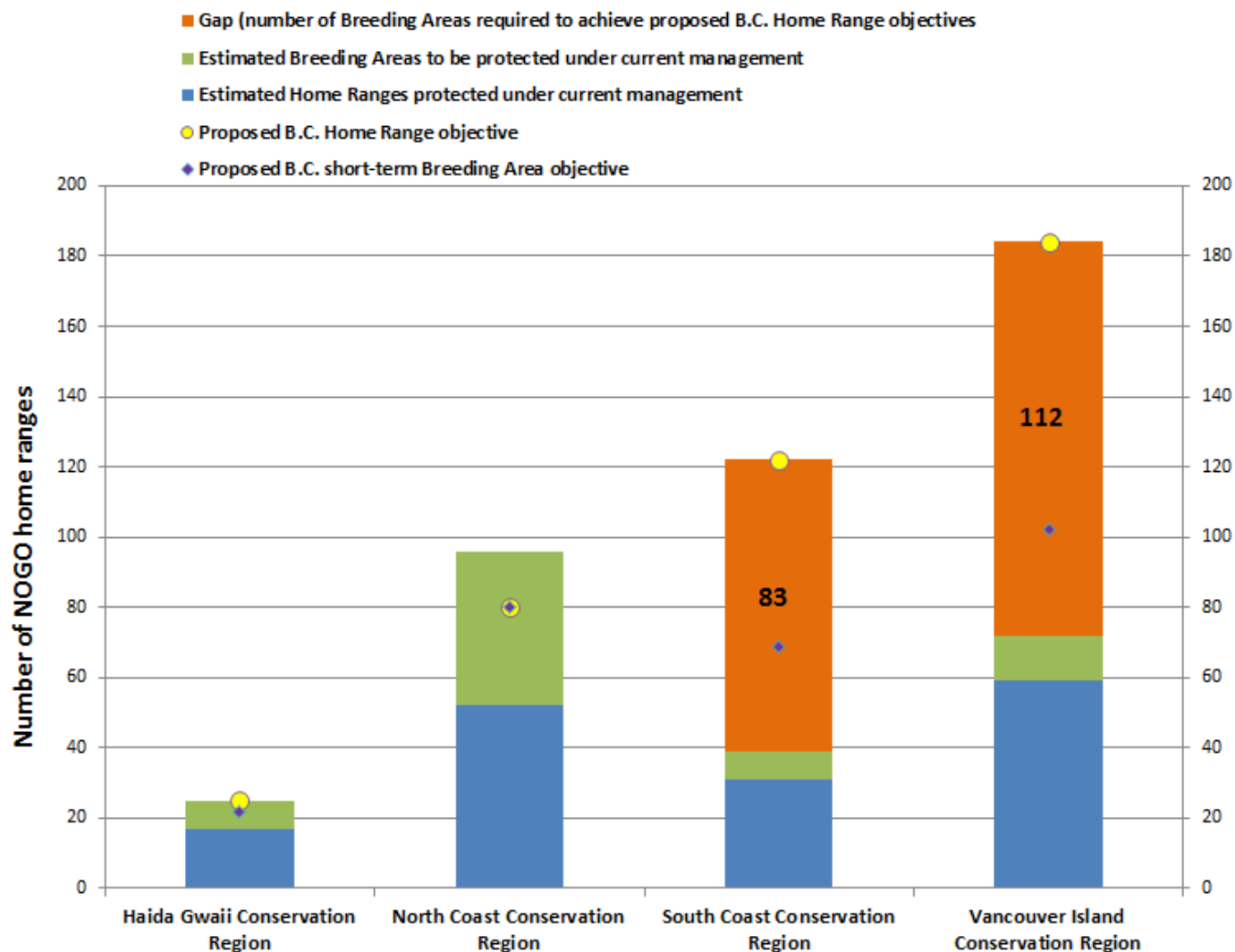
### Recovery Planning

- The provincial NOGO recovery strategy was posted in 2008 and the Management Plan was posted in 2013.
- Several drafts of the federal NOGO recovery strategy have been released, but a final version has not yet been posted to the SARA public registry.
- The federal recovery strategy sets an overall population objective to maintain 444 NOGO home ranges across British Columbia and sets home range targets for the four Conservation Regions (see Table 1).
- The federal strategy identifies Critical Habitat for breeding and foraging habitat for 108 known home ranges without consideration of socio-economic implications, and implies additional Critical Habitat will be identified as new home ranges are discovered.
- Federal Critical Habitat for breeding areas is described as an approximately 200 hectare reserve, which includes all known nests at least 252 m away from (potential) edges.
- Federal Critical Habitat for foraging habitat is described as maintaining between 45% and 61% suitable foraging habitat within a home range (depending on the Conservation Region).
- Under SARA, the federal government expects the province to demonstrate effective protection of NOGO Critical Habitat.



### Existing Protection

- There are currently an estimated 680 - 780 potential Northern goshawk *laingi* subspecies home ranges in B.C.
- Although not all specific nesting locations are known, existing protection for NOGO in British Columbia (Figure 3) was determined by estimating the number of home ranges that are likely to be protected under the following circumstances: 1) in existing Parks and Protected Areas and other conservation designations and, 2) when existing land use planning is fully implemented (e.g. Landscape Reserves in the Great Bear Rainforest).
- A NOGO territory model developed by the provincial Northern Goshawk Recovery Team that projects theoretical home ranges consisting of both breeding and foraging habitat was overlaid with protected areas to estimate existing protection.



**Figure 3.** Estimated existing protection of modelled NOGO home ranges in B.C. and additional protection required to meet proposed provincial home range targets.

## Developing the British Columbia Implementation Plan for Coastal Northern Goshawks (*Accipiter gentilis laingi*)

### Proposed Provincial Management Approach

- The goals of the provincial management approach are to:
  - Maximize conservation benefit and likelihood of meeting recovery objectives;
  - Minimize socio-economic impacts; and
  - Maximize the likelihood of meeting SARA expectations

### Population and Distribution Objectives

- Table 1 shows the proposed provincial population and distribution objective for NOGO in British Columbia.
- With the exception of Haida Gwaii, the province is proposing to establish B.C. population and distribution targets that are largely consistent with the federal targets.
- In Haida Gwaii, the province considers the federal target of 58 home ranges to be unrealistic as it exceeds the estimated current number of 19 home ranges in the Conservation Region.

**Table 1.** Proposed federal and proposed B.C. population and distribution objectives for NOGO home ranges (the proposed B.C. population objective is shown in parentheses where it differs from the federal approach)

Vancouver Island	South Coast	North Coast	Haida Gwaii	Total home ranges in British Columbia
184	122	80	58 (25)	444 (411)

### Breeding Area Management

- The proposed B.C. management approach for breeding areas is to, by 2020, protect 95 new NOGO breeding areas around occupied nests:
  - 30 new breeding area Wildlife Habitat Areas in each of the North Coast, South Coast and Vancouver Island Conservation Regions, and 5 new breeding area reserves in Haida Gwaii (95 total).
- The proposed management approach for breeding areas is similar to the current provincial design standards for establishing NOGO wildlife habitat areas under the *Identified Wildlife Management Strategy* (McClaren E.L. 2004).
- Currently in Haida Gwaii, all newly discovered NOGO nests on Crown land receive a 200 ha breeding area reserve under the Haida Gwaii Land Use Objectives Order.
- Longer-term, options will be assessed regarding implementation of measures to achieve the proposed population and distribution objectives outlined in Table 1.

### Foraging Habitat Management

- The science to support foraging habitat management requires further investigation.
- NOGO home range size and foraging habitat requirements vary across the species range.
- Foraging habitat management requires maintaining a proportion of a home range in a suitable foraging condition to support NOGO prey species in order to provide adequate hunting opportunities to sustain local populations.
- Managing NOGO foraging habitat may have significant socio-economic implications.
- The proposed provincial approach is to facilitate additional research on NOGO foraging habitat requirements and, by 2020, develop provincial foraging habitat management recommendations.

## Developing the British Columbia Implementation Plan for Coastal Northern Goshawks (*Accipiter gentilis laingi*)

### Additional Proposed Actions in 2016

- Develop research partnerships to investigate the genetic basis of NOGO sub-species designations and their range.
- Engage with private land holders to encourage shared stewardship of Northern Goshawks on non-Crown land, particularly in the Vancouver Island Conservation Region.

### Key work required to develop the Implementation Plan

- The proposed population objective and home range targets are less than the estimated number of home ranges that currently exist (approximately 730 home ranges coast wide). A key aspect of the Implementation Plan will be to determine which home ranges are protected.

### References and information links

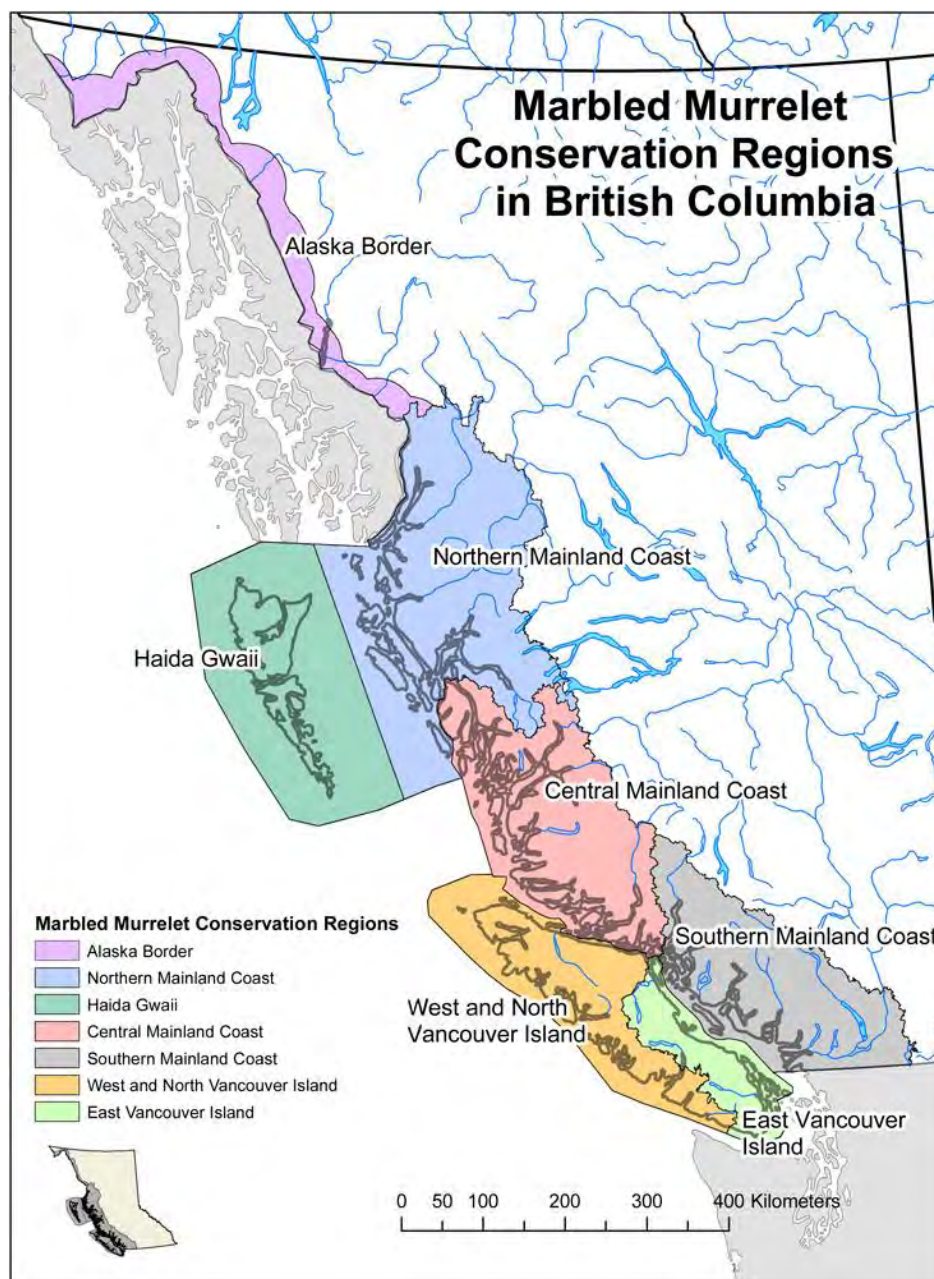
- COSEWIC. 2013. COSEWIC assessment and status report on the Northern Goshawk *Accipiter gentilis laingi* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. x + 56 pp. <http://www.sararegistry.gc.ca/default.asp?lang=En&n=99FC419D-1>
- Haida Gwaii Land Use Objectives Order. 2010. <https://www.for.gov.bc.ca/tasb/slrp/pdf/lrmp/haidaGwaii/>
- Ministry of Forests, Lands, and Natural Resource Operations and Ministry of Environment. 2013. Management plan for the Northern Goshawk, *laingi* subspecies (*Accipiter gentilis laingi*) in British Columbia. B.C. Ministry of Forests, Lands, and Natural Resource Operations and B.C. Ministry of Environment, Victoria, BC. 30 pp. [http://www.env.gov.bc.ca/wld/recoveryplans/recovery\\_doc\\_table.html](http://www.env.gov.bc.ca/wld/recoveryplans/recovery_doc_table.html)
- McClaren E.L. 2004. Queen Charlotte Goshawk *Accipiter gentilis laingi*. In: Accounts and Measures for Managing Identified Wildlife – Version 2004. B.C. Ministry of Water, Land and Air Protection, Victoria, B.C. [http://www.env.gov.bc.ca/wld/frpa/iwms/documents/Birds/b\\_queencharlottegoshawk.pdf](http://www.env.gov.bc.ca/wld/frpa/iwms/documents/Birds/b_queencharlottegoshawk.pdf)
- McClaren, E.L., T. Mahon, F.I. Doyle, and W.L. Harrower. 2015. Science-Based Guidelines for Managing Northern Goshawk Breeding Areas in Coastal British Columbia. *Journal of Ecosystems and Management* 15(2):1–91. Published by the Journal of Ecosystems and Management: <http://jem-online.org/index.php/jem/article/viewFile/576/506>
- Northern Goshawk *Accipiter gentilis laingi* Recovery Team. 2008. Recovery strategy for the Northern Goshawk, *laingi* subspecies (*Accipiter gentilis laingi*) in British Columbia. Prepared for the B.C. Ministry of Environment, Victoria, BC. 56 pp. [http://www.env.gov.bc.ca/wld/recoveryplans/recovery\\_doc\\_table.html](http://www.env.gov.bc.ca/wld/recoveryplans/recovery_doc_table.html)



## Developing the British Columbia Implementation Plan for Marbled Murrelets (*Brachyramphus marmoratus*)

### Background

- Marbled Murrelets (*Brachyramphus marmoratus*) are small seabirds that typically nest in old-growth forests within 30km of the coast including on Vancouver Island, Haida Gwaii, and the mainland coast of B.C. (see figure 1).
- Marbled Murrelets (MAMU) are a species at risk listed as *Threatened* under the federal *Species at Risk Act* (SARA) (COSEWIC 2012) and are provincially Blue listed. Their at-risk status is due mainly to the loss and fragmentation of their old-growth nesting habitat and due to threats in the marine habitats where they feed (e.g. oil spills, fisheries by-catch).



**Figure 1.** Marbled Murrelet Conservation Regions in British Columbia

## Developing the British Columbia Implementation Plan for Marbled Murrelets (*Brachyramphus marmoratus*)

### Recovery Planning

- In 2002, the Canadian Marbled Murrelet Recovery Team (CMMRT) released a conservation assessment of MAMU in B.C. (Burger A.E. 2002)
- In 2003, the CMMRT released a scientific advisory document regarding conservation and management of MAMU in B.C. (CMMRT 2003).
- Environment Canada posted a draft recovery strategy for MAMU in Canada on January 7, 2014 and a revised strategy on June 3, 2014. It is anticipated that the federal recovery strategy will be amended in the future.
- The federal recovery strategy sets a short term overall population objective that requires retention of MAMU nesting habitat at 70% or greater of 2002 levels coast-wide, and a long term objective to stabilize MAMU nesting habitat at 70% or greater of 2002 levels.
- The federal recovery strategy identifies potential terrestrial Critical Habitat that is described by biophysical attributes related to nesting habitat and is to be retained as minimum amounts within six Conservation Regions<sup>1</sup>. It is recognized these amounts are likely to change as better habitat mapping and other information becomes available.
- Critical Habitat is identified in federal recovery strategies without consideration of socio-economic implications.
- Under *SARA*, the federal government expects the province to demonstrate effective protection of MAMU Critical Habitat.



### Existing Protection

- Through various types of conservation designations (e.g., Parks and Protected Areas, Land Act Reserves, legal Old Growth Management Areas (OGMAs), Wildlife Habitat Areas and Ungulate Winter Ranges) B.C. has considerable protection of MAMU habitat already in place.
- Additional MAMU habitat will be maintained in B.C. when existing land use planning is fully implemented (e.g. Landscape Reserves in the Great Bear Rainforest and OGMA planning on the coast) and boundaries of reserves are legalized. The contribution of these future designations to MAMU habitat conservation is included in the existing protection in Figure 2.
- Figure 2 shows in six Conservation Regions: the amount (area in Hectares) of protected MAMU habitat in B.C.; the amount of MAMU habitat on Crown land that does not contribute to timber harvesting; the amount of MAMU habitat on Crown land that is part of the Timber Harvesting Land Base (THLB); and the federal minimum habitat threshold 1) applied to all lands and 2) applied to Crown land only.
- Figure 2 also shows the remaining THLB that is not considered suitable MAMU habitat in the six Conservation Regions.
- MAMU habitat in Figure 2 is represented by several methods of habitat mapping ranging from what is considered to be most accurate to least accurate: low-level aerial survey, air photo interpretation, CMMRT model and baseline thematic mapping.
- In most Conservation Regions, B.C. meets or comes close to meeting the federal minimum habitat threshold applied to provincial Crown land only through existing protection and MAMU habitat on Crown land that is not part of the Timber Harvesting Land Base (THLB).

<sup>1</sup> A habitat suitability model for the Alaska Border Conservation Region has been developed and it is anticipated that recovery objectives will be set for this Conservation Region.

## Developing the British Columbia Implementation Plan for Marbled Murrelets (*Brachyramphus marmoratus*)

- It is estimated that an additional 210,000 hectares of MAMU habitat would have to be protected in order to achieve the federal minimum habitat thresholds applied to provincial Crown land only.

### Proposed Provincial Management Approach

- The goals of the provincial management approach are to:
  - Maximize conservation benefit and the likelihood of meeting recovery objectives;
  - Minimize socio-economic impacts; and
  - Maximize the likelihood of achieving general expectations under SARA
- The proposed provincial management approach for MAMU is to:
  - Engage with First Nations and stakeholders on the development of a habitat management approach for MAMU that meets the expectations of the federal recovery strategy for provincial Crown land.
  - Complete existing land use planning, including implementing legal landscape reserves in the Great Bear Rainforest and legalization of Old Growth Management Areas and priority Wildlife Habitat Areas on the coast.
  - By 2017, issue a Land Use Objectives Regulation Order under the provincial *Land Act* to protect specified amounts of MAMU habitat in a suitable condition for Crown land for the six Conservation Regions (see Table 1).
  - Employ both spatial and aspatial<sup>2</sup> management approaches.

### Population and Distribution Objectives

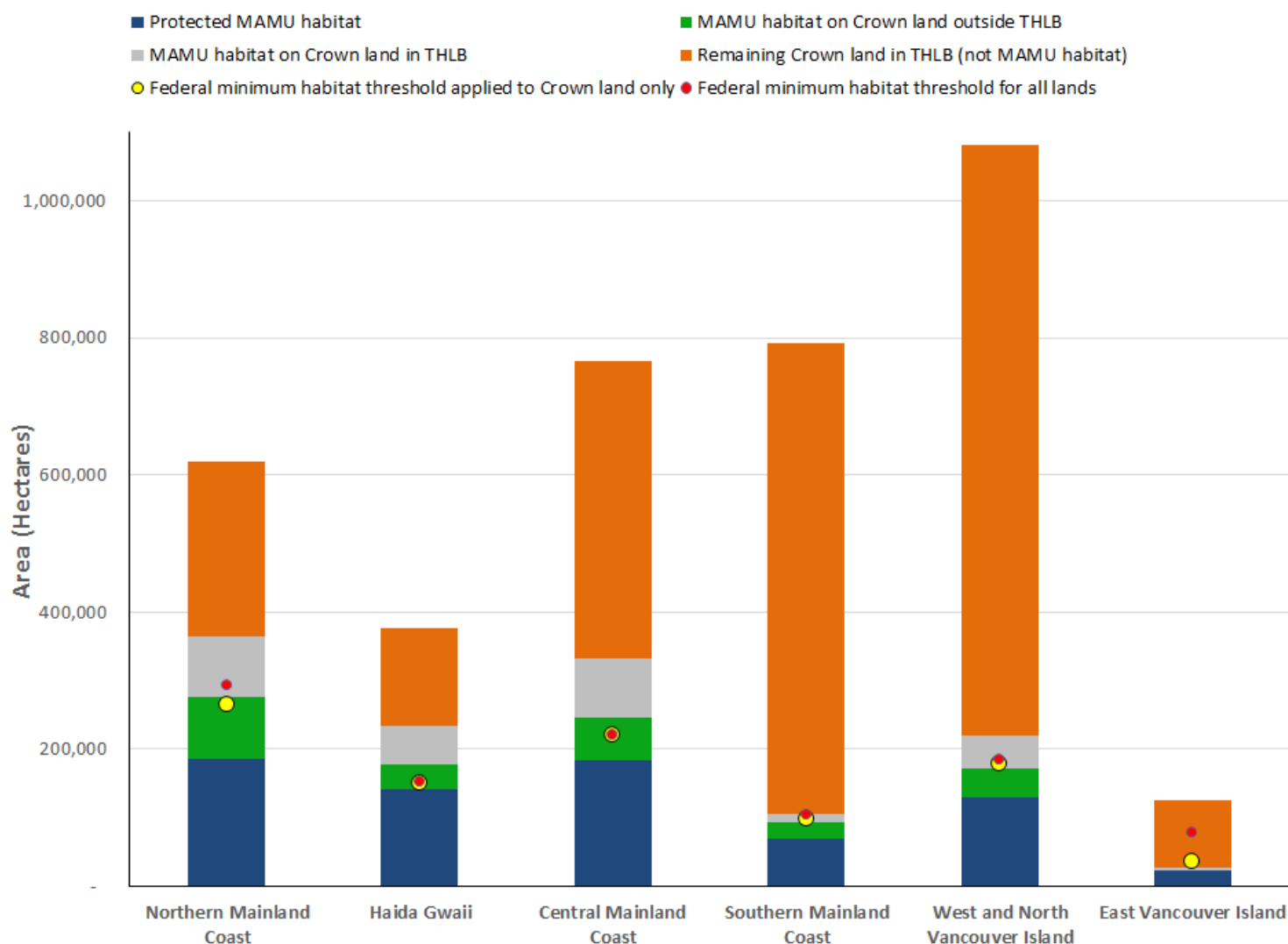
- Minimum habitat thresholds for each Conservation Region have been calculated using the methodology in the federal recovery strategy and applied proportionately to all lands and to provincial Crown land only (Table 1).
- Table 1 shows the federal minimum habitat thresholds for MAMU on all lands and applied only to Crown land. These amounts are likely to change as better habitat mapping and other information becomes available.
- The difference between the threshold for all land and for crown land only is due to MAMU habitat on non-crown land (First Nations treaty lands, other government lands and private lands).
- In the East Vancouver Island Conservation Region, the province considers the minimum habitat threshold to be unachievable in the short term due to habitat loss.

**Table 1.** Federal minimum habitat thresholds (% of 2002 levels and hectares) for MAMU among six provincial Conservation Regions for all lands and applied to provincial Crown land only.

	Northern Mainland Coast (68%)	Haida Gwaii (68%)	Central Mainland Coast (68%)	South Coast (85%)	North & West Vancouver Island (68%)	East Vancouver Island (90%)	Total Area (70%)
All Lands	292,822	153,631	221,500	103,602	184,416	77,728	1,033,700
Crown Land	265,872	151,565	220,984	99,152	179,265	38,013	954,851

<sup>2</sup> Aspatial habitat management (i.e. targets that are not explicitly mapped) provides increased management flexibility while spatial habitat management (i.e. mapped legal reserves) provides more certainty for conservation by addressing issues of habitat fragmentation, edge effects, patch size and distribution.

## Developing the British Columbia Implementation Plan for Marbled Murrelets (*Brachyramphus marmoratus*)



**Figure 2.** Hectares of Marbled Murrelet habitat in six Conservation Regions: 1) protected under existing management (blue); 2) on Crown land that doesn't contribute to timber harvesting (green); 3) on Crown land that is part of the Timber Harvesting Land Base (THLB) (grey); remaining THLB that is not MAMU habitat (orange); the federal minimum habitat thresholds for all lands (red dot) and the federal minimum habitat thresholds applied to Crown land only (yellow dot).

### Additional Proposed Actions in 2016

- Improve habitat mapping in areas where MAMU habitat is characterized using the CMMRT model or baseline thematic mapping. This will affect total habitat amounts, the location of habitat and regional minimum habitat thresholds.
- Conduct inventories to confirm MAMU nesting in the Interior Cedar Hemlock (ICH) biogeoclimatic zone in the Northern Mainland Coast Conservation Region.
- Engage with private land holders to encourage shared stewardship of Marbled Murrelet habitat on non-Crown land, particularly in the East Vancouver Island Conservation Region.

## Developing the British Columbia Implementation Plan for Marbled Murrelets (*Brachyramphus marmoratus*)

### Key work required to develop the Implementation Plan

- Collate results of First Nations and stakeholder engagement sessions to inform the provincial management approaches.
- Clarify to what extent, and at what scale, mapped spatial reserves will be defined in the Implementation Plan.
- Determine how to manage and track habitat targets that apply across large areas (such as a resource district or Conservation Region).
- Clarify how recruitment of MAMU habitat will contribute to meeting long-term recovery objectives, especially in the East Vancouver Island Conservation Region.

