



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 27, 2016, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – June 22, 2016	10-18
<i>THAT the minutes of the Board of Directors meeting held on June 22, 2016 be adopted.</i>	
b. Special Board of Directors Meeting – July 20, 2016	19-20
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on June 29, 2016 be adopted.</i>	
c. Committee of the Whole – June 22, 2016	21-22
<i>THAT the minutes of the Committee of the Whole meeting held on June 22, 2016 be adopted.</i>	
d. Alberni Valley & Bamfield Services Committee – June 29, 2016	23-24
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on June 29, 2016 be adopted.</i>	
e. Beaver Creek Water Advisory Committee – June 29, 2016	25-27
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on June 29, 2016 be adopted.</i>	

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

- a. **Inspector Brian Hunter, Officer in Charge, Port Alberni Detachment, RCMP, regarding the Port Alberni RCMP report for the second quarter of 2016 (April-June).** **28-30**
- b. **Alberni Valley Drag Racing Association Representatives regarding storage facility at the AVRA.**
- c. **ACHN Coordinator, Marcie DeWitt, Alberni Clayoquot Health Network Update.**

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR LETTER OF SUPPORT** **31-34**
Port Alberni Friendship Center, July 6, 2016, regarding request for letter of support/partnership for the ESDC – Skills and Partnerships Fund for the Children’s Natural Playground

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of support to the Port Alberni Friendship Center for their funding application to the ESDC – Skills and Partnerships Fund for the Children’s Natural Playground project.

- b. **REQUEST FOR LETTER OF SUPPORT** **35**
District of Tofino, July 18, 2016, regarding MRDT rate change application

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of support to the District of Tofino for their application for a five-year extension of the Municipal and Regional District Tax at a rate of three percent.

7. CORRESPONDENCE FOR INFORMATION

- a. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** **36-37**
Public Transit Infrastructure Fund Announcement
- b. **MINISTRY OF FINANCE** **38-39**
Real Property Contractor Outreach Project
- c. **TOURISM VANCOUVER ISLAND** **40-41**
Tourism Vancouver Island annual conference and AGM registration
- d. **THE OFFICE OF THE OMBUDSPERSON** **42-43**

	2015/2016 Annual Report	
e.	UNION OF BRITISH COLUMBIA MUNICIPALITIES	
	Meeting with Ministers	44
	2016 Provincial Appointment Book	45-59
	Provincial response to the 2015 resolutions	60-65
g.	OPPOSITION SPOKESPERSON FOR LOCAL GOVERNMENT, SENIORS AND SPORTS	
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h.	CITY OF PRINCE GEORGE	
	Approved Resolutions for the UBCM	67-72
i.	CANADIAN WOOD COUNCIL	
	Community Recognition Awards	73-75
j.	NUU-CHAH-NULTH TRIBAL COUNCIL	
	Thank you for continued support towards Aboriginal fishing rights	76
k.	ISLAND COASTAL ECONOMIC TRUST	
	Improved Broadband Access will spur economy in Campbell River	77-79
	Separating fact from fiction: Tofino to access investment readiness	80-81
l.	DAVID SUZUKI FOUNDATION	
	Charting Coastal Currents Report	82-85
m.	CENTRAL WESTCOAST FOREST SOCIETY	
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n.	FUNDING ALBERNI VALLEY ARTS SOCIETY	
	Introduction	90
o.	ALBERNI VALLEY CHAMBER OF COMMERCE	
	Tri-Conic Challenge grant received and support from the Federal Government. Invitation to meet	91-92

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

8. REQUEST FOR DECISIONS & BYLAWS

a.	REQUEST FOR DECISION	93-130
	Finance Warrant No.566	

THAT the Board of Directors approves Finance Warrant Number 566 in the amount of \$1,741,087.18 dated June 30, 2016.

b.	REQUEST FOR DECISION	131-132
	Memorandum of Understanding with the Minister of Natural Resources Canada: (AV Landfill GPS Station)	

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Memorandum of Understanding with the Minister of Natural Resources Canada to grant a license agreement for a Global Positioning System at the Alberni Valley Landfill for a ten (10) year term commencing July 1, 2016 and ending June 30, 2026.

- c. **REQUEST FOR DECISION** **133-134**
Request to Multi-Materials BC to include Cherry Creek Electoral Area in curbside pickup service area

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to Multi-Materials BC (MMBC) requesting that Electoral Area "F" (Cherry Creek) be added to the curbside recycling pickup service area.

- d. **REQUEST FOR DECISION** **135-136**
Millstream and Long Beach Airport Waterworks Contractor Agreements

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the following contracts with Mr. Joe Daley effective July 1, 2016:

- 1. To carry out the duties on the Millstream Water System as an Independent Waterworks Contractor at a rate of \$885.00 plus taxes per month on a month to month basis.*
- 2. To carry out the duties on the Long Beach Airport Water System as an Independent Waterworks Contractor at a rate of \$1,000.00 plus taxes per month on a month to month basis.*

- e. **REQUEST FOR DECISION** **137-141**
Bamfield Water System – Water Treatment plant update & next steps

THAT the Alberni Clayoquot Regional District Board of Directors confirm that approval for the required borrowing of the Bamfield Water System Dissolved Air Flootation Water Treatment Plant will be by referendum question in the fall of 2016 and staff be directed to prepare the necessary bylaws and refer the matter to the Bamfield Water Committee for their consideration.

- f. **REQUEST FOR DECISION** **142-143**
2016 Beaver Creek Road Watermain Replacement – Tender Recommendation

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the 2016 Beaver Creek Road Watermain Replacement tender to Berry and Vale Contracting Ltd. in the amount of \$218,928.15 including GST.

- g. **REQUEST FOR DECISION** **144-145**
Arvay, Pierce and Mersey Road Watermains – Tender Recommendation

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Arvay, Pierce, and Mersey Road Watermains Replacement tender to Copcan Civil Ltd. in the amount of \$163,810.50 including GST.

- h. **REQUEST FOR DECISION**

Purchase of two (2) storage containers for Beaver Creek Water

146-147

THAT the Alberni-Clayoquot Regional Directors approve the purchase of two 8' x 20' storage containers from Big Green Storage at a cost of \$8,000 plus shipping and applicable taxes.

i. REQUEST FOR DECISION

Lease renewal – Wildfire Operations of the Ministry of Forests - AVRA

148

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Ministry of Forests, Lands and Natural Resources lease for their Wildlife Operations base facility located at the Alberni Valley Regional Airport for a three (3) year term commencing September 1st, 2016 and ending August 31st, 2019 at the rate of \$5615.93 plus GST per year including CPI increases.

j. REQUEST FOR DECISION

Conditional Grant Agreement for BC Air Access Program (BCAAP)

149-160

THAT the Alberni-Clayoquot Regional District Board of Directors enter in to a Conditional Grant Agreement with the BC Air Access Program to a maximum of \$729,215 or 50% of total eligible project costs, whichever is less, towards the Installation of Runway Lighting System at the Alberni Valley Regional Airport.

k. REQUEST FOR DECISION

Airfield Lighting Project – AVRA – Services Agreement

161-167

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Services Agreement with Tetra Tech EBA for the Design, Tender and Construction Supervision Services for the Airfield Lighting Project at the Alberni Valley Regional Airport for the total budget of \$67,000 plus applicable taxes.

l. REQUEST FOR DECISION

Commercial Skydiving operations at the Long Beach Airport (CYAZ)

168-180

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with agreements to allow a commercial skydiving organization "Point Break Skydiving" to establish a jump zone on the Long Beach airport lands.

The following control documents will be required before operations can commence.

- 1. Special Operations Facilitation Agreement (SOFA) between Nav Canada and Point Break Skydiving.*
- 2. Skydiving Activities agreement (Ground Activities) between Point Break*

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

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb **243-262**
E-Comm 911 – 2015 Annual Report
- b. Vancouver Island Regional Library - L. Banton
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan/L.
Banton/J. Osborne
- e. Alberni Valley Chamber of Commerce – Jack McLeman
- f. Coastal Community Network – T. Bennett/D. St. Jacques
- g. West Island Woodlands Advisory Group –L. Banton
- h. Island Coastal Economic Trust – J. Osborne
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett/K. Wyton
- k. Association of Vancouver Island & Coastal Communities – P. Cote
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

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

15. **RECOVENE**

16. **IN CAMERA**

Motion to close the meeting to discuss matters relating to:

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

- ii. Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

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

19. **ADJOURN**

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



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 22, 2016, 1:30 PM

Harold Bishop Fire Hall, 7667 Pacific Rim Highway, Port Alberni, BC

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)

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

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

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Ron Paulson (Alternate Director), Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

REGRETS:

Jack McLeman, Councillor, City of Port Alberni

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

STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services

Andrew McGifford, Manager of Environmental Services

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Shellie Lyle, Administrative Assistant

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director McNabb

*THAT the agenda be approved as circulated with the addition of late item:
6.(b) Toquaht Nation Official Request to join the Alberni-Clayoquot Regional District.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting –June 8, 2016

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the minutes of the Board of Directors meeting held on June 8, 2016 be adopted.

CARRIED

b. West Coast Committee Meeting –June 15, 2016

MOVED: Director St. Jacques
SECONDED: Director Bennett

THAT the minutes of the West Coast Committee meeting held on June 15, 2016 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS& PRESENTATIONS

a. S/Sgt. Dave Paddock, Officer in Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for May 2016.

Sgt. Paddock reported on the RCMP activities for the month of May. In April there was a decrease in thefts however thefts spiked in May, they have since increased messaging. There will be a visible RCMP presence at the Sproat Lake Landing event on July 1st and the Sproat Lake Regatta. The RCMP will make contact with the Sproat Lake Marine Patrol when they are up and running. OIC Brian Hunter will take over on July 4th.

b. Presentation of signed petition “Stop! The Stuart Avenue Trail”, residents of the Stuart Avenue/Bell Road neighbourhood

- **Larry Ransom**
- **Diana Gunderson**
- **Steve & Shelley Albaya**
- **Marie Cooper**
- **Ralph &**

Residents spoke to their concerns regarding the Stuart Avenue Trail development stating the trail does not meet the needs of the community and they want the trail development stopped and closed until their concerns (increased traffic -

motorcycles, ATV's, horses; theft and risk of wildfire) are addressed. They expressed concerns with no public engagement or consultation with area residents and have safety concerns. A number of the Stuart Avenue residents are not supportive of this trail and have signed a petition. The property owners request the trail project be halted at this time and an information meeting be held with the community. The delegation submitted the petition to the Regional District Board.

c. Anne Collins, Sproat Lake resident, regarding Thank you, Stuart Road/Seaton Park Trail.

Ms. Collins spoke in favour of the Stuart Avenue Trail stating the public has the right to access the provincial right of way. This trail provides safe access for children, people walking and horses. Ms Collins advised she has a list of 35 names that are in favour of this trail.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors instruct staff to provide a background report on the Stuart Avenue Trail development at the July 27th Board of Directors meeting.

CARRIED

MOVED: Director Bennett
SECONDED: Director Cootes

THAT the Board of Directors request staff ensure that any ACRD involvement on the Stuart Avenue Trail ceases until the Board receives the staff report.

CARRIED

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated June 6, 2016 from the Canadian Union of Postal Workers regarding a request for the Alberni-Clayoquot Regional District to send input for the Canada Post Review.

MOVED: Director Kokura
SECONDED: Director Ruttan

THAT the Board of Directors receive the correspondence.

CARRIED

b. LATE ITEM: Correspondence dated June 20, 2016 from the Toquaht Nation regarding a request to join the Alberni-Clayoquot Regional District, per section 14.3.0 of the *Maa-nulth First Nations Final Agreement*.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors accept the correspondence from the Toquaht Nation giving notice that they wish to join the ACRD Board as a voting member and instruct staff to work with the Province and the Toquaht Nation to end the transition period.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. ISLAND COASTAL ECONOMIC TRUST**
Educational Tourism Will Bring Year-Round Opportunities to the West Coast of the Island
ICET Celebrates a Decade of Growth and Regional Diversification
- b. UNION OF BRITISH COLUMBIA MUNICIPALITIES**
Fire Safety Act
Call for Nominations for UBCM Executive
Process for meetings with Cabinet Ministers at UBCM
- c. MUNICIPAL INSURANCE ASSOCIATION OF BC**
The MIABC's Story
- d. MINISTRY OF JOBS, TOURISM AND SKILL TRAINING AND MINISTER RESPONSIBLE FOR LABOUR**
Further Update on Arrival of Syrian Refugees to our Province
- e. MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Summary of Local Government Engagement of the CLT's Recommendations
- f. UNITED STEELWORKERS DISTRICT 3 WESTERN PROVINCES AND TERRITORIES**
Copy of letters regarding Lobbying for an End to Old Growth Logging in the Walbran Area of TFL46 and Other Areas of Vancouver Island

MOVED: Director Kokura

SECONDED: Director St. Jacques

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

CARRIED

MOVED: Director Banton

SECONDED: Director Cote

THAT the Board of Directors request staff to review the Union of British Columbia Municipalities Fire Safety Act regulations coming into force and the implications to the Alberni-Clayoquot Regional District.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Alberni-Clayoquot Regional District 2015 Statement of Financial Information.**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2015 Statement of Financial Information (SOFI) for the Alberni-Clayoquot Regional District including all of the statements and schedules.

CARRIED

- b. Request for Decision regarding Alberni-Clayoquot Regional Hospital District 2015 Statement of Financial Information.**

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2015 Statement of Financial Information (SOFI) for the Alberni-Clayoquot Regional Hospital District including all of the statements and schedules.

CARRIED

- c. Request for Decision regarding Agriculture Plan Implementation Contract – Phase Three**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Regional Board award a contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2016 with the cost of the contract not to exceed \$20,000.

CARRIED

- d. Request for Decision regarding Long Beach Airport (CYAZ) – Lease Lot Appraisals.**

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors engage Pacific Rim Appraisals perform the current market appraisals of the rates for all leased properties at the Long Beach Airport for a cost of \$5,400 plus GST.

CARRIED

- e. Request for Decision regarding Vending Machine Agreement – LBA Terminal Building.**

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Vending Machine Agreement with Bob Boucher to supply vending services at the Long Beach Airport Terminal building for up to 2 machines for a rental fee of fifty (\$50) per month for a two (2) year term and amend the contract to reflect.

CARRIED

9. PLANNING MATTERS

- a. DVD16006, DANELIUK, LOT 364 CLAYOQUOT DISTRICT**
Development Variance Application – Report

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVD16006 subject to restrictive covenant being placed on the property restricting tree removal as shown on the attached map.

CARRIED

- b. PROPOSED CELL TOWER, TELUS FILE BC0304, MT. OZZARD, SOUTH LONG BEACH**
Request for Decision

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors direct staff to issue a Letter of Land Use Concurrence for TELUS File “BC0304 – Mount Ozzard” noting that the ACRD supports the cell tower location.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report–June 17, 2016**
b. Meeting Schedule – July 2016
c. Building Inspector’s Report – May 2016
d. Financial Statements – May 31, 2016

e. CYAZ Lighting Project Update – June 16, 2016

MOVED: Director Bennett

SECONDED: Director Kokura

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

CARRIED

10.2 COMMITTEE REPORTS

a. Reconciliation Workshop held June 20, 2016 (verbal) – J. Osborne

Chair Osborne reported great discussions at the Reconciliation Workshop regarding the meaning of reconciliation “what it is and what it isn't”. In the afternoon participants had the opportunity to explore the ninety-four recommendations from the Reconciliation Commission and discussed those that are pertinent to the ACRD. Chair Osborne will distribute workshop notes from the facilitator to the Directors.

MOVED: Director Bennett

SECONDED: Director Cote

THAT this verbal report be received.

CARRIED

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb - No report

b. Vancouver Island Regional Library - L. Banton

Director Banton has requested a meeting with VIRL to discuss what the liabilities and implications of facilities are for municipalities.

c. Central West Coast Forest Society – T. Bennett - No Report

d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan/L. Banton/J. Osborne

Chairperson Osborne thanked staff for all their hard work leading up to and including the Emergency Coastal Response held June 7-10, it was a great success.

e. Alberni Valley Chamber of Commerce – J. McLeman - No Report

f. Coastal Communities Network – T. Bennett - No Report

Director Bennett reported there will be a meeting at UBCM as well as a booth promoting the CCN.

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the Board of Directors approve payment to Coastal Community Network in the amount of \$750.00 to cover costs of membership fees.

CARRIED

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

h. Island Coastal Economic Trust –Josie Osborne

Chairperson Osborne reported ICET celebrated its 10th year anniversary, there was a day of learning which featured discussions on economic development.

i. Air Quality Council, Port Alberni – J. McNabb

Director McNabb reported Catalyst had favorable results, emissions were within their scope of their mandate. The AQC feels assured that the Ministry of Environment is in total control and enforcing the Carbon Production facility.

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

Director Bennett reported the grand opening of the Aquarium will be held July 19th.

k. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported there were delegations from the Island Corridor Foundation regarding financial changes and from the Community Benefit Procurement; an AVICC Electoral Area Forum will be held at UBCM.

l. Beaver Creek Water Advisory Committee – J. McNabb - No Report

m. Other Reports

- Sproat Lake Parks Commission Meeting Minutes of May 12, 2016
– P. Cote

n. Reconciliation Committee

Director Cote reported on the July 14th Port Alberni Friendship Center meeting where there were discussions regarding Reconciliation. The Executive Director, Cyndi Stevens congratulated the Directors on the work they are doing.

MOVED: Director St. Jacques

SECONDED: Director Banton

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Banton

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

i. Labour or other employee relations.