### References and links to information

- Burger, A. E. 2002. Conservation assessment of Marbled Murrelets in British Columbia: a review of the biology, populations, habitat associations, and conservation.  
<http://www.sfu.ca/biology/wildberg/bertram/mamurt/PartA.pdf>
- Canadian Marbled Murrelet Recovery Team. 2003. Marbled Murrelet Conservation Assessment 2003, Part B: Marbled Murrelet Recovery Team Advisory Document on Conservation and Management. Canadian Marbled Murrelet Recovery Team Working Document No. 1.  
<http://www.sfu.ca/biology/wildberg/bertram/mamurt/PartB.pdf>
- COSEWIC. 2012. COSEWIC assessment and status report on the Marbled Murrelet *Brachyramphus marmoratus* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. xii + 82 pp.  
[http://publications.gc.ca/collections/collection\\_2013/ec/CW69-14-238-2012-eng.pdf](http://publications.gc.ca/collections/collection_2013/ec/CW69-14-238-2012-eng.pdf)
- Environment Canada. 2014. Recovery Strategy for the Marbled Murrelet (*Brachyramphus marmoratus*) in Canada. Species at Risk Act Recovery Strategy Series. Environment Canada, Ottawa. v + 49 pp.  
[http://www.registrelep-sararegistry.gc.ca/document/default\\_e.cfm?documentID=1290](http://www.registrelep-sararegistry.gc.ca/document/default_e.cfm?documentID=1290)



**From:** EP.RPY / SAR.PYR (EC/EC) [<mailto:ec.ep.rpy-sar.pyr.ec@canada.ca>]  
**Sent:** Wednesday, January 06, 2016 10:54 AM  
**Cc:** EP.RPY / SAR.PYR (EC/EC)  
**Subject:** Notification of updates to the Species at Risk Public Registry

Hello,

This email is to provide notification of updates to the [Species at Risk Public Registry](#) regarding recovery documents for SARA listed species in BC. Please note that the **Recovery Strategy for Little Brown Myotis (*Myotis lucifugus*), Northern Myotis (*Myotis septentrionalis*), and Tri-colored Bat (*Perimyotis subflavus*) in Canada** was posted as proposed on January 4<sup>th</sup> for a 60-day consultation period. The document is available here: [http://registrelep-sararegistry.gc.ca/document/default\\_e.cfm?documentID=2475](http://registrelep-sararegistry.gc.ca/document/default_e.cfm?documentID=2475).

Additionally, recovery documents for the species listed below have been posted as final. We are sending this notice to everyone that previously received one or more of these documents for comment. Thank you to those who provided input.

- **Pacific Pond Turtle** (Extirpated) – a turtle previously found in southwestern B.C.
- **Oregon Spotted Frog** (Endangered) – a frog found in the lower Fraser valley in southwestern B.C.
- **Mountain Beaver** (Special Concern) – a rodent found in the southwestern part of mainland B.C.
- **Nuttall's Cottontail *nuttallii* subspecies** (Special Concern) – a rabbit found in the Okanagan and Similkameen valleys of south-central B.C.
- **Sonora Skipper** (Special Concern) – a butterfly found in the southern interior of B.C.
- **Spotted Bat** (Special Concern) – a bat found in the Fraser valley and the central and southern interior of B.C.
- **Vancouver Island Beggarticks** (Special Concern) – a plant found in the lower Fraser valley, southern Vancouver Island, and possibly the central coast of B.C.
- **Warty Jumping-slug** (Special Concern) – a slug found on southern Vancouver Island.
- **Western Harvest Mouse *megalotis* subspecies** (Special Concern) – a mouse found in the southern interior of B.C.
- **Western Skink** (Special Concern) – a lizard found in the extreme southern portion of B.C.
- **Western Yellow-bellied Racer** (Special Concern) – a snake found in the southern and central interior of B.C.

Should you have any comments or questions please contact us at:

Species at Risk Recovery Unit, Canadian Wildlife Service, Pacific & Yukon Region  
Environment and Climate Change Canada / Government of Canada  
5421 Robertson Road RR #1, Delta, BC, V4K 3N2  
[ec.ep.rpy-sar.pyr.ec@canada.ca](mailto:ec.ep.rpy-sar.pyr.ec@canada.ca) / Tel: 604-350-1900

Unité de rétablissement des espèces en péril, Région du Pacifique et du Yukon  
Environnement et Changement climatique Canada / Gouvernement du Canada  
5421 rue Robertson R.R. #1, Delta, BC, V4K 3N2  
[ec.ep.rpy-sar.pyr.ec@canada.ca](mailto:ec.ep.rpy-sar.pyr.ec@canada.ca) / Tél: 604-350-1900



December 17, 2015

Ms. Josie Osborne  
3008 Fifth Avenue  
Port Alberni, BC  
V9Y 2E3

**Sent via email: [Osborne@tofino.ca](mailto:Osborne@tofino.ca)**

Dear Mayor Osborne,

**Re: Trans Mountain Expansion Project – December 2015 Update**

We would like to provide you with an update on key events, recent changes in the schedule and next steps for the proposed Trans Mountain Expansion Project (TMEP).

### **NEB UPDATED REGULATORY SCHEDULE**

On December 16, 2013 Trans Mountain applied to the National Energy Board (NEB) to expand the existing Trans Mountain Pipeline system. The Application, if approved, would increase the pipeline's capacity from 300,000 barrels a day to 890,000 barrels per day. As part of the regulatory review, Trans Mountain and participants in the review process have provided information to the NEB and exchanged information through several rounds of information requests (some 18,000 questions), motions, evidence and responses, technical reports and consultation updates. On December 17, 2015 we will present our Final Argument marking two years almost to the day from our initial Application submission.

On September 24, 2015, the NEB issued a revised procedural schedule for reviewing the TMEP Application. Previously, the NEB had scheduled dates to hear oral summary arguments from Intervenor in September 2015. Those hearing dates have now been delayed until January and February, 2016. In addition, the NEB has revised the date for issuing its recommendation to the Governor in Council (i.e., the Federal Cabinet) on the proposed Project, moving it from January 25, 2016 to May 20, 2016.

Following the receipt of the NEB recommendation, the Federal Cabinet has up to three months to consider the NEB's report and decide whether or not to direct the NEB to issue a Certificate of Public Convenience and Necessity (CPCN). A CPCN is the principal approval required by Trans Mountain to proceed with the proposed Project, though other ancillary approvals are also required before construction could begin (including detailed routing and confirmation of condition compliance).

Key dates in the current regulatory schedule as set out by NEB include:

- January 19 to 29, 2016 – Intervenor to present Oral Summary Arguments in Burnaby
- February 2 to 5, 2016 – Intervenor to present Oral Summary Arguments in Calgary

- May 20, 2016 (or before) – NEB will deliver its recommendation to the Governor in Council
- August 2016 (or before) – Decision due from Governor in Council (CPCN)

Details of the revised hearing schedule can be found on the NEB website at: [transmountain.com/NEB-hearing-schedule](http://transmountain.com/NEB-hearing-schedule).

Should TMEP be approved, Trans Mountain proposes to commence construction in Q2/Q3 2017, with an in-service date between late 2018 and October 2019. As part of TMEP, Trans Mountain has also sought approval under NEB Section 58 for early works (e.g. site preparation). If approved by the NEB, these early works (pre-construction) activities could commence as early as fall 2016.

### INPUT REFLECTED IN TMEP

Open, extensive and thorough engagement along the proposed pipeline and marine corridors has been, and will continue to be, an important part of the proposed expansion project. Since our team began our discussions with Aboriginal groups, Landowners, communities and those interested in the proposed Project, we have held over 159 open houses and workshops along the proposed pipeline and marine corridors; and this has involved more than 24,000 points of engagement. Based on information gathered through our engagement activities, we have improved and optimized planning and mitigation measures for the proposed Project to address concerns, wherever feasible.

The input and feedback we have gathered has created a stronger, safer and more responsive Project. The following are some of the examples of how we have optimized the proposed Project as a result of stakeholder feedback:

- A proposed increase in isolation valves on the pipeline, from 94 to 126; resulting in a significant reduction of potential spill volumes
- An increase in pipeline wall thickness in high consequence areas, such as urban locations and at river crossings
- Routing of the pipeline to avoid 22 river crossings at significant fish bearing rivers such as the Fraser River, upper North Thompson, Albreda, Coldwater and Coquihalla River
- Routing to avoid environmentally sensitive areas such as Cheam Wetlands
- Burnaby Mountain tunnel route option to avoid adjacent neighbourhoods and minimize community impact
- Following our public consultations and open houses in late 2012 the environmental socio-economic assessment for marine shipping was extended beyond Burrard Inlet to the 12 nautical mile limit off the west coast.
- As result of engagement with the marine industry, additional measures were proposed by Trans Mountain that will further improve marine safety through accident prevention and reduction of consequences in the unlikely event one should occur. These recommendations include:
  - Laden tanker tug escort will be expanded to cover the entire tanker shipping route, and
  - Marine pilot disembarkation will take place near Race Rocks and not at Victoria (pilots have already initiated training to disembark by helicopter).

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**Trans Mountain Expansion Project**

**Email:** [info@transmountain.com](mailto:info@transmountain.com) | **Phone:** 1.866.514.6700 | **Website:** [www.transmountain.com](http://www.transmountain.com)

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- A *Review of Marine Vessel Traffic Activities in Burrard Inlet*, has resulted in new engagement with the recreational boating community on navigational safety. This will include support for the *Safe Boating in Deep Sea Shipping Navigation Areas* which is an awareness program led by Pacific Pilotage Authority to provide safety tips to smaller vessels operating near large deep sea shipping vessels.
- As a result of the Trans Mountain Expansion Project there will be \$100 million invested in WCMRC for spill response enhancement along the tanker route. This investment will result in double the mandated response capacity, half the response time of Federal planning standards for the southern BC shipping route, the addition of five new response bases and up to 100 new jobs to be created.

## **NEXT STEPS**

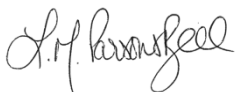
We know as elected officials, you continue to have questions and are seeking specific information about how the proposed Project will affect your communities. We will continue to engage with you as well as your constituency stakeholders so they can obtain information directly from us. As we have additional information to share we will provide it through a variety of methods such as online, in-person, and through digital channels.

Engagement topics in the coming year could include:

- Tanker traffic increase and navigational safety
- Emergency Management Program enhancement for pipeline system (including Westridge Marine Terminal) and Western Canada Marine Response Corporation plans to enhance spill response program for BC's south coast.

We greatly value the relationships we have developed in communities over the past 60 years of Trans Mountain Pipeline operations and we endeavour to further strengthen those relationships going forward. If you have questions regarding this letter or if you would like a more in-depth update about the Project, please contact Sheran Bathurst at 250.508.4474 or [Sheran\\_Bathurst@transmountain.com](mailto:Sheran_Bathurst@transmountain.com).

Sincerely,



Lizette Parsons Bell  
Project Lead, Stakeholder Engagement and Communications

cc. Russel Dyson, [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)  
cc. Bob MacPherson, [bmacpherson@tofino.ca](mailto:bmacpherson@tofino.ca)

**Sproat Lake Community Association,**

9346 Bomber Base Rd.,  
Port Alberni, B.C.,  
V9Y 8Z3



November 21, 2015

Alberni Clayoquot Regional District  
3008 - 5<sup>th</sup> Avenue,  
Port Alberni, BC  
V9Y 2E3

Dear ACRD Chair and Board of Directors,

Re: Transfer of funds from ACRD to Tseshaht First Nation for Sani-station

The Sproat Lake Community Association Directors have been advised that the Tseshaht First Nation is considering the development of a Sani-station in the Sproat Lake area. The SLCA Directors supports the transfer of funds (up to approximately \$27,000) held in trust by the ACRD for construction of a Sani-station. At a SLCA Directors meeting held Nov 12, 2015, the Directors supported the transfer of these funds to the Tseshaht First Nation should they apply to the ACRD for the funding to development of a no-charge Sani-station on their land in the proximity of the Tseshaht market for access from Highway 4.

The addition of an accessible Sani-station for local residents and visitors has been a long-term goal of the SLCA. A motion was passed to support the approval this transfer to the Tseshaht First Nation with the provision that this will remain a free of charge service to the public.

Sincerely,

A handwritten signature in blue ink, appearing to be the name of the Treasurer of the Sproat Lake Community Association.

Sproat Lake Community Association,  
Treasurer,  
Sproat Lake Community Association



# You are invited

## **Lunch & Information Session to discuss: Ocean Networks Canada New Proposed Community Observatory in the Alberni Inlet**

**January 22<sup>nd</sup>, 2016  
12 PM – 3:30 PM**

**ONC Port Alberni Shore Station, 2180 Mallory Drive, Port Alberni**

Come out to discuss Ocean Networks Canada's proposed instrumentation and potential site selections within the Alberni Inlet. This session will be of interest to people involved with environmental monitoring, marine safety & response, education, First Nations governments, business development, and policy.

We look forward to seeing you

**Lunch provided by Ocean Networks Canada**

**RSVP Required by January 15<sup>th</sup>, 2016**

Please RSVP to Mercedes McLean [mamclean@uvic.ca](mailto:mamclean@uvic.ca) or 250-472-5157 or

Jessica Brown [jckbrown@uvic.ca](mailto:jckbrown@uvic.ca) or 250-472-4673

AN INITIATIVE OF  University  
of Victoria



## Lunch & Information Session: Ocean Networks Canada New Proposed Community Observatory in the Alberni Inlet

January 22<sup>nd</sup>, 2016

12 PM -3:30 PM

### ONC Port Alberni Shore Station, 2180 Mallory Drive, Port Alberni

12:00 pm | Lunch provided by Ocean Networks Canada

1:00 pm | Roundtable Introductions

Presentation by Ocean Networks Canada

- Overview of existing Ocean Networks Canada science programs and instrumentation in Nuu-chah-nulth Territory: NEPTUNE
- Overview of the new Smart Oceans program to improve marine safety on the BC Coast
- Proposed new instrumentation in the Alberni Inlet and how it can help:
  - Environmental monitoring
  - Marine safety
  - Outreach and education
- Ocean science education and engagement with schools and First Nations communities in the Port Alberni area
  - Local observations, global connections: analyzing, understanding, and sharing ocean data with other coastal communities
  - Complementing ocean science with Indigenous place-based knowledge: led by community input

1:45 pm | Break - Attendees who are not interested in the site selection discussion may leave

2:00 pm | Proposed site selection for the Community Observatory

- Overview of potential sites
- Open discussion of potential sites
- Feedback and continued discussion

3:00 pm | Questions





## West Coast of Vancouver Island - Nuu-chah-nulth Territory Information for community members

### At a Glance

Ocean Networks Canada operates the world-leading NEPTUNE observatory located off the West Coast of Vancouver Island, British Columbia within Nuu-chah-nulth Territory. The subsea infrastructure, an 812 km loop of fibre optic cable connected to instruments, enables scientists to access continuous long-term, high resolution ocean observations not afforded by traditional ship-based methods. Ocean Networks Canada has a new proposed small scale Community Observatory with ocean monitoring equipment for the Alberni Inlet. All data collected are currently, and will continue to be, freely-available over the Internet. Community input is welcome at all stages of the project and opportunities for collaborative education and science programs will be fostered. Further information is provided in the remainder of this document.

### Background

Ocean Networks Canada (ONC), an initiative of the University of Victoria, develops, operates, and maintains cabled ocean observatory systems. The world-leading NEPTUNE and VENUS cabled observatories supply continuous power and Internet connectivity to a broad suite of subsea instruments from the coast to the deep sea, supporting research on complex ocean and earth processes.

By co-locating instruments of different types on the NEPTUNE observatory, researchers can study interactions among geological, chemical, physical, and biological processes that drive earth and ocean systems. The shore station at Port Alberni on Vancouver Island sends the collected data via fibre optic cable to the University of Victoria. The collection of data began in 2009 and now, over 190 instruments on the NEPTUNE observatory are sending real-time data over the Internet.

Building on the successful technology and data delivery of the NEPTUNE and VENUS (Salish Sea) observatories, ONC is proposing the installation of five community observatories along the coast of British Columbia. As coastal communities face a wide range of rapid environmental changes, real-time data from cabled observatories can be used by community members when making informed decisions about their coastal and marine resources.

After further discussions with key stakeholders, community members, municipal leaders, and decision-makers within the Nuu-chah-nulth Nations, ONC proposes to design, provide, install, and maintain these scientific instruments. Currently, ONC is in the planning phase for developing a Community Observatory in the Alberni Inlet and hopes to install the instrumentation in spring 2016 with community support, subject to funding and permit approvals.

The proposed equipment will support applications in several areas:

- **Marine safety:** by monitoring and providing information to support assessments of sea state, ship tracking, and incident response.
- **Public safety:** through natural hazard research in the areas of earthquake ground-shaking, underwater landslides and near-field tsunamis.
- **Environmental monitoring:** by building a baseline of environmental parameters and being able to continuously monitor changing conditions.
- **Science-based decision-making:** by enabling the use of observatory data to support decision-making.
- **Education and outreach:** by providing students, teachers and community members access to locally relevant data and support in analyzing and utilizing the data.

## Project Locations

Sites are being proposed for long-term deployment of observatories in five regional areas:

1. Prince Rupert – Ts'msyen Territory
2. Douglas Channel – Ts'msyen Territory
3. Kitamaat Village – Haisla Territory
4. Campbell River – Kwakwaka'wakw / Coast Salish Territory
5. West Coast of Vancouver Island – Nuu-chah-nulth Territory

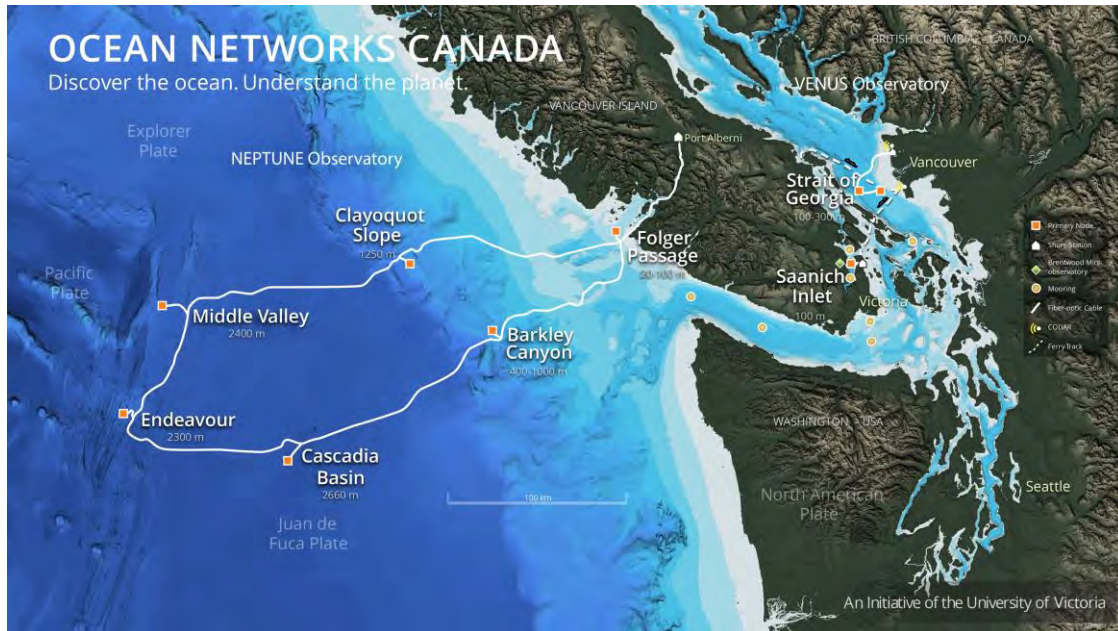


Figure 1: Existing and planned observatory locations.

## Existing Instrumentation on the West Coast of Vancouver Island – Nuu-chah-nulth Territory

NEPTUNE subsea infrastructure spans diverse environments with six main nodes:

- **Folger Passage** depths: 23-100 m located on the continental shelf; examining ocean-land interactions, coastal processes, plankton, fish, marine mammals and other organisms.
- **Clayoquot Slope** depth: 1250 m located on the continental slope; examining gas hydrates, seafloor fluids and gases, Cascadia margin, earthquakes, deep-sea organisms.
- **Middle Valley** – Node not yet instrumented depth: 2400 m located on the seismically active area on the northern end of the Juan de Fuca ridge; will examine plate tectonics, seismicity, hydrothermal vent systems and ecosystems, mid-ocean ridges.
- **Endeavour** depth: 2200-2400 m located at the mid-ocean ridge; examining plate tectonics, seismicity, volcanism, flow over rough topography, plume dynamics, hydrothermal vent systems, and ecosystems.
- **Cascadia Basin** depth: 2660 m located on the abyssal plain; examining ocean crust, hydrology, geochemistry, tsunamis, abyssal plain, benthic ecosystems.
- **Barkley Canyon** depth: 400-985 m located at the shelf/slope break and submarine canyon; examining gas hydrates, sediment dynamics, upwelling, plankton, productivity.



**Figure 2:** NEPTUNE and VENUS observatories.

Although there is currently no known means to reliably predict earthquakes, ONC's sensor technology is advanced enough to rapidly detect an earthquake as it begins to happen. ONC is currently researching technology which could be used in the future to send alerts to appropriate organizations in surrounding areas before the shaking hits. This is called earthquake early warning and ONC has recently installed earthquake sensors in the communities of Zeballos, Kyuquot, Tahsis, Woss Lake and Port Alice.

ONC has installed an experimental high-frequency ocean monitoring system at the Tofino airport which is being tested for its potential to contribute to real-time tsunami detection. Information from this system will augment the data from bottom pressure sensors already in place off the coast on the NEPTUNE observatory. In addition to the potential for the system to detect an incoming near field tsunami, it can also measure *sea state* using surface currents, ocean waves and wind speed, which is important information for improving day-to-day safety of small vessel operators, coastal visitors and community members.

### **New Proposed Instrumentation for the West Coast of Vancouver Island – Nuuchahnulth Territory: A Community Observatory**

The number and size of vessels in Alberni Inlet may increase in the coming years if proposed development projects proceed. It is important to have a baseline of the local marine environment before additional development begins. The publicly available scientific data from ONC observatories will contribute to the assessment of any long term, cumulative, and accident-related impacts.

ONC proposes to install a Community Observatory in Alberni Inlet.

This observatory would be equipped with a shore camera and weather station, which will be connected to an on shore component. The on shore component would be cabled to subsurface instruments that track and record local water quality, the underwater sound of the marine environment including vessels, and live-stream video from an underwater camera. In addition, depending on location suitability and funding allocation an Automatic Identification System (AIS) antenna could be installed to track the movement of large vessels in the area. Potential locations for the community observatory include the Centennial Pier, the harbour area, or near Canal Beach Park cabled to the existing NEPTUNE observatory, or another feasible location that is equipped with power and Internet. The final location will be selected with input from community members and stakeholders, and subject to engineering feasibility.

#### **Onshore instruments:**

- Shore camera, AIS, weather station, earthquake sensor (seismometer).



## **Underwater instruments:**

- Underwater camera, hydrophone, water quality sensors to measure: temperature, conductivity (salinity), depth, oxygen concentration, chlorophyll-A (a proxy for phytoplankton abundance), turbidity (how murky the water is).

The projected duration of the operation and maintenance of the systems are 20 years or more. Once the instruments are operational, real-time and archived data will be made freely available over the Internet for the lifetime of the equipment. These data can provide independent and unbiased observations of changes to the West Coast marine ecosystem, while offering the community a new window into their local marine resources.

## **Indigenous Community Engagement**

A community engagement and education plan will be developed through a collaborative process involving the creation of working groups, face-to-face meetings, and workshops held in each of the regional areas. Community involvement is critical at all stages of the project, including planning deployment locations, development of educational programs, and long-term planning. It is essential that the data being collected by ONC instruments is relevant to community members and can contribute to priorities identified within the community.

## **Educational Opportunities**

- **Local Observations. Global Connections:** Ocean Sense is an educational program based on students analyzing, understanding and sharing ocean data collected by their local community observatory.
- Educators and students will be invited to participate in the Ocean Sense program which links their community to other coastal communities through a web portal, video conferencing, face to face events, and social media tools.
- Other formal and informal educational materials and programs can be developed depending on community interests and needs.

## **Indigenous Knowledge**

ONC would like to incorporate relevant Indigenous knowledge into the Ocean Sense program through a collaborative process with the guidance and oversight of Indigenous community educators from the five regional areas. With the advice from community knowledge holders, Indigenous knowledge and language will be included into materials for educators and students, and where appropriate, shared with other communities in online materials and resources.

## **Contacts**

For more information or to get involved, contact:

Jessica Brown  
Indigenous Community Liaison  
Ocean Networks Canada  
[jckbrown@uvic.ca](mailto:jckbrown@uvic.ca)

Mercedes McLean  
Indigenous Community Learning Coordinator  
Ocean Networks Canada  
[mamclean@uvic.ca](mailto:mamclean@uvic.ca)

**DISCOVER THE OCEAN. UNDERSTAND THE PLANET.**

## Community Observatories — What can they do?



Community observatories provide essential information to assess the local marine conditions. The instruments on the community observatory collect scientific data which are available for anyone to download over the Internet.

### Underwater Equipment



#### **Video camera**

Video is recorded and streamed live to the Internet. Can be used to monitor sea life, examine the sea bottom, and monitor turbidity (cloudiness).



#### **Hydrophone**

Underwater sound is recorded and streamed live to the Internet. Can be used to study marine mammals, monitor vessels, and detect earthquakes and landslides.



#### **Water quality monitor**

Used to monitor basic ocean conditions. Measures: temperature, conductivity (salinity), depth, oxygen concentration, chlorophyll-A (a proxy for phytoplankton abundance), turbidity (how murky the water is).

### Above-Water Equipment



#### **Weather station**

Used to monitor basic weather conditions. Measures air temperature, wind speed and direction, relative humidity, barometric pressure, and solar radiation.



#### **Shore camera**

Time-lapse video is recorded and streamed to the Internet. Can be used to monitor weather conditions and vessel traffic.



### **AIS (Automatic Identification System) antenna**

Depending on a ship's voyage route, size, and cargo, large vessels are often required to be fitted with an AIS transmitter which broadcast identification, position, course and speed. Some community observatories may include this antenna to track and record the routes and volume of vessel traffic in the local area. This is useful to understand the volume of vessel traffic over time and can also be instrumental in search and rescue operations.



### **Seismometers**

Used to record and measure the intensity of seismic events. When combined with arrays of multiple seismometers separated by tens of kilometers, or across the province, it can help scientists better determine the nature, effects, and location of earthquakes.