CARRIED

The meeting was closed to the public at 2:57 pm.

The meeting was re-opened to the public at 4:00 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

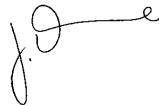
MOVED: Director McNabb

SECONDED: Director Cootes

THAT this meeting be adjourned at 4:00 pm.

CARRIED

Certified Correct:



Josie Osborne,
Chairperson



Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 20, 2016, 1:30 PM

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

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

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Heather Adair, Planner

1. **CALL TO ORDER**

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

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

2. **APPROVAL OF AGENDA**

MOVED: Director Banton

SECONDED: Director Jack

THAT the agenda be approved as circulated.

CARRIED

3. **IN-CAMERA**

MOVED: Director Ruttan
SECONDED: Director McLeman

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

- i. Labour or other employee relations*
- ii. Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

The meeting was closed to the public at 1:31 pm

The meeting was re-opened to the public at 3:04 pm

4. RECOMMENDATIONS FROM IN-CAMERA

The following adopted resolution was reported out in open meeting:

MOVED: Director McNabb
SECONDED: Director Jack

THAT the Board of Directors of the Alberni-Clayoquot Regional District endorse the memorandum of Understanding with the Hupacasath First Nation in support of the Alberni Valley Regional Airport expansion and occupation of lands within their traditional territory.

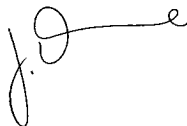
5. ADJOURN

MOVED: Director Jack
SECONDED: Director St. Jacques

THAT this meeting be adjourned at 3:06 pm.

CARRIED

Certified Correct:



Josie Osborne,
Chairperson



Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, JUNE 22, 2016, 11:30 AM

Harold Bishop Fire Hall, 7667 Pacific Rim Highway, Port Alberni, BC

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

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

REGRETS:

Jack McLeman, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 11:30 am.

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

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

Introductions were conducted around the table.

3. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Coastal Fire Centre, Ministry of Forests, Lands and Natural Resource Operations regarding Dog Mountain Fire 2015 and Plans/Resources for the 2016 Wildfire Season in the Alberni-Clayoquot Regional District.**

- **Mr. Ken Taekema, Fire Centre Manager**
- **Mr. Nigel Burrows, Senior Protection Officer**
- **Mr. Clint Parker, Senior Protection Officers**
- **Ms. Donna MacPherson, Fire Information Officer**
- **Mr. Alan Berry, Local Zone Supervisor**

Mr. Burrows, Senior Protection Officer, on behalf of Coastal Fire Centre provided a power point presentation that reviewed the coastal area and resources explaining there are 160 fire fighters, 35 officers and support staff they can field in the fire center itself. They are able to contract 220 fire fighters. Provincially there are 6 fire centers and 1600 firefighters and the CFC has the option to bring them in to fight fire and are also able to bring in outside resources, such from Canada, the USA and others such as Australia. The CFC does not own any aviation resources.

The Regional Strategic Wildfire Allocation Protocol (RSWAP) mirrors BCEMS values.

1. Human life and safety,
2. Property,
3. High environmental values,
4. Resource values

In closing the delegation provided an overview of the events that unfolded regarding the Dog Mountain Fire and answered the Board and guest's questions.

4. ADJOURN

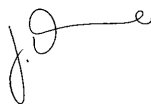
MOVED: Director Cote

SECONDED: Director Poulson

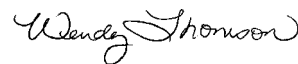
THAT this meeting be adjourned at 12:50 pm.

CARRIED

Certified Correct:



Josie Osborne,
Chairperson



Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 29, 2016, 10:00 AM

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

- DIRECTORS** John McNabb, Chair, Electoral Area "E" (Beaver Creek)
- PRESENT:** Mike Kokura, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Mike Ruttan, Mayor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Josie Osborne, Mayor, District of Tofino
- REGRETS:** Keith Wyton, Director, Electoral Area "A" (Bamfield)
Jack McLeman, Councillor, City of Port Alberni
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
- STAFF PRESENT:** Mike Irg, Manager Planning and Development
Andrew McGifford, Manager of Environmental Services
Heather Adair, Jr. Planner/Bylaw Enforcement Officer
Mark Fortune, Airport Superintendent
Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:07 am.

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

2. WAIVE NOTICE OF MEETING

MOVED: Director Ruttan

SECONDED: Director Cote

THAT notice of this meeting be waived unanimously as per Section 220 (3) of the Local Government Act.

CARRIED UNANIMOUSLY

3. CLOSE THE MEETING TO THE PUBLIC

MOVED: Director McNabb

SECONDED: Director Ruttan

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

- i. *Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

CARRIED

The meeting was closed to the public at 10:08 am.

The meeting was re-opened to the public at 11:07 am.

- 4. **RECOMMENDATIONS FROM IN-CAMERA**
- 5. **NEXT MEETING DATE**
- 6. **ADJOURN**

MOVED: Director Kokura

SECONDED: Director Ruttan

THAT the meeting be adjourned at 11:08 am.

CARRIED

Certified Correct:



John McNabb,
Chairperson



Mike Irg,
Manager Planning and Development



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 29, 2016, 3:00 PM

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

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

PRESENT: Gord Blakey
Harold Carlson
Pam Craig
Patty Edwards

REGRETS: Ginny Stephen

STAFF PRESENT: Andrew McGifford, Manager of Environmental Services
Daniel Fredlund, Maintenance Technician Leadhand
Loren Brown, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:01.

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

2. APPROVAL OF AGENDA

MOVED: Pam Craig
SECONDED: Harold Carlson

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held March 14, 2016

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT the meeting notes of the Beaver Creek Water Advisory Committee Meeting held on March 14, 2016 be received.

CARRIED

4. REPORTS

a. **ADMINISTRATIVE MEMORANDUM**
Current Projects and Other Updates

b. **ADMINISTRATIVE MEMORANDUM**
Meter Reading at Sale or Transfer of Property

MOVED: Pam Craig
SECONDED: Harold Carlson

THAT Administrative Memos a-b be received.

5. **REQUEST FOR DECISIONS & BYLAWS**

a. **Request for Decision regarding Storage Containers – Purchase vs. Rental.**

MOVED: Pam Craig
SECONDED: Patty Edwards

THAT the Beaver Creek Water Advisory Committee recommend to the Alberni-Clayoquot Regional Directors the purchase of two 8' x 20' storage containers from Big Green Storage at a cost of \$8,000 plus shipping of \$200.

CARRIED

b. **Request for Decision regarding Letter to Owners of 5901 Georgia Road Regarding Service Line.**

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT the Beaver Creek Water Advisory Committee recommend staff send a letter to the owners of 5901 Georgia Road to advise that the service line after the meter is inadequate for the designed purpose and further leaks may not be considered within the Alberni-Clayoquot Regional District water leak policy.

CARRIED

c. **Request for Decision regarding Additional Leak Forgiveness – 5198 Darnley Road.**

MOVED: Patty Edwards
SECONDED: Pam Craig

THAT the Beaver Creek Water Advisory Committee reject the request for additional leak forgiveness of \$768 as requested by the owners of the property located at 5198 Darnley Road.

CARRIED

6. ADJOURN

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT this meeting be adjourned at 3:40 pm.

CARRIED

Certified Correct:



John McNabb,
Chairperson



Andrew McGifford
Manager of Environmental Services



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the second quarter of 2016 (April to June). Included in this report is a comparator to the same time frame in 2015. I have also added an expected high and low range based on the previous five years.

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

- Officers received and responded to a total of 3,113 calls for service, 506 of these were in the Alberni-Clayoquot Regional District.
- There was an increase in theft from vehicles this quarter. The detachment continues to provide messaging to the public to Lock It or Lose It.
- Members of the Port Alberni Detachment continue to team up with members of Central Island Traffic Services to conduct traffic enforcement in the Alberni Valley.

The focus of Port Alberni RCMP's 2016/17 Annual Performance Plan is:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. This will include joint enforcement with Central Island Traffic Services, the Integrated Road Safety Unit and Speedwatch volunteers.
- **Property Crime:** Reduction in the number of theft complaints through intelligence gathering as well as foot patrols of high crime areas, joint enforcement projects and the use of COP volunteers.
- **Crime Reduction:** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.

Respectfully submitted,

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Alberni-Clayoquot Regional District Report

Port Alberni Rural

Q2 2016 (April - June)

<i>Calls for Service</i>	Q2 2015	Q2 2016	range- low	range- high	% change 2015/16
Total Calls for Service	546	506	496	535	-7.33%

<i>Occurrences by Crime Type</i>	Q2 2015	Q2 2016	range- low	range- high	% change 2015/16
Violent Crime	12	18	12	19	50.00%
Property Crime	51	50	50	63	-1.96%
Other Criminal Code	24	15	12	26	-37.50%
Provincial Statute Offences	8	8	6	8	0.00%
Federal Statute Offences	3	0	0	16	-100.00%
CDSA	3	2	3	6	-33.33%
Traffic	10	6	6	14	-40.00%
Total CC	87	83	74	108	-4.60%

<i>Violent Crime</i>	Q2 2015	Q2 2016	range- low	range- high	% change 2015/16
Assaults	6	10	5	13	66.67%
Harassment	2	1	1	4	-50.00%
Robbery	0	1	0	0	Not div
Sex Offences	4	2	0	4	-60.00%
Utter Threats	0	4	1	2	not div
Weapons Offences	0	0	0	0	0.00%

Domestic Violence (other relationship, spousal/partner abuse, spousal/partner assault, spousal/partner other offence)	4	5	3	6	25.00%
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<i>Property Crime</i>	Q2 2015	Q2 2016	range- low	range- high	% change
Auto Theft	2	4	0	9	100.00%
Bike Theft	1	0	0	3	-100.00%
B&E - Bus.	0	0	1	2	0.00%
B&E - Oth.	2	5	1	3	150.00%
B&E - Res	7	1	3	7	-85.71%
Fraud	5	3	2	5	-40.00%
Mischief to Property	16	12	12	21	-25.00%
Other Theft O/5000	1	2	1	2	100.00%
Other Theft U/5000	9	13	7	13	44.44%
Possession Stolen Property	1	0	1	1	-100.00%
Shoplifting	0	0	0	0	0.00%
Theft from Vehicle	5	10	6	12	100.00%

<i>Collisions</i>	Q2 2015	Q2 2016	range- low	range- high	% change
Collision-Fatal	1	0	0	1	-100%
Collison - Non-Fatal Injury	5	4	3	8	-20%
Collision-Damage over \$1000	10	16	7	11	60%
Collision-Damage under \$1000	4	9	4	6	125%

From: Penny Cote [<mailto:coteart@shaw.ca>]

Sent: Thursday, July 07, 2016 11:15 AM

To: Wendy Thomson <wendy.thomson@acrd.bc.ca>; Josie Osborne <osborne@tofino.ca>; Russell Dyson <rdyson@acrd.bc.ca>

Subject: Fwd: Letter of Support

I am wondering if this can be on the upcoming ACRD agenda. I sent the request a few weeks back.

Thanks,

Penny

Begin forwarded message:

From: Cyndi Stevens <cstevens@pafriendshipcenter.com>

Subject: Letter of Support

Date: July 6, 2016 at 1:48:39 PM PDT

To: Penny Cote <coteart@shaw.ca>

Hello Penny,

We have been given an extension for the ESDC - Skills and Partnerships Fund for the proposal. I was wondering if a letter of support/partnership is still possible. Let me know. Thanks so much....

ʘeekoo ʘeekoo

In friendship,

Cyndi Stevens

Cyndi Stevens

Executive Director

Port Alberni Friendship Center

3555 4th Avenue

Port Alberni, BC

V9Y 4H3

Phone: (250) 723-8281 Fax: (250) 723-1877

In accordance with the new Canadian Anti-Spam Legislation, if you do not wish to receive any further communications, such as these e-mails, from the Port Alberni Friendship Center, please reply to this email and type "unsubscribe".

Hi Penny,

Thank you so much for attending our event yesterday. Hope you enjoyed yourself. I have attached a sample letter of support & a little information regarding the project in case you are able to provide one today before 12 noon. I realize this is very short notice and understand if it cannot be done. Have a wonderful day!

PROJECT INFO FOR CHILDRENS NATURAL PLAYGROUND

Our project will improve our existing facility by building a playground for young children at PAFC. There is a green space between the main Friendship Centre building and the adjacent day care center that will be developed for our playground. Our playground will have separate areas for infants/toddlers and children between 30 months and school age.

â€¢ Our playground will be planned with our Elders to reflect indigenous culture and values, incorporating work of local carvers/artists.

â€¢ Our playground will have cedar fencing (with Plexiglas inserts so children can see out), trees for shade, bushes, surfaced with grass and other materials such as wood chips/fibar.

â€¢ The area for infants/toddlers will be grassed, include a path (to pull and push toys) with a small hill or mound for climbing and rolling, a sand area (using an old boat or canoe)

â€¢ The area for children 30 months to 5 years will have a child sized long house for culture/creative/imaginative activities, sand area (using an old boat or canoe), use of log/stumps for sitting, climbing and a path for bikes. PAFC has an elevated playground structure that will be moved to the playground.

Landscape the playground

Landscaping will include planting trees, bushes, shrubs, creating a hill/mound and paths in both playground areas. We have been in communication with Colynâ€™s, a landscaping company in Port Alberni that will be able to do this work.

Add the fixtures

Our playground fixtures will include the child size long house, boats, canoes and/or other sand containers, logs for sitting and balancing and an elevated structure that PAFC owns. West Beaufort has provided a quote for the building and installation of the child size long house. We will secure and install other fixtures according to our final design.

Preschool children in the Central Port neighbourhood of Port Alberni (where the PAFC is located) are vulnerable; the results of the Early Development Instrument EDI for our community show that more than half have potential challenges when they enter kindergarten. Areas of most concern are physical health & well-being and language & cognitive development

PAFC currently offers a range of programs and services that include family support, parenting and health groups for young families, cultural activities, child care, and support and advocacy for services that meet the needs of Aboriginal parents and their young children:

Provide young children with opportunities for physical and social play in a setting that incorporates culture, traditions and language.

â€¢ Support parents to enjoy the outdoors with their children and community

â€¢ Attend to childrenâ€™s physical, personal, social, emotional, intellectual and spiritual well-being in an interconnected family and community way.

Our playground will benefit our community by

- â€¢ Promoting the physical health and well-being of our children
- â€¢ Supporting a positive sense of identity through culture and traditional outdoor activities
- â€¢ Giving parents additional opportunities to see and learn about their childrenâ€™s development
- â€¢ Extending our current programs and services to the outdoors, increasing opportunities for family support
- â€¢ Enabling more families to participate in weekend events at PAFC, knowing that their children will have a safe and stimulating outdoor place to play
- â€¢ Enriching relationships among families and community

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In friendship,

Cyndi Stevens

Cyndi Stevens
Executive Director
Port Alberni Friendship Center
3555 4th Avenue
Port Alberni, BC
V9Y 4H3
Phone: (250) 723-8281 Fax: (250) 723-1877

In accordance with the new Canadian Anti-Spam Legislation, if you do not wish to receive any further communications, such as these e-mails, from the Port Alberni Friendship Center, please reply to this email and type "unsubscribe".

Please Print on Letter Head

June 20, 2016

Western Economic Diversification Canada
Canada 150 Community Infrastructure Program

Re: Letter of Support for Port Alberni Friendship Center Children's Natural Playground

We would like to support the Port Alberni Friendship Center for their proposed application to apply for funding to support their Children's Natural Playground.

The Port Alberni Friendship Center provides services which are inclusive of all community members. They work closely with the City in the development of projects and have been a well-established and valued service in this community. The neighborhood which the children's Natural Play ground will be situated will be utilized by many who live in the area who would not normally have access. The Port Alberni Friendship Center has over 40,000 contacts and also provides family programs and groups at the Friendship Center 7 days a week where families will be able to access a safe outdoor play area which will be culturally enriched.

The City of Port Alberni has also donated a portion of the land that the Playground will be located and is very supportive of this project and how it will revitalize this area of the city.

We support this venture completely and look forward to a positive change for the people of Port Alberni.

Sincerely,

Signature

Name of Signatory
Organization Name



DISTRICT OF TOFINO

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

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

July 18, 2016

Alberni-Clayoquot Regional District
Board of Directors
3008 5th Ave
Port Alberni, BC
V9Y 2E3

Via Email: wendy.thomson@acrd.bc.ca

Dear ACRD Board of Directors:

RE: Municipal and Regional District Tax - Rate Change Application

The District of Tofino (District) is the recipient of tax revenue from the Municipal and Regional District Tax (MRDT) that is collected from certain "fixed roof" accommodation providers within the District. In turn, the District has a funding arrangement with Tourism Tofino to use the MRDT for destination marketing purposes. Our present agreements with the Province and with Tourism Tofino will expire in May of 2017.

The District of Tofino and Tourism Tofino wish to renew the MRDT for a further five-year term. Further, Tourism Tofino has requested that the MRDT collected be increased from two percent to three percent. The additional one percent would be dedicated to the construction of a new visitor center at Cox Bay in Tofino.

Our deadline for applying for this increase is September 1, 2016. As part of the application process, we are seeking the support of the Alberni-Clayoquot Regional District. We therefore request a Board resolution to this effect. Please find below a sample resolution for your consideration:

THAT District of Tofino's rate change application for a five-year extension of the Municipal and Regional District Tax at a rate of three percent be supported.

Thank you for your consideration.