### **WERA High Frequency Radar**

This experimental instrument is installed at the Tofino-Long Beach Airport, and is used to measure properties of the surface waves of the water. The information on surface currents and wave height could be useful for boaters, coastal visitors, search and rescue, and agencies with mandates for marine and public safety. It is currently being tested to determine if information about ocean surface currents and wave height can be used for tsunami detection.

Other specialized equipment can be added for specific sites as needed.

**DISCOVER THE OCEAN. UNDERSTAND THE PLANET.**



**From:** WWW ENVMail ENV:EX [<mailto:env.mail@gov.bc.ca>]  
**Sent:** Monday, December 21, 2015 12:28 PM  
**To:** Wendy Thomson  
**Subject:** British Columbia's Spill Response Regime

Reference: 293776

*December 21, 2015*

Her Worship Mayor Josie Osborne  
and Members of the Board  
Regional District of Alberni-Clayoquot  
Email: [mailbox@acrd.bc.ca](mailto:mailbox@acrd.bc.ca)

Dear Her Worship Mayor Josie Osborne:

On June 15, 2015, the Honourable Mary Polak, Minister of Environment, announced that British Columbia will be creating a world class spill response regime to address a wide range of potential land and marine-based spills. We intend to build that new regime collaboratively with First Nations, communities, local governments, industry and other regulators.

I am sending this letter to provide you with an update on the regime progress and notice of our upcoming engagement efforts. We will be engaging a broad range of First Nations, industry organizations, communities, stakeholders and regulators on a new report which will set out the details of our proposed new spill response regime.

I encourage your organization to provide detailed comments on the new report through our online information portal on the ministry's Land Based Spill Preparedness and Response in British Columbia website at [www.gov.bc.ca/spillresponse](http://www.gov.bc.ca/spillresponse). From this webpage, you can subscribe to receive updates which will notify you when new content is posted, including the new report. As noted, we anticipate the new report being available mid-January 2016 and we will provide you with another notice just prior the commencement of our formal engagement.

In the meantime, we invite you to review the previously published intentions papers and the results of a past Spill Response Symposium posted on the portal.

If you have any questions about the new proposal or the engagement process, I encourage you to contact Ms. Sara Bacic, Logistics Coordinator for the Spill Response Regime. She can be contacted at [Sara.Bacic@gov.bc.ca](mailto:Sara.Bacic@gov.bc.ca).

Sincerely,

Anthony Danks  
Executive Director  
Spills Response Regime Project  
Environmental Protection Division



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** January 13, 2016  
**Subject:** 2016 ACRD & ACRHD Meeting Schedule

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### **Recommendation:**

**THAT the ACRD Board of Directors approves the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting Schedule for 2016.**

### **Desired Outcome:**

To approve a meeting schedule for 2016.

### **Background:**

In January of each year the ACRD Board of Directors approves a meeting schedule for the year. The meeting schedule includes the following meetings:

- Regular Board of Directors Meetings
- Regional Hospital District Meetings
- ACRD Committee Meetings: Alberni Valley & Bamfield Services Committee, Electoral Area Directors Committee and West Coast Committee meetings. These Committees meet quarterly.

Other Regional District Committees such as the Long Beach Airport Advisory, Reconciliation Committee etc. are not listed on this schedule as they are held at the call of the Chair of the Committee.

All Regional District meetings are confirmed at the beginning of each month.

The Chairperson proposes the Regional District hold one Regular Board meeting instead of two in the summer months (July/August). This is reflected in the 2016 Schedule. Once the 2016 Schedule is approved by the Board, staff will bring forward an amended Procedures Bylaw for consideration by the Board with the reduced meetings during summer months.

### **Time Requirements – Staff & Elected Officials:**


The meeting schedule proposed for 2016 provides certainty for the committees included but does increase the workload to support meetings and the direction that follows.

**Financial:**

n/a

**Policy or Legislation:**

ACRD Procedures Bylaw A1075

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

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



**Alberni-Clayoquot Regional District  
2016 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>January 2016</b>		
Wednesday, January 13 <sup>th</sup> 10:00 am	Regional Hospital District Meeting	ACRD Board Room
1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
Wednesday, January 20 <sup>th</sup> 1:30 pm	Alberni & Bamfield Services Committee Meeting	ACRD Board Room
Wednesday, January 27 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>February 2016</b>		
Thursday, February 4 <sup>th</sup> 10:00 am	Alberni Valley & Bamfield Services Committee (budget meeting)	ACRD Board Room
1:30 pm	Electoral Area Directors Committee (budget meeting)	ACRD Board Room
Wednesday, February 10 <sup>th</sup> 9:00 am	Committee-of-the-Whole (grants- in-aid)	ACRD Board Room
1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Thursday, February 18 <sup>th</sup> 1:00 pm	West Coast Committee (budget meeting)	Tofino Council Chambers
Wednesday, February 24 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>March 2016</b>		
Wednesday, March 9 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District (immediately following above)	ACRD Board Room
Wednesday, March 16 <sup>th</sup> 6:00 pm	Special Board of Directors Meeting – Financial Plan Public Consultation Session	ACRD Board Room
Wednesday, March 23 <sup>rd</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>April 2016</b>		
Wednesday, April 6 <sup>th</sup> 1:30 pm	Alberni Valley & Bamfield Services Committee	ACRD Board Room



**Alberni-Clayoquot Regional District  
2016 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
Wednesday, April 13 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, April 27 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>May 2016</b>		
Wednesday, May 11 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Thursday, May 19 <sup>th</sup> 1:30 pm	Electoral Area Directors Committee	ACRD Board Room
Wednesday, May 25 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>June 2016</b>		
Wednesday, June 8 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	Location to be announced
	Regional Hospital District Meeting (immediately following above)	
Wednesday, June 15 <sup>th</sup> 10:30 am	West Coast Committee Meeting	Ucluelet Community Centre
Wednesday, June 22 <sup>nd</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>July 2016</b>		
Wednesday, July 6 <sup>th</sup> 10:00 am  1:30 pm	Electoral Area Directors Committee	ACRD Board Room
	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, July 27 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
<b>August 2016</b>		
Wednesday, August 24 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room



**Alberni-Clayoquot Regional District  
2016 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>September 2016</b>		
Wednesday, September 14 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, September 21 <sup>st</sup> 10:30 am	West Coast Committee Meeting	District of Tofino Council Chambers
<b>October 2016</b>		
Wednesday, October 5 <sup>th</sup> 10:00 am  1:30 pm	Electoral Area Directors Meeting	ACRD Board Room
	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, October 12 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, October 26 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>November 2016</b>		
Wednesday, November 2 <sup>nd</sup> 10:30 am	West Coast Committee Meeting	Ucluelet Community Centre
Wednesday, November 9 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, November 23 <sup>rd</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>December 2016</b>		
Friday, December 9 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room

Issued: January 13, 2016





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Janice Hill, Environmental Services Coordinator  
**Meeting Date:** January 13, 2016  
**Subject:** Tofino Air Hangar Lease renewal - LBA

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**Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors to renew 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.

**Summary:**

Tofino Air has held a hangar lease at the Long Beach Airport since 1995. Their current lease has expired and they wish to renew for a one year term which will expire August 31, 2016.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time required to prepare lease documents.


**Financial:**

Tofino Air will pay \$4000.00 plus applicable taxes for the one year term.

Submitted by: \_\_\_\_\_

  
Janice Hill, Environmental Services Coordinator

Approved by: \_\_\_\_\_

  
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Mark Fortune, Airport Superintendent

**Meeting Date:** January 13, 2016

**Subject:** Long Beach Airport Runway Lighting Tender Award

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Runway Lighting Project contract to Raylec Power LP for a total tender price of \$1,479,870.60 (incl. GST).

**Summary:**

Staff issued a call for tenders for the LBA Lighting Project which closed at 2:00 pm on Monday, December 7<sup>th</sup>, 2015. Four compliant tenders were submitted. A fifth tender was submitted but arrived after the closing deadline. A total of five submissions were received and reviewed by Tetra Tech EBA. Four submissions were deemed compliant by Tetra Tech, while the Houle Electric Ltd.'s submission arrived after the 2:00 pm deadline on December 7, 2015, and was not considered due to non-compliance.

<b>Contractor</b>	<b>Corrected Submitted Price (incl. GST)</b>	<b>5% GST</b>	<b>Corrected Price (without GST)</b>	<b>Rank</b>
Raylec Power LP	\$1,479,871.60	\$70,470.03	\$1,409,400.58	1
Tristar Electric Inc.	\$1,555,831.20	\$74,087.20	\$1,481,744.00	2
Sequin Morris Inc.	\$1,892,200.00	\$90,200.00	\$1,804,000.00	3
WACOR Holdings	\$2,098,802.26	\$99,942.96	\$1,998,859.29	4

There is a very minor difference in the submitted versus the correct price from Raylec Power LP (Raylec) which is likely due to rounding errors. During completion of the final contract documents, these mathematical errors will be clarified, corrected and agreed to, in advance of contract execution.

Raylec's submitted price compared to the correct price is as follows:

<b>Item</b>	<b>Submitted</b>	<b>Corrected</b>
Subtotal Price	\$1,409,356.58	\$1,409,400.58
GST	\$70,476.93	\$70,470.03
<b>Total Price</b>	<b>\$1,479,833.51</b>	<b>\$1,479,870.60</b>

Raylec's submitted tender price is lower than the Engineer's Estimate by approximately 6%.

Tetra Tech has experience working with Raylec, and is currently working on a project at Victoria

International Airport for which they are the contractor. The work they are doing there has been satisfactory and they have completed similar airports projects in the past.

**Background:**

In June of 2015, staff submitted an application for funding to the BC Air Access Program. The funding application was successful and the ACRD will receive a maximum of \$1,273,140 or 75% of total eligible project costs, whichever is less, towards the Long Beach Airport Runway Lighting project.

**Time Requirements – Staff & Elected Officials:**

There will be modest time requirements for Administration staff to complete this project. Airport staff will require a high level of attention to manage the process.

**Financial:**

The BC Air Access Program (BCAAP) provided the ACRD a grant of 75% of to a maximum of 1.7 million for the Long Beach Airport lighting project. The combined cost of the successful tender and the engineering fees total \$1,550,860.58 and would provide the Long Beach Airport the 75% grant of \$1,163,145.44 and the Long Beach Airport Capital reserve would require \$387,715.15 to complete this project. Based on these costs the project will be under budget.

Staff has been advised that there will be an ability to submit interim funding requests as the project is being completed. The ability to submit in the interim provides a reduced in the expected interest costs.

**Policy or Legislation:**

The tender was advertised as per ACRD's purchasing policy.

Submitted by:   
\_\_\_\_\_  
Mark Fortune, Airport Superintendent

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

January 5, 2016

ISSUED FOR USE  
FILE: C31103510-01

Alberni-Clayoquot Regional District  
3008 5th Avenue  
Port Alberni, BC V97 8M5

**Attention:** Mr. Mark Fortune  
Airport Superintendent

**Subject:** Tender Evaluation – Long Beach (Tofino) Airport Lighting Project  
Tofino Airport, British Columbia

#### CONFIDENTIALITY STATEMENT

This document contains confidential commercial and technical information and must not be released in whole, or in part, to any third party without the express written consent of Tetra Tech EBA Inc.

## 1.0 INTRODUCTION

Quotations were solicited from contractors to provide general contracting services for the Long Beach (Tofino) Airport Lighting Project, on behalf of the Alberni-Clayoquot Regional District (ACRD). The tender period was from November 23, 2015 to 2:00 pm, December 7, 2015. This letter presents a review of the tender submissions received; a summary of our findings; and, a recommendation for award based on these findings.

## 2.0 TENDERS RECEIVED

A total of five submissions were received by the ACRD and reviewed by Tetra Tech EBA Inc. (Tetra Tech). Four submissions were deemed compliant by Tetra Tech, while the Houle Electric Ltd. submission arrived after the 2:00 p.m. deadline on December 7, 2015 and was not considered due to non-compliance.

Contractor	Corrected Submitted Price (includes GST)	5% GST	Corrected Price (without GST)	Rank
Raylec Power LP	\$1,479,871.60	\$70,470.03	\$1,409,400.58	1
Tristar Electric Inc.	\$1,555,831.20	\$74,087.20	\$1,481,744.00	2
Seguin Morris Inc.	\$1,894,200.00	\$90,200.00	\$1,804,000.00	3
WACOR Holdings	\$2,098,802.26	\$99,942.96	\$1,998,859.29	4

There is a very minor difference in the submitted versus the corrected price from Raylec Power LP (Raylec), which is likely due to rounding errors. During completion of the final contract documents, these mathematical errors will need to be clarified, corrected, and agreed to in advance of contract execution.

Raylec’s submitted price compared to the corrected price is as follows:

Item	Submitted	Corrected
Sub-Total Price	\$1,409,356.58	\$1,409,400.58
GST	\$70,476.93	\$70,470.03
<b>Total Price</b>	<b>\$1,479,833.51</b>	<b>\$1,479,870.60</b>

Raylec’s submitted tender price is lower than the Engineer’s Estimate by approximately 6%.

### 3.0 LOW BIDDER EVALUATION – RAYLEC POWER LP

Raylec Power LP (Raylec) submitted the lowest compliant bid on this tender call. They included all of the mandatory documentation and bonding instruments to satisfy this tender requirements.

The mathematical errors in the tender submission are likely due to rounding errors, and we recommend that the calculated unit rates for each line item be reviewed and confirmed with Raylec prior to the execution of the final contract documents.

Tetra Tech has experience working with Raylec, and are currently working on a project at Victoria International Airport for which they are contractor. The work they are doing there has been satisfactory, and they have completed similar airport projects in the past. We are unaware of any quality of work or legal issues associated with Raylec at this time.

### 4.0 DISCUSSION ON LATE SUBMISSION FROM HOULE ELECTRIC LTD.

During review of the Houle Electric Ltd. tender submission it was determined that they submitted their printed copy in person to the ACRD office at 2:15 p.m. on December 7, 2015. They did submit the tender via fax at 1:59 p.m. and sent an emailed copy to a Tetra Tech office at 1:45 p.m.; however, the tender instructions clearly state that only revisions will be accepted via fax, and not tender packages. The Houle Electric Ltd. tender package was, therefore, not compliant with the tender instructions.

### 5.0 SUMMARY

Tetra Tech recommends the Tender provided by Raylec Power LP be accepted for completion of the Long Beach (Tofino) Airport Lighting Project, and that the contract be awarded for a total value of \$1,479,870.60 (including GST).

## 6.0 CLOSURE

We trust you will find this evaluation and summary to be in order. If you require additional information, please do not hesitate to contact the undersigned.

Respectfully submitted,  
Tetra Tech EBA Inc.



Prepared by:  
Bill Klunder, P. Eng.  
Project Manager – Airports Group  
Direct Line: 613.692.1944 x223  
Bill.Klunder@tetrattech.com



Reviewed by:  
Shawn Sutherland, A.A.E.  
Senior Airport Consultant – Airports Group  
Direct Line: 403.723.6853  
Shawn.Sutherland@tetrattech.com

/tad





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** January 13, 2016  
**Subject:** ESS Reception Centre Management Plan – Tabled Motion

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### Recommendation:

**THAT the Alberni-Clayoquot Regional District Board of Directors lift the following motion tabled at the December 11, 2015 regular Board of Directors meeting:**

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

***THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.***

(vote on tabled motion)

### Desired Outcome:

To secure the services of the City of Port Alberni to develop and maintain reception centre resources throughout the Alberni Valley.

### Background:

At the December 11, 2015 ACRD Board of Directors meeting, the Board considered the attached Request for Decision regarding entering into an agreement with the City of Port Alberni to develop and maintain an Emergency Social Services Centre Management Plan for the Alberni Valley.

The above motion to enter into the agreement was tabled by the Board. In order to consider the motion, the Board needs to pass a resolution to lift the tabled motion and once lifted, vote on the motion.

Submitted by:

Wendy Thomson, Manager of Administrative Services

Approved by:

Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** December 11, 2015

**Subject:** ESS Reception Centre Management Plan for the Alberni Valley

---

### Recommendation:

**THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.**

### Desired Outcome:

To secure the services of the City of Port Alberni to develop and maintain Reception Centre resources throughout the Alberni Valley.

### Background:

At the November 25<sup>th</sup> Board of Directors meeting the attached report was deferred and staff were requested to bring back further information on the proposed agreement with the City of Port Alberni to develop and maintain a comprehensive reception centre management plan for the Alberni Valley.

The following is from the provinces guidebook with respect to the ESS program:

*Under the Emergency Program Act, local authorities in BC, including regional districts, are legislated to be responsible for planning and managing emergency response operations within their jurisdiction.*

*An ESS Director, either volunteer or local authority staff, is appointed by the local Emergency Program Coordinator (EPC) to manage ESS in each community.*

It is the role of the Emergency Services Coordinator to appoint the director of the ESS program. There is no expectation in the contract for services with Dan Holder that he perform the function of Director. For the last four years the ACRD through the current and past coordinator has attempted to support and build capacity in the ESS, without success. These challenges are not uncommon for other jurisdictions.

ESS and reception centre support has been a budgeted item (\$30,000) for the last two years - commencing in 2014. Mr. Holder has been instrumental in putting these resources into place.

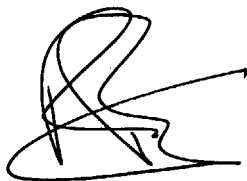
There are three levels of ESS Response.

Level one is a small localized event, for instance structure fires where there is immediate need for shelter, clothing and food. It may impact one or two households and up to 12 people. No EOC is established, first responders help to connect those in need with ESS volunteers who process and support. Generally three days of service is funded by the province. The ACRD has contracted the Red Cross to provide level one service and support capacity for subsequent levels. The advantage of the Red Cross is their organization may support those affected beyond the 3 days, with a seamless transition.

Level two is a significant event such as an apartment fire affecting more than 12 people. A reception centre is established and an EOC may be activated. It is proposed that the CPA build the capacity for reception centre operations through the use of volunteers (including Red Cross) and the City and ACRD employees. Reception centres may include city facilities and appropriate community buildings throughout the Alberni Valley.

Level three are major events typical of mass flooding, wild fires or earthquakes. An EOC is established and reception centres are required for evacuations. Again, the contract with the City is critical to have these resources and procedures in place and the Red Cross volunteers among others will be part of the plan.

The proposal is to complement the Red Cross service with a contract for the CPA to provide reception centre planning and support. There are other options for the ACRD, if the directors wish those to be explored further. However, the proposal to contract with the CPA recognizes they are partners in the ACRD service and will provide facility capacity in the event of a major event. The service that the City performs will build capacity across the Alberni Valley and will help coordinate and support the role of local community centres and other places of gathering.



Submitted by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**CC:** Dan Holder, EPC  
Ken Watson, CAO City of Port Alberni

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** November 25, 2015

**Subject:** Agreement – ESS Reception Centre Management Plan for the Alberni Valley

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### **Recommendation:**

**THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.**

### **Desired Outcome:**

To secure the services of the City of Port Alberni to develop and maintain Reception Centre resources throughout the Alberni Valley.

### **Background:**

Under the Emergency Program Act, regional districts are responsible for responding to emergencies, including providing emergency social services (ESS). ESS programs often depend on volunteers who provide the following services to communities: identify locations for reception centres and group lodging; recruiting other volunteers; working with local businesses, service organizations and government agencies; housing and feeding people forced from their homes; providing services to people who are unable to leave their homes and supporting other emergency responders.

The ACRD has entered in to a one year agreement with the Canadian Red Cross Society to recruit and train local volunteers for the basic ESS program in the Alberni Valley. They will cover all small events requiring support services for those relocated. The next step in developing the program is to identify facilities in the Alberni Valley that may be used for reception centre functions in the event of a medium to large scale disaster. This includes the development and maintenance of a record of identified facilities with contacts and potential uses in the event of a disaster and the training of volunteers and staff to operate such facilities.

The Red Cross and City proposals are complimentary, they do not conflict.

**Time Requirements – Staff & Elected Officials:**

Oversight of the contract will be the responsibility of the Emergency Program Coordinator – Dan Holder.

**Financial:**

Funds coming from the Alberni Valley Emergency Planning annual budget. A total of \$30,000 was allocated in the 2015 budget and this covers the costs for both the Red Cross and City contracts.

**Policy or Legislation:**

Local Governments are responsible for these programs.



Submitted by:

---

Russell Dyson, Chief Administrative Officer

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**BETWEEN: THE REGIONAL DISTRICT of ALBERNI CLAYOQUOT**  
3008 5<sup>th</sup> Ave  
Port Alberni, BC V9Y 2E3  
(Hereinafter called the "ACRD")

**AND: THE CITY OF PORT ALBERNI**  
4850 Argyle St  
Port Alberni, BC , BC V9Y 1V8  
(Hereinafter called the "City")

WHEREAS the ACRD wishes to secure the services of the City to develop and maintain an ESS Reception Centre Management Plan for the Alberni Valley.

AND WHEREAS the ACRD will pay to the City a fee of \$20,000 per year beginning on December 1, 2015 and continuing for three years with the last payment being on September 1, 2017. The end date of the contract will be November 30, 2018.

AND WHEREAS the City has agreed to perform the following work:

- Identify facilities in the Alberni Valley that may be used for Emergency Social Services functions in the event of a disaster.
- Maintain a record of identified facilities with contacts and potential uses in the event of a disaster. The record will include site plans and a list of resources for each facility. The facility operators will meet annually to update contacts and resources.
- Develop a training plan for volunteers and ACRD and City employees in reception centre duties. Training will include set up of a reception centre, registration of evacuees, customer service in stressful situations and other relevant topics. Needs will be reviewed annually.
- Develop tabletop exercises and drills for ACRD and City employees and volunteers, and participate in any full-scale exercises the ACRD and/or City are involved in.

Signed on behalf of the  
Regional District of Alberni Clayoquot

Signed on behalf of the  
City of Port Alberni

\_\_\_\_\_  
Josie Osborne, Chair

\_\_\_\_\_  
Mike Ruttan, Mayor

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

\_\_\_\_\_  
Ken Watson, City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** January 13, 2016

**Subject:** **Tabled Motion – My Alberni APP**

---

### **Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors lift the following motion tabled at the December 11, 2015 regular Board of Directors meeting:**

***MOVED: Director Bennett***  
***SECONDED: Director McLeman***

***THAT the ACRD Board of Directors proclaim MyAlberni App as the Official Community App of the Alberni Valley.***

(vote on the tabled motion)

### **Desired Outcome:**

To consider proclaiming MyAlberni App as the official community app of the Alberni Valley.

### **Background:**

At the December 11, 2015 regular Board of Directors meeting Directors received a presentation from Derek Appleton & Cam Appleton, MyAlberni APP (letter attached). The delegation introduced MyAlberni App to the Board of Directors. MyAlberni App is a free interactive community and destination app dedicated to the Alberni Valley. MyAlberni APP makes community information more useful, accessible, and actionable, while providing an affordable and effective local marketing solution for local businesses. The delegation made two requests to the ACRD Board:

1. Request the Board, by motion formally proclaim MyAlberni App as the “Official Community App” of the Alberni Valley, and
2. Request support for their upcoming request to the BC Ministry of Transportation for signage along Highway 4 from Cameron Lake to Sutton Pass similar to pre-existing community info/radio signs currently on the highway.

The Board passed a resolution to instruct staff to investigate the possibility of request #2 with the Ministry of Transportation. Staff has forwarded a letter to the Ministry.

A motion with regards to request #1 was tabled at the December 11<sup>th</sup> Board meeting. In order to consider the tabled motion, the Board needs to pass a resolution to lift the tabled motion and once lifted, vote on the motion.

Section 273 of the *Local Government Act* prohibits Regional Districts' from providing assistance to an industrial, commercial or business undertaking. MyAlberni APP is a business venture. Regardless whether there are currently no competitors, it's not advisable to endorse a business.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time required.

**Financial:**

n/a

**Policy or Legislation:**

n/a

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

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



MyAlberni App  
9597 Sproat Place  
Port Alberni, BC V9Y 9C5  
250 723 7434  
info@myalberni.ca

Friday, December 4, 2015

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

**RE: MyAlberni App Board Presentation December 11, 2015**

Thank you Madam Chair, Board Directors and Staff for the opportunity to introduce you to MyAlberni App - The Alberni Valley's first Community App. It is available on iOS or Android free of charge to anyone using Smartphones and Tablet and soon to also be available on PCs and Smart TVs.

Built-for residents and tourists who want to make the most of life in the Alberni Valley, MyAlberni is a local exploration tool and digital community center that creates a fun and easy way for you to explore the best of things to see and do in Port Alberni.

Choose from over 150 local listings including attractions, restaurants, destinations, stores, and more— updated twice daily. Interact with these listings to learn all kinds of information about the best of things to see and do in Port Alberni!

No matter your interests, you'll find something you love on MyAlberni.

Join our community of residents and tourists contributing insider tips, local content and media inside MyAlberni. Enjoy the wide-variety of dining hot-spots, destinations, outdoor adventures and more that the Alberni Valley has to offer you.

**How It Works:**

- It's your Alberni— Choose from over 60 interest categories, containing the best experiences available to you here in the Alberni Valley.
- Explore, the local way— Scroll through a feed of local places to see and things to do, including some new experiences you might not have known existed.
- Find what you need— Explore categories by distance from you or names, from activities to farmers markets and much, much more.
- Shop Local— Like never before, it pays to Shop Local. MyAlberni provides instant access to local business discounts, coupons, products and more.
- Recommend your favourites— What is your Alberni? Share your experiences and build credibility as a local influencer, by providing contributions about your different Alberni interests, right in the app. Use the hashtag #MyAlberni or visit [contribute.myalberni.ca](http://contribute.myalberni.ca) to get started. Your contributions will be APPreciated by residents and tourists for years to come!
- The Real Story— MyAlberni gives you the opportunity to learn about the people behind their business, their stories and experience, and explore first-hand what really makes the Alberni Valley great.

It's all-free, and it's all on your very own MyAlberni App!

Serving Port Alberni and the Alberni Valley with exclusive, relevant and accurate up-to-date local info, year round, MyAlberni creates an effective and interactive way to explore Alberni and experience the culture and spirit of our vibrant community.

Unlike the same-old conventional searching, MyAlberni App is a Fast, Easy and Fun way to explore Port Alberni and the Alberni Valley. Interact and collect your favourite listings with MyTrip, and share them with your friends! You can even contribute your favourite things about Alberni, anytime and anywhere.

In concluding, we plan to ask for two requests to be granted by the ACRD Board of Directors:

First is for you to as a Board, by motion formally proclaim, " That the ACRD declares MyAlberni App as the "Official Community App", of the Alberni Valley.

And second that the ACRD Board of Directors support our upcoming request to the BC Ministry of Transportation for signage along Hwy 4 from Cameron Lake to Sutton Pass similar to pre-existing community info/radio signs, currently on this highway.

Thank you again for the opportunity to introduce MyAlberni App and present to you.

Regards,

Cam Appleton  
Derek Appleton  
MyAlberni App





## **REQUEST FOR DECISION**

**To:** Board of Directors

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

**Meeting Date:** January 13, 2016

**Subject:** Revenue Anticipation Borrowing Bylaw

---

**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1124, 2016”.**

**That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1124, 2016”.**

**That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1124, 2016”.**

**That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1124, 2016”.**

**Background:**

A revenue anticipation borrowing bylaw is created each January to ensure that the Regional District has authority to borrow money for expenditures that must be made before the related revenues are received. In essence, this bylaw is a tool for managing cash flow and is created annually whether it is believed to be required or not. Once received, the revenues are used to cancel the debt. The Regional District did utilize the overdraft in June and July of 2015 and the interest was \$193.44, but did not in 2014. It is not known at this time whether borrowing will be needed in 2016.

This bylaw is required by the Regional District’s Bank as well as the Municipal Finance Authority.

**Time Requirements – Staff & Elected Officials:**

Minimal.

**Financial:**

If overdraft or temporary borrowing are used then interest charges will be applied, otherwise there are no financial implications.

**Policy or Legislation:**

Section 821 of the Local Government Act provides the authority for revenue anticipation borrowing.



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



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





**Regional District of Alberni-Clayoquot**

**Bylaw F1124**

**A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN  
ANTICIPATION OF REVENUE FOR THE YEAR 2016**

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**WHEREAS** the Regional District does not have sufficient money on hand to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** it is provided by Section 821 of the Local Government Act that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of the money as may be necessary to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** there are no liabilities outstanding under Section 821;

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

- 1. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of \$2.0 million dollars (\$2,000,000.00).
- 2. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Financial Administration Officer.
- 3. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
- 4. This Bylaw may be cited as “**Revenue Anticipation Borrowing Bylaw No. F1124, 2016**”.

Read a first time this	day of	,	2016.
Read a second time this	day of	,	2016.
Read a third time this	day of	,	2016.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of  
**“Revenue Anticipation Borrowing  
Bylaw No. F1124, 2016.”**

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

\_\_\_\_\_  
Russell Dyson,  
Chief Administrative Officer

\_\_\_\_\_  
Josie Osborne,  
Chairperson



## Request for Decision

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** January 13, 2016

**Subject:** **2016 Committee Appointments**

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### **Recommendation:**

**That the ACRD Board of Directors approves the 2016 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.**

### **Desired Outcome**

To make appointments or re-confirm appointments to Regional District Committees, outside boards, agencies and commissions for 2016

### **Background**

In January of each year the Board of Directors makes appointments or re-confirms appointments to all Regional District Committees. The Terms of References for the majority of the ACRD Committees were updated in 2015. The remaining will be updated in the next couple of months. The Chair for most Regional District Committees is conducted by an election process at the first Committee meeting of the year.

The Board also makes appointments to various outside boards, agencies and commissions such as the NI 911 Corporation, NI Film Commission etc. Some of these organizations have varying terms and are just re-confirmed in January.

Attached for consideration of approval by the ACRD Board of Directors is the 2016 ACRD Committee appointments and appointments to outside agencies.

### **Policy/Legislation**

ACRD Policy & Committees Terms of Reference apply.

### **Financial**

Directors are paid remuneration for Committee meetings which they have been appointed to by the ACRD Board as per Bylaw No. A1078, Board Remuneration & Expenses Bylaw.

*Wendy Thomson*

Submitted by:

\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

*R*

Approved by:

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## Alberni-Clayoquot Regional District 2016 Committee Appointments

### **Alberni & Bamfield Services Committee**

- John McNabb
- Jack McLeman
- Mike Ruttan
- John Jack
- Lucas Banton
- Mike Kokura
- Penny Cote
- Wilfred Cootes
- Keith Wyton

### **Electoral Area Directors Committee**

- John McNabb
- Penny Cote
- Mike Kokura
- Lucas Banton
- Tony Bennett
- Keith Wyton

### **Personnel Committee**

- Josie Osborne, Chairperson
- Mike Kokura
- John McNabb
- Mike Ruttan

### **West Coast Committee**

- Josie Osborne
- Dianne St. Jacques
- Tony Bennett
- Alan McCarthy
- Ex-Officio Members:
  - Tla-o-qui-aht First Nation Rep
  - Ahousaht First Nation Rep
  - Hequiaht First Nation Rep
  - Toquaht First Nation Rep
  - Pac. Rim National Park

### **Reconciliation Committee**

- Tony Bennett
- Penny Cote
- Josie Osborne
- Mike Ruttan

### **Agricultural Advisory Committee**

- Mike Kokura
- Ann Collins
- Lisa Aylard
- Robert Haynes
- Vicki Lee
- John Oosterom
- Ron Emblem
- Wayne Smith

### **Emergency Planning Committee**

- John McNabb
- Penny Cote
- Mike Kokura
- Mike Ruttan
- Lucas Banton
- Josie Osborne
- PA City Council Rep
- Outside agencies ie: fire, ambulance etc.

### **Beaver Creek Water Advisory Committee**

- John McNabb, Chair
- Harold Carlson (3 year term 2015 – 2018)
- Gord Blakey (2 year term 2015 – 2017)
- Wayne Hasler (2 year term 2015 – 2017)
- Kelly Schutte (2 year term 2015 – 2017)
- Ginny Stephens (3 year term 2015 – 2018)
- Pam Craig (3 year term 2015 – 2018)
- Patty Edwards (3 year term 2015 – 2018)

### **Long Beach Airport Advisory Committee**

- Dianne St. Jacques
- Alan McCarthy
- Tony Bennett
- Josie Osborne, Dist. Tofino
- Jackie Godfrey, PRNP
- Darlene Rouleau, Ucluelet Chamber
- Jennifer Steven, Tofino/Long Beach Chamber
- Tla-o-qui-aht First Nation (2)
- Charles McDiarmid, Member at Large

### **Solid Waste Plan Monitoring Advisory Committee – Alberni Valley**

- John McNabb, Chair
- Gary Swann, Member at Large
- Guy Cicon, CPA
- Hugh Braker, Tseshah FN
- Jack McLeman
- Al McGill/Brad West, Engineers
- Keith Wyton
- Mike Kokura
- Ken Watson, CPA
- Kris Patterson, Chamber
- Lucas Banton
- Moe Vale, AV Landfill Operator
- Nicklin Waste Disposal
- Penny Cote
- John Jack
- Steve Tatoosh, Hupacasath FN
- Terry Edgar, Ditidaht FN
- Wilfred Cootes
- Jerry Kupiak, Suncoast Waste

### **Solid Waste Plan Monitoring Advisory Committee – West Coast**

- Josie Osborne, Chair
- Alan McCarthy
- Al McGill/Brad West, Engineers
- Andrew Yeates, Dis. Ucluelet
- Arlene Armstrong, PRNP
- Bob Macpherson, Dist. Tofino
- Chris Bird, Sonbird
- Dianne St. Jacques
- Gerry Schreiber, Member at Large
- Moe Vale, WC Landfill Operator
- Noah Plonka, Toquaht FN
- Sally Mole, Ucluelet Chamber
- Tla-o-qui-aht FN Rep.
- Ahousaht FN Rep.
- Tony Bennett
- Tofino Chamber Rep

### **Bamfield Parks Commission**

- Eileen Scott, Chair
- Andrea Butler
- Roger Demontigny
- Heather Cooper
- Keith Wyton

### **Sproat Lake Parks Commission**

- Joe Lamoreaux, Chair
- Chris Law
- Kim Regimbal
- Ursula Henning
- Paul Andrew
- Kathy Burkowsky
- Gail Horvath
- Sabrina Zimmerman
- Brian Calendar
- Jackie Chambers
- Bob Aston
- Jo Priestland
- Terry Ketler
- Penny Cote

### **Bamfield Water Committee**

- Keith Wyton, Chair
- Eric Clelland
- John Mass
- Barry Otterson
- Brad Anholt
- Lisa Herbig (2 year term – 2017)
- J. P. Hasteley (3 year term – 2018)

### **Agricultural Development Committee**

- Penny Cote (Mike Ruttan Alternate)
- Ann Siddall
- Bob Collins
- Cathy Burkosky
- Janis Nairne, Co-Chair
- Lisa Aylard
- Pat Deakin
- Robert Haynes, Co-Chair
- Rosemarie Buchanan
- Erika Goldt
- Makenna Cyr
- Marcus Lobb

### **Salmon Beach Committee**

- Tony Bennett
- Mary Ellen Peet
- Kel Roberts
- Ken Lunde
- Jill Maibach
- Terry Graff

**Fisheries Resource Committee**

- Dianne St. Jacques, Chairperson
- Tony Bennett
- Penny Cote
- Jack McLeman
- Josie Osborne
- Ex-Officio Members:
  - Sheena Falconer, WC Aquatic
  - Don Hall, NTC
  - Andrea Goruk, DFO
  - Dennis Chalmers, Province

**AC Transportation Committee**

- Jack McLeman, Chairperson
- Dianne St. Jacques
- Lucas Banton
- Bob Cole
- Brian Chipman, Catalyst Paper Rep.
- Chris Alemany, CPA
- Ken Watson, CPA
- Pat Deakin, CPA
- Darren De Luca
- Lucas George, Tseshaht FN
- Gillian Trumper, PAPA
- Western Forest Products Reps.
- Johnathan Tillie, Min. Transportation
- Mike Lang, PA Labour Council
- Neil Malbon, AV Chamber
- Randy Orr, Island Timberlands Rep.
- Scott Fraser, MLA
- Warren Lauder, Hupacasath FN Rep.





**Alberni-Clayoquot Regional District  
2016 Appointments to Outside Boards, Agencies, Commissions**

**REQUIRED**

**Municipal Finance Authority**

(1 year term Jan – Dec.)

- Mike Kokura
- Lucas Banton, Alternate

**E911 Corporation**

(1 year term – Jan. – Dec.)

- John McNabb
- Penny Cote, Alternate

**Island Coastal Economic Trust**

(Chair of ACRD Board)

- Josie Osborne

**Vancouver Island Regional Library Board**

(1 year term Jan. – Dec.)

- Lucas Banton
- John McNabb, Alternate

**Municipal Insurance Association of BC**

(1 year term Jan. – Dec.)

- Lucas Banton
- John McNabb, Alternate

**Island Corridor Foundation**

- Ken McRae, Director (2 year term – April 2015 – 2017)
- Lucas Banton, Member Rep. (1 year term – April - March)

**ELECTIVE**

**Clayoquot Biosphere Trust**

(4 year term – March 2014 – 2018)

- Gary Johnsen

**One Year Terms – Jan. – Dec.:**

**Barkley Salmon Working Group**

- Penny Cote

**Air Quality Council**

- John McNabb

**West Island Woodlands Advisory Group**

- Lucas Banton
- John Jack, Alternate

**Vancouver Island Film Commission**

- Mike Ruttan
- John Jack, Alternate

**AV Museum & Heritage Board**

- Penny Cote
- Jack McLeman, Alternate

**Coastal Communities Network**

- Tony Bennett
- Vacant
- Vacant

**Central West Coast Forest Society**

- Tony Bennett

**AV Chamber of Commerce**

- Jack McLeman
- John McNabb, Alternate

**West Coast Aquatic Board**

- Tony Bennett
- Keith Wyton
- Josie Osborne, Alternate

Presented for approval by the ACRD Board:  
January 13, 2016



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Andrew McGifford, CPA CGA, Acting Manager of Finance  
**DATE OF MEETING:** January 13, 2016  
**RE:** Finance Warrant No.560

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 560 in the amount of \$1,087,956.88 dated December 31, 2015.

### **Chief Administrative Officer Comments:**

Concur

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## 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

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

**ALBERNI-CLAYQUO REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 1**  
**Date :** Jan 07, 2016 **Time :** 4:10 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-Dec-2015 To 31-Dec-2015  
**Cheque Date :** 01-Dec-2015 To 31-Dec-2015  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>0008</b>	<b>ADBY, SAM</b>						
38631	09-Dec-2015		Issued	258	C	100.00	
NOV.28/15	01-4-2500-000	PAYABLES - TRADE			100.00		
Invoice Description -->		ACRD - BUILDING MAINTENANCE					
<b>Total :</b>					100.00	0.00	100.00
<b>Supplier Total :</b>					100.00	0.00	100.00
<b>0012</b>	<b>ABELL PEST CONTROL INC</b>						
38632	09-Dec-2015		Issued	258	C	89.25	
12701900	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>						
00120-0001	15-Dec-2015		Issued	256	T	144.72	
14160909	01-4-2500-000	PAYABLES - TRADE			40.30		
Invoice Description -->		ACRD - \$15.80, BCWS \$25.58 - SHIPPING					
104.42	01-4-2500-000	PAYABLES - TRADE			104.42		
Invoice Description -->		WCLF - \$91.99, BCWS \$30.19 - SHIPPING					
<b>Total :</b>					144.72	0.00	144.72
<b>Supplier Total :</b>					144.72	0.00	144.72
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>						
38727	22-Dec-2015		Issued	269	C	1837.58	
SLVFD - NOV/15	01-4-2500-000	PAYABLES - TRADE			239.75		
Invoice Description -->		SLVFD - NOVEMBER 2015 FUEL COSTS					
BCVFD - NOV/15	01-4-2500-000	PAYABLES - TRADE			316.32		
Invoice Description -->		BCVFD - NOVEMBER 2015 FUEL COSTS					
ACRD - NOV/15	01-4-2500-000	PAYABLES - TRADE			598.42		
Invoice Description -->		ACRD - NOVEMBER 2015 FUEL COSTS					
BCWS - NOV/15	01-4-2500-000	PAYABLES - TRADE			683.09		
Invoice Description -->		BCWS - NOVEMBER 2015 FUEL COSTS					
<b>Total :</b>					1837.58	0.00	1837.58
<b>Supplier Total :</b>					1837.58	0.00	1837.58
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
00120-0002	15-Dec-2015		Issued	256	T	2027.57	
4354 0539326	01-4-2500-000	PAYABLES - TRADE			-42.03		
Invoice Description -->		LBA - CREDIT BUILDING SUPPLIES					
4354 0539327	01-4-2500-000	PAYABLES - TRADE			28.35		
Invoice Description -->		LBA - BUILDING SUPPLIES					

**140**

Cheque Register - Detail - Supp.



AP5100

Date : Jan 07, 2016

Page : 2

Time : 4:10 pm

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

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
4354 0539138	01-4-2500-000	PAYABLES - TRADE		42.03		
Invoice Description --> LBA - BUILDING SUPPLIES						
4354 0539710	01-4-2500-000	PAYABLES - TRADE		95.26		
Invoice Description --> BCVFD - SAFETY EQUIPMENT						
4354 0539155	01-4-2500-000	PAYABLES - TRADE		240.02		
Invoice Description --> SLVFD - SMALL HAND TOOL						
4354 0538788	01-4-2500-000	PAYABLES - TRADE		1663.94		
Invoice Description --> ACRD & JOHSC SPLIT - SAFETY SUPPLIES FOR VEHICLES						
<b>Total :</b>				2027.57	0.00	2027.57
00121-0001	24-Dec-2015	Issued	266	T		777.23
4354 0539805	01-4-2500-000	PAYABLES - TRADE		53.92		
Invoice Description --> LBA - BUILDING SUPPLIES						
4354 0540013	01-4-2500-000	PAYABLES - TRADE		98.77		
Invoice Description --> ACRD - EMERGENCY VEHICLE KIT						
167.24	01-4-2500-000	PAYABLES - TRADE		167.24		
Invoice Description --> BCWS - SHOP SUPPLIES						
4354 0540064	01-4-2500-000	PAYABLES - TRADE		457.30		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				777.23	0.00	777.23
<b>Supplier Total :</b>				2804.80	0.00	2804.80

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>00031 AGAT LABORATORIES</b>						
00120-0003	15-Dec-2015	Issued	256	T		2500.05
15217527E	01-4-2500-000	PAYABLES - TRADE		25.20		
Invoice Description --> AVLF - WATER MONITORING						
15215669E	01-4-2500-000	PAYABLES - TRADE		317.89		
Invoice Description --> AVLF - WATER MONITORING						
15216981E	01-4-2500-000	PAYABLES - TRADE		2156.96		
Invoice Description --> WCLF - WATER MONITORING						
<b>Total :</b>				2500.05	0.00	2500.05
00121-0002	24-Dec-2015	Issued	266	T		3005.10
15225466E	01-4-2500-000	PAYABLES - TRADE		3005.10		
Invoice Description --> AVLF - WATER MONITORING						
<b>Total :</b>				3005.10	0.00	3005.10
<b>Supplier Total :</b>				5505.15	0.00	5505.15

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>00034 AL BROWN ROOFING</b>						
38728	22-Dec-2015	Issued	269	C		42000.00
2137	01-4-2500-000	PAYABLES - TRADE		42000.00		
Invoice Description --> AVLF - 3RD AVE RECYCLING BUILDING - NEW ROOF - CAPITAL						
<b>Total :</b>				42000.00	0.00	42000.00

Cheque Register - Detail - Supp.



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

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				42000.00	0.00	42000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>0056</b>	<b>AIRGAS CANADA INC.</b>					
38729	22-Dec-2015	Issued	269	C	26.88	
258430	01-4-2500-000	PAYABLES - TRADE		26.88		
Invoice Description --> SLVFD - OXYGEN						
<b>Total :</b>				26.88	0.00	26.88
<b>Supplier Total :</b>				26.88	0.00	26.88

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>					
38730	22-Dec-2015	Issued	269	C	3763.20	
20838	01-4-2500-000	PAYABLES - TRADE		1139.25		
Invoice Description --> ACRD - OFFICE RECONFIGURATION - DISHWASHER & T-BAN CEILING COMPUTER ROOM - C						
20831	01-4-2500-000	PAYABLES - TRADE		2623.95		
Invoice Description --> AV GIA - LOG TRAIN TRAIL - REPAIR TO BRIDGE						
<b>Total :</b>				3763.20	0.00	3763.20
<b>Supplier Total :</b>				3763.20	0.00	3763.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>					
00120-0004	15-Dec-2015	Issued	256	T	44.75	
20524	01-4-2500-000	PAYABLES - TRADE		44.75		
Invoice Description --> SLVFD - PAGER MAINTENANCE						
<b>Total :</b>				44.75	0.00	44.75
00121-0003	24-Dec-2015	Issued	266	T	140.90	
20582	01-4-2500-000	PAYABLES - TRADE		140.90		
Invoice Description --> BCVFD - PAGER MAINTENANCE						
<b>Total :</b>				140.90	0.00	140.90
<b>Supplier Total :</b>				185.65	0.00	185.65

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>0163</b>	<b>ALBERNI CHRYSLER LTD</b>					
38633	09-Dec-2015	Issued	258	C	129.49	
67414	01-4-2500-000	PAYABLES - TRADE		129.49		
Invoice Description --> BUILDING INSPECTION - 2010 DODGE RAM - MAINTENANCE						
<b>Total :</b>				129.49	0.00	129.49
<b>Supplier Total :</b>				129.49	0.00	129.49

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
<b>0270</b>	<b>ANDREW SHERET LTD.</b>				
00120-0005	15-Dec-2015	Issued	256	T	2137.99
DISCOUNTNOV201!	01-4-2500-000	PAYABLES - TRADE		-41.64	
Invoice Description --> DISCOUNT TAKEN FOR EARLY PAYMENT					
03-048982	01-4-2500-000	PAYABLES - TRADE		331.91	

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**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Dec-2015 To 31-Dec-2015  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description -->	BCWS - WATER SYSTEM SUPPLIES						
03-047731	01-4-2500-000	PAYABLES - TRADE			401.54		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
03-047444	01-4-2500-000	PAYABLES - TRADE			627.99		
Invoice Description -->	BCWS - WATER SYSTEM SUPPLIES						
03-047806	01-4-2500-000	PAYABLES - TRADE			818.19		
Invoice Description -->	BCWS - GRANDVIEW UPGRADE - CAPITAL						
<b>Total :</b>					2137.99	0.00	2137.99
<b>Supplier Total :</b>					2137.99	0.00	2137.99
<b>0394 ASSOCIATED FIRE SAFETY EQUIPMENT</b>							
00120-0006	15-Dec-2015	Issued	256	T			306.32
14163	01-4-2500-000	PAYABLES - TRADE			306.32		
Invoice Description -->	SLVFD - EQUIPMENT						
<b>Total :</b>					306.32	0.00	306.32
00121-0004	24-Dec-2015	Issued	266	T			5418.03
14229	01-4-2500-000	PAYABLES - TRADE			5418.03		
Invoice Description -->	SLVFD - THERMAL IMAGING CAMERA						
<b>Total :</b>					5418.03	0.00	5418.03
<b>Supplier Total :</b>					5724.35	0.00	5724.35
<b>0439 ALBERNI VALLEY OUTDOOR CLUB</b>							
38731	22-Dec-2015	Issued	269	C			147.84
DEC.16/15	01-4-2500-000	PAYABLES - TRADE			147.84		
Invoice Description -->	REGIONAL PARKS - ALBERNI INLET TRAIL MAINTENANCE						
<b>Total :</b>					147.84	0.00	147.84
<b>Supplier Total :</b>					147.84	0.00	147.84
<b>0459 ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT</b>							
38634	09-Dec-2015	Issued	258	C			271905.00
DEC.04/15	01-4-2500-000	PAYABLES - TRADE			271905.00		
Invoice Description -->	ACRHD - TAX REQ AND GILT						
<b>Total :</b>					271905.00	0.00	271905.00
<b>Supplier Total :</b>					271905.00	0.00	271905.00
<b>0479 THE BRICK</b>							
38732	22-Dec-2015	Issued	269	C			925.21
11085CIYCEZ	01-4-2500-000	PAYABLES - TRADE			925.21		
Invoice Description -->	ACRD - DISHWASHER - CAPITAL						
<b>Total :</b>					925.21	0.00	925.21

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Dec-2015 To 31-Dec-2015  
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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>				925.21	0.00	925.21
-----						
<b>0486</b>	<b>B ANDERSON SCALING LTD</b>					
38635	09-Dec-2015		Issued	258	C	914.66
00001163	01-4-2500-000	PAYABLES - TRADE			914.66	
Invoice Description -->		AVRA - TREE CLEARING - CAPITAL				
<b>Total :</b>				914.66	0.00	914.66
<b>Supplier Total :</b>				914.66	0.00	914.66
-----						
<b>0503</b>	<b>BAMFIELD CENTENNIAL PARK</b>					
38636	09-Dec-2015		Issued	258	C	6000.00
2015GIA	01-4-2500-000	PAYABLES - TRADE			6000.00	
Invoice Description -->		2015 GRANT IN AID				
<b>Total :</b>				6000.00	0.00	6000.00
<b>Supplier Total :</b>				6000.00	0.00	6000.00
-----						
<b>0660</b>	<b>BC HYDRO</b>					
38733	22-Dec-2015		Issued	269	C	5343.58
400002570065	01-4-2500-000	PAYABLES - TRADE			677.79	
Invoice Description -->		SLVFD - LAKESHORE RD FIRE HALL - SEPT30 - NOV30				
400002571359	01-4-2500-000	PAYABLES - TRADE			4665.79	
Invoice Description -->		HYDRO - ACRD CONSOLIDATED				
<b>Total :</b>				5343.58	0.00	5343.58
<b>Supplier Total :</b>				5343.58	0.00	5343.58
-----						
<b>0665</b>	<b>BC HYDRO</b>					
38726	15-Dec-2015		Issued	262	C	2100.00
PROJECT#3947879	01-4-2500-000	PAYABLES - TRADE			2100.00	
Invoice Description -->		LBA - LIGHTING PROJECT - CAPITAL				
<b>Total :</b>				2100.00	0.00	2100.00
<b>Supplier Total :</b>				2100.00	0.00	2100.00
-----						
<b>0700</b>	<b>BC TRANSIT</b>					
38637	09-Dec-2015		Issued	258	C	17720.00
1015602	01-4-2500-000	PAYABLES - TRADE			17720.00	
Invoice Description -->		OCTOBER 2015 CUSTOM TRANSIT				
<b>Total :</b>				17720.00	0.00	17720.00
<b>Supplier Total :</b>				17720.00	0.00	17720.00



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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
38639	09-Dec-2015	Issued	259	C		640.86
1511-753631	01-4-2500-000	PAYABLES - TRADE		-28.68		
Invoice Description --> SLVFD - CREDIT MAINTENANCE SUPPLIES						
1511-755716	01-4-2500-000	PAYABLES - TRADE		6.49		
Invoice Description --> BCWS - REPAIR NORTH RESERVOIR						
1511-749964	01-4-2500-000	PAYABLES - TRADE		8.77		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-754279	01-4-2500-000	PAYABLES - TRADE		8.86		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-753922	01-4-2500-000	PAYABLES - TRADE		12.54		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-753536	01-4-2500-000	PAYABLES - TRADE		13.76		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-755734	01-4-2500-000	PAYABLES - TRADE		15.08		
Invoice Description --> BCWS - REPAIR TO NORHT RESERVOIR						
1511-759511	01-4-2500-000	PAYABLES - TRADE		19.14		
Invoice Description --> AVRA - SUPPLIES TO CLEAN WATER SYSTEM						
1511-753634	01-4-2500-000	PAYABLES - TRADE		21.92		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-759707	01-4-2500-000	PAYABLES - TRADE		28.81		
Invoice Description --> ACRD - BUILDING MAINTENANCE & SUPPLIES						
1511-749430	01-4-2500-000	PAYABLES - TRADE		52.02		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1512-764528	01-4-2500-000	PAYABLES - TRADE		60.64		
Invoice Description --> AV EMERGENCY PLANNING - SUPPLIES						
1511-753531	01-4-2500-000	PAYABLES - TRADE		69.60		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-750578	01-4-2500-000	PAYABLES - TRADE		72.41		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1511-750572	01-4-2500-000	PAYABLES - TRADE		279.50		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
<b>Total :</b>				640.86	0.00	640.86
<b>Supplier Total :</b>				640.86	0.00	640.86