Sincerely,

Bob MacPherson
Chief Administrative Officer



June 23, 2016

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

Reference: 257935

Dear Chair Osborne:

Re: Public Transit Infrastructure Fund Announcement

On Thursday, June 16, 2016, Prime Minister Justin Trudeau, along with Premier Christy Clark, announced an agreement that will result in more than \$900 million being invested – by the Government of Canada, British Columbia and municipalities – in public transit projects across the province.

B.C. is the first province to sign an agreement with the federal government for the first phase of the new Public Transit Infrastructure Fund. This agreement will provide \$774.3 million over the next three years in federal and provincial dollars towards expanding and updating transit. \$157.8 million of this funding is allocated to support BC Transit systems across the province.

This is a significant opportunity to advance key infrastructure projects that have traditionally created a barrier to continued growth of transit. The announced funding will go towards investments such as new transit depots and facility upgrades, the purchase of new cleaner burning buses, CNG-enabled maintenance and operations facilities, transit technology and the expansion of transit services, including handyDART and others. These investments will help us fight congestion and promote sustainable, lower carbon communities across B.C.

A portion of the money is earmarked for new technologies that will make the fleet safer for drivers and passengers and provide ridership information that will let BC Transit and local communities become even more efficient. The new technologies will also make riding transit more convenient for the many British Columbians who use these services.

.../2

BC Transit will follow up with you shortly to provide further details as we work to confirm priority projects. I want to thank you for your continued commitment to providing safe, efficient and reliable transit systems and helping to achieve climate action objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd G. Stone', with a stylized flourish at the end.

Todd G. Stone
Minister



June 6, 2016

Regional District of Alberni-Clayoquot
Attention: Permits and Licensing Department
3008 Fifth Ave
Port Alberni BC V9Y 2E3

To whom it may concern:

Re: Real Property Contractor Outreach Project

The Ministry of Finance provides information to the public on British Columbia's provincial sales tax (PST) through various channels, including webpages, bulletins, rulings, webinars and attendance at various industry events.

In a continued effort to educate and assist the public on how the PST applies to real property contracts, we have recently:

- mailed an industry-specific pamphlet (see attached) to more than 5,000 contractors who are registered for PST purposes,
- utilized an auto-dialer service to call these contractors to confirm they received the pamphlet,
- provided educational information and offered on-site visits to contractors who replied to the auto-dialer service,
- created a contractor-specific webpage at www.gov.bc.ca/pst (find the link to Contractors, under the Resources box on the right),
- included a link to the contractor-specific webpage on eTaxBC and on paper PST returns for all businesses registered to collect PST, and
- conducted several educational on-site visits, as requested by contractors.

Contractors and their customers regularly visit municipal permitting and licensing desks. We see this as an excellent opportunity to provide them information about how the PST applies to real property contracts. We are writing to request that hard copies of the pamphlet be made available at your municipality's permitting and licensing desk, and we would be happy to provide as many hard copies as needed.

Ministry of Finance

Revenue Division
Consumer Taxation Audit Branch
www.fin.gov.bc.ca/rev.htm

Mailing Address:
PO Box 9632 Stn Prov Govt
Victoria BC V8P 9P1

Please would you forward this request to the appropriate contact person in your municipality. If you have any questions about this initiative, please feel free to contact me.

Yours truly,



David Turpin, *CPA-CGA*
Audit Project Manager, Consumer Taxation Audit Branch
Revenue Division, Ministry of Finance
Government of British Columbia
800-360 West Georgia Street, Vancouver, BC, V6B 6B2
Email: David.Turpin@gov.bc.ca
Telephone: (778) 828-5162 Fax: (604) 660-4784
Website: www.gov.bc.ca/pst

Tracy Bond

From: Wendy Thomson
Sent: Tuesday, July 05, 2016 8:34 AM
To: Tracy Bond
Subject: FW: Tourism Vancouver Island annual conference and AGM - Award Nominations open

[Next Board agenda info](#)

[Thanks](#)

[Wendy](#)

From: Heather McEachen [mailto:heather@tourismvi.ca]
Sent: Monday, July 04, 2016 10:11 AM
To: Wendy Thomson <wendy.thomson@acrd.bc.ca>
Subject: Tourism Vancouver Island annual conference and AGM - Award Nominations open



You are receiving this message because you are either a stakeholder of Tourism Vancouver Island or you have signed up for industry updates

Join us in Ucluelet October 4th - 6th, 2016

The host community of Ucluelet are hard at work preparing a conference to remember! *Register before Thursday, September 1st as an early bird* and receive 50 free TAVI bucks to be used towards any auction or raffle purchases throughout the conference. Stay tuned to www.tviconference.ca as we release exciting program and speaker details.

[Click HERE to Register Today](#)

Early Bird Registration is only \$389.00 and includes:

- 50 Free TAVI Bucks to be used towards any auction and raffle purchases throughout the conference
- All educational speakers and seminars
- Welcome Reception in Ucluelet
- Two (2) Breakfasts, One (1) Lunch
- One (1) Gala Dinner and Awards Ceremony ticket
- AGM Business Meeting Networking Opportunities
- Opportunity to win fantastic prizes and bid on amazing auction items

- Book your accommodation before September 1st and receive special TVI room rates

Don't forget...nominations are open too!

- Recognize excellence in the tourism industry by submitting a nomination for a Tourism Industry Award. Visit <http://www.tviconference.ca/awards/> to enter.
- Submission deadline is Monday, August 15, 2016.

Interested in donating to the auction?

- For information on why you should donate please visit our [Online Donation Form](#)

We look forward to seeing you in Ucluelet!

Contact:

Susan Lewis - Lewis & Sears Marketing & Event Marketing Inc.

susan@lewissears.com

1-866-594-3243 x102

This message was sent to wendy.thomson@acrd.bc.ca from:

Heather McEachen | heather@tourismvi.ca | Tourism Vancouver Island | 501-65 Front Street | Nanaimo, BC V9R 5H9, Canada

[Manage Your Subscription](#)

Email Marketing by

TRY IT FOR FREE ▶

2015/2016 ANNUAL REPORT

Introduction

The Office of the Ombudsperson's Annual Report details a year's work upholding administrative fairness and safeguarding the fundamentals of good governance across B.C.'s more than 2,800 provincial and local public authorities.

The Ombudsperson has statutory authority from the legislature to impartially serve all British Columbians. This year, 7,849 people came forward confidentially with inquiries and concerns.

In 2015/16, the Ombudsperson and staff provided impartial and independent oversight resolving complaints with a wide range of provincial public authorities including provincial government ministries, Crown corporations, commissions, boards, local governments, health authorities, professional regulatory bodies, schools and universities. In the case summaries provided we report on investigations that resulted in apologies, improved policies, training, refunded fees and, of course, improved delivery of provincial public services.

For a complete statistical breakdown of Ombudsperson files, see the Annual Report page at www.bcombudsperson.ca



Complaint handling
in 2015/16: intake,
analysis and
investigation **42**

Investigation Outcomes

Fair and reasonable resolutions were achieved with a wide range of provincial public authorities this year. Our jurisdiction spans over 2,800 separate authorities – from the largest ministry to the smallest municipality. Detailed statistics are included in the report. Our selected case summaries, previewed below, showcase results:

The North

- B.C. Emergency Health Services advising that \$6,100 in ground and air ambulance services were covered for a man who had an emergency before his medical services plan coverage kicked in. (Page 39).
- RoadSafetyBC releasing a father's car after agreeing to consider strong evidence that the family member behind the wheel took the car without consent. (Page 33).
- An inmate in Prince George accessing treatment for a potentially life-threatening condition after he was denied access – even though he had been previously approved for the treatment while in the community. (Page 28).

Vancouver Island / Sunshine Coast

- The Insurance Corporation of British Columbia changing its policy to now let clients get a drivers licence in their legal surname – without the need to use their spouse’s “Jr.” or “Sr.” generational suffix. (Page 34).
- A teen receiving support to board with a family after the Ministry of Children and Family Development initially denied him a needs reassessment when his father could not provide care. (Page 21).

The Lower Mainland

- The Ministry of Children and Family Development providing mental health services to a young girl – and improving intake processes – after unfairly denying care due to a series of administrative errors. (Page 24).
- Burnaby Youth Custody Services changing its so-called “one-to-one” policy after teen residents were held in circumstances that amounted to separate confinement without complying with procedural steps safeguarding their rights. (Page 23).

City of Vancouver

- TransLink changing its procedures to consider evidence of disability in fare evasion appeals where the disability may have interfered with producing proof of payment. (Page 31).



CASE SUMMARY #11

Jolene, Jolene

VITAL STATISTICS AGENCY

Vancouver Island / Sunshine Coast

Having carefully inputted all the information online, Jolene was surprised to see her daughter’s birth certificate arrive with a glaring error: “Jolene” was repeated twice as the mother’s name.

When Jolene contacted Vital Statistics to correct the error, she was told to pay the \$71 fee for the correction of online registration user errors. Jolene grudgingly paid the fee and happily received a correct birth certificate for her newborn.

Still, Jolene did not like paying for someone else’s mistake and wanted a refund. Vital Statistics declined to investigate or refund the fee. Unhappy with this response, Jolene came to us.

We agreed to investigate, concerned that Vital Statistics might have dismissed Jolene’s request for a refund without first taking reasonable steps to identify the source of the error on her daughter’s birth certificate.

Vital Statistics’ electronic files showed that the mistake was indeed no fault of Jolene. Because of our investigation, Vital Statistics agreed to amend its internal procedures. Now, when a customer calls about an error on their baby’s birth certificate, Vital Statistics will review the customer’s file to determine the cause before deciding whether to issue a fee. Vital Statistics also agreed to provide a refund to Jolene and a letter of apology. (Page 25).

Office of the Ombudsperson

947 Fort Street, Victoria BC

250.387.5855

1.800.567.3247

Subscribe to e-news

July 4, 2016

UBCM Members (**sent via email only**)

**Re: 2016 UBCM Convention – “Stronger Together”
Victoria, September 26 – 30, 2016**

Further to Minister Fassbender’s June 8, 2016 letter regarding the 2016 UBCM Convention, I am pleased to attach the 2016 Provincial Appointment Book for your use in requesting meetings with provincial government staff (ministries, agencies, commissions and corporations) available to meet with delegates at Convention.

To request a meeting with provincial government staff, you must complete the form located at: [Provincial Government Staff \[MACC\] Meetings](#).

The deadline for submitting online meeting requests is **Friday, August 26, 2016**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After August 26, 2016, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

Monday, September 26

Victoria Conference Centre, Level 1, Lobby
8:30 am – 4:00 pm

Tuesday, September 27 to Thursday, September 29

Fairmont Empress Hotel, Lower Level, Entrance Foyer to Shaughnessy Ballroom
8:30 am – 4:00 pm

For information on requesting meetings with the Premier, Cabinet Ministers, and Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, please see the 2016 Provincial Appointment Book (page 2) or the [Provincial Government Meeting Request Page](#).

If you have any questions, please contact Doreen Brydges at 250-387-4013 or via email at UBCM.MeetingRequests@gov.bc.ca.

B. Schmidt

Birgit Schmidt
Manager, Client Services
Local Government Division

pc: Doreen Brydges, CSCD-UBCM Meeting Coordinator

Attachment

2016 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with

**Provincial Government Staff
from Ministries, Agencies, Commissions and
Corporations [MACC]**

at the

2016 UBCM CONVENTION

September 26 – 30, 2016
Victoria Conference Centre
Victoria, BC



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Introduction

The Provincial Appointment Book is provided to help schedule meetings at the 2016 UBCM Convention. All Provincial Government Ministries, Agencies, Commissions and Corporations [MACC] who are attending the Convention and are available to meet with local government delegates, are listed. Links to meeting requests with the Premier and Cabinet Ministers, and the Minister of Community, Sport and Cultural Development (CSCD) are also included.

Meeting Requests

Honourable Christy Clark, Premier and Cabinet Ministers *(except Minister of Community, Sport and Cultural Development)*

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2016

Deadline: Friday, August 12, 2016

Questions: Contact the Premier's UBCM Meeting Request Coordinator, Tim Wong by email at UBCM.Meetings@gov.bc.ca or by phone at 604-775-1600.

Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development

Click: [Minister Fassbender's Meetings](#)

Deadline: Friday, August 12, 2016

Questions: Contact the CSCD-UBCM Meeting Request Coordinator, Doreen Brydges by email at UBCM.MeetingRequests@gov.bc.ca or by phone at 250-387-4013.

Provincial Government Staff *(Ministries, Agencies, Commissions and Corporations [MACC])*

Click: [Provincial Government Staff \[MACC\] Meetings](#)

Deadline: Friday, August 26, 2016

Questions: Contact the CSCD-UBCM Meeting Request Coordinator, Doreen Brydges by email at UBCM.MeetingRequests@gov.bc.ca or by phone at 250-387-4013.

Ministries, Agencies, Commissions and Corporations [MACC] Meeting Information

The Provincial Appointment Book contains a listing of all Provincial Government Ministries, Agencies, Commissions and Corporations [MACC] who will be attending the 2016 UBCM Convention and are available to meet with local government delegates.

Meetings with Provincial Government Staff [MACC] will be held:

Tuesday, September 27 to Thursday, September 29, 2016
Fairmont Empress Hotel – Lower Level, Shaughnessy Ballroom

ON-LINE

To request meetings with Provincial Government Staff [MACC] click: [Provincial Government Staff \[MACC\] Meetings](#).

Deadline to submit on-line Provincial Government Staff [MACC] meeting requests: Friday, August 26, 2016.

Once Provincial Government Staff [MACC] meetings are scheduled, confirmation will be sent to local governments **via email**.

ON-SITE PROVINCIAL APPOINTMENTS DESK

Provincial Appointments Desk staff will be available to schedule meetings with Provincial Government Staff [MACC] at the following locations:

Monday, September 26, 2016
8:30 am – 4:00 pm
Victoria Conference Centre – Level 1, Lobby

Tuesday, September 27, 2016 to Thursday, September 29, 2016
8:30 am – 4:00 pm
Fairmont Empress Hotel – Lower Level, Entrance Foyer to Shaughnessy Ballroom

Questions: Contact the CSCD-UBCM Meeting Request Coordinator, Doreen Brydges by email at UBCM.MeetingRequests@gov.bc.ca or by phone at 250-387-4013.

Ministry of Aboriginal Relations and Reconciliation

DIVISION/BRANCH	TOPIC
Aboriginal Relations and Reconciliation	New Relationship, treaty negotiations, reconciliation issues, Aboriginal relations, closing the socio-economic gap.

Ministry of Advanced Education (including Government Communications and Public Engagement)

DIVISION/BRANCH	TOPIC
Governance, Legislation and Strategic Policy	Post-secondary quality assurance, governance, legislation, audit, accountability, international education, data, strategic policy, human capital planning and sector labour relations.
Institutions and Programs	25 public post-secondary institutions and their programs including skills and training, Aboriginal education, adult basic education and medical and health.
Financial and Management Services	Post-secondary funding and capital and technology solutions.
Student Services	Student aid funding and services, corporate planning, intergovernmental relations, and Ministry organizational development.
Government Communications and Public Engagement	Provides a variety of communications services and expertise, and works closely with other provincial, federal and municipal government representatives, media, industries, associations, interest groups, and the general public. Services include: strategic communications, planning and advice; issues management; media relations; media monitoring; writing and editorial services; communications research; coordinating cross-government projects; event planning; advertising and marketing; graphic design; and, online communications, including social media.

Ministry of Agriculture

DIVISION/BRANCH	TOPIC
Food Safety and Inspection Branch	Establish provincial and regulatory standards along the food system (processors, packers, distributors), assess industry food safety compliance, and support industry to adopt food safety standards.
Sector Development Branch	Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agrifood sector in BC.
Business Risk Management Branch	Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.

Ministry of Agriculture (continued)

DIVISION/BRANCH	TOPIC
Innovation and Adaptation Service Branch	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of BC; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
	Not attending Convention.

Ministry of Community, Sport and Cultural Development (and Responsible for TransLink)

DIVISION/BRANCH	TOPIC
Local Government Division	
Corporate Initiatives Branch	
Northwest Community Readiness	Northwest Community Readiness Community Planning Program.
Governance and Structure Branch	
Governance Structures Governance Operations Governance Relations	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance/administration-related legislative requirements/powers and local and regional services. Local government First Nations relations and Free Crown Grant/Nominal Rent Tenure sponsorships.
Infrastructure and Finance Branch	
Local Government Finance	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
Infrastructure and Engineering	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Small Communities Fund, Strategic Priorities Fund, etc.).

Ministry of Community, Sport and Cultural Development (and Responsible for TransLink) (continued)

DIVISION/BRANCH	TOPIC
Intergovernmental Relations and Planning Branch	
Facilitation Services Planning Programs Intergovernmental Relations	Regional growth strategies, regional and community land use planning and development, land-use planning for affordable housing, community amenity contributions, phased development agreements, dispute resolution services (including RD service review/withdrawal) and capacity building, the Community Land Use Planning Program (CLUPP), socio-economic effects management plans (SEEMP) for LNG facilities and pipelines, the <i>Miscellaneous Statutes Amendment Act</i> , streamlining legislation (Land Use Contracts, repeal of RD bylaw approval requirements, protection from DCC increases), renewed Gas Tax Agreement, climate action initiatives (mitigation and adaptation), outreach to local governments on the Climate Leadership Plan, carbon neutral local government, Climate Action Revenue Incentive Program (CARIP), Climate Action Charter, and 'Age-friendly and Disability-friendly Official Community Plans' (a guide developed as part of the Province's Accessibility 2024 initiative).
Local Government Policy, Research and Legislation Branch	
	Overall responsibility for local government policy setting and legislation development for <i>Community Charter</i> , <i>Local Government Act</i> , <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for policy development in relation to local government authority and governance.
Community and Legislative Services Division	
BC Athletic Commission	Legislation and regulatory oversight of Combat Sports.
Community Policy and Legislation	Ministry policy and legislation including TransLink legislation and governance, ride sourcing consultations.
Property Assessment Services	Provincial property assessment policy and legislation, including valuation of restricted use properties.
Arts, Culture, Gaming Grants and Sport Division	
BC Arts Council	Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through the BC Creative Futures strategy.
Arts and Cultural Development	Research, policy and program support for the not-for-profit creative sector including the implementation of the Creative Economy Strategy.
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.
Community Gaming Grants	Community Gaming Grants provide provincial support for locally driven community development/engagement in the non-profit sector.