<b>0791 BERRY &amp; VALE CONTRACTING LTD</b>						
00120-0007	15-Dec-2015	Issued	256	T		95722.98
1711	01-4-2500-000	PAYABLES - TRADE		28528.50		
Invoice Description --> AVRA - VEGETATION MANAGEMENT - CAPITAL						
1715	01-4-2500-000	PAYABLES - TRADE		67194.48		
Invoice Description --> AVLF - NOV 2015 CONTRACT - FREON \$373, MMBC \$806.18						
<b>Total :</b>				95722.98	0.00	95722.98
<b>Supplier Total :</b>				95722.98	0.00	95722.98

<b>0801 CORIX WATER PRODUCTS LTD.</b>						
00121-0006	24-Dec-2015	Issued	266	T		
1051504100-CREDI	01-4-2500-000	PAYABLES - TRADE		-324.80		

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description -->	BWS - CREDIT					
1051509113	01-4-2500-000	PAYABLES - TRADE		-151.20		
Invoice Description -->	BWS - CREDIT FOR DEPOSIT					
10513153519	01-4-2500-000	PAYABLES - TRADE		718.97		
Invoice Description -->	LBA - SALT FOR MAINTENANCE					
<b>Total :</b>				242.97	0.00	242.97
<b>Supplier Total :</b>				242.97	0.00	242.97

**0825 BLACK PRESS GROUP LTD.**

38734	22-Dec-2015	Issued	269	C		1048.38
32739356	01-4-2500-000	PAYABLES - TRADE		1048.38		
Invoice Description -->	PLANNING - PUBLIC HEARING \$836.19, LBA - TENDER \$162.27 - ADS					
<b>Total :</b>				1048.38	0.00	1048.38
<b>Supplier Total :</b>				1048.38	0.00	1048.38

**0839 BLUE MAX LIGHTING & EMERGENCY EQUIPMENT LTD**

38640	09-Dec-2015	Issued	259	C		222.35
513157	01-4-2500-000	PAYABLES - TRADE		222.35		
Invoice Description -->	BCVFD - TRUCK#54 - EQUIPMENT					
<b>Total :</b>				222.35	0.00	222.35
<b>Supplier Total :</b>				222.35	0.00	222.35

**0900 TRACY BOND (PETTY CASH)**

38641	09-Dec-2015	Issued	259	C		123.20
DEC.04/15	01-4-2500-000	PAYABLES - TRADE		123.20		
Invoice Description -->	ACRD - GEN OFFICE \$123.20					
<b>Total :</b>				123.20	0.00	123.20
<b>Supplier Total :</b>				123.20	0.00	123.20

**0940 DUVALL, EDITH**

38628	03-Dec-2015	Issued	246	C		1750.00
EDUVALL71696	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

**0950 BRETT, KENNETH**

00120-0008	15-Dec-2015	Issued	256	T		1000.00
BRE171738	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description -->	ALBERNI VALLEY AIRPORT SUPERVISION					

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**Supplier :** 0003 To Z4209  
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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>				1000.00	0.00	1000.00
<b>Supplier Total :</b>				1000.00	0.00	1000.00

**1035 BUTLER, LES**

00120-0009	15-Dec-2015		Issued	256	T	2730.00
2015-11	01-4-2500-000	PAYABLES - TRADE			2730.00	
Invoice Description --> BWS - NOVEMBER 2015 CONTRACTOR						
<b>Total :</b>				2730.00	0.00	2730.00
<b>Supplier Total :</b>				2730.00	0.00	2730.00

**1058 C. BOWNE ENTERPRISES**

38642	09-Dec-2015		Issued	259	C	111.10
32	01-4-2500-000	PAYABLES - TRADE			55.55	
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
34	01-4-2500-000	PAYABLES - TRADE			55.55	
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
<b>Total :</b>				111.10	0.00	111.10
<b>Supplier Total :</b>				111.10	0.00	111.10

**1110 CANADA POST**

38643	09-Dec-2015		Issued	259	C	31.21
9579748326	01-4-2500-000	PAYABLES - TRADE			31.21	
Invoice Description --> PLANNING - BYLAW - POSTAGE						
<b>Total :</b>				31.21	0.00	31.21
<b>Supplier Total :</b>				31.21	0.00	31.21

**1207 COOK, AMANDA**

38735	22-Dec-2015		Issued	269	C	250.00
DEC.22/15	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> WOODSTOVE EXCHANGE REBATE - COOK						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

**1210 MAXXAM ANALYTICS**

38644	09-Dec-2015		Issued	259	C	804.30
VA935331	01-4-2500-000	PAYABLES - TRADE			26.25	
Invoice Description --> BCWS - WATER TESTING						
VA934284	01-4-2500-000	PAYABLES - TRADE			778.05	
Invoice Description --> BCWS - WATER TESTING						
<b>Total :</b>				804.30	0.00	804.30

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				804.30	0.00	804.30

<b>1270 CDW CANADA INC</b>						
00121-0005	24-Dec-2015		Issued	266	T	1882.72
BJX4979	01-4-2500-000	PAYABLES - TRADE				112.00
Invoice Description --> COMPUTER PURCHASE PLAN - IRG						
BKD9712	01-4-2500-000	PAYABLES - TRADE				1770.72
Invoice Description --> COMPUTER PURCHASE PLAN - IRG						
<b>Total :</b>						1882.72
<b>Supplier Total :</b>						1882.72

<b>1316 CERTITECH IT SERVICES</b>						
00120-0010	15-Dec-2015		Issued	256	T	5460.00
00172	01-4-2500-000	PAYABLES - TRADE				5460.00
Invoice Description --> NOVEMBER 2015 - IT SUPPORT SERVICES \$3550, BCWS \$400, FIRE DEPT\$300, SCADA\$750						
<b>Total :</b>						5460.00
<b>Supplier Total :</b>						5460.00

<b>1363 CITY OF NANAIMO</b>						
38645	09-Dec-2015		Issued	259	C	1197.00
NOV.28/15	01-4-2500-000	PAYABLES - TRADE				1197.00
Invoice Description --> SLVFD - 12 COPIES - FIRST RESPONDER MANUAL - TRAINING						
<b>Total :</b>						1197.00
<b>Supplier Total :</b>						1197.00

<b>1378 CIT</b>						
38646	09-Dec-2015		Issued	259	C	560.00
DEC.04/15	01-4-2500-000	PAYABLES - TRADE				560.00
Invoice Description --> CONTRACT # 780-0460648-001- END OF LEASE BUYOUT						
<b>Total :</b>						560.00
<b>Supplier Total :</b>						560.00

<b>1382 COAST CATERING COMPANY</b>						
38647	09-Dec-2015		Issued	259	C	70.88
57	01-4-2500-000	PAYABLES - TRADE				70.88
Invoice Description --> ACRD - COMMITTEE LUNCH						
<b>Total :</b>						70.88

38736	22-Dec-2015		Issued	269	C	634.73
59	01-4-2500-000	PAYABLES - TRADE				240.98
Invoice Description --> ACRD - COMMITTEE LUNCH						
63	01-4-2500-000	PAYABLES - TRADE				393.75

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> ACHN - COMMITTEE LUNCH							
<b>Total :</b>					634.73	0.00	634.73
<b>Supplier Total :</b>					705.61	0.00	705.61
<b>1488</b>	<b>CORLAZZOLI CONTRACTING LTD</b>						
38648	09-Dec-2015		Issued	259	C	472.50	
0014	01-4-2500-000	PAYABLES - TRADE			472.50		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL							
<b>Total :</b>					472.50	0.00	472.50
<b>Supplier Total :</b>					640.50	0.00	640.50
<b>1572</b>	<b>COURSER, AD</b>						
38649	09-Dec-2015		Issued	259	C	250.00	
NOV.25/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - COURSER							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
<b>1650</b>	<b>CUPE - LOCAL 118</b>						
38650	09-Dec-2015		Issued	259	C	2495.85	
DUESNOV15	01-4-2500-000	PAYABLES - TRADE			2495.85		
Invoice Description --> NOVEMBER 2015 UNION DUES							
<b>Total :</b>					2495.85	0.00	2495.85
<b>Supplier Total :</b>					2495.85	0.00	2495.85
<b>1678</b>	<b>DANELIUK, AL</b>						
38651	09-Dec-2015		Issued	259	C	250.00	
DEC07/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - DANELIUK							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
<b>1709</b>	<b>DEER BAY CONTRACTING</b>						
38652	09-Dec-2015		Issued	259	C	9555.00	
2636	01-4-2500-000	PAYABLES - TRADE			4095.00		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL							

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
2633	01-4-2500-000	PAYABLES - TRADE		5460.00			
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL							
<b>Total :</b>				9555.00	0.00	9555.00	
38738	22-Dec-2015	Issued	269	C		1984.00	
2638	01-4-2500-000	PAYABLES - TRADE		1984.00			
Invoice Description --> SALMON BEACH - TRANSPORTATION - GRADING							
<b>Total :</b>				1984.00	0.00	1984.00	
<b>Supplier Total :</b>				11539.00	0.00	11539.00	

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
1731	<b>DENNISON, CAMERON</b>						
38653	09-Dec-2015	Issued	259	C		250.00	
DEC.07/15	01-4-2500-000	PAYABLES - TRADE		250.00			
Invoice Description --> WOODSTOVE EXCHANGE REBATE - DENNISON							
<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		
Invoice No.	Account No.	Account Description		Debit	Credit		
1780	<b>DOLANS CONCRETE LTD.</b>						
00120-0011	15-Dec-2015	Issued	256	T		186.28	
77068	01-4-2500-000	PAYABLES - TRADE		186.28			
Invoice Description --> BCWS - SERVICE REPAIR							
<b>Total :</b>				186.28	0.00	186.28	
00121-0007	24-Dec-2015	Issued	266	T		574.92	
G43766	01-4-2500-000	PAYABLES - TRADE		259.06			
Invoice Description --> AVEP - SAND BAGS							
G43761	01-4-2500-000	PAYABLES - TRADE		315.86			
Invoice Description --> AVEP - SAND BAGS							
<b>Total :</b>				574.92	0.00	574.92	
<b>Supplier Total :</b>				761.20	0.00	761.20	

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
1795	<b>DUGAL SMITH &amp; ASSOCIATES</b>						
38654	09-Dec-2015	Issued	259	C		6825.00	
SLVFD-NOV/15	01-4-2500-000	PAYABLES - TRADE		6825.00			
Invoice Description --> SLVFD - REVIEW SLVFD							
<b>Total :</b>				6825.00	0.00	6825.00	
<b>Supplier Total :</b>				6825.00	0.00	6825.00	

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
1829	<b>DYNAMITE LOGGING LTD.</b>						
38655	09-Dec-2015	Issued	259	C		13895.00	
47	01-4-2500-000	PAYABLES - TRADE		13895.00			
Invoice Description --> AVRA - VEGETATION MANAGEMENT - CAPITAL							

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Dec-2015 To 31-Dec-2015  
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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>				13895.00	0.00	13895.00
<b>Supplier Total :</b>				13895.00	0.00	13895.00

**1847 DUPERE, JOHANNE**

00120-0012	15-Dec-2015		Issued	256	T	200.00	
DUP171739	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

**1848 D.R.CLOUGH CONSULTING**

38656	09-Dec-2015		Issued	259	C	5715.68	
ACRD15-3	01-4-2500-000	PAYABLES - TRADE			1757.45		
Invoice Description --> AVRA - CLEARING - CAPITAL							
ACRD15-2	01-4-2500-000	PAYABLES - TRADE			3958.23		
Invoice Description --> AVRA - CLEARING - CAPITAL							
<b>Total :</b>					5715.68	0.00	5715.68
<b>Supplier Total :</b>					5715.68	0.00	5715.68

**1890 TETRA TECH EBA INC.**

00121-0021	24-Dec-2015		Issued	266	T	29921.89	
60491054	01-4-2500-000	PAYABLES - TRADE			29921.89		
Invoice Description --> LBA - AIRFIELD LIGHTING DESIGN - CAPITAL							
<b>Total :</b>					29921.89	0.00	29921.89
<b>Supplier Total :</b>					29921.89	0.00	29921.89

**1902 E. HUSE & ASSOCIATES**

38739	22-Dec-2015		Issued	269	C	735.00	
425	01-4-2500-000	PAYABLES - TRADE			367.50		
Invoice Description --> ACRD - GRANT WRITING WORKSHOP - J. HILL							
427	01-4-2500-000	PAYABLES - TRADE			367.50		
Invoice Description --> ACRD - GRANT WRITING WORKSHOP - B. SAUVE							
<b>Total :</b>					735.00	0.00	735.00
<b>Supplier Total :</b>					735.00	0.00	735.00

**1934 EDEN TREE FARM AND GARDENING**

38657	09-Dec-2015		Issued	259	C	3230.06	
5ACRD	01-4-2500-000	PAYABLES - TRADE			3230.06		
Invoice Description --> PLANNING - AGRICULTURAL PLAN IMPLEMENTATION							
<b>Total :</b>					3230.06	0.00	3230.06



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Supplier : 0003 To Z4209  
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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>				3230.06	0.00	3230.06

<b>1970</b>		<b>EQUIFAX CANADA INC.</b>				
38740	22-Dec-2015			Issued	269	59.64
9442835	01-4-2500-000	PAYABLES - TRADE				22.89
Invoice Description --> AVLF - CREDIT CHECK FEES						
9293326	01-4-2500-000	PAYABLES - TRADE				36.75
Invoice Description --> AVLF - CREDIT CHECK FEES						
<b>Total :</b>						59.64
<b>Supplier Total :</b>						59.64

<b>1971</b>		<b>ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM</b>				
38658	09-Dec-2015			Issued	259	73.50
JT2016DUES	01-4-2500-000	PAYABLES - TRADE				73.50
Invoice Description --> THOMAS - 2016 MEMBERSHIP DUES						
<b>Total :</b>						73.50
<b>Supplier Total :</b>						73.50

<b>1990</b>		<b>EVITT ELECTRIC</b>				
00120-0013	15-Dec-2015			Issued	256	65.49
86636C	01-4-2500-000	PAYABLES - TRADE				65.49
Invoice Description --> SALMON BEACH - SECURITY \$22.50, AVRA - SUPPLIES \$35.98						
<b>Total :</b>						65.49

00121-0008	24-Dec-2015			Issued	266	2102.85
85460C	01-4-2500-000	PAYABLES - TRADE				15.13
Invoice Description --> SLVFD - BUILDING MAINTENANCE						
35053	01-4-2500-000	PAYABLES - TRADE				97.32
Invoice Description --> SLVFD - BUILDING MAINTENANCE SUPPLIES						
35045	01-4-2500-000	PAYABLES - TRADE				244.99
Invoice Description --> SLVFD - BUILDING MAINTENANCE SUPPLIES						
35044	01-4-2500-000	PAYABLES - TRADE				1745.41
Invoice Description --> SLVFD - BUILDING MAINTENANCE SUPPLIES & REPAIR						
<b>Total :</b>						2102.85
<b>Supplier Total :</b>						2168.34

<b>1999</b>		<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>				
38659	09-Dec-2015			Issued	259	506.10
213	01-4-2500-000	PAYABLES - TRADE				144.90
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
212	01-4-2500-000	PAYABLES - TRADE				176.40
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
218	01-4-2500-000	PAYABLES - TRADE				184.80
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						

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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	
<b>Total :</b>				506.10	0.00	506.10
<b>Supplier Total :</b>				506.10	0.00	506.10

2010	OUGHTRED COFFEE & TEA LTD.					
00120-0020	15-Dec-2015		Issued	256	T	106.21
INV143329	01-4-2500-000	PAYABLES - TRADE			106.21	
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				106.21	0.00	106.21
<b>Supplier Total :</b>				106.21	0.00	106.21

2014	FERNO CANADA					
38741	22-Dec-2015		Issued	269	C	1239.41
100183	01-4-2500-000	PAYABLES - TRADE			1239.41	
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				1239.41	0.00	1239.41
<b>Supplier Total :</b>				1239.41	0.00	1239.41

2028	FIRST AID & SURVIVAL TECHNOLOGIES LTD.					
38660	09-Dec-2015		Issued	259	C	404.25
070751	01-4-2500-000	PAYABLES - TRADE			404.25	
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				404.25	0.00	404.25
<b>Supplier Total :</b>				404.25	0.00	404.25

2049	FORFIRE ENTERPRISES					
38661	09-Dec-2015		Issued	259	C	627.15
524	01-4-2500-000	PAYABLES - TRADE			627.15	
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				627.15	0.00	627.15
<b>Supplier Total :</b>				627.15	0.00	627.15

2067	FORTISBC					
38662	09-Dec-2015		Issued	259	C	89.90
NOV.24/15	01-4-2500-000	PAYABLES - TRADE			89.90	
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>				89.90	0.00	89.90
<b>Supplier Total :</b>				89.90	0.00	89.90



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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000120-0014	15-Dec-2015	Issued	256	T		55.00
RG-SLVFD0171741	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

<b>2233 GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC</b>						
038742	22-Dec-2015	Issued	269	C		315.00
03017	01-4-2500-000	PAYABLES - TRADE		315.00		
Invoice Description --> GEN GOV - GFOA MEMBERSHIP 2016						
<b>Total :</b>				315.00	0.00	315.00
<b>Supplier Total :</b>				315.00	0.00	315.00

<b>2253 IRIDIA MEDICAL</b>						
000121-0010	24-Dec-2015	Issued	266	T		608.65
15-2764	01-4-2500-000	PAYABLES - TRADE		608.65		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				608.65	0.00	608.65
<b>Supplier Total :</b>				608.65	0.00	608.65

<b>2300 GRAND &amp; TOY</b>						
038743	22-Dec-2015	Issued	269	C		260.00
J129058	01-4-2500-000	PAYABLES - TRADE		73.83		
Invoice Description --> ACRD - OFFICE SUPPLIES						
J077524	01-4-2500-000	PAYABLES - TRADE		186.17		
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				260.00	0.00	260.00
<b>Supplier Total :</b>				260.00	0.00	260.00

<b>2320 THE GRAPHICS FACTORY</b>						
038663	09-Dec-2015	Issued	259	C		228.48
023141	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> AVRA - PLEXI-GLASS FOR PHONE BOOTH						
023144	01-4-2500-000	PAYABLES - TRADE		189.28		
Invoice Description --> ACRD - PO BOOKS						
<b>Total :</b>				228.48	0.00	228.48
<b>Supplier Total :</b>				228.48	0.00	228.48

<b>2322 GUILLEVIN INTERNATIONAL CO.</b>						
000120-0015	15-Dec-2015	Issued	256	T		1161.60
0428-498714	01-4-2500-000	PAYABLES - TRADE		1161.60		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				1161.60	0.00	1161.60
<b>Supplier Total :</b>				1161.60	0.00	1161.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2390</b>	<b>HARBOUR VIEW COLLISION LTD</b>					
38744	22-Dec-2015		Issued	269	C	859.85
33431	01-4-2500-000	PAYABLES - TRADE			859.85	
Invoice Description --> 2010 DODGE RAM - REPAIR						
<b>Total :</b>				859.85	0.00	859.85
<b>Supplier Total :</b>				859.85	0.00	859.85

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2485</b>	<b>HOLDER, DAN</b>					
38664	09-Dec-2015		Issued	259	C	7686.26
NOV30/15-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00	
Invoice Description --> EMERGENCY SERVICES COORDINATOR - CONTRACTOR - NOVEMBER 2015						
NOV30/15-FSC	01-4-2500-000	PAYABLES - TRADE			4221.26	
Invoice Description --> FIRE SERVICES COORDINATOR - CONTRACTOR - NOVEMBER						
<b>Total :</b>				7686.26	0.00	7686.26
<b>Supplier Total :</b>				7686.26	0.00	7686.26

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2486</b>	<b>HOLISTIC EMERGENCY PREPAREDNESS AND RESPONSE</b>					
38665	09-Dec-2015		Issued	259	C	527.41
288	01-4-2500-000	PAYABLES - TRADE			527.41	
Invoice Description --> AV EMERGENCY RESPONSE - ICS VESTS						
<b>Total :</b>				527.41	0.00	527.41
<b>Supplier Total :</b>				527.41	0.00	527.41

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2499</b>	<b>HOMETOWN AUTOMOTIVE LTD.</b>					
00121-0009	24-Dec-2015		Issued	266	T	959.81
4924	01-4-2500-000	PAYABLES - TRADE			45.15	
Invoice Description --> ACRD - YARIS - MAINTENANCE						
4925	01-4-2500-000	PAYABLES - TRADE			51.09	
Invoice Description --> BUILDING INSPECTION - 2014 JEEP CHEROKEE - MAINTENANCE						
4931	01-4-2500-000	PAYABLES - TRADE			57.03	
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						
4929	01-4-2500-000	PAYABLES - TRADE			299.70	
Invoice Description --> LBA - 2011 FORD - MAINTENANCE						
4928	01-4-2500-000	PAYABLES - TRADE			506.84	
Invoice Description --> BCWS - 2001 GMC SIERRA - MAINTENANCE						
<b>Total :</b>				959.81	0.00	959.81

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 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>					
				959.81	0.00
					959.81
-----					
<b>2521</b>	<b>HORNET EXCAVATING</b>				
38745	22-Dec-2015		Issued	269	C
380	01-4-2500-000	PAYABLES - TRADE		947.89	
Invoice Description --> BCWS - NEW SERVICE TO 7620 BAINBRIDGE					
<b>Total :</b>				947.89	0.00
<b>Supplier Total :</b>				947.89	0.00
					947.89
-----					
<b>2525</b>	<b>HOME HARDWARE - DNU S/B - WESTCOAST HOME HARDWARE</b>				
38666	09-Dec-2015		Issued	259	C
87168	01-4-2500-000	PAYABLES - TRADE		268.79	
Invoice Description --> AV EMERGENCY PLANNING - TENT					
<b>Total :</b>				268.79	0.00
<b>Supplier Total :</b>				268.79	0.00
					268.79
-----					
<b>2580</b>	<b>HUB FIRE ENGINES &amp; EQUIPMENT LTD.</b>				
38746	22-Dec-2015		Issued	269	C
IN00031232	01-4-2500-000	PAYABLES - TRADE		308.30	
Invoice Description --> SLVFD - APPARATUS MAINTENANCE					
<b>Total :</b>				308.30	0.00
<b>Supplier Total :</b>				308.30	0.00
					308.30
-----					
<b>2734</b>	<b>ISLAND AGRICULTURE SHOW</b>				
38667	09-Dec-2015		Issued	259	C
2016 SHOW	01-4-2500-000	PAYABLES - TRADE		575.00	
Invoice Description --> PLANNING - 2016 AGRICULTURAL SHOW					
<b>Total :</b>				575.00	0.00
<b>Supplier Total :</b>				575.00	0.00
					575.00
-----					
<b>2772</b>	<b>ISLAND FIRE PROTECTION LTD.</b>				
38747	22-Dec-2015		Issued	269	C
10670	01-4-2500-000	PAYABLES - TRADE		131.88	
Invoice Description --> SLVFD - HIGH PRESSURE HYDROSTATIC TES					
<b>Total :</b>				131.88	0.00
<b>Supplier Total :</b>				131.88	0.00
					131.88
-----					
<b>2787</b>	<b>JACKSON, ROBERT</b>				
38668	09-Dec-2015		Issued	259	C
CSPNOV1271751	01-4-2500-000	PAYABLES - TRADE		72.13	
Invoice Description --> SLVFD - HIGH PRESSURE HYDROSTATIC TES					
<b>Total :</b>				144.26	0.00
<b>Supplier Total :</b>				144.26	0.00
					144.26

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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 --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE			
CSPNOV1271752	01-4-2500-000	PAYABLES - TRADE		72.13	
		Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE			
<b>Total :</b>				144.26	0.00
<b>Supplier Total :</b>				144.26	0.00

<b>2797 JAMESON WATER SERVICES</b>					
38669	09-Dec-2015		Issued	259	C
					787.50
20151205	01-4-2500-000	PAYABLES - TRADE			787.50
		Invoice Description --> ACRD - UDF & HYDRANT FLOW TESTING COURSE - THOMAS, LOOKER, FREDLUND			
<b>Total :</b>				787.50	0.00
<b>Supplier Total :</b>				787.50	0.00

<b>2827 JAL DESIGNS</b>					
38670	09-Dec-2015		Issued	259	C
					67.20
40496456	01-4-2500-000	PAYABLES - TRADE			67.20
		Invoice Description --> SLVFD - T-SHIRTS FOR SPECIAL EVENT			
<b>Total :</b>				67.20	0.00
<b>Supplier Total :</b>				67.20	0.00

<b>2840 JUSTICE INSTITUTE OF BC</b>					
38671	09-Dec-2015		Issued	259	C
					894.06
72	01-4-2500-000	PAYABLES - TRADE			894.06
		Invoice Description --> SLVFD - TRAINING			
<b>Total :</b>				894.06	0.00

38748	22-Dec-2015		Issued	269	C
					2150.00
20043797	01-4-2500-000	PAYABLES - TRADE			150.00
		Invoice Description --> BCVFD - TRAINING			
DEC.21/15	01-4-2500-000	PAYABLES - TRADE			2000.00
		Invoice Description --> AVEP - REIMBURSE BC HYDRO AWARD CREDIT ISSUED TWICE BY JIBC			
<b>Total :</b>				2150.00	0.00
<b>Supplier Total :</b>				3044.06	0.00

<b>2858 KGC FIRE RESCUE INC.</b>					
38749	22-Dec-2015		Issued	269	C
					429.34
234104	01-4-2500-000	PAYABLES - TRADE			429.34
		Invoice Description --> BCVFD - EQUIPMENT			
<b>Total :</b>				429.34	0.00
<b>Supplier Total :</b>				429.34	0.00