Ministry of Education

DIVISION/BRANCH	TOPIC
Libraries Branch	Public library services.
Planning and Major Projects Division	Provides standards for the design and construction of schools. Allocates capital funds provincially based on school district needs and government priorities.
Resource Management Division	Provides strategies for schools or districts to manage their resources such as purchasing, planning, funding, reporting and vendor relationships.

Ministry of Energy and Mines (and Responsible for Core Review)

DIVISION/BRANCH	TOPIC
Mines and Mineral Resources Division	Provincial mineral exploration and mining policy, geoscience, mineral and coal tenure, health and safety, mine reclamation and permitting.
Electricity and Alternative Energy Division	Electricity and alternative energy policy and programs including natural gas utilities, hydroelectric generation, the <i>Clean Energy Act</i> , clean transportation, energy efficiency and conservation and the Innovative Clean Energy Fund.

Ministry of Environment (including Environmental Assessment Office)

DIVISION/BRANCH	TOPIC
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , product stewardship, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
Environmental Sustainability and Strategic Policy	Species at Risk policy development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; ecosystem stewardship; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling; climate change adaptation strategies. <i>Water Sustainability Act</i> : development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives; well registration and reporting; water governance framework; provincial water strategies, intergovernmental agreements; First Nations and stakeholder outreach on water legislation; water conservation, source water protection, water quality, groundwater hydrology, groundwater protection, monitoring and network management for water (surface and groundwater) quantity and quality, snow, air quality, water stewardship outreach, environmental and natural resource sector laboratory and knowledge (library) services. Overarching policy and legislation, compliance planning, intergovernmental relations, State of Environment Reporting and Service Plan.
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
Conservation Officer Service	A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.

Ministry of Environment (including Environmental Assessment Office) (continued)

DIVISION/BRANCH	TOPIC
Climate Action Secretariat	Province-wide coordination and management with other ministries of systems to address and respond to climate change including the Climate Leadership Plan, energy and the Climate Action Charter commitments in association with Ministry of Community, Sport and Cultural Development, legislated short- and long-term, province-wide greenhouse gas reduction targets, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals); and climate action pieces of legislation related to Greenhouse Gas Industrial Reporting and Control, Greenhouse Gas Reduction Targets, Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements, Greenhouse Gas Reduction (Vehicle Emissions Standards), Green Communities, Utilities Commission and <i>Clean Energy Act</i> . Recent integration (2014) of the Pacific Carbon Trust into the Climate Investment Branch.
Environmental Assessment Office	Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications.

Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Tax policy.

Ministry of Forests, Lands and Natural Resource Operations

DIVISION/BRANCH	TOPIC
Integrated Resource Operations	Compliance and enforcement, BC wildfire service, recreation sites and trails, GeoBC, base mapping and Cadastral, Mountain Resorts, Archaeology, Heritage.
Resource Stewardship	Resource practices, land based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.
Timber Operations, Pricing and First Nations	BC Timber Sales, timber pricing, engineering, resource roads, resource worker safety, First Nations Relations, Softwood Lumber Agreement.
Tenures, Competitiveness and Innovation	Crown land and forest tenure policy, woodlots, tree farm licences, volume and area-based licences, science and carbon accounting, log exports, land tenures, private land policy, tourism policy, Crown land opportunities and restoration, brownfields, contaminated sites, aggregate management policy review.
Office of the Chief Forester	Forest analysis and inventory, tree improvement, climate change, silviculture, forest health.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations Consultation, ecosystem based management, range.
Rural Secretariat	Rural Policy and Programs.

Ministry of Health

DIVISION/BRANCH	TOPIC
Health Services and Health Authorities	Health services delivery, including rural health.
Mental Health and Addictions	Mental health and addictions services.
Population and Public Health	Community Care.

Ministry of International Trade (and Responsible for Asia Pacific Strategy and Multiculturalism)

DIVISION/BRANCH	TOPIC
International Business Development Division	International Missions, Trade and Investment Representatives Network, Export Development, Investment Attraction Programs.
International Strategy and Competitiveness Division	International strategy and policy, international and domestic trade negotiations and agreements, international marketing including online, business, and market intelligence. Venture capital tax credit program and venture capital policy.
Corporate Initiatives and Multiculturalism Branch	Multiculturalism programs, Anti-racism programs, Chinese Historical Wrongs Apology Legacy Projects.

Ministry of Jobs, Tourism and Skills Training (and Responsible for Labour)

DIVISION/BRANCH	TOPIC
Labour Market and Information	Canada Job Fund (LMA), skills training, labour market information.
Labour	Employment Standards, Labour Relations, Workers' Compensation.
Economic Development / Tourism / Major Investments Office	Jobs Plan, regional and community economic development, community adjustment and transition, Mountain Pine Beetle epidemic response, and industrial sectors (aerospace and manufacturing). Tourism Policy. Film Policy and Creative Sector. Support for significant major projects.
Workforce Development and Immigration	Provincial Nominee Program; Premier's LNG Working Group. Immigration programs, settlement services.

Ministry of Justice

DIVISION/BRANCH	TOPIC
Court Services Branch	Court Administration: delivery of all court administration services. Sheriff Services: maintaining courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.

Ministry of Justice (continued)

DIVISION/BRANCH	TOPIC
Justice Services Branch	<p>Criminal Justice and Legal Access: promotes access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and oversees the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Dispute Resolution Office: promotes access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals and government ministries.</p> <p>Family Justice Services: facilitates resolution of family disputes, operates justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Maintenance Enforcement and Locate Services.</p>

Ministry of Natural Gas Development (and Responsible for Housing)

DIVISION/BRANCH	TOPIC
Oil and Strategic Initiatives Division	Guide developments of recommendations related to energy exports and opening new energy markets related to inter-provincial pipelines, oil products and value-added natural gas products.
Upstream Development Division	The Division has responsibility for the upstream petroleum and natural gas sector including royalties, tenure, geoscience and policy development. The Division sets royalty rates for petroleum and natural gas, forecasts royalty revenues, develops royalty programs and administers the Infrastructure Royalty Credit Program. The Division is responsible for the issuance and management of sub-surface tenures for Crown petroleum and natural gas rights including pre-tenure consultations, tenure disposition and issuance, and management of existing tenures. The Division undertakes geological assessments of potential petroleum and natural gas resources and develops policy to support the responsible development of British Columbia's petroleum and natural gas resources. The Oil and Gas Commission is responsible for management of on-the-ground oil and gas activities.
Liquefied Natural Gas Task Force	The Task Force enables the creation of a globally competitive Liquefied Natural Gas (LNG) export industry in BC that supports a prosperous economy and benefits all British Columbians. The key purpose of the LNG Task Force is to provide a strategic lens to ministries and Crown agencies to ensure coordination of policies, programs and decisions to support the establishment of a thriving, competitive LNG industry. The Task Force carries out its business by gathering and analyzing market information, promoting BC as an attractive opportunity for LNG investment, supporting negotiations for environmental standards and fiscal (tax) measures, electricity supply and load interconnection agreements as between LNG companies and BC Hydro, Crown land utilization, and negotiating Project Development Agreements with LNG proponents that provide longer term certainty on elements within the Province's control. In addition, the LNG Task Force supports engagement and economic agreements with First Nations and the analysis of infrastructure and services that will be required to support impacted local communities as LNG development proceeds following final investment decisions.

Ministry of Natural Gas Development (and Responsible for Housing) (continued)

DIVISION/BRANCH	TOPIC
Office of Housing and Construction Standards	Partnering with local government, non-profits and private developers to build affordable housing; housing policy development, including market and non-market housing; supportive housing and homelessness; housing policy related to strata properties; governance of the building and safety regulatory system, including development of building, fire and safety codes and standards, and policy advice relating to building and safety, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; and, adjudication of landlord and tenant disputes.

Ministry of Public Safety and Solicitor General

DIVISION/BRANCH	TOPIC
Policing and Security Branch	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in BC.
Community Safety and Crime Prevention Branch	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
Corrections Branch	Community Corrections: supervision and programs to reduce reoffending to offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
RoadSafety BC	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in BC.

Ministry of Small Business and Red Tape Reduction (and Responsible for the Liquor Distribution Branch)

DIVISION/BRANCH	TOPIC
Small Business, Red Tape Reduction	Small Business Initiatives and Programs. Regulatory Reform.
Liquor Control and Licensing Branch	Regulates and monitors the liquor industry in BC by issuing licences for the manufacture and sale of liquor and supervising the service of liquor in licensed establishments.
Liquor Distribution Branch	Responsible for the importation of beverage alcohol into the province as well as the operation of an efficient wholesale and retail business.

Ministry of Social Development and Social Innovation

DIVISION/BRANCH	TOPIC
Employment and Labour Market Services Division	How to access employment supports through the Employment Program of BC and WorkBC Employment Service Centres located throughout the Province. How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.

Ministry of Technology, Innovation and Citizens' Services

DIVISION/BRANCH	TOPIC
Technology and Innovation	<p>Coordinate and support innovation, technology and commercialization across BC and enable information sharing between the province, industry, federal and other jurisdictions. Additionally, oversee the BC Innovation Council and the BC Knowledge Development Fund and support BC's Technology Strategy and the work of the Premier's Technology Council.</p> <p>Provides procurement and supply services (includes Asset Investment Recovery, Product Distribution Centre, Queen's Printer and BC Mail Plus).</p> <p>Management of Strategic Vendor Contracts; Telecommunications Services Contract; and, Strategic Policy and Governance Framework for Strategic Partnerships.</p>
Service BC	<p>Includes Service BC centres in 62 communities in BC; BC Registry and Online Services for business; the Service BC Contact Centre; and, BC Stats.</p>
Real Property	<p>Provides services to government ministries, Crown corporations, health authorities and other broader public sector organizations. Services include: real estate; property management; and, accommodation planning.</p>
Office of Chief Information Officer	<p>Leads strategy, policy and standards for information technology, IT security and the management of the IM/IT investment portfolio for the Province. Accountable for the operation of a broad government technology infrastructure as a key enabler in support of business transformation for Government, Broader Public Sector organizations and through participation inter-jurisdictionally on initiatives to evolve technology and business; Management of Strategic Vendor Services Contract including Telecommunications.</p>

Ministry of Transportation and Infrastructure

DIVISION/BRANCH	TOPIC
Various Divisions	Transportation issues.
<p>If you have any questions regarding your Ministry of Transportation meeting request(s), please contact Gloria Valle directly at 1-250-387-7589, or via email at Gloria.Valle@gov.bc.ca, or via fax at 1-250-356-8767.</p>	
<p>Emergency Management BC</p>	<p>Plans and Mitigation - provides a critical role leading strategic policy and planning in support of the entire suite of EMBC's programs and services. Enhances the capacity of communities and partners to reduce the potential impacts of emergencies or disasters. This group also administers the province's Flood Mitigation Program and provides cross-government leadership for significant and complex post-event recovery activities.</p> <p>Operations and Recovery Transition - coordinates the provincial response to emergencies and disasters. Delivers Disaster Financial Assistance to support individuals and communities recover from designated disasters, and oversees the Disaster Financial Assistance Arrangements cost-sharing program generating significant recoveries to the province following large-scale disasters.</p> <p>Integrated Public Safety (IPS) - Integrated Public Safety coordinates internal information sharing, ensuring that all sections are kept apprised of important and emerging issues, and externally to all levels of government and stakeholders. IPS also supports regional emergency management initiatives through the establishment of local/regional/provincial partnerships and integrated projects.</p> <p>Organizational Learning - to support and enhance effective Disaster and Emergency Management practices through a culture of continuous learning and improvement. This will be achieved by integrating knowledge, experience, best practices and current research with training and exercises, to strengthen the Province's operational readiness and emergency preparedness.</p> <p>Logistics – Partnering with multiple government and non-governmental agencies and organizations across jurisdictions, to provide the overall logistical coordination and direction in the event of a large scale and catastrophic events, with a primary focus on Earthquake Preparedness in BC.</p> <p>Office of the Fire Commissioner - The Office of the Fire Commissioner is the senior fire authority in the province with respect to fire safety and prevention. Services include administration and enforcement of fire safety legislation, training of local assistants to the Fire Commissioner, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies, advice to local governments on delivery of fire protection services, public fire safety education and fire fighter certification.</p>
<p>If you have any questions regarding your Emergency Management BC meeting request(s), please contact Danielle Woodcock directly at 1-250-356-0840, or via email at Danielle.Woodcock@gov.bc.ca.</p>	

Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
Agricultural Land Commission	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
BC Emergency Health Services (BCEHS)	<p>BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (BCAS) is the primary provider of pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN) which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of BC.</p> <p>Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.</p>
BC Hydro	Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
BC Oil and Gas Commission	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
BC Transit	From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.
Insurance Corporation of British Columbia (ICBC)	ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across BC through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
Royal Canadian Mounted Police (RCMP)	Various police issues.



June 17, 2016

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

Dear Chair Osborne:

Re: 2015 Resolutions

At the 2015 UBCM Convention, your community sponsored a resolution that was grouped with the Section C – Part 2 resolutions (resolutions referred to other resolutions within the *Resolutions Book*).

Please find enclosed a copy of your resolution, the resolution to which your resolution was referred, as well as the provincial response to the latter.

I trust this information will be of assistance to you.

Please feel free to contact Reiko Tagami, Information and Resolutions Coordinator with any questions about this process.

Tel: 604 270 8226 ext. 115 E-mail: rtagami@ubcm.ca

Sincerely,

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

Chair Al Richmond
President

Enclosure

2015 C3 Provincial Funding for Police-based Victim Services

Alberni-Clayoquot RD

Whereas the Province does not fully fund police-based victim service programs due to its position that programs should be cost-shared with local governments in communities that contribute to their policing costs;

And whereas the property taxation system does not provide an equitable method of funding victim services and local governments have no funding formula to allocate funds in a coordinated manner that is responsive to demand for victim services:

Therefore be it resolved that UBCM continue to request the Province to fully fund police-based victim service programs, using a model that equitably and fairly distributes funding across the province.

Convention Decision: Not Admitted for Debate

Resolutions Committee Comments

Refer to resolution B4.

Whereas the matter of costs to local governments for providing police-based victim services continues to escalate due to the increased demand for the service;

And whereas the authority for providing victim services for victim's issues, development of legislation, policies and programs, and for providing training and delivering and funding programs that support victims and their families is the responsibility of the Ministry of Justice Victim Services and Crime Prevention:

Therefore be it resolved that UBCM urge the Province of BC, through the Ministry of Justice Victim Services and Crime Prevention, to increase the Ministry's funding contribution for the provision of victim services with the Province of British Columbia.

Convention Decision: Endorsed

Provincial Response

Ministry of Public Safety and Solicitor General

The Ministry of Public Safety and Solicitor General has a funding formula in place to distribute available funding dollars for victim service programs throughout the province. The formula is based on population and police strength, and was updated in fiscal year 2008/09 which resulted in an average funding increase of 22% per program.

Police-based victim service programs are cost shared with local governments in communities that contribute to their policing costs. This cost-sharing approach recognizes the critical role that police-based victim service programs play in police and community response to crime and trauma, particularly around crisis response services.

The Province provides over \$70 million annually in funding for services to support victims of crime including \$12 million for victim service programs, over \$16 million for violence against women programs, \$12 million for the Crime Victim Assistance Program and \$32 million for transition house services.

June 15, 2016

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



Dear Chair Osborne:

Re: 2015 Resolutions

Please find attached the provincial response to the 2015 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

Chair Al Richmond
President

Enclosure

Whereas capital and non-operational funding for search and rescue (SAR) in BC is not consistent, equitable, or rationally allocated and SAR organizations bear the large administrative burden of applying to myriad sources, including local governments, on an annual basis;

And whereas a 2012 Coroner's Inquest jury recommended that Emergency Management BC (EMBC) review and evaluate funding models to better support SAR operations, and in 2013 the BC Search and Rescue Association recommended a new funding model to EMBC that would provide adequate, predictable and sustainable funding through the establishment and management of a provincial fund:

Therefore be it resolved that UBCM urge the Province to support the BC Search and Rescue Association's proposal for the development of a provincial SAR fund, and that the Province undertake necessary consultation with local governments and other stakeholders to develop, establish, and implement the fund as soon as possible.

Convention Decision: Endorsed

Provincial Response

Emergency Management BC

On January 27, 2016, the Province announced \$10 million in one-time funding to help bolster training, administrative support and equipment renewals to the BC Search and Rescue Association (BCSARA), subject to passage of Bill 10, Budget Measures Implementation Act, 2016.

The province is working with BCSARA to investigate proposed alternate funding models for the delivery of search and rescue services. Subsequent to that joint investigation, appropriate next steps will be assessed.

WHEREAS coastal log exports increased 65% by volume from 2010 levels to 6,348,674 m³ in 2013 and the coast represents 90.6% of total log export volume in the province of BC;

AND WHEREAS the coastal forest industry has grown dependent upon log exports with unintended consequences to the manufacturing sector:

Therefore be it resolved that UBCM request that the provincial government re-examine the Log Export Policy and the impact this policy has on the coastal forest industry, and that the provincial government investigate options for modifying the Log Export Policy in light of the increased coastal log exports over the last several years.

Convention Decision: **Endorsed**

Provincial Response

Ministry of Forests, Lands and Natural Resource Operations

The provincial government would prefer for all logs to remain in BC for domestic use; however, permitting limited log exports is a critical component of the coastal forest sector's economic health. All logs are offered for domestic sale first but may be exported when there are no domestic bidders, often at premium prices. This in turn allows more logs to be harvested to meet both domestic and international market demands. BC is the only province to have a domestic surplus test.

Following a severe recession in 2008-09, a low volume of timber was exported in 2010. Since the log export review began in 2011 and policy changes were made in 2013, the coastal harvest has recovered to 2006-07 levels. Domestic mills benefit from the larger harvest volume, and both manufacturing and log exports have been in stable proportions for the last four years.

After a comprehensive policy review, we revised the fee-in-lieu for log exports in March 2013 to a sliding scale that recognizes the difference between the export price and domestic price for a log. In 2014, log exports on the coast were about 31 per cent of the total harvest, resulting in approximately \$30 million in log export fees. Province-wide, the volume of public timber exported as logs constitutes less than ten percent of the annual harvest of public timber.

Wendy Thomson

From: Selina Robinson <selina.robinson.mla@leg.bc.ca>
Sent: Monday, July 11, 2016 3:20 PM
To: Wendy Thomson
Subject: Looking forward to seeing you at UBCM 2016

Hello,

I hope your summer is going well. I am writing to you in preparation for the UBCM Convention September 26-30. I am pleased to inform you that all of the Opposition MLAs will be at the UBCM Convention and that we would love to meet with you and hear more about your issues and concerns.

In order to book an appointment with an MLA during UBCM please contact my Legislative Assistant Brontë Renwick-Shields at bronte.renwick-shields@leg.bc.ca or call 250-953-7647 and she will be happy to schedule an appointment for you. Please let Brontë know the specific issues or concerns that you would like to address in the meeting so that we can ensure the appropriate MLAs are in attendance. Here is a link to a list of our MLAs and their spokesperson portfolios: <http://bcndpcaucus.ca/the-team/>

We would also like to remind you that the Opposition will be hosting a free breakfast on the Friday morning of UBCM in the Crystal Ballroom Room at the Fairmont Empress Hotel, doors open at 6:45 am but please come when you can before 8:30 am. We would love to have you join us; invitations and further information will be included in your Convention package.

Yours sincerely,



Selina Robinson
MLA for Coquitlam-Maillardville
Opposition Spokesperson for Local Government, Seniors and Sports

If you would no longer like to receive emails from me regarding Local Government, please [click here](#)



ADMINISTRATIVE SERVICES

LEGISLATIVE SERVICES DIVISION

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

July 19, 2016

Attention: UBCM Member Municipalities,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. The following resolutions were approved for submission to the UBCM for consideration at the 2016 Convention:

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all provinces and territories by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

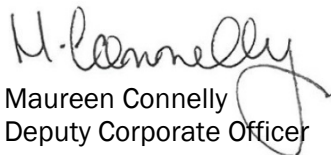
AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

On behalf of Prince George City Council, your support of these resolutions at the 2016 UBCM Convention is appreciated.

If you have any questions or would like more information, please contact me at cityclerk@princegeorge.ca or (250) 561-7793.

Sincerely,


Maureen Connelly
Deputy Corporate Officer

Encl. Staff Report dated June 17, 2016 - Proposed 2016 UBCM Resolutions

DATE: June 17, 2016

TO: MAYOR AND COUNCIL

NAME AND TITLE: Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

SUBJECT: Proposed 2016 Union of British Columbia Municipalities Resolutions

ATTACHMENTS: Schedule A - Proposed Resolutions regarding Community Charitable Gaming Grant Program, Poverty Reduction Plan for BC, Federal Marijuana Tax Fund and Community Based Agricultural Extension Program Provincial Proposal

RECOMMENDATIONS:

THAT Council:

1. Endorse resolutions 1, 2, and 3, attached as Schedule A to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" to be submitted for consideration by the UBCM Resolutions Committee at the 2016 Convention; and
2. Support resolution 4, as outlined on Schedule A attached to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" regarding the June 16, 2016 resolution of the Regional District of Fraser-Fort George Board with respect to a Community Based Agricultural Extension Program Provincial Proposal.

PURPOSE:

For Council consideration and decision.

STRATEGIC PRIORITIES:

The Standing Committee on Intergovernmental Resolutions held meetings in the month of May and June to consider items referred by Council for consideration. At the last meeting of the Committee held June 14, 2016 the Committee directed the attached resolutions be forwarded for Council approval to submit to the Union of British Columbia Municipalities (UBCM) 2016 Convention. City Council referred three matters to the Committee for consideration of UBCM resolutions.

Resolution 1 regarding Gaming Grants was initiated by a delegation from the Northern Interior Communities Association who cited concerns with decreased funding. It recommends that the Province restore and enhance the funding arrangements or the Community Charitable Gaming Grant program so

that charitable groups and non-profit organizations in municipalities can provide services and programs integral to the health of every community.

The resolution regarding a Poverty Reduction Plan for BC came forward from Mayor Hall and urges the Province of BC to adopt a comprehensive poverty reduction strategy to reduce the number of people living in poverty by setting concrete targets and timelines for poverty reduction.

The third resolution regarding the Federal Marijuana Tax Fund was put forward by Committee. It encourages the federal government as part of any marijuana regulation and taxation program to include funding to local government as a revenue source.

The last item Beyond the Market Proposal for a Provincial Community-Based Extension Services Program is in regards to supporting the local food and agricultural sector across the BC Highway 16 region. Given the nature of the resolution and the wide area that would be impacted, the Committee requested that Administration contact the Regional District of Fraser-Fort George (RDFFG) to inquire on whether their board would consider taking the lead on this proposal. On June 16, 2016 the RDFFG Board passed a resolution outlined on Schedule A attached to this report and requested City Council's support for their resolution.

The deadline for resolution submissions to the UBCM is June 30, 2016.

SUMMARY AND CONCLUSION:

The Standing Committee on Intergovernmental Resolutions supports the attached three resolutions regarding a Community Charitable Gaming Grant Program, Federal Marijuana Tax Fund and Poverty Reduction Plan for BC and recommends they be advanced to the UBCM 2016 Convention for consideration.

RESPECTFULLY SUBMITTED:



Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

MEETING DATE: June 27, 2016

City of Prince George UBCM Resolutions

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all other provinces by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

4. Community Based Agricultural Extension Program Provincial Proposal

WHEREAS the agriculture industry in B.C. is an extremely important economic sector providing strong and independent jobs with good potential for growth with the right forms of support;

AND WHEREAS British Columbia has the oldest farmers on average in Canada (56 years) and the lowest percentage of farmers under 25 years of age, necessitating the need for training a new generation of farmers;

AND WHEREAS there are significant gaps in knowledge and training for existing farmers and those wanting to enter the agriculture sector;

AND WHEREAS there is a lack of agriculture extension services across British Columbia, often cited as a significant barrier to new and young farmers;

THEREFORE be it resolved that in support of the Province of British Columbia's Jobs Strategy, that UBCM call upon the Province to deliver a province-wide community based agricultural extension program to support knowledge enhancement for new, prospective and existing farmers.



June 2016

Dear Regional District Chair and Board Members:

The Call for Nominations for the 2016 Community Recognition Awards is now open!

With this letter, I invite your community to identify a recently completed civic building or structure with wood use (either architecturally or structurally), and submit your nomination for the 2016 Community Recognition Awards, to be presented this September at the UBCM in Victoria. The awards are presented annually to local governments that advocate for specifying wood use in a local project or through visionary initiatives that work toward building a community culture of wood. Wood use in public buildings brings pride to B.C. towns and cities, and leaves a lasting legacy, which is an enduring celebration of our culture of wood.

If you are thinking of a new project, there has never been a better time to take advantage of the many benefits wood has to offer.

Why wood? Wood is good!

Choosing wood for civic buildings is good for cultural, environmental, budgetary and health reasons. It's also a good choice for our economy, since forestry is a significant economic engine in B.C., and either directly or indirectly benefits us all. We are proud to say that B.C. is recognized as a global leader for wood innovation in building and design, with taller and larger wood buildings being built in centres all around the province, using technologically advanced wood products and systems - made in B.C.

It is also the best choice for the environment, as nothing can make a green building "greener" than optimizing the use of wood which has a smaller carbon footprint than other building materials. Wood also benefits occupants in the indoor environment. Research has shown people thrive when working and learning in beautiful and high-quality spaces finished with natural materials like wood.

What's new in the world of wood? Consider the advantages and possibilities.

Wood *WORKS!* BC and the Canadian Wood Council are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, lower building costs, and comfortable, high-performance and effective spaces for your community. Please call me if you are ready to move forward with a new civic project and I can give you more information on the professional technical services Wood *WORKS!* BC can provide to your project teams, FREE of charge.

The Wood *WORKS!* BC Community Recognition Awards program is your opportunity to showcase your community and a wood project that has brought pride to your citizens.

Submit your nomination today! www.wood-works.ca/bc

Regards,

Lynn Embury-Williams
Executive Director
Wood *WORKS!* BC
1 877 929 9663 – ext. 1
Lembury-williams@wood-works.ca

PS Please note that nominations are only open to local governments and their projects. Projects must have been completed within the last three years and built in whole or part with local government funds. Self-nominations are accepted and encouraged.

Deadline for nominations: Friday, August 26

About Wood *WORKS!* BC



Wood *WORKS!* is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and systems. Through conferences, workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout B.C. For almost two decades, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood *WORKS!* BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help B.C. communities with the “build with wood” requirements on publicly-funded projects under the Wood First Act, and our expertise is available free-of-charge.

Wood *WORKS!* BC: Services to Local Governments

I. Free Technical Advice

- structural, fire, seismic, acoustic, envelope, architectural, building performance

II. Community Outreach

- Local Governments
- Ministries / Associations

III. Sourcing Products and Building Systems

IV. Professional Development/Liaison

- Architectural Institute of BC, Association of Professional Engineers of BC, Building Officials Association of BC, etc.

V. Passive Design Aspirations Support

2015 Community Recognition Award Winners



AVICC -- Association of Vancouver Island and Coastal Communities:

Town of Qualicum Beach for the Qualicum Beach Fire Hall

(MERIT: Vancouver Island Regional Library, representing 28 municipalities and 10 regional districts for libraries in City of Nanaimo and Town of Lake Cowichan)



AKBLG -- Association of Kootenay Boundary Local Governments:

Village of Kaslo for the 5th Street Unity Bridge

(MERIT: City of Kimberley/Village of Midway)



NCLGA -- North Central Local Government Association:

District of Chetwynd for the Chetwynd Municipal Hall

(MERIT: Village of Burns Lake)



SILGA -- Southern Interior Local Government Association:

Columbia Shuswap Regional District for administrative and board offices in the City of Salmon Arm

(MERIT: Village of Clinton/City of Armstrong)



LMLGA -- Lower Mainland Local Government Association:

Squamish-Lillooet Regional District for the Garibaldi Fire Hall in the Town of Whistler

(MERIT: City of Surrey/City of Port Moody)



Nuu-chah-nulth Tribal Council

AHOUSAHT
DITIDAHT
ʔIIHATIS / ČIINAXINT
HESQUIAHT
HUPACASATH

HUU-AY-AHT
KA:YU:K'T'H'/CHE:K:TLES7ET'H'
MOWACHAHT/MUCHALAHT
NUCHATLAHT
TLA-O-QUI-AHT

TOQUAHT
TSESHAHT
UCHUCKLESAHT
YUULU7I7ATH

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

Tel: 250-724-5757
Fax: 250-724-2172

July 7, 2016

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

Dear Josie:

On behalf of Ahousaht, Ehattesaht, Hesquiaht, Mowachaht/Muchalaht and Tla-o-qui-aht First Nations, we thank the ACRD for your continued support of the Nuuchahnulth fishing rights decision (*Ahousaht et al.*). The most recent letter from the ACRD helped to secure a meeting last week in Ottawa with Minister LeBlanc (Fisheries), Minister Wilson-Raybould (Justice), and Minister Bennett (Indigenous Affairs)

The discussion at the meeting was encouraging: the three Ministers seem sincerely interested in pursuing an alternative path to reconciliation rather than protracted litigation. However, after the last seven years of inaction and questionable legal arguments supported by the previous government, we await tangible evidence that the current government is ready to work with the five Nuuchahnulth Nations in a different way.

We will keep the ACRD informed of developments toward reconciliation of the Aboriginal rights of the five Nations to fish commercially. In the meantime, we thank the ACRD again for helping to secure this meeting.

Kleco, Kleco!

Deb Foxcroft, OBC, President, NTC

Ken Watts, Vice-President, NTC

copy: Ahousaht, Ehattesaht, Hesquiaht, Mowachaht/Muchalaht, and Tla-o-qui-aht First Nations

FOR IMMEDIATE RELEASE

July 7, 2016

IMPROVED BROADBAND ACCESS WILL SPUR ECONOMY IN CAMPBELL RIVER

COURTENAY – A new open access municipal broadband network in Campbell River, funded by the City and the Island Coastal Economic Trust, will provide businesses in the downtown core with affordable access to high-speed internet.

High-speed internet is a necessity for most of today's growth-oriented businesses, and people that depend on this technology are working beyond the boundaries of the tech sector of the economy.

Many businesses, including traditional resource-sector industries like forestry or mining have become high-tech operations that need to digitally transfer huge amounts of data like 3D renderings, detailed maps or other geographic information.

"We need to retain our existing businesses and enable them to grow in place," explained Rose Klukas, Campbell River's economic development officer. "We are also looking to attract and support technology and creative sector entrepreneurs – designers, programmers, software engineers, and more – and competitively priced, high speed broadband is a must-have."

Open access broadband networks allow multiple internet service providers to use municipally-owned infrastructure to provide services to businesses. The City of Coquitlam has the oldest open access broadband network in B.C. and currently has seven companies, including some of the larger telecom providers, providing services through their network.

"We've seen the success of this type of infrastructure investment in other comparable communities in B.C. and elsewhere," said Klukas. "Many entrepreneurs with an ability to live and work anywhere are choosing centres with beautiful locations, and Campbell River offers quality of life that is second to none."

The challenge faced by small and medium-sized businesses in communities like Campbell River is the high cost of connecting to the existing fibre optic internet backbone.

“In larger centres, those costs are shared among hundreds or even thousands of businesses, but in smaller places, that economy of scale doesn’t exist yet,” said Phil Kent, Chair of ICET. “Historically, ICET has invested in infrastructure to support business productivity and growth. This is a new way of doing that, by helping to light up existing dark fibre and leveling the playing field for business in smaller communities.”

ICET is providing a \$50,000 investment in the project, which will include the infrastructure requirements to complete an existing broadband ring and to set up a co-location space for service provider companies. The ring will provide the network integrity and capacity to deliver reliable enterprise level broadband services and will support the integration of businesses located along the perimeter.

Income generated through lease fees paid by private sector service providers will be used to make “last mile” access more affordable and to fund future expansion phases.

“Campbell River has a unique opportunity to use existing City infrastructure to start a municipal broadband network,” explained Campbell River city manager Deborah Sargent. “The grant funding from ICET supports City Council’s strategic priorities for both economic growth and downtown revitalization.”

This will be the first municipal open access broadband network on Vancouver Island and will serve as a best-practices model for other Island and Sunshine Coast communities.

About the Island Coastal Economic Trust

The Island Coastal Economic Trust is a \$50 million fund 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 160 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have generated over \$278 million in incremental funding into the region.

A full overview of ICET can be found at www.islandcoastaltrust.ca

-end-

For further information:

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

Mayor Phil Kent, ICET Chair
City of Duncan
Tel. 250-709-0186
mayor@duncan.ca

Rose Klukas, Economic Development Officer
City of Campbell River
Tel. 250-286-5738
rose.klukas@campbellriver.ca



FOR IMMEDIATE RELEASE

July 12, 2016

SEPARATING FACT FROM FICTION: TOFINO TO ASSESS INVESTMENT READINESS

COURTENAY – Before a community can successfully embark on new economic development strategies and investment attraction, it should evaluate its capacity to respond to potential investors. The Island Coastal Economic Trust is supporting Tofino with this process, by providing funding for an investment readiness assessment.

“Tofino is open for business and eager to bring new investment into the community,” said James Costello of the Tofino Business Association.

The Tofino Business Association is partnering with the District of Tofino to cost-share 50% of the \$10,000 ‘investment readiness assessment’, with ICET contributing the other \$5,000.

Activities in the process include assessments to identify key data around land use planning and infrastructure, industrial and commercial land inventory, community information and profiles, and more. The result of this process will lead to a detailed audit and ranking of Tofino’s investment readiness as well as an action plan to address any gaps.

“Once this information is collected and validated, we’ll be working from a place of facts and not just perception when it comes to promoting Tofino as a place to live, work, and invest,” said Dorothy Baert, Tofino Councillor and Community Economic Development Committee Chair.

ICET Chair Phil Kent echoed Baert’s comments:

“Our Economic Development Readiness program is all about supporting communities with the specific approaches and tools suited to their unique economic development needs. Solid data and a strong capacity to respond will greatly enhance a community’s ability to attract investment which aligns with assets, needs and values.”