**ALBERNI-CLAYOQUET REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>					
00120-0016	15-Dec-2015	Issued	256	T		5068.18
1245-030	01-4-2500-000	PAYABLES - TRADE		352.80		
Invoice Description --> BCWS - BUDGET 2016 DISCUSSION						
1508-006	01-4-2500-000	PAYABLES - TRADE		4715.38		
Invoice Description --> BCWS - GRANVIEW WATERMAIN REPLACEMENT - CAPITAL						
<b>Total :</b>				5068.18	0.00	5068.18
00121-0011	24-Dec-2015	Issued	266	T		2840.55
1508-007	01-4-2500-000	PAYABLES - TRADE		2840.55		
Invoice Description --> BCWS - GRANDVIEW WATERMAIN REPLACEMENT - CAPITAL						
<b>Total :</b>				2840.55	0.00	2840.55
<b>Supplier Total :</b>				7908.73	0.00	7908.73
<b>2887</b>	<b>LEWKOWICH GEOTECHNICAL ENGINEERING LTD</b>					
38672	09-Dec-2015	Issued	259	C		15416.31
42644	01-4-2500-000	PAYABLES - TRADE		1559.46		
Invoice Description --> SALMON BEACH - SECURITY - BUILDING						
41769	01-4-2500-000	PAYABLES - TRADE		13856.85		
Invoice Description --> WC MULTIPLEX - GIA 2015						
<b>Total :</b>				15416.31	0.00	15416.31
<b>Supplier Total :</b>				15416.31	0.00	15416.31
<b>2890</b>	<b>L.B. WOODCHOPPERS LTD.</b>					
00120-0017	15-Dec-2015	Issued	256	T		18.86
229282	01-4-2500-000	PAYABLES - TRADE		18.86		
Invoice Description --> AVLF - EQUIPMENT						
<b>Total :</b>				18.86	0.00	18.86
00121-0012	24-Dec-2015	Issued	266	T		447.09
229305	01-4-2500-000	PAYABLES - TRADE		94.24		
Invoice Description --> BWS - SMALL TOOLS						
231578	01-4-2500-000	PAYABLES - TRADE		156.71		
Invoice Description --> BCWS - SAFETY GEAR						
231577	01-4-2500-000	PAYABLES - TRADE		196.14		
Invoice Description --> BCWS - SAFETY GEAR						
<b>Total :</b>				447.09	0.00	447.09
<b>Supplier Total :</b>				465.95	0.00	465.95
<b>3011</b>	<b>LANDWORKS CONSULTANTS INC</b>					
38750	22-Dec-2015	Issued	269	C		1630.13
1609	01-4-2500-000	PAYABLES - TRADE		1630.13		
Invoice Description --> ZONING - ZONING BYLAW REWRITE						



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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Dec-2015 To 31-Dec-2015  
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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>				1630.13	0.00	1630.13
<b>Supplier Total :</b>				1630.13	0.00	1630.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3024</b>	<b>LITTLE VALLEY DELI</b>					
38673	09-Dec-2015		Issued	259	C	2346.90
119972	01-4-2500-000	PAYABLES - TRADE			2346.90	
Invoice Description --> SLVFD - 5OTH ANNIVERSARY - DINNER						
<b>Total :</b>				2346.90	0.00	2346.90
<b>Supplier Total :</b>				2346.90	0.00	2346.90

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>					
38751	22-Dec-2015		Issued	269	C	1164.45
2010-19950	01-4-2500-000	PAYABLES - TRADE			250.95	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-19521	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-19532	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-19569	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
<b>Total :</b>				1164.45	0.00	1164.45
<b>Supplier Total :</b>				1164.45	0.00	1164.45

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3027</b>	<b>LADYBIRD ENGRAVING &amp; WEB CREATIONS LTD</b>					
38752	22-Dec-2015		Issued	269	C	554.40
787	01-4-2500-000	PAYABLES - TRADE			554.40	
Invoice Description --> SLVFD - AWARDS BANQUET						
<b>Total :</b>				554.40	0.00	554.40
<b>Supplier Total :</b>				554.40	0.00	554.40

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3031</b>	<b>LAMOUREUX, JOSEPH K.</b>					
38674	09-Dec-2015		Issued	259	C	113.14
DEC.08/15	01-4-2500-000	PAYABLES - TRADE			113.14	
Invoice Description --> SL PARKS & APC COMMITTEE LUNCH						
<b>Total :</b>				113.14	0.00	113.14
<b>Supplier Total :</b>				113.14	0.00	113.14

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3171</b>	<b>MACDERMOTT'S INSURANCE AGENCY LTD</b>					
38675	09-Dec-2015		Issued	259	C	1468.00
0254988	01-4-2500-000	PAYABLES - TRADE			1468.00	
Invoice Description --> AV EMERGENCY PLANNING - ARROWSMITH AMATEUR RADION CLUB - INSURANCE						
<b>Total :</b>				1468.00	0.00	1468.00
<b>Supplier Total :</b>				1468.00	0.00	1468.00

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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			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				1468.00	0.00	1468.00
<b>Supplier Total :</b>				1468.00	0.00	1468.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3214</b>	<b>MARCIE DEWITT</b>					
38676	09-Dec-2015		Issued	259	C	6750.00
NOV.30/15	01-4-2500-000	PAYABLES - TRADE		6750.00		
Invoice Description --> ACHN - COORDINATOR - NOVEMBER 2015						
<b>Total :</b>				6750.00	0.00	6750.00
<b>Supplier Total :</b>				6750.00	0.00	6750.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3233</b>	<b>CAREY MCIVER &amp; ASSOCIATES LTD.</b>					
38753	22-Dec-2015		Issued	269	C	2047.50
15.12.01	01-4-2500-000	PAYABLES - TRADE		2047.50		
Invoice Description --> AVLF - \$614.25, WCLF \$1433.25 - SOLID WASTE MANAGEMENT						
<b>Total :</b>				2047.50	0.00	2047.50
<b>Supplier Total :</b>				2047.50	0.00	2047.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3270</b>	<b>MCCOY LAKE EXCAVATING LTD</b>					
00121-0013	24-Dec-2015		Issued	266	T	698.88
2754	01-4-2500-000	PAYABLES - TRADE		698.88		
Invoice Description --> SLVFD - BUILDING MAINTENANCE						
<b>Total :</b>				698.88	0.00	698.88
<b>Supplier Total :</b>				698.88	0.00	698.88

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3272</b>	<b>MCCONNELL, SHAWN</b>					
00120-0018	15-Dec-2015		Issued	256	T	1979.25
177549	01-4-2500-000	PAYABLES - TRADE		929.25		
Invoice Description --> NOVEMBER 2015 - MILLSTREAM WATER CONTRACTOR						
17750	01-4-2500-000	PAYABLES - TRADE		1050.00		
Invoice Description --> NOVEMBER 2015 - LONG BEACH WATER CONTRACTOR						
<b>Total :</b>				1979.25	0.00	1979.25
<b>Supplier Total :</b>				1979.25	0.00	1979.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3273</b>	<b>MCDUGALL'S LANDSCAPING</b>					
38754	22-Dec-2015		Issued	269	C	115.50
3969	01-4-2500-000	PAYABLES - TRADE		47.25		
Invoice Description --> AVLF - RECYCLING DEPOT - SALT						
3970	01-4-2500-000	PAYABLES - TRADE		68.25		
Invoice Description --> ACRD - SALT APPLICATION						
<b>Total :</b>				115.50	0.00	115.50

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**Supplier :** 0003 To Z4209  
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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>				115.50	0.00	115.50

**3280 MCGILL & ASSOCIATES ENGINEERING**

00120-0019	15-Dec-2015		Issued	256	T	4939.96
15282	01-4-2500-000	PAYABLES - TRADE				4939.96
Invoice Description -->		ALVF - CLEANING LEACHATE PIPELINE - CAPITAL				
<b>Total :</b>						4939.96

00121-0014	24-Dec-2015		Issued	266	T	18498.84
15336	01-4-2500-000	PAYABLES - TRADE				216.56
Invoice Description -->		AVLF - FENCING - CAPITAL				
15333	01-4-2500-000	PAYABLES - TRADE				303.19
Invoice Description -->		AVLF - LEACHATE INTERCEPTION CONTROL - CAPITAL				
15332	01-4-2500-000	PAYABLES - TRADE				488.25
Invoice Description -->		WCLF - ANNUAL REPORTING				
15335	01-4-2500-000	PAYABLES - TRADE				728.44
Invoice Description -->		ALVF - GAS MANAGEMENT PLAN - CAPITAL				
15330	01-4-2500-000	PAYABLES - TRADE				795.38
Invoice Description -->		WCLF - GENERAL CONSULTING				
15339	01-4-2500-000	PAYABLES - TRADE				1295.44
Invoice Description -->		MWS - STORAGE RESERVOIR - CAPITAL				
15334	01-4-2500-000	PAYABLES - TRADE				1314.59
Invoice Description -->		AVLF - NORTH EAST EXPANSION - CAPITAL				
15329	01-4-2500-000	PAYABLES - TRADE				2100.16
Invoice Description -->		AVLF - GENERAL CONSULTING				
15338	01-4-2500-000	PAYABLES - TRADE				2107.71
Invoice Description -->		AVLF - CLEANING LEACHATE PIPELINE				
15331	01-4-2500-000	PAYABLES - TRADE				2827.13
Invoice Description -->		AVLF - ANNUAL REPORTING				
15337	01-4-2500-000	PAYABLES - TRADE				3045.99
Invoice Description -->		AVLF - SCADA MONITORING - CAPITAL				
15340	01-4-2500-000	PAYABLES - TRADE				3276.00
Invoice Description -->		AVLF - ACCESS RD PAVING - CAPITAL				
<b>Total :</b>						18498.84
<b>Supplier Total :</b>						23438.80

**3287 McLEAN & HIGGINS LTD.**

38677	09-Dec-2015		Issued	259	C	5243.60
40962	01-4-2500-000	PAYABLES - TRADE				342.36
Invoice Description -->		AVRA - WATER SYSTEM MAINTENANCE				
40994	01-4-2500-000	PAYABLES - TRADE				4901.24
Invoice Description -->		SL PARKS - WATER SYSTEM UPGRADES - CAPITAL				
<b>Total :</b>						5243.60

38755	22-Dec-2015		Issued	269	C	772.76
41038	01-4-2500-000	PAYABLES - TRADE				772.76
Invoice Description -->		LBA - HOUSE RENTAL BATH RENO- CAPITAL				

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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		
<b>Total :</b>						772.76	0.00	772.76
<b>Supplier Total :</b>						6016.36	0.00	6016.36
-----								
<b>3294</b>	<b>MCLEAN MILL NATIONAL HISTORIC SITE</b>							
38678	09-Dec-2015		Issued	259	C			389.70
20151202-01	01-4-2500-000	PAYABLES - TRADE			389.70			
Invoice Description --> REGIONAL PARKS - LOG TRAIN TRAIL - EMERGENCY REPAIR								
<b>Total :</b>						389.70	0.00	389.70
<b>Supplier Total :</b>						389.70	0.00	389.70
-----								
<b>3340</b>	<b>MINISTER OF FINANCE</b>							
38679	09-Dec-2015		Issued	259	C			2457.00
MSPDEC/15	01-4-2500-000	PAYABLES - TRADE			2457.00			
Invoice Description --> MSP PREMIUMS FOR DECEMBER 2015								
<b>Total :</b>						2457.00	0.00	2457.00
<b>Supplier Total :</b>						2457.00	0.00	2457.00
-----								
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>							
EFT-25	17-Dec-2015		Issued	241	E			10930.47
PP#25 - 2015	01-4-2500-000	PAYABLES - TRADE			10930.47			
Invoice Description --> PAYPERIOD #25 - 2015 PENSION REMITTANCE								
<b>Total :</b>						10930.47	0.00	10930.47
EFT-26	31-Dec-2015		Issued	264	E			9612.28
PP#26 - 2015	01-4-2500-000	PAYABLES - TRADE			9612.28			
Invoice Description --> PAYPERIOD #26 - 2015 PENSION REMITTANCE								
<b>Total :</b>						9612.28	0.00	9612.28
EFT-27	03-Dec-2015		Issued	270	E			9398.74
PP#24 - 2015	01-4-2500-000	PAYABLES - TRADE			9398.74			
Invoice Description --> PAYPERIOD #24 - 2015 PENSION REMITTANCE								
<b>Total :</b>						9398.74	0.00	9398.74
<b>Supplier Total :</b>						29941.49	0.00	29941.49
-----								
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>							
EFT-13	01-Dec-2015		Issued	261	E			180696.83
73-2/2015	01-4-2500-000	PAYABLES - TRADE			180696.83			
Invoice Description --> DEBENTURE DEBT								
<b>Total :</b>						180696.83	0.00	180696.83
<b>Supplier Total :</b>						180696.83	0.00	180696.83

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Dec-2015 To 31-Dec-2015  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3505</b>	<b>MFA LEASING</b>					
AUTO71740	28-Dec-2015	Issued	249	E		2553.97
BAMFIRE71740	01-4-2500-000	PAYABLES - TRADE		2553.97		
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
<b>Total :</b>				2553.97	0.00	2553.97
AUTO71742	28-Dec-2015	Issued	249	E		1654.31
6140271742	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description --> LBA TRACTOR LEASE						
<b>Total :</b>				1654.31	0.00	1654.31
<b>Supplier Total :</b>				4208.28	0.00	4208.28
<b>3594</b>	<b>NEILL, KEITH</b>					
38756	22-Dec-2015	Issued	269	C		250.00
DEC.21/15	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - NEILL						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<b>3600</b>	<b>NEOPOST</b>					
38757	22-Dec-2015	Issued	269	C		221.71
2202932	01-4-2500-000	PAYABLES - TRADE		221.71		
Invoice Description --> INK FOR POSTAGE METER						
<b>Total :</b>				221.71	0.00	221.71
<b>Supplier Total :</b>				221.71	0.00	221.71
<b>3627</b>	<b>NEXCAR SALES LTD.</b>					
00121-0015	24-Dec-2015	Issued	266	T		196.00
11038	01-4-2500-000	PAYABLES - TRADE		196.00		
Invoice Description --> ACRD - 2010 FORD RANGER - DETAIL						
<b>Total :</b>				196.00	0.00	196.00
<b>Supplier Total :</b>				196.00	0.00	196.00
<b>3738</b>	<b>OLSON, MATT</b>					
38758	22-Dec-2015	Issued	269	C		500.00
DEC.21/15	01-4-2500-000	PAYABLES - TRADE		500.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE X 2 - OLSEN						
<b>Total :</b>				500.00	0.00	500.00
<b>Supplier Total :</b>				500.00	0.00	500.00

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Supplier : 0003 To Z4209  
 Trans. Date : 01-Dec-2015 To 31-Dec-2015  
 Cheque Date : 01-Dec-2015 To 31-Dec-2015  
 Cheque No. : All  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3755</b>	<b>ONSIDE RESTORATION</b>					
38759	22-Dec-2015	Issued	269	C		826.52
10111296	01-4-2500-000	PAYABLES - TRADE		826.52		
Invoice Description --> BCFVD - GST AMOUNT FOR CLAIM #8309175376						
<b>Total :</b>				826.52	0.00	826.52
<b>Supplier Total :</b>				826.52	0.00	826.52
<b>3782</b>	<b>PARKS CANADA - CDO 0945</b>					
38681	09-Dec-2015	Issued	259	C		105.00
1800041522	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> WCLF - RIGHT OF WAY FOR HYDRO ANNUAL LEASE						
<b>Total :</b>				105.00	0.00	105.00
<b>Supplier Total :</b>				105.00	0.00	105.00
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>					
EFT-11	01-Dec-2015	Issued	255	E		7447.25
315095	01-4-2500-000	PAYABLES - TRADE		7447.25		
Invoice Description --> DECEMBER 2015- HEALTH, DENTAL LIFE & DISABILITY						
<b>Total :</b>				7447.25	0.00	7447.25
<b>Supplier Total :</b>				7447.25	0.00	7447.25
<b>3797</b>	<b>PITEAU ASSOCIATES</b>					
00120-0021	15-Dec-2015	Issued	256	T		5964.00
17670	01-4-2500-000	PAYABLES - TRADE		5964.00		
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
<b>Total :</b>				5964.00	0.00	5964.00
<b>Supplier Total :</b>				5964.00	0.00	5964.00
<b>3861</b>	<b>PACIFIC RIM DESIGNS</b>					
38682	09-Dec-2015	Issued	259	C		26.25
DEC01/15	01-4-2500-000	PAYABLES - TRADE		26.25		
Invoice Description --> ACRD - LAMINATE COUNTER TOP FOR KITCHEN						
<b>Total :</b>				26.25	0.00	26.25
<b>Supplier Total :</b>				26.25	0.00	26.25
<b>3863</b>	<b>PACIFIC RIM APPRAISALS LTD</b>					
38683	09-Dec-2015	Issued	259	C		3150.00
50101	01-4-2500-000	PAYABLES - TRADE		1260.00		
Invoice Description --> AVRA - APPRAISAL						
50045	01-4-2500-000	PAYABLES - TRADE		1890.00		
Invoice Description --> AVRA - REPORT ON APPRAISAL						

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**Supplier :** 0003 To Z4209  
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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>				3150.00	0.00	3150.00
<b>Supplier Total :</b>				3150.00	0.00	3150.00

<b>3887 PLANNING INSTITUTE OF B.C.</b>							
38684	09-Dec-2015		Issued	259	C 550.00		
34021	01-4-2500-000	PAYABLES - TRADE			550.00		
Invoice Description --> MIKE IRG - 2016 MEMBERSHIP							
<b>Total :</b>					550.00	0.00	550.00
38760	22-Dec-2015		Issued	269	C 550.00		
36894	01-4-2500-000	PAYABLES - TRADE			550.00		
Invoice Description --> ALEX DYER - 2016 MEMBERSHIP							
<b>Total :</b>					550.00	0.00	550.00
<b>Supplier Total :</b>					1100.00	0.00	1100.00

<b>3890 PORT ALBERNI PORT AUTHORITY</b>							
38685	09-Dec-2015		Issued	259	C 5.25		
2015-407	01-4-2500-000	PAYABLES - TRADE			5.25		
Invoice Description --> AVLF - LEACHATE LICENSE - NOV.01/14-OCT.31/19							
<b>Total :</b>					5.25	0.00	5.25
<b>Supplier Total :</b>					5.25	0.00	5.25

<b>4145 SAFETEK EMERGENCY VEHICLES LTD</b>							
00121-0017	24-Dec-2015		Issued	266	T 68544.00		
INV010322	01-4-2500-000	PAYABLES - TRADE			68544.00		
Invoice Description --> BCVFD - RESUE TRUCK - CAPITAL							
<b>Total :</b>					68544.00	0.00	68544.00
<b>Supplier Total :</b>					68544.00	0.00	68544.00

<b>4156 WSP CANADA INC.</b>							
00120-0030	15-Dec-2015		Issued	256	T 1249.13		
0518225	01-4-2500-000	PAYABLES - TRADE			1249.13		
Invoice Description --> LBA - OCT.01 TO DEC 31, 2015 - LANDING FEE SOFTWARE							
<b>Total :</b>					1249.13	0.00	1249.13
<b>Supplier Total :</b>					1249.13	0.00	1249.13

<b>4180 PUROLATOR COURIER SERVICE</b>					
38686	09-Dec-2015		Issued	259	C 19.65
529545976	01-4-2500-000	PAYABLES - TRADE			19.65
Invoice Description --> PLANNING - POSTAGE					



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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				19.65	0.00	19.65
<b>Supplier Total :</b>				19.65	0.00	19.65

<b>4187 QUALITY FOODS-PORT ALBERNI</b>						
00120-0022	15-Dec-2015		Issued	256	T	82.26
61 066458	01-4-2500-000	PAYABLES - TRADE				82.26
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				82.26	0.00	82.26
00121-0016	24-Dec-2015		Issued	266	T	37.79
67 072851	01-4-2500-000	PAYABLES - TRADE				37.79
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				37.79	0.00	37.79
<b>Supplier Total :</b>				120.05	0.00	120.05

<b>4220 RAYNER &amp; BRACHT LTD</b>						
38687	09-Dec-2015		Issued	259	C	1887.20
2015223	01-4-2500-000	PAYABLES - TRADE				1887.20
Invoice Description --> AVLF - BAMFIELD BIN CHANGES NOVEMBER 2015						
<b>Total :</b>				1887.20	0.00	1887.20
<b>Supplier Total :</b>				1887.20	0.00	1887.20

<b>4280 RECEIVER GENERAL FOR CANADA</b>						
38688	09-Dec-2015		Issued	259	C	13940.09
4280 - 71591	01-4-2500-000	PAYABLES - TRADE				781.20
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #25						
4280 - 71592	01-4-2500-000	PAYABLES - TRADE				13158.89
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #25						
<b>Total :</b>				13940.09	0.00	13940.09
38761	22-Dec-2015		Issued	269	C	13274.22
PP#26 - 2015 - DIR	01-4-2500-000	PAYABLES - TRADE				694.35
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #25 - 2015						
PP#26 - 2015	01-4-2500-000	PAYABLES - TRADE				12579.87
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #26 - 2015						
<b>Total :</b>				13274.22	0.00	13274.22
<b>Supplier Total :</b>				27214.31	0.00	27214.31

<b>4373 RICHMOND, PAULINE J</b>						
38689	09-Dec-2015		Issued	259	C	250.00
DEC.7/15	01-4-2500-000	PAYABLES - TRADE				250.00
Invoice Description --> WOODSTOVE EXCHANGE REBATE						

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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	
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

**4491 ROMPRE, SUZANNE**

00120-0023	15-Dec-2015		Issued	256	T	850.00	
NOV.30/15	01-4-2500-000	PAYABLES - TRADE			850.00		
Invoice Description --> NOVEMBER BAMFIELD TRANSFER STATION CONTRACTOR							
<b>Total :</b>					850.00	0.00	850.00
<b>Supplier Total :</b>					850.00	0.00	850.00

**4511 ROSE, GEORGE**

38690	09-Dec-2015		Issued	259	C	71.18	
NOV.24/15	01-4-2500-000	PAYABLES - TRADE			27.34		
Invoice Description --> BCWS - COMPUTER EXPENSE							
NOV.17/15	01-4-2500-000	PAYABLES - TRADE			43.84		
Invoice Description --> BCWS - COMPUTER EXPENSE							
<b>Total :</b>					71.18	0.00	71.18
<b>Supplier Total :</b>					71.18	0.00	71.18

**4645 SHAW CABLE**

38762	22-Dec-2015		Issued	269	C	860.55	
01-DEC-15	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

**4646 SHAW CABLESYSTEMS G.P.**

38691	09-Dec-2015		Issued	259	C	309.05	
NOV.16/15	01-4-2500-000	PAYABLES - TRADE			45.29		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES							
NOV.13/15	01-4-2500-000	PAYABLES - TRADE			131.88		
Invoice Description --> SLVFD - FABER RD - CABLE SERVICES							
NOVEMBER13/15	01-4-2500-000	PAYABLES - TRADE			131.88		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES							
<b>Total :</b>					309.05	0.00	309.05
<b>Supplier Total :</b>					309.05	0.00	309.05

**4666 SCHAFFERS' EQUIPMENT TRUCK & TRAILER REPAIRS (2012) LTD**

38763	22-Dec-2015		Issued	269	C	1982.42
253080019	01-4-2500-000	PAYABLES - TRADE			1982.42	
Invoice Description --> SLVFD - APPARATUS REPAIR						

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**Supplier :** 0003 To Z4209  
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**Cheque Date :** 01-Dec-2015 To 31-Dec-2015  
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**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1982.42	0.00	1982.42
<b>Supplier Total :</b>				1982.42	0.00	1982.42

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>4717</b>	<b>SMITH, RYAN</b>					
00120-0024	15-Dec-2015	Issued	256	T	5549.69	
NOV30/15	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>				5549.69	0.00	5549.69

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>4725</b>	<b>SOFTCHOICE CORPORATION</b>					
38692	09-Dec-2015	Issued	259	C	246.26	
4132792	01-4-2500-000	PAYABLES - TRADE		246.26		
Invoice Description --> ACRD - MONITOR						
<b>Total :</b>				246.26	0.00	246.26
<b>Supplier Total :</b>				246.26	0.00	246.26

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>					
00120-0025	15-Dec-2015	Issued	256	T	13638.92	
24030	01-4-2500-000	PAYABLES - TRADE		13638.92		
Invoice Description --> NOVEMBER 2015 WC GARBAGE & RECYCLING						
<b>Total :</b>				13638.92	0.00	13638.92
<b>Supplier Total :</b>				13638.92	0.00	13638.92

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>4765</b>	<b>SPROAT LAKE FORESTRY SERVICES LTD.</b>					
00121-0018	24-Dec-2015	Issued	266	T	9271.45	
15004	01-4-2500-000	PAYABLES - TRADE		9271.45		
Invoice Description --> SL PARKS - BALL FIELD - CAPITAL \$1960, TRAIL DESIGN - CAPITAL \$2240 & MAINTENANCE \$4						
<b>Total :</b>				9271.45	0.00	9271.45
<b>Supplier Total :</b>				9271.45	0.00	9271.45

Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>				
00121-0020	24-Dec-2015	Issued	266	T	6823.49
71495	01-4-2500-000	PAYABLES - TRADE		120.96	
Invoice Description --> LEGAL FEES					
71494	01-4-2500-000	PAYABLES - TRADE		630.05	
Invoice Description --> LEGAL FEES					
71700	01-4-2500-000	PAYABLES - TRADE		888.14	
Invoice Description --> LEGAL FEES					
71496	01-4-2500-000	PAYABLES - TRADE		5184.34	
Invoice Description --> LEGAL FEES					

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**Supplier :** 0003 To Z4209  
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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>				6823.49	0.00	6823.49
<b>Supplier Total :</b>				6823.49	0.00	6823.49

**4788 STAPLES ADVANTAGE**

38764	22-Dec-2015		Issued	269	C	508.42	
40090729	01-4-2500-000	PAYABLES - TRADE			-39.19		
Invoice Description --> ACRD - CREDIT OFFICE SUPPLIES							
40063197	01-4-2500-000	PAYABLES - TRADE			16.22		
Invoice Description --> ACRD - OFFICE SUPPLIES							
40217684	01-4-2500-000	PAYABLES - TRADE			234.36		
Invoice Description --> ACRD - OFFICE SUPPLIES \$163.86, PLANNING \$45.39							
40192872	01-4-2500-000	PAYABLES - TRADE			297.03		
Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>					508.42	0.00	508.42
<b>Supplier Total :</b>					508.42	0.00	508.42