The project is being led by the Tofino Business Association, and is expected to be completed by the end of summer.

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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 160 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 \$275 million in incremental funding into the region.

A full overview of ICET can be found at www.islandcoastaltrust.ca

-end-

For further information:

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

Mayor Phil Kent, ICET Chair
City of Duncan
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James Costello
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Montréal QC H2X 3V4
514 871 4932

July 5, 2016



Dear Board of the Alberni- Clayoquot Regional District,

In June 2015, David Suzuki, his wife Tara Cullis and a team of David Suzuki Foundation staff visited 12 communities along Canada's Pacific coast. Our goal was to listen, to hear first-hand from community members about their hopes and concerns for the future of the ocean and the coastal communities it supports.

We were welcomed into homes, community centres, auditoriums and bighouses, greeted with grace, generosity and welcoming feasts that vividly expressed the intersection of nature, culture and food. People were generous with their stories, allowing us to record more than 1,500 contributions.

Get a glimpse of the voices, perspectives and ideas from Canada's colourful and provocative report enclosed here: *Charting Coastal Currents: Canada's Pacific communities talk climate, culture, oceans and the future.*

Charting Coastal Currents is also available online, please find it at:
<http://david Suzuki.org/publications/reports/2016/charting-coastal-currents/>.

If you have further questions about the content of this report, or would like additional copies, please contact me at panos@david Suzuki.org.

Thank you,

Panos Grames
Communications Specialist



INTRODUCTION

From June 1 to 12, 2015, a David Suzuki Foundation team travelled Canada's vast Pacific coast, visiting a dozen communities in the traditional territories of 12 First Nations. Our goal was to listen—to hear first-hand from coastal peoples about their hopes and concerns for the future of their surrounding ocean environment.

We were welcomed into homes, community centres, auditoriums and bighouses, greeted with grace, generosity and welcoming feasts that vividly expressed the intersection of nature, culture and food. People were also generous with their stories, allowing us to record more than 1,500 contributions.

More than 3,500 people came to these events from a wide variety of backgrounds. We heard from children and elders, commercial fishermen and loggers, environmentalists and scientists, Indigenous and non-Indigenous people. ➤





VIEW FROM BELLA BELLA, B.C.

Over and over again we heard deep fear and anguish about the loss of people’s way of life, and that industrial projects with catastrophic impacts received government approval with little or no consultation. We also heard from coastal community leaders and residents grappling with how to end extreme poverty and improve social conditions.

People worried their children would not be able to live and enjoy the places they’ve enjoyed. Some wondered if it was responsible to have children, given the threats to their life-sustaining environments.

There was also an overarching sense of hope, pride and the need to take action to preserve the foundation of their heritage—a healthy ocean.

Coastal people are ready to defend against unsustainable industrial projects and desperately want to co-ordinate collective action to move the region and the wider world toward more sustainable practices in fishing, energy production and other industries.

They have a deep understanding of and concern for the ocean that borders their home. It’s an underwater world with 26,000 kilometres of winding shoreline, home to trillions of plankton, billions of fish, millions of seabirds and thousands of whales among forests of kelp and eelgrass, glass sponge reefs, deep sea canyons and hydrothermal vents.

Coastal residents repeatedly told us that the Pacific Coast is much more than a globally

In June, 2015, a David Suzuki Foundation team—including DSF co-founders David Suzuki and Tara Cullis—visited 12 communities along B.C.’s coast: Nanaimo, Port Alberni, Comox, Campbell River, Fort Rupert, Alert Bay, Bella Bella, Smithers, Kitimat, Prince Rupert, Masset and Skidegate. All of the events were held on First Nations territories, many on reserves.





(L) STUDENTS ATTENDING EVENT IN COMOX; (R) HARBOUR SEAL PHOTO: THEMARINEDETECTIVE.CA

significant ecosystem, that the ocean is more than just a backdrop—it's the architecture, the food store, the economic lifeblood and the essence of the people who live along its shores, providing the air they breathe and the food they eat. The nutrients and oxygen in their blood and bodies are inseparable from the ocean.

Climate change, ocean acidification, pollution and industrial pressures—combined with economic and social challenges in coastal communities—make this a critical moment in human history. Because Canada has the longest coastline of any nation, our country holds deep responsibilities to its citizens and the world.

During the tour, we told participants we would bring their words to a provincial, national and international audience.

So in February 2016, the David Suzuki Foundation delivered a summary of concerns to the United Nations Committee on Economic, Social and Cultural rights—a body that monitors Canada's compliance with international human rights obligations—as part of Canada's first periodic review in 10 years.¹

Based on our submission, UN Committee members repeatedly questioned Canada on its environmental record, including the rollback of environmental protections in the 2012 omnibus bill, the rapid development of the oilsands and Canada's lack of action to implement the 1996 *Oceans Act*.

The Committee made strong recommendations in their concluding observations that mirrored the concerns of coastal residents, validating and reinforcing that their fundamental human rights have been violated.

The next step is for the Government of Canada, the Province of British Columbia and other levels of government to take the words of coastal residents seriously by enacting policies that protect and enhance the foundation of their economic, social and cultural lives: a healthy environment. Recommendations for specific policies can be found near the end of this report.

This report outlines the connections between a healthy environment and people's daily lives. The most important part of this report—and the best articulation of the issues—is in the words of coastal people. Of all elements of this report, please pay closest attention to their words.

The following sections will start with a brief context synopsis and relevant research in each section, followed by sample quotes that illustrate the broad themes.



INSPIRATION FROM YOUTH

At most of the events, the audience, guests and David Suzuki Foundation staff were treated with student art projects inspired by their connection to the ocean. The art projects were a moving and important part of community events, revealing visual elements of the ocean's vitality that are difficult to express in words. Children's artistic renderings of their connection to coastal ecosystems offered a vibrant backdrop to discussions and animated a perspective that is often ignored in public policy development and enhanced conversations.

ART THIS PAGE BY JILLIAN BROWNS
ECOART GROUP, EAGLE VIEW ELEMENTARY



CENTRAL WESTCOAST FOREST SOCIETY

Shelter and CWFS

We are excited to announce our upcoming collaboration with Shelter restaurant. As of June, when dining at Shelter, patrons will be able to take home a seedling provided by CWFS for a small donation.

All proceeds from this program will go directly towards continued salmon habitat restoration on the west coast of Vancouver Island. So stop by for a great meal and support restoration efforts for local salmon.

<http://clayoquot.org/cwfs-x-shelter>



Restoring the Effingham River

CWFS is excited to announce the beginning of a brand new restoration project on the Effingham River in Barkley Sound. Due to damages caused by early logging practices the Effingham River has experienced reduced fish access, poor water quality and altered hydrological function.

The goal of the Effingham River Restoration Project is to conserve Pacific salmon by restoring hydrological and ecological functions through accelerating the natural recovery of damaged ecosystems.

This project is a partnership between Central Westcoast Forest Society, the Yuułuʔiłʔatḥ First Nation and Interfor Corporation, with funding support from the Environment Canada EcoAction Community Funding Program and the Sustainable Forest Initiative.



Photo: Jeremy Koreski

Lost Shoe Smolt Monitoring

We have recently wrapped up the Smolt Trap Monitoring Project on Lost Shoe Creek for 2016. From the beginning of April to the end of June, we counted 1489 fish coming through the traps. The majority of the fish found in the trap were coho smolts; each of these smolts were identified, measured, weighed and checked for parasites. We also encountered steelhead, three-spine stickleback, coastal cutthroat trout and coastrange sculpin.

This project would not have been possible without the help of over 105 volunteers and

Summer Speaker series

Central Westcoast Forest Society with support from Tourism Ucluelet, is hosting a Summer Speaker Series throughout July and August. Presentations will cover a wide range of topics relating to science, the environment and habitat restoration. These weekly talks will provide an opportunity to learn about our local watersheds and the importance of restoring and protecting these vital ecosystems.

Talks will be held every Thursday night at 7:30 pm alternating between Tofino and Ucluelet. All ages welcome and admission is by

funding support from the Pacific Salmon Foundation.

donation with all proceeds going towards salmon habitat restoration on the west coast.

Below is a schedule of the speakers, topics, and event location.

Speaker Series Schedule

July 14 – Gary Allan & Tundra: An Evening with Wolves - **Ucluelet Community Centre**

July 21 – Wilf Leudke: Chinook Salmon - **Clayoquot Community Theatre, Tofino**

July 28 – Isobel Pearsall: Salish Sea Marine Survival Project - **Ucluelet Community Centre**

Aug 4 – Jessica Hutchinson: Central Westcoast Forest Society: 20 years of Restoration - **Clayoquot Community Theatre, Tofino**

Aug 13 – Warren Warttig: Vancouver Island Owls - **Ucluelet Community Centre (Saturday, 3:30 pm)**

Aug 18 – To be Announced - **Clayoquot Community Theatre, Tofino**

Aug 25 – Andy MacKinnon: Westcoast Plants and their Fungal Friends - **Ucluelet Community Centre**

Sept 1 – Audrey Pearson: Ecosystem Restoration and Resiliency- **Clayoquot Community Theatre, Tofino**

Sandhill Creek Restoration



For the first time in 40 years salmon will once again be able to cross Wick Road. Access to upstream spawning and rearing habitat has been restored! This spring a small 2 m wide corrugated metal culvert was replaced with a free standing 25 m wide bridge. CWFS and Pacific Rim National Park Reserve will be creating pools, adding logs and clean spawning gravel upstream and downstream of the new bridge. These measures will help create a more complex

ecosystem, one that can support a greater diversity of species including a healthy wild salmon population.

The Wick Road Bridge will be dedicated to the memory of Bob Redhead, Parks Canada Ecologist and long-time CWFS board of director and volunteer. Bob devoted much of his time and energy to bringing this project to fruition. If he was still with us today he would be the first person there this fall to watch the returning salmon cross under the road.

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Funding Alberni Valley Arts Society
F.A.V.A.S.

F.A.V.A.S. is a new non-profit organization dedicated to the preservation, study, teaching, enjoyment and continuing evolution of the Performing Arts in the Alberni Valley.

Our goal is to promote the Performing Arts to the Youth of the Alberni Valley by providing awards, scholarships, bursaries, workshops, training and performance opportunities.

VISIT OUR WEBSITE @: www.favassociety.com

CONTACT INFO: favassociety@gmail.com



Thursday, July 07, 2016

President
Jan Lavertu

1st Vice President
Kris Patterson

2nd Vice President
Brad Minton

Secretary
Sarah Jones

Treasurer
Deb Haggard

Directors – 1 year
Rebecca Palmer
Bill Brown
Cindy Solda
Blain Pouliot

Directors – 2 year
Alicia La Rue
Malcolm Menninga
Brian Callender
Daniel Savard

Executive
Director
Bill Collette

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

Dear Josie:

We have some good news to share with you!

In March of this year after receiving at least a dozen letters of support, including one from you, we submitted a grant application with Canada 150 to plan, organize and executive a major event in 2017. We are pleased to report that our application was not only successful but is one of a handful that the Federal Government has decided to support.

The concept of the event; called the *Tri-Conic Challenge*, is to pit human against machine with a focus of showcasing that Port Alberni is alive and well. Our idea of leveraging the history of the area through the Iconic Martin Mars, the M.V. Frances Barkley, and the 1929 Baldwin Steam Train has resonated with Canada 150 as a very interesting 'Canadian Event.'

The event itself will span four days over the Canada Day Weekend in 2017 starting with a welcoming Expo at the Multiplex on June 30 followed then by three days of sporting activities. We believe that this event will attract many to the area simply through its unique attributes surrounding the plane, the ship, and the train. As well, by leveraging the concept of a 'Staged Triathlon' we are in essence packaging up an event that encourages people to plan an entire trip around it.

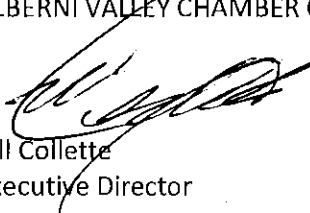
Our event is really designed to change Google. That's our objective in all of this. We believe that by marketing it heavily both on and off Island we are positioning ourselves to alter what people see when looking at Port Alberni on line. Putting it bluntly; we don't really care who 'wins' X race we simply want people to come here and enjoy what we collectively take for granted.

We are hoping that you will continue to support our event and if so inclined we'd love set up a meeting soon to discuss our plans for a successful outcome. We'd be ecstatic if the ACRD could find a means of partnering with us for this event through a financial or other contribution to its success.

I close by indicating that since we announced our success – one week ago, we have already received interest from a Triathlon group in Nanaimo who have tentatively booked camping sites at China Creek Marina for their team. Additionally, a fellow out of Vancouver who is well connected with both the Sun Run and Victoria Times Colonist 10k is keen to work with us.

We look forward to hearing back from you with respect to a follow-up meeting to discuss how we can collectively work toward a mutually beneficial outcome of the Tri-Conic Challenge.

Respectfully,
ALBERNI VALLEY CHAMBER OF COMMERCE



Bill Collette
Executive Director

Cc: Jan Lavertu – President AVCOC



MEMORANDUM

TO: Board of Directors

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

DATE OF MEETING: July 27, 2016

RE: Finance Warrant No.566

Recommendation:

That the Board of Directors approves Finance Warrant Number 566 in the amount of \$1,741,087.18 dated June 30, 2016.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL
That the Regional District Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.
2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none
3. FINANCIAL – none
4. POLICY OR LEGISLATIVE – none
5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN
Improve financial controls by increasing the transparency of the Regional District’s financial affairs.
6. COMMUNICATIONS ISSUES - none

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

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



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Date : Jul 12, 2016 **Time :** 12:59 pm
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

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Chq/Ref #	Cheque Date					
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0012	ABELL PEST CONTROL INC					
039318	08-Jun-2016		Issued	148	C	189.00
06729750	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
97114647	01-4-2500-000	PAYABLES - TRADE		99.75		
Invoice Description --> ACRD - CARPENTER ANT TREATMENT						
Total :				189.00	0.00	189.00
Supplier Total :				189.00	0.00	189.00

0016	ACE COURIER SERVICES					
00137-0001	10-Jun-2016		Issued	147	T	379.63
14173611	01-4-2500-000	PAYABLES - TRADE		139.93		
Invoice Description --> ACRD - \$36.31, WCLF \$67.49, BCWS \$29.47						
14173175	01-4-2500-000	PAYABLES - TRADE		239.70		
Invoice Description --> AVLF - SHIPPING						
Total :				379.63	0.00	379.63
Supplier Total :				379.63	0.00	379.63
00138-0001	24-Jun-2016		Issued	166	T	170.95
14174050	01-4-2500-000	PAYABLES - TRADE		82.52		
Invoice Description --> AVLF - WATER MONITORING						
14175196	01-4-2500-000	PAYABLES - TRADE		88.43		
Invoice Description --> BCWS - SHIPPING \$35.34, BWS SHIPPING \$48.88						
Total :				170.95	0.00	170.95
Supplier Total :				550.58	0.00	550.58

0030	ACKLANDS-GRAINGER INC.					
00137-0002	10-Jun-2016		Issued	147	T	1628.60
9122200430	01-4-2500-000	PAYABLES - TRADE		-82.10		
Invoice Description --> LBA - SAFETY SUPPLIE - CREDIT						
9120808747	01-4-2500-000	PAYABLES - TRADE		7.62		
Invoice Description --> BCWS - SHOP SUPPLIES						
9120808721	01-4-2500-000	PAYABLES - TRADE		93.28		
Invoice Description --> BCWS - SHOP SUPPLIES						
9122200422	01-4-2500-000	PAYABLES - TRADE		111.22		
Invoice Description --> LBA - SAFETY SUPPLY \$78.19, BUILDING SUPPLIES \$26.00						
9114161186	01-4-2500-000	PAYABLES - TRADE		162.81		
Invoice Description --> LBA - BUILDING SUPPLIES						
9114161178	01-4-2500-000	PAYABLES - TRADE		184.93		
Invoice Description --> LBA - BUILDING SUPPLIES						
9114161194	01-4-2500-000	PAYABLES - TRADE		209.00		
Invoice Description --> LBA - SAFETY SUPPLIES						
9107623267	01-4-2500-000	PAYABLES - TRADE		357.25		
Invoice Description --> BCVFD - EQUIPMENT						
9121910815	01-4-2500-000	PAYABLES - TRADE		584.59		
Invoice Description --> BCVFD - EQUIPMENT						

ALBERNI-CLAYQUOOT REGIONAL DISTRICT
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Cheque No. : All
Batch No. : All

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Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				1628.60	0.00	1628.60
000138-0002	24-Jun-2016		Issued	166	T	136.83
9129620416	01-4-2500-000	PAYABLES - TRADE				136.83
Invoice Description -->		LBA - BUILDING SUPPLIES				
Total :				136.83	0.00	136.83
Supplier Total :				1765.43	0.00	1765.43

0031 AGAT LABORATORIES

000137-0003	10-Jun-2016		Issued	147	T	3825.42
16265179E	01-4-2500-000	PAYABLES - TRADE				1673.44
Invoice Description -->		WCLF - WATER MONITORING				
16263634E	01-4-2500-000	PAYABLES - TRADE				2151.98
Invoice Description -->		AVLF - WATER MONITORING				
Total :				3825.42	0.00	3825.42
Supplier Total :				3825.42	0.00	3825.42

0056 AIRGAS CANADA INC.

39319	08-Jun-2016		Issued	148	C	28.22
279120	01-4-2500-000	PAYABLES - TRADE				28.22
Invoice Description -->		SLVFD - OXYGEN				
Total :				28.22	0.00	28.22
39371	22-Jun-2016		Issued	167	C	29.16
283108	01-4-2500-000	PAYABLES - TRADE				29.16
Invoice Description -->		SLVFD - OXYGEN				
Total :				29.16	0.00	29.16
Supplier Total :				57.38	0.00	57.38

0060 ALBERNI COMMUNICATIONS & ELECTRONICS

000137-0004	10-Jun-2016		Issued	147	T	726.44
21546	01-4-2500-000	PAYABLES - TRADE				62.72
Invoice Description -->		SLVFD - EQUIPMENT				
21547	01-4-2500-000	PAYABLES - TRADE				62.72
Invoice Description -->		SLVFD - EQUIPMENT				
21548	01-4-2500-000	PAYABLES - TRADE				270.60
Invoice Description -->		SLVFD - EQUIPMENT				
21501	01-4-2500-000	PAYABLES - TRADE				330.40
Invoice Description -->		LBA - EQUIPMENT				
Total :				726.44	0.00	726.44

000138-0003	24-Jun-2016		Issued	166	T	38.08
21591	01-4-2500-000	PAYABLES - TRADE				38.08
Invoice Description -->		BCVFD - EQUIPMENT				

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



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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				38.08	0.00	38.08
Supplier Total :				764.52	0.00	764.52

0021 ALBERNI DISTRICT CO-OP ASSOCIATION

39370	22-Jun-2016		Issued	167	C	2162.22	
SLVFD - MAY/16	01-4-2500-000	PAYABLES - TRADE			225.21		
Invoice Description --> SLVFD - MAY 2016 FUEL COSTS							
BCVFD - MAY/16	01-4-2500-000	PAYABLES - TRADE			540.68		
Invoice Description --> BCVFD - MAY 2016 FUEL COSTS							
BCWS - MAY/16	01-4-2500-000	PAYABLES - TRADE			630.91		
Invoice Description --> BCWS - MAY 2016 FUEL COSTS							
ACRD - MAY/16	01-4-2500-000	PAYABLES - TRADE			765.42		
Invoice Description --> ACRD - MAY 2016 FUEL COSTS							
Total :					2162.22	0.00	2162.22
Supplier Total :					2162.22	0.00	2162.22

0140 ALBERNI GLASS & MIRROR LTD.

39372	22-Jun-2016		Issued	167	C	292.32	
29285	01-4-2500-000	PAYABLES - TRADE			292.32		
Invoice Description --> ACRD - OFFICE SUPPLIES - SANDWICH BOARDS							
Total :					292.32	0.00	292.32
Supplier Total :					292.32	0.00	292.32

0032 ALBERNI LANDSCAPING

00138-0004	24-Jun-2016		Issued	166	T	903.00	
6095	01-4-2500-000	PAYABLES - TRADE			903.00		
Invoice Description --> AVRA - LANDSCAPING							
Total :					903.00	0.00	903.00
Supplier Total :					903.00	0.00	903.00

0380 ALBERNI SEPTIC TANK SERVICE

39321	08-Jun-2016		Issued	148	C	134.40	
13180	01-4-2500-000	PAYABLES - TRADE			134.40		
Invoice Description --> SLCP - JUNE TOILET RENTAL - DIXON PARK							
Total :					134.40	0.00	134.40
Supplier Total :					134.40	0.00	134.40

0213 ALBERNI TOWING

39320	08-Jun-2016		Issued	148	C	168.00
15039	01-4-2500-000	PAYABLES - TRADE			168.00	
Invoice Description --> SLVFD - MAINTENANCE						

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ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT
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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				168.00	0.00	168.00
39373	22-Jun-2016		Issued	167	C	120.75
20734	01-4-2500-000	PAYABLES - TRADE				120.75
Invoice Description -->		BCVFD - TRAINING				
Total :				120.75	0.00	120.75
Supplier Total :				288.75	0.00	288.75

0270 ANDREW SHERET LTD.						
00137-0005	10-Jun-2016		Issued	147	T	2706.20
DISCOUNTMAY2016	01-4-2500-000	PAYABLES - TRADE				-52.72
Invoice Description -->		BCWS - DISCOUNT TAKEN				
03-067423	01-4-2500-000	PAYABLES - TRADE				59.36
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES				
03-066890	01-4-2500-000	PAYABLES - TRADE				92.32
Invoice Description -->		BCWS - METER EXCHANGE PROGRAM				
03-067424	01-4-2500-000	PAYABLES - TRADE				94.56
Invoice Description -->		BCWS - METER EXCHANGE PROGRAM				
03-065918	01-4-2500-000	PAYABLES - TRADE				497.55
Invoice Description -->		BCWS - METER EXCHANGE PROGRAM				
03-065383	01-4-2500-000	PAYABLES - TRADE				681.18
Invoice Description -->		BCWS - METER EXCHANGE PROGRAM - CAPITAL				
03-067425	01-4-2500-000	PAYABLES - TRADE				1333.95
Invoice Description -->		BCWS - WATER REPAIR				
Total :				2706.20	0.00	2706.20
00138-0005	24-Jun-2016		Issued	166	T	1335.97
03-066997	01-4-2500-000	PAYABLES - TRADE				1335.97
Invoice Description -->		BCWS - HYDRANT MAINT				
Total :				1335.97	0.00	1335.97
Supplier Total :				4042.17	0.00	4042.17

0336 ARC - WESTERN CANADA						
00137-0006	10-Jun-2016		Issued	147	T	417.76
N021941	01-4-2500-000	PAYABLES - TRADE				417.76
Invoice Description -->		PLANNING - PLOTTER SUPPLIES				
Total :				417.76	0.00	417.76
Supplier Total :				417.76	0.00	417.76

0231 ART MATTERS SOCIETY						
39374	22-Jun-2016		Issued	167	C	1600.00
2016GIA	01-4-2500-000	PAYABLES - TRADE				1600.00
Invoice Description -->		2016 GRANT IN AID				

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Trans. Date : 01-Jun-2016 To 30-Jun-2016
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Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
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Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				1600.00	0.00	1600.00
Supplier Total :				1600.00	0.00	1600.00

0394 ASSOCIATED FIRE SAFETY EQUIPMENT

00137-0007	10-Jun-2016		Issued	147	T	1529.05	
14796	01-4-2500-000	PAYABLES - TRADE			327.29		
Invoice Description --> SLVFD - EQUIPMENT							
14920	01-4-2500-000	PAYABLES - TRADE			1201.76		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					1529.05	0.00	1529.05
Supplier Total :					1719.56	0.00	1719.56

0508 BAMFIELD BUILDERS SUPPLY

00137-0008	10-Jun-2016		Issued	147	T	8.00	
178226	01-4-2500-000	PAYABLES - TRADE			8.00		
Invoice Description --> BWS - WATER SYSTER SUPPLIES							
Total :					8.00	0.00	8.00
Supplier Total :					8.00	0.00	8.00

0503 BAMFIELD CENTENNIAL PARK

39375	22-Jun-2016		Issued	167	C	795.41	
2015GSTREBATE	01-4-2500-000	PAYABLES - TRADE			795.41		
Invoice Description --> 2015 GST REBATE FOR GST PAID BY BAMFIELD CENTENNIAL PARK							
Total :					795.41	0.00	795.41
Supplier Total :					795.41	0.00	795.41

1050 BAMFIELD VOLUNTEER FIRE DEPARTMENT

39382	22-Jun-2016		Issued	167	C	6000.21	
2016.23	01-4-2500-000	PAYABLES - TRADE			742.99		
Invoice Description --> BVFD - CONTRIBUTION TO SIGN PROJECT							
2016.24	01-4-2500-000	PAYABLES - TRADE			5257.22		
Invoice Description --> BVFD - CONTRIBUTION FOR SIGN PROJECT							
Total :					6000.21	0.00	6000.21

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					6000.21	0.00	6000.21

0660	BC HYDRO						
39376	22-Jun-2016		Issued	167	C	6808.75	
400002659656	01-4-2500-000	PAYABLES - TRADE			540.48		
Invoice Description -->		SLVFD - LAKESHORE RD FIRE HALL					
400002660564	01-4-2500-000	PAYABLES - TRADE			6268.27		
Invoice Description -->		HYDRO - ACRD CONSOLIDATED					
Total :					6808.75	0.00	6808.75
Supplier Total :					6808.75	0.00	6808.75

0700	BC TRANSIT						
39378	22-Jun-2016		Issued	167	C	20589.00	
416602	01-4-2500-000	PAYABLES - TRADE			20589.00		
Invoice Description -->		APRIL 2016 CUSTOM TRANSIT					
Total :					20589.00	0.00	20589.00
Supplier Total :					20589.00	0.00	20589.00

0677	BC WATER & WASTE ASSOC.						
39377	22-Jun-2016		Issued	167	C	99.00	
2016-KL-MEMBERS	01-4-2500-000	PAYABLES - TRADE			99.00		
Invoice Description -->		2016 MEMBERSHIP - KEITH LOOKER					
Total :					99.00	0.00	99.00
Supplier Total :					99.00	0.00	99.00

0735	BEAVER CREEK COMMUNITY CLUB						
39322	08-Jun-2016		Issued	148	C	50.00	
JUN14/16-ZONING	01-4-2500-000	PAYABLES - TRADE			50.00		
Invoice Description -->		PLANNING - ZONING BYLAW OPEN HOUSE					
Total :					50.00	0.00	50.00
Supplier Total :					50.00	0.00	50.00

0740	BEAVER CREEK HOME CENTER						
00137-0009	10-Jun-2016		Issued	147	T	510.53	
1605-859516	01-4-2500-000	PAYABLES - TRADE			10.67		
Invoice Description -->		ACRD - BUILDING MAINTENANCE SUPPLIES					
1605-859075	01-4-2500-000	PAYABLES - TRADE			10.69		
Invoice Description -->		AVEP - SUPPLIES					
1511-749086	01-4-2500-000	PAYABLES - TRADE			25.11		
Invoice Description -->		BCWS - SHOP SUPPLIES					
1605-858285	01-4-2500-000	PAYABLES - TRADE			30.94		
Invoice Description -->		SLVFD - TRAINING SUPPLIES					

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Supplier : 0003 To Z4209
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 Batch 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			
1605-855481	01-4-2500-000	PAYABLES - TRADE	49.14				
Invoice Description -->		ACRD - BUILDING INSPECTION - SUPPLIES					
1605-860103	01-4-2500-000	PAYABLES - TRADE	87.97				
Invoice Description -->		ACRD - EQUIPMENT \$46.54, BUILDING INSPECTION \$32.00					
1605-850945	01-4-2500-000	PAYABLES - TRADE	99.13				
Invoice Description -->		ACRD - BUILDING MAINTENANCE SUPPLIES					
1602-798854	01-4-2500-000	PAYABLES - TRADE	196.88				
Invoice Description -->		SLVFD - TRAINING					
Total :			510.53	0.00	510.53		
00138-0007	24-Jun-2016		Issued	166	T	189.43	
1606-864260	01-4-2500-000	PAYABLES - TRADE	26.34				
Invoice Description -->		AVEP - SUPPLIES					
1606-866619	01-4-2500-000	PAYABLES - TRADE	38.02				
Invoice Description -->		ACRD - BUILDING MAINTENANCE					
1605-845652	01-4-2500-000	PAYABLES - TRADE	42.77				
Invoice Description -->		SLVFD - MAINTENANCE					
1605-843633	01-4-2500-000	PAYABLES - TRADE	82.30				
Invoice Description -->		SLVFD - MAINTENANCE					
Total :			189.43	0.00	189.43		
Supplier Total :			699.96	0.00	699.96		

0785	BERKS INTERTRUCK LTD.						
00137-0010	10-Jun-2016		Issued	147	T	934.47	
29995	01-4-2500-000	PAYABLES - TRADE	934.47				
Invoice Description -->		SLVFD - TRUCK 48 - MAINTENANCE					
Total :			934.47	0.00	934.47		
Supplier Total :			934.47	0.00	934.47		

0791	BERRY & VALE CONTRACTING LTD						
00137-0011	10-Jun-2016		Issued	147	T	114789.20	
1875	01-4-2500-000	PAYABLES - TRADE	36642.23				
Invoice Description -->		WCLF - MAY 2016 CONTRACT - \$34,513.86, FREON \$96, OTHER \$287.50					
1874	01-4-2500-000	PAYABLES - TRADE	78146.97				
Invoice Description -->		AVLF - MAY 2016 CONTRACT - \$62,804.56, FREON\$576, MMBC\$806.18, MISC\$709.55, CAPITAL :					
Total :			114789.20	0.00	114789.20		
00138-0008	24-Jun-2016		Issued	166	T	43752.72	
1887	01-4-2500-000	PAYABLES - TRADE	4746.26				
Invoice Description -->		AVLF - ASBESTOS HANDLING					
1888	01-4-2500-000	PAYABLES - TRADE	10347.76				
Invoice Description -->		CITY - BIO -SOLID JOBS - TO BE BILLED TO CPA					
1852	01-4-2500-000	PAYABLES - TRADE	28658.70				
Invoice Description -->		CITY BIO-SOLID JOBS					

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Trans. Date : 01-Jun-2016 To 30-Jun-2016
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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				
Total :				43752.72	0.00	43752.72
Supplier Total :				158541.92	0.00	158541.92

0812	BIG GREEN STORAGE					
39323	08-Jun-2016	Issued	148	C	145.60	
5002	01-4-2500-000	PAYABLES - TRADE		145.60		
Invoice Description --> BCWS - STORAGE CONTAINER RENTAL						
Total :				145.60	0.00	145.60
Supplier Total :				1092.00	0.00	1092.00

0825	BLACK PRESS GROUP LTD.					
39380	22-Jun-2016	Issued	167	C	1671.57	
32895181	01-4-2500-000	PAYABLES - TRADE		1671.57		
Invoice Description --> PLANNING \$157.95, COASTAL RESPONSE EXERCISE \$1311.78, ELECTORAL "C" \$122.25						
Total :				1671.57	0.00	1671.57
Supplier Total :				1671.57	0.00	1671.57

0827	BLAKEY ELECTRIC					
39324	08-Jun-2016	Issued	148	C	667.29	
19534	01-4-2500-000	PAYABLES - TRADE		667.29		
Invoice Description --> BCVFD - MAINTENANCE						
Total :				667.29	0.00	667.29
Supplier Total :				3238.36	0.00	3238.36

0914	BOWERMAN EXCAVATING LTD					
00138-0009	24-Jun-2016	Issued	166	T	237513.79	
7718	01-4-2500-000	PAYABLES - TRADE		237513.79		
Invoice Description --> AVRA - RUNWAY EXTENSION - PROGRESS CLAIM #1 - CAPITAL						
Total :				237513.79	0.00	237513.79
Supplier Total :				237513.79	0.00	237513.79

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0950	BRETT, KENNETH					
000137-0012	10-Jun-2016	Issued	147	T		1000.00
BRE174224	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00
1035	BUTLER, LES					
000137-0013	10-Jun-2016	Issued	147	T		3202.50
2016-05	01-4-2500-000	PAYABLES - TRADE		3202.50		
Invoice Description --> BWS - MAY 2016 CONTRACTOR						
Total :				3202.50	0.00	3202.50
Supplier Total :				3202.50	0.00	3202.50
1270	CDW CANADA INC					
000137-0014	10-Jun-2016	Issued	147	T		18980.13
DGH4456	01-4-2500-000	PAYABLES - TRADE		50.92		
Invoice Description --> ACRD - COMPUTER EXPENSE \$24.24, PLANNING \$21.22						
DFX0762	01-4-2500-000	PAYABLES - TRADE		100.96		
Invoice Description --> AVEP - COASTAL RESPONSE EQUIPMENT						
DFK1518	01-4-2500-000	PAYABLES - TRADE		213.70		
Invoice Description --> AVEP - COASTAL RESPONSE EQUIPMENT						
DFD2912	01-4-2500-000	PAYABLES - TRADE		4729.44		
Invoice Description --> ACRD - SERVER - PER SPLITS						
DFD2913	01-4-2500-000	PAYABLES - TRADE		13885.11		
Invoice Description --> ACRD - 2016 SOFTWARE - PER SPLITS						
Total :				18980.13	0.00	18980.13
000138-0010	24-Jun-2016	Issued	166	T		195.15
DKF3843	01-4-2500-000	PAYABLES - TRADE		7.53		
Invoice Description --> ACRD -COMPUTER EXPENSE						
DGP2939	01-4-2500-000	PAYABLES - TRADE		15.39		
Invoice Description --> ACRD - COMPUTER EXPENSE						
DHL1382	01-4-2500-000	PAYABLES - TRADE		61.28		
Invoice Description --> ACRD - COMPUTER EXPENSE						
DHD9467	01-4-2500-000	PAYABLES - TRADE		110.95		
Invoice Description --> PLANNING - INK						
Total :				195.15	0.00	195.15
Supplier Total :				19175.28	0.00	19175.28
1316	CERTITECH IT SERVICES					
000137-0015	10-Jun-2016	Issued	147	T		6352.50
000184	01-4-2500-000	PAYABLES - TRADE		6352.50		
Invoice Description --> MAY 2016 - IT SUPPORT \$4, 875, BCWS \$75, COASTAL RESPONSE \$1,100						