**4866 STEEL CONTAINER SYSTEMS INC.**

38693	09-Dec-2015		Issued	259	C	8041.53	
5075	01-4-2500-000	PAYABLES - TRADE			8041.53		
Invoice Description --> MWS - RESERVOIR MAINTENANCE - CAPITAL							
<b>Total :</b>					8041.53	0.00	8041.53
<b>Supplier Total :</b>					8041.53	0.00	8041.53

**4885 SUN COAST WASTE SERVICES**

00120-0026	15-Dec-2015		Issued	256	T	23970.83	
138752	01-4-2500-000	PAYABLES - TRADE			23970.83		
Invoice Description --> NOVEMBER 2015 - AV RECYCLING CONTRACT							
<b>Total :</b>					23970.83	0.00	23970.83
<b>Supplier Total :</b>					23970.83	0.00	23970.83

**4887 SHEPHERD, EMERALD**

38694	09-Dec-2015		Issued	259	C	250.00	
DEC.08/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - SHEPHERD							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00

**4983 TELUS MOBILITY (BC)**

38765	22-Dec-2015		Issued	269	C	1204.85
20322435179	01-4-2500-000	PAYABLES - TRADE			1204.85	
Invoice Description --> ACRD CELLPHONES						

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Total :</b>					1204.85	0.00	1204.85
<b>Supplier Total :</b>					1204.85	0.00	1204.85
<hr/>							
<b>4984</b>	<b>TELUS</b>						
38695	09-Dec-2015	Issued	259	C			120.78
NOV.14/15	01-4-2500-000	PAYABLES - TRADE			120.78		
Invoice Description --> BVFD - TELEPHONE							
<b>Total :</b>					120.78	0.00	120.78
38766	22-Dec-2015	Issued	269	C			2271.33
DEC07/15	01-4-2500-000	PAYABLES - TRADE			2271.33		
Invoice Description --> ACRD CONSOLIDATED							
<b>Total :</b>					2271.33	0.00	2271.33
<b>Supplier Total :</b>					2392.11	0.00	2392.11
<hr/>							
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>						
00121-0019	24-Dec-2015	Issued	266	T			158.50
151121539101	01-4-2500-000	PAYABLES - TRADE			158.50		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - DECEMBER 2015							
<b>Total :</b>					158.50	0.00	158.50
<b>Supplier Total :</b>					158.50	0.00	158.50
<hr/>							
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>						
00121-0022	24-Dec-2015	Issued	266	T			78.75
7447	01-4-2500-000	PAYABLES - TRADE			78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEB HOSTING							
<b>Total :</b>					78.75	0.00	78.75
<b>Supplier Total :</b>					78.75	0.00	78.75
<hr/>							
<b>5131</b>	<b>TSESHAHT MARKET</b>						
38767	22-Dec-2015	Issued	269	C			330.03
1979964	01-4-2500-000	PAYABLES - TRADE			90.01		
Invoice Description --> SLVFD - FUEL TRUCK #41							
1976495	01-4-2500-000	PAYABLES - TRADE			100.01		
Invoice Description --> SLVFD - FUEL TRUCK #47							
1976457	01-4-2500-000	PAYABLES - TRADE			140.01		
Invoice Description --> SLVFD - FUEL TRUCK #48							
<b>Total :</b>					330.03	0.00	330.03
<b>Supplier Total :</b>					330.03	0.00	330.03

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
38768	22-Dec-2015	Issued	269	C		126.32
LBA - NOV/15	01-4-2500-000	PAYABLES - TRADE		126.32		
Invoice Description --> LBA - NOVEMBER FUEL						
<b>Total :</b>				126.32	0.00	126.32
<b>Supplier Total :</b>				126.32	0.00	126.32

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5180	UNION OF B.C. MUNICIPALITIES					
38696	09-Dec-2015	Issued	259	C		2187.50
C2CFORUM2015	01-4-2500-000	PAYABLES - TRADE		2187.50		
Invoice Description --> TO RETURN C2C FORUM CONDITIONAL GRANT MONEY - INELIGIBLE FOR FUNDING						
<b>Total :</b>				2187.50	0.00	2187.50
<b>Supplier Total :</b>				2187.50	0.00	2187.50

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5186	UCLUELET RENT-IT CENTER					
00120-0027	15-Dec-2015	Issued	256	T		1618.05
22226	01-4-2500-000	PAYABLES - TRADE		436.80		
Invoice Description --> LBA - SEPTIC CLEANING						
21844	01-4-2500-000	PAYABLES - TRADE		1181.25		
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL						
<b>Total :</b>				1618.05	0.00	1618.05
<b>Supplier Total :</b>				1618.05	0.00	1618.05

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5402	TD VISA (BCVFD)C. STARRATT					
38769	22-Dec-2015	Issued	269	C		3656.06
DEC09/15	01-4-2500-000	PAYABLES - TRADE		1460.80		
Invoice Description --> BCVFD - TRAINING \$1435.85, VEHICLE \$2.50, SUPPLIES\$22.45						
DEC07/15	01-4-2500-000	PAYABLES - TRADE		2195.26		
Invoice Description --> BCVFD - VEHICLE \$149.22, OFFICE \$888.09, EQUIP\$239.76, MEMBERSHIP\$278.25, LICENSE\$:						
<b>Total :</b>				3656.06	0.00	3656.06
<b>Supplier Total :</b>				3656.06	0.00	3656.06

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5410	TD VISA					
38770	22-Dec-2015	Issued	269	C		399.81
DEC.07/15	01-4-2500-000	PAYABLES - TRADE		399.81		
Invoice Description --> ACRD - \$57.70, WCLF \$50.39, LBA \$81.75, AVEP \$209.97						
<b>Total :</b>				399.81	0.00	399.81
<b>Supplier Total :</b>				399.81	0.00	399.81

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5423	WALCO INDUSTRIES LTD.					
00120-0028	15-Dec-2015	Issued	256	T		
30143	01-4-2500-000	PAYABLES - TRADE		1232.19		



**AP5100** **Page : 33**  
**Date :** Jan 07, 2016 **Time :** 4:10 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-Dec-2015 To 31-Dec-2015  
**Cheque Date :** 01-Dec-2015 To 31-Dec-2015  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	BCWS - WATER SYSTEM REPAIR						
30114	01-4-2500-000	PAYABLES - TRADE			1477.71		
Invoice Description -->	BCWS - KITSUKSIS RESERVOIR CLEANING						
30141	01-4-2500-000	PAYABLES - TRADE			4300.64		
Invoice Description -->	BCWS - NORTH RESERVOIR - CLEANING						
<b>Total :</b>					7010.54	0.00	7010.54
<b>Supplier Total :</b>					7010.54	0.00	7010.54

<b>5424 WAGNER, PAUL</b>							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
38771	22-Dec-2015	Issued	269	C		656.20	
221236	01-4-2500-000	PAYABLES - TRADE			656.20		
Invoice Description -->	AVRA - TRAP 4 BEAVERS						
<b>Total :</b>					656.20	0.00	656.20
<b>Supplier Total :</b>					656.20	0.00	656.20

<b>5475 PACIFIC SMARTFX LTD.</b>							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
38697	09-Dec-2015	Issued	259	C		880.96	
3012	01-4-2500-000	PAYABLES - TRADE			375.38		
Invoice Description -->	SB - SECURITY - GATE MAINTENANCE						
3010	01-4-2500-000	PAYABLES - TRADE			505.58		
Invoice Description -->	SB - SECURITY - GATE MAINTENANCE						
<b>Total :</b>					880.96	0.00	880.96
<b>Supplier Total :</b>					880.96	0.00	880.96

<b>5543 WL SOLUTIONS LTD</b>							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
00120-0029	15-Dec-2015	Issued	256	T		661.50	
2169	01-4-2500-000	PAYABLES - TRADE			661.50		
Invoice Description -->	BCWS - BWS - SCADA SPLIT						
<b>Total :</b>					661.50	0.00	661.50
<b>Supplier Total :</b>					661.50	0.00	661.50

<b>Total Computer Paid :</b>	<u>525,982.49</u>	<b>Total EFT PAP :</b>	<u>222,293.85</u>	<b>Total Paid :</b>	<u>1,087,956.88</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>339,680.54</u>		



## **MEMORANDUM**

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

**FROM:** Heather Adair, Planner

**DATE:** December 18, 2015

**RE:** Public Hearing Report for Bylaws P1331 and P1332 (LOT 364, CLAYOQUOT DISTRICT)

---

A Public Hearing for Bylaws P1331 and P1332 was held on Thursday, December 17<sup>th</sup>, 2015 in the Board Room at the Alberni-Clayoquot Regional District office. The hearing was chaired by Penny Cote, Director for Sproat Lake, and attended by ACRD planning staff members Mike Irg and Heather Adair, applicants/property owner Elmer Daneliuk, agent Helen Sims, and two members of the public.

No written submissions from the public were received. Referral agency comments were received from Island Health, Ministry of Transportation and Infrastructure (MoTI), Ministry of Forests, Lands and Natural Resource Operations (FLNR), and the Alberni Clayoquot Regional District building inspector.

Biologist from FLNR recommended that detailed bio-inventory be undertaken by an appropriately qualified professional with the report including specific short and long term direction to the landowner to avoid impacts to the ecology and wildlife use patterns on the subject property. The biologist also recommended a single dock to service the four properties so that impacts are minimized and indicated that permission for a dock must be attained by the owner of the lakebed (the Crown). The biologist also recommended that landowner involve a certified arborist to identify any hazard trees.

The ACRD building inspector indicated "Interest Unaffected by Bylaw". MoTI indicated that "approval recommended, but not to be construed as subdivision approval". FLNR Land Officer indicated "there is a need for a Crown land authorization prior to the construction of a common dock". Island Health indicated "the applicants need to confirm the soil capability for on-site sewage disposal meets Island Health's Subdivision Standards, concern regarding slopes >30%, no test pits were made, and soils conditions are only known at the observed [exposed] locations".

Copies of all documents were available at the hearing and are attached to the minutes of the hearing.

### **RD15006**



**Recommendation**

THAT the Board of Directors receive the public hearing report.

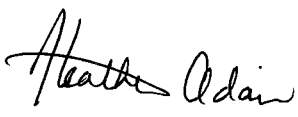
THAT the Board of Directors receive the public hearing minutes.


THAT Bylaw P1331, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment be read a second time.

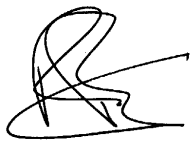
THAT Bylaw P1331, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment be read a third time.

THAT Bylaw P1332, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.

THAT Bylaw P1332, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.

Submitted by:   
\_\_\_\_\_  
Heather Adair, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg MCIP, Manager of Planning and Development

  
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
DECEMBER 17, 2015 – ELECTORAL AREA 'D'

Minutes of a Public Hearing held on Thursday, December 17, 2015 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: Penny Cote, Electoral Area 'D' Director  
Staff: Mike Irg, Manager of Planning and Development and Heather Adair, Planner  
Applicant: Elmer & Franciska Daneliuk (Helen Sims, Consultant)  
Members of the Public: 2

1. The meeting was called to order at 7:02 pm.
2. Director Cote introduces herself and planning staff and asks staff to read out Notice of Public Hearing.
3. The notice is read by M. Irg as follows:

A Public Hearing for residents and property owners within Electoral Area "D" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Thursday, December 17, 2015 to consider the following bylaws:

**Bylaw P1331** to amend the Sproat Lake Official Community Plan, Schedule B plan map by redesignating LOT 364, CLAYOQUOT DISTRICT from "Resource Use" to "Comprehensive Development Area" to facilitate a four (4) lot subdivision.

**Bylaw P1332** to amend the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 by adding a new section "164 Comprehensive Development Lot 364 (CD L364) District" and by rezoning LOT 364, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to Comprehensive Development Lot 364 (CD L364) District to facilitate a four (4) lot subdivision.

**(Elmer & Franciska Daneliuk, Property Owners & Helen Sims, Agent – Lot 364, Two Rivers Arm, Sproat Lake)**

All persons who consider their interest in property affected by the proposed bylaws will be given an opportunity to be heard in matters contained in the bylaws.

The Public Hearing for Bylaws P1331 and P1332 is to be held by the Director for Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaws as set out in this notice.

Interested persons may inspect the bylaws and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from December 4, 2015 to December 17, 2015 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

Mike Irg, Manager of Planning and Development



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
DECEMBER 17, 2015 - ELECTORAL AREA 'D'

4. Director Cote explains the purpose of the public hearing and asks staff to read out any correspondence received ahead of the public hearing.
5. M. Irg states that no letters were received from members of the public and that agency referral comments (Appendix 'A'), including a three separate correspondence from the Ministry of Forests, Lands and Natural Resource Operations (FLNR), referral response from Luc Stefani, Building Inspector from the Alberni Clayoquot Regional District, referral response from Anika Johal, Development Technician from the Ministry of Transportation and Infrastructure (MoTI), referral response from Jade Yehia, Environment Consultant from Island Health, and a referral response from Glenn Gibson, Environmental Health Officer from Island Health with printed copies available.
6. Director Cote asks the applicants if they would like to speak to their proposal.
7. H. Sims (consultant) described the rezoning application to allow for a four lot subdivision with one seasonal residence per lot. Access to the area is by water only. Site has been inspected by an Engineer and a Biologist. The Biologist recommended that the 15m riparian area be protected with no vegetation removal with the exception of an access path to the water that would be used by all lot owners. H. Sims indicated that the Engineer and Biologist both updated their reports after the Dog Mountain fire in the summer of 2015. H. Sims indicated that both reports stated that the site was safe for the intended use, and that the Biologist report indicated that there may be additional danger trees that need to be removed post fire.
8. M. Irg indicated that Tom Millard from the Ministry of Forests, Lands and Natural Resource Operations didn't have additional concerns post Dog Mountain Fire.
9. Director Cote asked for an explanation regarding the four lot layout and why the applicants had not considered a cluster.
10. H. Sims explained that the applicant had wanted four lots that all had close access to the water. H. Sims explained that another option would be to consider strata but they would rather avoid strata.
11. E. Daneliuk indicated that all lot owners will want access to the water, and that another option would be take make shorter lots, with a fifth lot in the back that would have a narrow access down to the lake.
12. Director Cote asked if this property will ever have road access.
13. E. Daneliuk indicated that there are forestry roads that are close by, not currently connected, but could be in the future.
14. Director Cote asked about the plan to have one shared dock and had they considered having one dock per lot instead.
15. H. Sims stated that they are agreeable to consider changes to the dock configuration and indicated that any changes would require a new Biologist report.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
DECEMBER 17, 2015 - ELECTORAL AREA 'D'

16. M. Irg indicated that details related to the dock configuration would be worked out prior to the subdivision stage.
17. H. Sims indicated that she would be willing to work with the ACRD on this matter.
18. Director Cote asked for representations from the members of the public. There are none. She then asks if staff has any additional comments.
19. M. Irg responds that he has nothing more to add.
20. Director Cote proceeds to explain that no new information can be received by the Board members between the end of the hearing and the meeting where they make a decision on the bylaw.
21. Director Cote calls for the first time for any further representation on the bylaw.
22. Director Cote calls for the second time for any further representation on the bylaw.
23. Director Cote calls for the third and final time for any further representation on the bylaw.
24. Hearing no further comments, Director Cote terminated the hearing at 7:15 pm.

Certified Correct:

\_\_\_\_\_  
Penny Cote, Director for Sproat Lake

Minutes Prepared by:

\_\_\_\_\_  
Heather Adair, Planner

**Charity Hallberg**

---

**From:** Hallworth, Jeff FLNR:EX [Jeff.Hallworth@gov.bc.ca]  
**Sent:** November-18-15 9:00 AM  
**To:** Charity Hallberg  
**Subject:** FW: RESPONSE: Bylaw Referral Request - Bylaws P1331 & P1332, Daneliuk, Two Rivers Arm - Sproat Lake

FYI -

*Jeff Hallworth, P.Ag.* Land Officer  
Ministry of Forests, Lands and Natural Resource Operations  
South Island Natural Resource District  
4885 Cherry Creek Road, Port Alberni, BC, V9Y-8E9  
Ph: 250-731-3022, Em: [Jeff.Hallworth@gov.bc.ca](mailto:Jeff.Hallworth@gov.bc.ca)

---

**From:** Millard, Tom H FLNR:EX  
**Sent:** Wednesday, November 18, 2015 8:56 AM  
**To:** Hallworth, Jeff FLNR:EX  
**Subject:** RE: RESPONSE: Bylaw Referral Request - Bylaws P1331 & P1332, Daneliuk, Two Rivers Arm - Sproat Lake

My apologies Jeff – its been very busy, so I just got to this now.

It's probably too late, but I've had a quick look at the geotechnical report and it seems confident of its conclusion that the lots are safe for the intended use.

Cheers.

Tom Millard, Research Geomorphologist. MSc, P.Geo.  
BC Ministry of Forests Lands and Natural Resource Operations  
2100 Labieux Road, Nanaimo, BC, Canada V9T 6E9  
ph (250) 751-7115; fax (250) 751-7190

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**From:** Hallworth, Jeff FLNR:EX  
**Sent:** Tuesday, November 10, 2015 11:16 AM  
**To:** Parker, Clint D FLNR:EX; Millard, Tom H FLNR:EX  
**Subject:** RE: RESPONSE: Bylaw Referral Request - Bylaws P1331 & P1332, Daneliuk, Two Rivers Arm - Sproat Lake

Thanks for the confirmation Clint. By way of this email, I will re-route it to Tom to see if he has any comments that he would like to provide to the ACRD on behalf of FLNR by November 17<sup>th</sup>.

Cheers,

*Jeff Hallworth, P.Ag.* Land Officer  
Ministry of Forests, Lands and Natural Resource Operations  
South Island Natural Resource District  
4885 Cherry Creek Road, Port Alberni, BC, V9Y-8E9  
Ph: 250-731-3022, Em: [Jeff.Hallworth@gov.bc.ca](mailto:Jeff.Hallworth@gov.bc.ca)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

## BYLAW RESPONSE SUMMARY

**BYLAW NO.'s: P1331 & P1332    ACRD FILE NO.: RD15006**

**APPLICANT NAME: Elmer & Franciska Daneliuk    ACRD CONTACT: Mike Irg**

**Date of Referral: November 2, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw


Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

Signature: 

Date: 11/17/2015



## Charity Hallberg

---

**From:** Mike Irg  
**Sent:** November-17-15 2:11 PM  
**To:** Charity Hallberg  
**Subject:** FW: BYlaw referral for Lot 364, Two Rivers Arm - Sproat Lake

For the file,  
Thanks

---

**From:** Henigman, Margaret FLNR:EX [mailto:Margaret.Henigman@gov.bc.ca]  
**Sent:** Tuesday, November 17, 2015 1:36 PM  
**To:** Mike Irg  
**Cc:** Roden, Jacqueline FLNR:EX  
**Subject:** BYlaw referral for Lot 364, Two Rivers Arm - Sproat Lake

We are in receipt of the above rezoning proposal for a property known as Lot 364, Clayoquot District, to accommodate a proposed four lot subdivision of an 8.8 Ha parcel on the Two Rivers Arm of Sproat Lake. A short environmental report was prepared by Toth and Associates Environmental Services in June 2015, and subsequently updated in September, 2015 following a wildfire at Dog Mountain, which has apparently affected this property. The original report identified generalized concerns related to potential development impacts to the shoreline and watercourse setbacks as identified in the ACRD Sproat Lake Official Community Plan. The Toth report did not provide a fulsome site description of this large, complex property as has been recommended by *Develop with Care: Environmental Guidelines for Urban and Rural Development in British Columbia* and the Terms of Reference for a Detailed Bio-Inventory found in Appendix B of that document. In consideration of the potential for wildlife and plant species and red-listed biogeoclimatic ecosystem variants on this remote forested parcel and, consistent with *Develop with Care* we recommend that a detailed bio-inventory be undertaken by an appropriately qualified professional, with experience in identifying and describing fish, wildlife and ecosystem features on the parcel. The report should include specific short and long term direction to the landowner to avoid impacts to the ecology and wildlife use patterns on the subject property.

Lakeshore development typically results in the proliferation of docks and wharves such as has occurred on the point north of the subject property and elsewhere on Sproat Lake. The landowner should be encouraged to establish a single dock to service the four properties, such that multiple shoreline impacts to the littoral zone and fish habitat can be minimized. They should also be advised that any work below the high water mark of the lake, including the construction of docks and wharves, may only be undertaken with an authorization under the BC *Water Act* and with the permission of the owner of the bed of the lake.

With respect to tree management, we strongly recommend that the landowners involve an ISA certified arborist to identify any hazard trees and provide recommendations for the placement of road and habitable area of the lots such that damage to the old growth forests and sensitive ecosystems will be avoided to the greatest extent possible. The proposal is for the creation of four very narrow (40m) lots abutting the shoreline. This configuration, in an old growth forest, will likely result in the identification and removal of more hazard trees from the parcel than if wider lots were created. Note that topping trees is to be discouraged due to the additional hazards that are created using this management approach. Tree topping is not recommended by *Develop with Care* or by the International Society of Arboriculture. An ISA arborist will be able to recommend more effective and longer term solutions to managing possible hazard trees.

Thank you for forwarding the bylaw amendment for review.

Maggie Henigman, MA  
Sr. Ecosystems Biologist  
Ministry of Forests lands and Natural Resource Operations  
2080-A Labieux Rd.,  
Nanamo, BC, V9T 5C1  
250-751-3214  
[margaret.henigman@gov.bc.ca](mailto:margaret.henigman@gov.bc.ca)



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.'s: P1331 & P1332    ACRD FILE NO.: RD15006**

**APPLICANT NAME: Elmer & Franciska Daneliuk    ACRD CONTACT: Mike Irg**

**Date of Referral: November 2, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

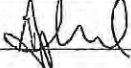
Approval NOT Recommended Due to  
Reasons Outlined Below

- Not to be construed as subdivision approval

Agency (please print): Ministry of Transportation and Infrastructure

Name (please print): Anika Johal

Title: District Development Technician

Signature: 

Date: November 12, 2015





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

## BYLAW RESPONSE SUMMARY

BYLAW NO.'s: P1331 & P1332 ACRD FILE NO.: RD15006

APPLICANT NAME: Elmer & Franciska Daneliuk ACRD CONTACT: Mike Irg

Date of Referral: November 2, 2015

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

While the subject lot is private land, there will be a need for a Crown land authorization prior to construction of a common dock over aquatic Crown land (i.e. over the lake bottom of Sproat Lake at this location). The application for private moorage is for be received via virtual FrontCounterBC <http://www.frontcounterbc.gov.bc.ca/guides/crown-land/crown-land-tenure/overview/>

Thank you for the opportunity to comment.

Agency (please print): Forest, Lands and Natural Resource Operations

Name (please print): Jeff Hallworth

Title: Land Officer

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

Date: November 9, 2015



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

**BYLAW NO.'s: P1331 & P1332    ACRD FILE NO.: RD15006**

**APPLICANT NAME: Elmer & Franciska Daneliuk    ACRD CONTACT: Mike Irg**

**Date of Referral: November 2, 2015**

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

The approval is only recommended subject to the conditions outlined below:

-As highlighted by Glenn Gibson, Land Use Development Environmental Health Officer, on page 5 of the referral package the wording be strengthened to include: "the applicants need to confirm the soil capability for on-site sewage disposal meets Island Health's Subdivision Standards."

-Further to the above point there is reference in the referral package that the lots have in some areas have >30% slope (page 5), no test pits were made (page 12), and soil conditions are only known at the observed [exposed] locations (page 14). These statements illustrate points of concern from the perspective of our Subdivision Standards.

-Under the Drinking Water Protection Act and Regulation two or more connections to a water source is defined as a water system and thus must meet with the full force of the legislation. However, Island Health does not encourage the proliferation of small water-systems as they can pose challenges from an operational perspective and compound cumulative impacts.

-For rental units the duties of landlords are specified in the Health Hazard Regulation (under the Public Health Act) to provide their tenants with potable water for domestic purposes (Section 7).

Agency (please print): Island Health (aka Vancouver Island Health Authority)

Name (please print): Jade Yehia

Title: Regional Built Environment Consultant

Signature:

Date: Nov. 13, 2015





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

**BYLAW NO.'s: P1331 & P1332    ACRD FILE NO.: RD15006**

**APPLICANT NAME: Elmer & Franciska Daneliuk    ACRD CONTACT: Mike Irg**

**Date of Referral: November 2, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

*The wording ~~can~~ in comments on page 5  
reads "The applicants will also need to confirm  
the soil capability for on-site sewage disposal  
meets the intent of V I H A's Subdivision  
Standards."*

Agency (please print):

*Vancouver Island Health Authority*

Name (please print):

*Glenn J. Gibson*

Title:

*EHO*

Signature:

Date:

*Nov 3/15*

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1331**

**A BYLAW TO AMEND BYLAW NO. P1310  
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 884(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE  
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1331.
2. Schedule B, the plan map, is hereby amended by redesignating LOT 364, CLAYOQUOT DISTRICT from "Resource Use" to "Comprehensive Development Area" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 14<sup>th</sup> day of October, 2015  
Public hearing held this 17<sup>th</sup> day of December, 2015  
Read a second time this    day of           , 2016  
Read a third time this    day of           , 2016

Adopted this        day of           , 2016

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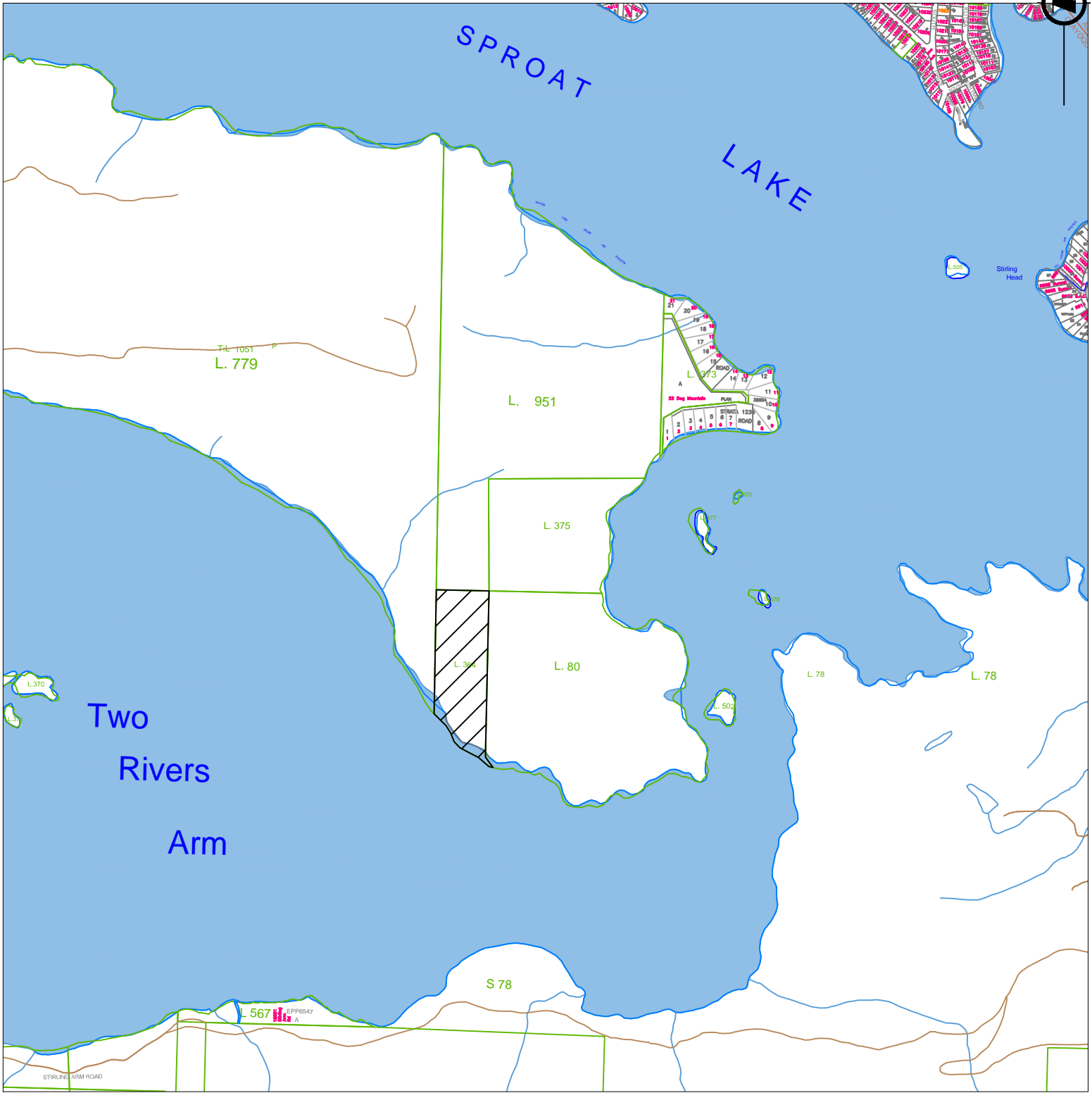
Russell Dyson, CAO

---

Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1331



Legal Description: LOT 364, CLAYOQUOT DISTRICT.



To be redesignated from "Resource Use" to "Comprehensive Development Area".



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

186



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1332**

**OFFICIAL ZONING TEXT AMENDMENT AND  
OFFICIAL ZONING ATLAS AMENDMENT NO. 681**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendments to the Official Zoning Text and the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw No. P1332.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot text is hereby amended by:

- a. Adding a new section “164 Comprehensive Development Lot 364 (CD L364) District” to read as follows:

**“ 164 Comprehensive Development Lot 364 (CD L364) District**

This District provides for low-density development of large parcels intended for residential and/or recreational use without the provision of water, sewer, sewage disposal, drainage or fire protection services by the Regional District. The natural setting and environmental features will be protected and preserved through large lot sizes and low density.

**164.1 Permitted Uses**

- (1) One Single Family Dwelling per lot which is constructed on the site on which it will be occupied, which is not to be occupied as the permanent home or residence of any family, but rather as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere;
- (2) One Accessory building;

**164.2 Density**

- (1) One (1) Single Family Dwelling per lot;
- (2) the minimum lot size shall be one (1) hectare (2.47 acres);
- (3) the maximum number of lots shall not exceed four (4) lots;
- (4) the maximum floor area of a Single Family Dwelling unit shall not exceed 150 square meters (1,614 square feet) in floor area;
- (5) the maximum floor area for an accessory building shall not exceed 40 square meters (430 square feet) and the height shall not exceed 3.66 meters (12 feet). ”

b. Including the following line item to Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
CD L364	150	2.5 acres	5%	50	30	15	30

c. Including “CD L364” on the line that references “R” Districts in Section 4.3, Interpretation.

d. Including “164 Comprehensive Development Lot 364 (CD L364) District” in Section 5.1, Designation of Districts, under Comprehensive Development Use.

- 3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot atlas is hereby amended by rezoning LOT 364, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to Comprehensive Development Lot 364 (CD L364) District as shown on Schedule A which is attached to and forms part of this bylaw.
- 4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 14<sup>th</sup> day of October, 2015  
 Public Hearing held this 17<sup>th</sup> day of December, 2015  
 Read a second time this    day of    , 2016  
 Read a third time this    day of    , 2016

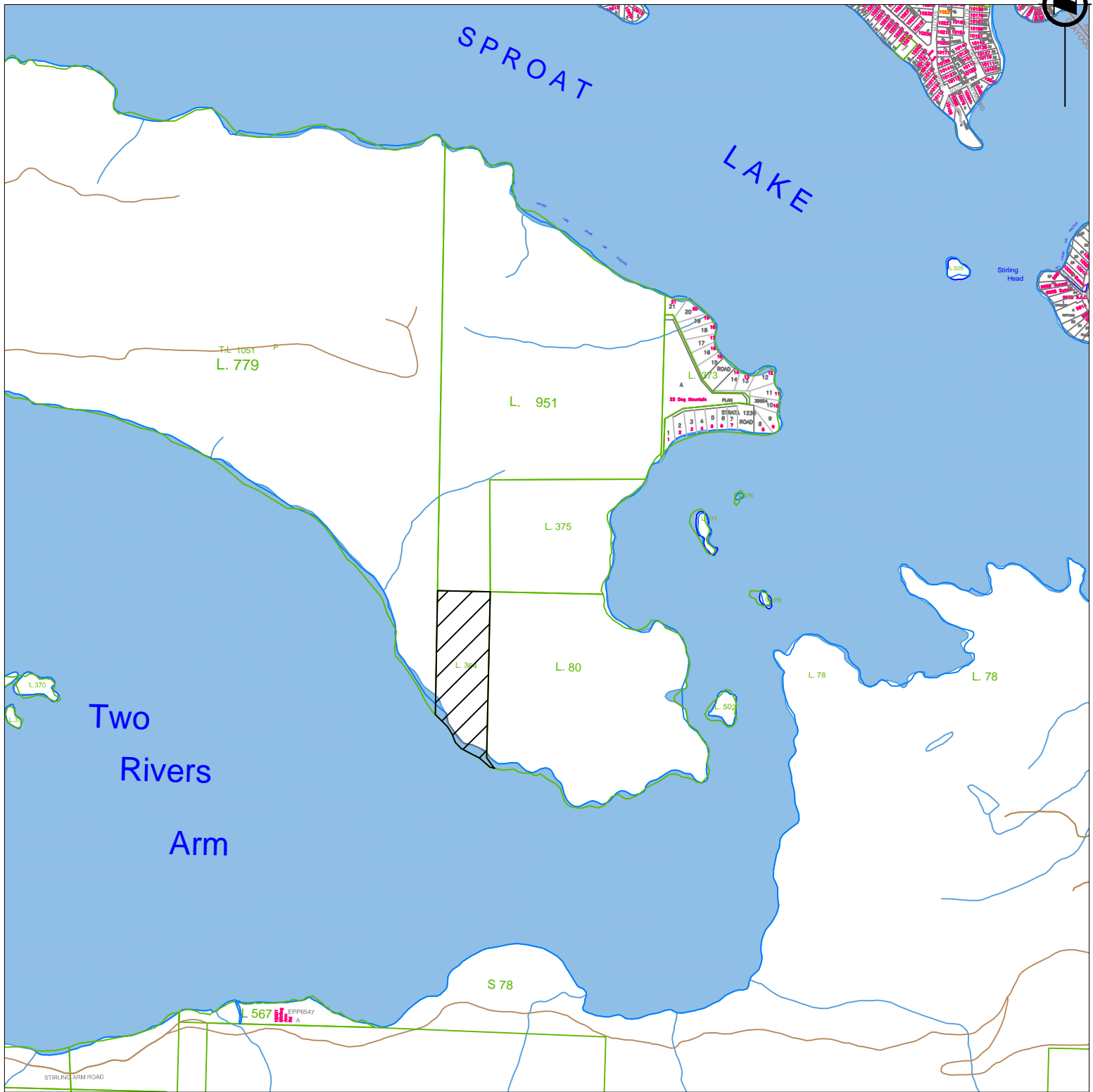
Adopted this    day of    , 2016

\_\_\_\_\_  
 Russell Dyson, CAO

\_\_\_\_\_  
 Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1332



Legal Description: LOT 364, CLAYOQUOT DISTRICT.



To be rezoned from Forest Reserve (A4) District to Comprehensive Development Lot 364 (CD L364) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1326**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 678**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1326.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of April, 2015  
Public Hearing held this 1<sup>st</sup> day of December, 2015  
Read a second time this 11<sup>th</sup> day of December, 2015  
Read a third time this 11<sup>th</sup> day of December, 2015

Adopted this        day of        , 2016

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Russell Dyson, CAO

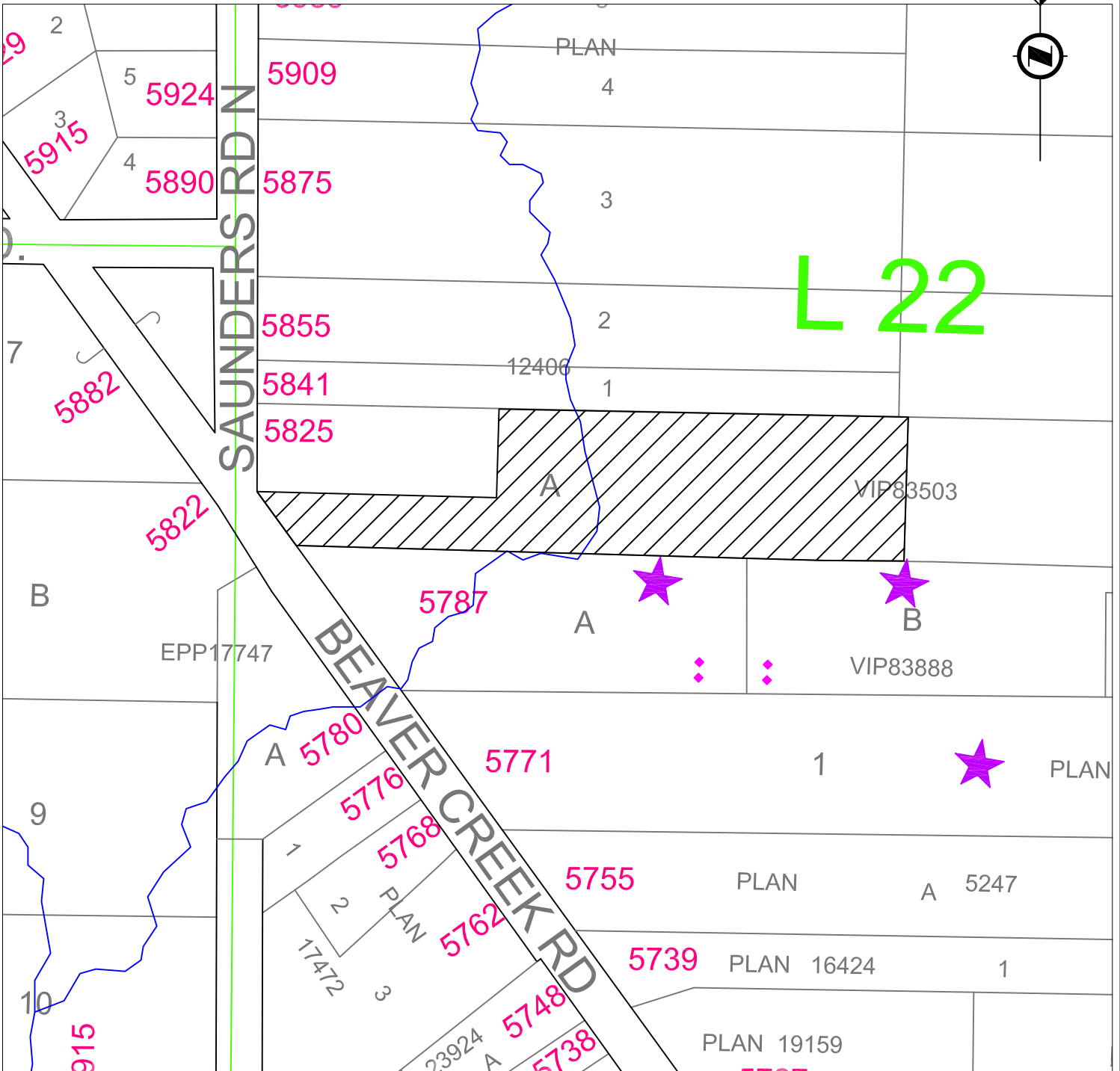
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Chair of the Regional Board

**RE15001**

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1326



Legal Description: LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1329**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 679**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1329.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN VIP85667 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 27<sup>th</sup> day of May, 2015  
Public Hearing held this 30<sup>th</sup> day of November, 2015  
Read a second time this 11<sup>th</sup> day of December, 2015  
Read a third time this 11<sup>th</sup> day of December, 2015

Adopted this        day of        , 2016

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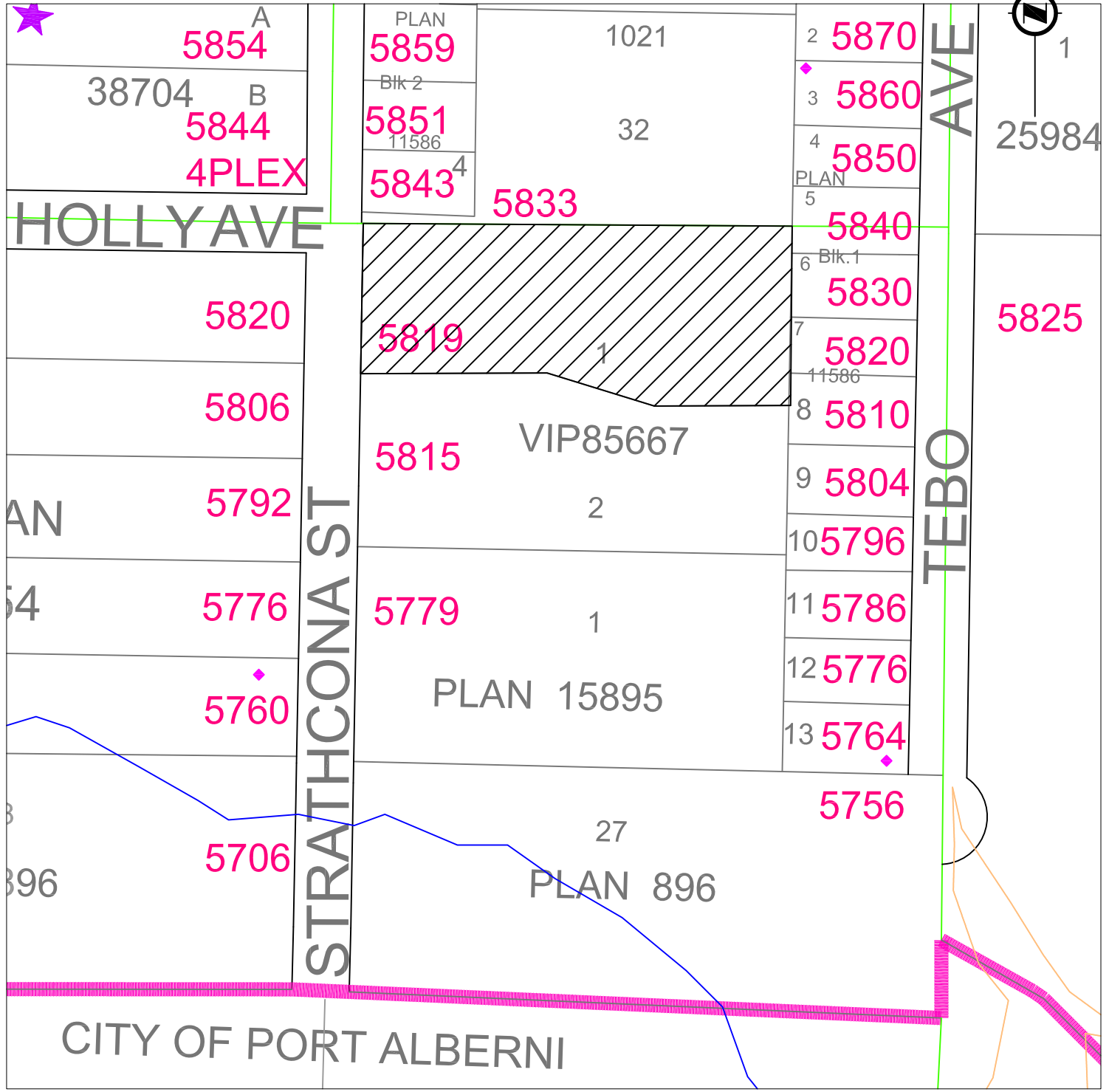
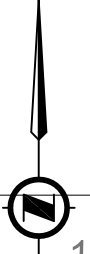
Russell Dyson, CAO

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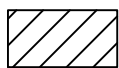
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1329



Legal Description: LOT 1, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN VIP85667



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000





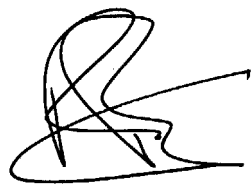
## MEMORANDUM

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** January 6, 2016  
**Subject:** Staff Report

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The following is an update on projects that Regional District Administration Staff 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
- Dog Mountain – public inquiries;
- Negotiations with regards to various land interests;
- Background work for June 2016 Exercise Coastal Response – Attended planning session and developing local response;
- Discussions for improved Somass River monitoring;
- Respond to potential flooding issues and support Tseshaht First Nation;
- 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;
- Board Strategy Session;
- 2016 Committee Appointments and scheduling;
- Regional Water Supply Study – Sproat Lake
- Developing Cherry Creek Community Park Service Bylaw;
- Personnel Issues

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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

## MEMORANDUM

**TO:** Regional Board of Directors

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** January 7, 2016

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

2014 Total	2015 Total	APPLICATION
5	10	Rezoning
15	25	Development Permit and Development Variance Permit
11	4	Subdivisions
4	1	Agricultural Land Reserve
3	1	Board of Variance
12	11	Crown Leases
30	33	Bylaw Enforcement
11	18	Miscellaneous
91	102	TOTAL APPLICATION RECEIVED

2015 saw an increase in development application with 10 new applications in December.

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, \$,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.



Mike Irg, Manager of Planning and Development





## **MEMORANDUM**

**To:** Board of Directors  
**From:** Andrew McGifford, CPA, CGA, Acting Manager of Finance  
**Date:** January 7, 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 November and December 2015:

- Correspondence with EMBC and completion of the Dog Mountain Fire to EMBC submission for reimbursement for expenditures during the event.
- Annual fire fighter payroll for both Sproat Lake and Beaver Creek Fire Departments and addition of new member into payroll system.
- Began Alberni Valley and West Coast Waste Management budget discussions with our engineers.
- Provided financial update to the Sproat Lake Community Parks Commission reports to both Beaver Creek and Sproat Lake Fire Departments, to allow their 2016 budget discussions to begin.
- Reconciled payroll for 2015 for benefits and T4 preparation and began setup process for 2016 requirements.
- Calculation of adjustments required for new CUPE collective agreement effective July 1, 2015.
- Began 2015 year end and 2016 budget preparations and financial plan time table for both the Regional and Hospital Districts.
- Completed the 2016 provisional Hospital District Budget and amended the 2015-19 Financial Plan as required.
- Asset Management planning grant submission for UBCM.
- Meeting with Fire Department Chiefs for Bamfield, Beaver Creek and Sproat Lake to review policies and procedures, explain processes required, share information that may be helpful to our new Chiefs in their new position and planning for 2016 budget.
- Banking - Change of signing authority

Submitted by: \_\_\_\_\_

Andrew McGifford, CPA, CGA, Acting Manager of Finance

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of January 8, 2015**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future.	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10 <sup>th</sup> Board	Contact and work with the Nuuchahnulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	Committee met with Friendship Centre – Oct. 20
3.	April 9 <sup>th</sup> 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	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	Russell	Investigating
9.	November 25 <sup>th</sup> Board	The report on the Reception Centre Management Plan for the Alberni Valley was referred to the next Board of Directors meeting – provide further information on the service agreement and a budget	Russell	Dec. 11 <sup>th</sup> Agenda package – Referred again Jan. 13 <sup>th</sup>
10.	December 11 <sup>th</sup> Board	The following motion was tabled: THAT the ACRD Board of Directors proclaim MyAlberni App as the Official Community App of the Alberni Valley – Put tabled motion on for consideration at the Jan. 13 <sup>th</sup> Board meeting	Wendy	Jan. 13 <sup>th</sup> Agenda

#	Date	Action Item	Assigned to	Target Date/Update
11.	December 11 <sup>th</sup> Board	Forward letter to the BC Shrimp-By-Trawl Caucus supporting the BC Shrimp By-Catch Reduction proposal	Robert G.	Done
12.	December 11 <sup>th</sup> Board	Send a letter supporting Community Wireless Networks application to Northern Development Initiative Trust for a \$25,000.00 grant for their project entitled WiMax to improve the quality of service and improved reliability of internet service in Bamfield	Wendy	Done
13.	December 11 <sup>th</sup> Board	The Request for Decision on the purchase of a Genset was deferred	Mike	Quotes secured
14.	December 11 <sup>th</sup> Board	The Board of Directors passed a resolution confirming the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility as presented – forward a letter advising the WC Multiplex Society	Russell	Done
15.	December 11 <sup>th</sup> Board	The Board rescinded the appointment of Director McLeman as Alternate Director on the Vancouver Island Regional Library Board for 2016 and appointed Director McNabb as Alternate to the Vancouver Island Regional Library Board for 2016 – Send forms to VIRLB	Tracy	Done
16.	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	In progress
<b>Finance Department</b>				
17.	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	Awarded - Contacted CCWW to advise & start process
18.	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
19.	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	Successful grant – plan to start in April 2016

#	Date	Action Item	Assigned to	Target Date/Update
20.	November 25 <sup>th</sup> Board	The Board referred membership renewal in the Federation of Canadian Municipalities to 2016 budget discussions	Andrew	Referred – General Gov.
21.	November 25 <sup>th</sup> Board	The Board of Directors gave 4 readings to the bylaw cited as “2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1” – Prepare for signatures	Andrew	Done
22.	December 11 <sup>th</sup> Board	The Board approved the proposed meeting schedule for the 2016 - 2020 Alberni-Clayoquot Regional District Financial Plan and the 2016 Regional Hospital District Budget with an amendment to the start time of the West Coast Committee meeting – Update and put on ACRD website	Andrew	Done
23.	December 11 <sup>th</sup> Board	The Board of Directors gave four readings to the bylaw cited as “Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015” – prepare for signatures	Andrew	Done
24.	December 11 <sup>th</sup> Board	The Board of Directors authorized signatories for banking purposes for ACRD and ACRHD – Advise the ACRD’s bank	Andrew	Done
25.	December 11 <sup>th</sup> Hospital District	The Hospital District Board of Directors gave 4 readings to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2016 Provisional Budget Bylaw No. 119” – prepare for signatures	Andrew	Done
<b>Environmental Services Department</b>				
26.	May 11/11 <sup>th</sup> AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
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 Board approved replacement of 480 m or waterline on Grandview Rd connecting through the Vaughn Chase subdivision to Drinkwater Road with the developer completing installation of the works and the BCWS contributing \$179,880 upon completion of the project – proceed with project and necessary agreements.	Mike	Installation complete

#	Date	Action Item	Assigned to	Target Date/Update
30.	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
31.	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
32.	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
33.	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
34.	Oct. 14 <sup>th</sup> Board	Award the contract for the roof removal and metal roofing installation at the 3rd Avenue Recycle Depot to Al Brown in the amount of \$85,865 plus GST	Luc	Done - in progress
35.	Oct. 14 <sup>th</sup> Board	Explore the potential hazards to air traffic regarding the 1000 Sand Hill Cranes who appear a couple times a year at the Alberni Valley Airport and take action to mitigate	Mark Fortune	Done
36.	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	Referred to January AV & Bamfield Svs. Comm. meeting
<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	Mike	Contacted Hall Society – Society working on options

#	Date	Action Item	Assigned to	Target Date/Update
		the Society, on the role of the ACRD.		
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
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.	Sept. 9 <sup>th</sup> & Nov. 25 <sup>th</sup> Board	The Board passed the following resolution with regards to Nordstrom Park, 6028 Beaver Creek Road: Agree in principle to the Nordstrom Playground Proposal subject to: <ul style="list-style-type: none"> <li>• the specific make and model being approved by the ACRD staff prior to fundraising;</li> <li>• the installation of the playground structure being supervised by a qualified professional;</li> <li>• support of the Beaver Creek Advisory Planning Commission;</li> </ul>	Heather	Done – Private fundraising underway

#	Date	Action Item	Assigned to	Target Date/Update
		<ul style="list-style-type: none"> <li>support from applicable referral agencies;</li> </ul> support from the Beaver Creek Volunteer Fire Department		
45.	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
46.	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, under sections 919.1 (1) (a) protection of the natural environment and (b) protection of development from hazardous conditions only, to the CAO – Present the draft bylaw for consideration by the EA Directors Committee prior to taking to the Board of Director for adoption	Mike	Spring 2016
47.	Nov. 4 <sup>th</sup> EA Directors	Refer the following for consideration during 2016 budget discussions: funding for fish habitat assessments and restorations in electoral areas	Mike	2016 Budget
48.	December 11 <sup>th</sup> Board	Write a letter to the Ministry of Transportation to see if this is possible for new digital media to be added to community information/radio signage along Highway 4 from Cameron lake to Sutton pass	Mike	Done
49.	December 11 <sup>th</sup> Board	Willowbrae Creek Restoration Plan – Memorandum – The Board of Directors authorized \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek	Mike	Done

Issued: January 8, 2016