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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Total :					6352.50	0.00	6352.50
Supplier Total :					6352.50	0.00	6352.50
<hr/>							
1342	CITY OF PORT ALBERNI						
000137-0016	10-Jun-2016		Issued	147	T	5181.06	
PT2016	01-4-2500-000	PAYABLES - TRADE			5181.06		
Invoice Description -->		2016 PROPERTY TAXES FOLIO NUMBER 001-3498-000					
Total :					5181.06	0.00	5181.06
Supplier Total :					5181.06	0.00	5181.06
<hr/>							
1382	COAST BC CATERING 2010						
39326	08-Jun-2016		Issued	148	C	864.21	
#36	01-4-2500-000	PAYABLES - TRADE			366.19		
Invoice Description -->		ACRD - COMMITTEE LUNCH					
36 -2016	01-4-2500-000	PAYABLES - TRADE			498.02		
Invoice Description -->		AVEP - COASTAL RESPONSE					
Total :					864.21	0.00	864.21
Supplier Total :					864.21	0.00	864.21
<hr/>							
1382	COAST BC CATERING 2010						
39384	22-Jun-2016		Issued	167	C	2126.25	
#40	01-4-2500-000	PAYABLES - TRADE			2126.25		
Invoice Description -->		AVEP - COASTAL RESPONSE EXERCISE					
Total :					2126.25	0.00	2126.25
Supplier Total :					2126.25	0.00	2126.25
<hr/>							
1432	COKELY WIRE ROPE LTD.						
39386	22-Jun-2016		Issued	167	C	144.48	
IN0004424	01-4-2500-000	PAYABLES - TRADE			144.48		
Invoice Description -->		BCWS - NEW WATER CONNECTION					
Total :					144.48	0.00	144.48
Supplier Total :					144.48	0.00	144.48
<hr/>							
1459	COLYN'S LANDSCAPING LTD.						
39327	08-Jun-2016		Issued	148	C	8738.10	
160516	01-4-2500-000	PAYABLES - TRADE			8738.10		
Invoice Description -->		AVLF - RECYCLE DEPOT CHAINLINK FENCES - CAPITAL					
Total :					8738.10	0.00	8738.10
Supplier Total :					8738.10	0.00	8738.10
<hr/>							
1471	COMMUNITY WIRELESS NETWORKS						
39328	08-Jun-2016		Issued	148	C	448.76	
5154	01-4-2500-000	PAYABLES - TRADE			448.76		

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> BWS - 2016 ANNUAL INTERNET SERVICE							
Total :					448.76	0.00	448.76
Supplier Total :					448.76	0.00	448.76

0801	CORIX WATER PRODUCTS LTD.						
00137-0017	10-Jun-2016		Issued	147	T	2566.77	
10616055034	01-4-2500-000	PAYABLES - TRADE			1064.04		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
10616027450	01-4-2500-000	PAYABLES - TRADE			1502.73		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
Total :					2566.77	0.00	2566.77
Supplier Total :					2566.77	0.00	2566.77

1650	CUPE - LOCAL 118						
39330	08-Jun-2016		Issued	148	C	1724.17	
DUESMAY16	01-4-2500-000	PAYABLES - TRADE			1724.17		
Invoice Description --> MAY 2016 UNION DUES							
Total :					1724.17	0.00	1724.17
Supplier Total :					1724.17	0.00	1724.17

1709	DEER BAY CONTRACTING						
39387	22-Jun-2016		Issued	167	C	4819.50	
2713	01-4-2500-000	PAYABLES - TRADE			4819.50		
Invoice Description --> SALMON BEACH - REC - BOAT RAMP \$616, ROAD GRADING/BRIDGE\$3974							
Total :					4819.50	0.00	4819.50
Supplier Total :					4819.50	0.00	4819.50

1634	DIAMOND COMMUNICATIONS LTD						
39329	08-Jun-2016		Issued	148	C	2779.84	
145171	01-4-2500-000	PAYABLES - TRADE			248.64		
Invoice Description --> ACRD - POLYCOM MICS FOR BOARDROOM							
145170	01-4-2500-000	PAYABLES - TRADE			985.60		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE							
145169	01-4-2500-000	PAYABLES - TRADE			1545.60		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE							
Total :					2779.84	0.00	2779.84
Supplier Total :					2779.84	0.00	2779.84

1636	DIAMOND LAND CONSULTANTS LTD						
00137-0018	10-Jun-2016		Issued	147	T	2520.00	
05-16	01-4-2500-000	PAYABLES - TRADE			2520.00		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> AVRA - RUNWAY EXPANSION - CAPITAL						
Total :				2520.00	0.00	2520.00
Supplier Total :				2520.00	0.00	2520.00

1751	DICK, JOAN					
39388	22-Jun-2016	Issued	167	C	1662.50	
MAY30/16	01-4-2500-000	PAYABLES - TRADE		600.00		
Invoice Description --> ACHN - LUNCH FOR C2C FORUM - HOUSE OF GATHERING						
JUNE08/16	01-4-2500-000	PAYABLES - TRADE		1062.50		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :				1662.50	0.00	1662.50
Supplier Total :				1662.50	0.00	1662.50

1779	DOLAN'S GASFITTING & HEATING LTD					
39331	08-Jun-2016	Issued	148	C	117.60	
7100	01-4-2500-000	PAYABLES - TRADE		117.60		
Invoice Description --> BCFVD - SIGN PROJECT - CAPITAL						
Total :				117.60	0.00	117.60
39389	22-Jun-2016	Issued	167	C	242.81	
7177	01-4-2500-000	PAYABLES - TRADE		242.81		
Invoice Description --> ACRD - HEATING/COOLING MAINTENANCE						
Total :				242.81	0.00	242.81
Supplier Total :				360.41	0.00	360.41

1780	DOLANS CONCRETE LTD.					
00137-0019	10-Jun-2016	Issued	147	T	360.02	
G43984	01-4-2500-000	PAYABLES - TRADE		49.97		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
777965	01-4-2500-000	PAYABLES - TRADE		60.07		
Invoice Description --> BCWS -WATER SYSTEM REPAIRS						
G44253	01-4-2500-000	PAYABLES - TRADE		61.69		
Invoice Description --> BCWS - WATER SYSTEM REPAIR						
G43952	01-4-2500-000	PAYABLES - TRADE		69.35		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
777963	01-4-2500-000	PAYABLES - TRADE		118.94		
Invoice Description --> BCWS - NEW WATER CONNECTION - KAREN PL						
Total :				360.02	0.00	360.02
00138-0011	24-Jun-2016	Issued	166	T	79.03	
G44274	01-4-2500-000	PAYABLES - TRADE		31.85		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS						
G44281	01-4-2500-000	PAYABLES - TRADE		47.18		
Invoice Description --> BCWS - AUTO FLUSHING UNIT - CAPITAL						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				79.03	0.00	79.03
Supplier Total :				439.05	0.00	439.05

1847 DUPERE, JOHANNE

00137-0020	10-Jun-2016		Issued	147	T	200.00	
DUP174225	01-4-2500-000	PAYABLES - TRADE			200.00		
Invoice Description --> SPROAT PARKS CARETAKER							
Total :					200.00	0.00	200.00
Supplier Total :					200.00	0.00	200.00

0940 DUVALL, EDITH

00137-0021	10-Jun-2016		Issued	147	T	1750.00	
EDUVALL74228	01-4-2500-000	PAYABLES - TRADE			1750.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
Total :					1750.00	0.00	1750.00
Supplier Total :					2250.00	0.00	2250.00

00138-0012 24-Jun-2016

JUNE12/16- EXTRA	01-4-2500-000	PAYABLES - TRADE			500.00		
Invoice Description --> ACRD OFFICE - EXTRA WORK FOR COASTAL RESPONSE & 50TH ANN.							
Total :					500.00	0.00	500.00
Supplier Total :					2250.00	0.00	2250.00

1999 E-Z SEE REFLECTIVE ADDRESS SYSTEMS

39334	08-Jun-2016		Issued	148	C	506.10	
259	01-4-2500-000	PAYABLES - TRADE			48.30		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
262	01-4-2500-000	PAYABLES - TRADE			48.30		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
263	01-4-2500-000	PAYABLES - TRADE			92.40		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
264	01-4-2500-000	PAYABLES - TRADE			92.40		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
258	01-4-2500-000	PAYABLES - TRADE			224.70		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
Total :					506.10	0.00	506.10
Supplier Total :					506.10	0.00	506.10

1934 EDEN TREE FARM AND GARDENING

39390	22-Jun-2016		Issued	167	C	315.00
MAY16	01-4-2500-000	PAYABLES - TRADE			315.00	
Invoice Description --> PLANNING - ISLAND AG SHOW						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				315.00	0.00	315.00
Supplier Total :				315.00	0.00	315.00

1953 ENGINEERED PUMP SERVICE LTD

39391	22-Jun-2016		Issued	167	C	421.05	
11153	01-4-2500-000	PAYABLES - TRADE			421.05		
Invoice Description --> WCLF - PUMP MAINTENANCE							
Total :					421.05	0.00	421.05
Supplier Total :					421.05	0.00	421.05

1971 ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM

39392	22-Jun-2016		Issued	167	C	183.75	
20160448	01-4-2500-000	PAYABLES - TRADE			183.75		
Invoice Description --> BCWS - EXA,M FEES - FREELUND							
Total :					183.75	0.00	183.75
Supplier Total :					183.75	0.00	183.75

1948 ENVIROWORLD CORP.

39332	08-Jun-2016		Issued	148	C	8505.00	
5233129	01-4-2500-000	PAYABLES - TRADE			8505.00		
Invoice Description --> AVLF - COMPOST BINS							
Total :					8505.00	0.00	8505.00
Supplier Total :					8505.00	0.00	8505.00

1980 ESRI CANADA LTD.

39333	08-Jun-2016		Issued	148	C	20160.00	
90083890	01-4-2500-000	PAYABLES - TRADE			20160.00		
Invoice Description --> PLANNING - GIS							
Total :					20160.00	0.00	20160.00
Supplier Total :					20160.00	0.00	20160.00

1990 EVITT ELECTRIC

00137-0022	10-Jun-2016		Issued	147	T	976.02
90779C	01-4-2500-000	PAYABLES - TRADE			13.64	
Invoice Description --> BCVFD - HALL MAINT SUPPLIES						
90962C	01-4-2500-000	PAYABLES - TRADE			48.11	
Invoice Description --> BCVFD - EQUIPMENT						
35299	01-4-2500-000	PAYABLES - TRADE			84.00	
Invoice Description --> SLVFD - HALL 3 MAINTENANCE						
35385	01-4-2500-000	PAYABLES - TRADE			168.00	
Invoice Description --> SLVFD - BUILDING MAINT HALL 3						

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3781	01-4-2500-000	PAYABLES - TRADE		662.27		
Invoice Description --> AVEP - LED SIGN INSTALL						
Total :				976.02	0.00	976.02
00138-0013	24-Jun-2016		Issued	166	T	16.69
92619C	01-4-2500-000	PAYABLES - TRADE		16.69		
Invoice Description --> BCFVD - EQUIPMENT						
Total :				16.69	0.00	16.69
Supplier Total :				992.71	0.00	992.71

2020		FEDERAL EXPRESS CANADA LTD.				
339336	08-Jun-2016		Issued	148	C	15.74
7-331-28661	01-4-2500-000	PAYABLES - TRADE			15.74	
Invoice Description --> ACRD - SHIPPING						
Total :				15.74	0.00	15.74
Supplier Total :				15.74	0.00	15.74

2099		FOOTPRINTS SECURITY PATROL INC.				
00137-0023	10-Jun-2016		Issued	147	T	347.29
64812	01-4-2500-000	PAYABLES - TRADE			347.29	
Invoice Description --> SL PARKS - DICKSON PARK - SECURITY						
Total :				347.29	0.00	347.29
Supplier Total :				347.29	0.00	347.29

2098		FRONTLINE - FIRE DEPARTMENT TRAINING INC.				
339393	22-Jun-2016		Issued	167	C	2268.00
F160528	01-4-2500-000	PAYABLES - TRADE			2268.00	
Invoice Description --> BCFVD - MVB AIR BARKES C/W EXAM						
Total :				2268.00	0.00	2268.00
Supplier Total :				2268.00	0.00	2268.00

2140		GEDDES, RICHARD D.				
00137-0024	10-Jun-2016		Issued	147	T	55.00
RG-SLVFD0174229	01-4-2500-000	PAYABLES - TRADE			55.00	
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
Total :				55.00	0.00	55.00
Supplier Total :				55.00	0.00	55.00

2322		GUILLEVIN INTERNATIONAL CO.				
00137-0025	10-Jun-2016		Issued	147	T	2097.79
0428-502007	01-4-2500-000	PAYABLES - TRADE			921.79	

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description --> SLVFD - EQUIPMENT							
0406-551679	01-4-2500-000	PAYABLES - TRADE			1176.00		
Invoice Description --> SLVFD - TRAINING							
Total :					2097.79	0.00	2097.79
00138-0014	24-Jun-2016	Issued	166	T		3180.72	
0428-502378	01-4-2500-000	PAYABLES - TRADE			177.46		
Invoice Description --> SLVFD - EQUIPMENT							
0428-502818	01-4-2500-000	PAYABLES - TRADE			308.60		
Invoice Description --> SLVFD - EQUIPMENT							
0428-502931	01-4-2500-000	PAYABLES - TRADE			1112.48		
Invoice Description --> BCVFD - TRAINING \$880, EQUIP \$168.29							
0428-502293	01-4-2500-000	PAYABLES - TRADE			1582.18		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					3180.72	0.00	3180.72
Supplier Total :					5278.51	0.00	5278.51

2366	HACH SALES & SERVICE CANADA LP						
39395	22-Jun-2016	Issued	167	C		611.52	
123521	01-4-2500-000	PAYABLES - TRADE			611.52		
Invoice Description --> BCWS - WATER MONITORING							
Total :					611.52	0.00	611.52
Supplier Total :					611.52	0.00	611.52

2374	HANDY ANDY'S						
39396	22-Jun-2016	Issued	167	C		15.68	
18207	01-4-2500-000	PAYABLES - TRADE			15.68		
Invoice Description --> BWS - WATER SYSTEM MAINTENANCE							
Total :					15.68	0.00	15.68
Supplier Total :					15.68	0.00	15.68

2485	HOLDER, DAN						
39337	08-Jun-2016	Issued	148	C		9811.24	
MAY30/16-FSC	01-4-2500-000	PAYABLES - TRADE			4246.24		
Invoice Description --> FIRE SERVICES COORDINATOR - CONTRACTOR - MAY 2016							
MAY31/16-ESC	01-4-2500-000	PAYABLES - TRADE			5565.00		
Invoice Description --> EMERGENCY SERVICES COORDINATOR - \$3,300, COASTAL RESPONSE -\$2000							
Total :					9811.24	0.00	9811.24
Supplier Total :					9811.24	0.00	9811.24

2486	HOLISTIC EMERGENCY PREPAREDNESS AND RESPONSE						
39338	08-Jun-2016	Issued	148	C			

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Trans. Date : 01-Jun-2016 To 30-Jun-2016
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
518	01-4-2500-000	PAYABLES - TRADE		29.45		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
489	01-4-2500-000	PAYABLES - TRADE		1609.61		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :				1639.06	0.00	1639.06
Supplier Total :				1639.06	0.00	1639.06

2499 HOMETOWN AUTOMOTIVE LTD.						
00138-0015	24-Jun-2016		Issued	166	T	86.69
5145	01-4-2500-000	PAYABLES - TRADE			86.69	
Invoice Description --> LBA - 2011 FORD PICKUP 150 - MAINTENANCE						
Total :				86.69	0.00	86.69
Supplier Total :				86.69	0.00	86.69

2521 HORNET EXCAVATING						
39339	08-Jun-2016		Issued	148	C	916.65
416	01-4-2500-000	PAYABLES - TRADE			916.65	
Invoice Description --> BCWS - SERVICE REPAIR						
Total :				916.65	0.00	916.65
39397	22-Jun-2016		Issued	167	C	1599.15
418	01-4-2500-000	PAYABLES - TRADE			324.45	
Invoice Description --> BCWS - SERVICE REPAIRS						
419	01-4-2500-000	PAYABLES - TRADE			517.65	
Invoice Description --> BCWS - YARD MAINTENANCE						
421	01-4-2500-000	PAYABLES - TRADE			757.05	
Invoice Description --> BCWS - YARD MAINT \$125, SERVICE REPAIR \$596						
Total :				1599.15	0.00	1599.15
Supplier Total :				2515.80	0.00	2515.80

2560 HOULE PRINTING						
00138-0016	24-Jun-2016		Issued	166	T	51.52
15229	01-4-2500-000	PAYABLES - TRADE			51.52	
Invoice Description --> PLANNING - ZONING BYLAW MAIL OUT						
Total :				51.52	0.00	51.52
Supplier Total :				51.52	0.00	51.52

2010 ISLAND BEVERAGE SERVICES						
00137-0031	10-Jun-2016		Issued	147	T	112.46
INV153272	01-4-2500-000	PAYABLES - TRADE			112.46	
Invoice Description --> OFFICE SUPPLIES						

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
Total :				112.46	0.00		112.46
00138-0023	24-Jun-2016	Issued	166	T			112.46
INV154077	01-4-2500-000	PAYABLES - TRADE		112.46			
Invoice Description -->		OFFICE SUPPLIES					
Total :				112.46	0.00		112.46
Supplier Total :				224.92	0.00		224.92

2772	ISLAND FIRE PROTECTION LTD.						
39341	08-Jun-2016	Issued	148	C			52.40
10957	01-4-2500-000	PAYABLES - TRADE		52.40			
Invoice Description -->		SLVFD - HIGH PRESSURE HYDROSTATIC TEST					
Total :				52.40	0.00		52.40
Supplier Total :				52.40	0.00		52.40

2761	ISLAND RADIO LTD.						
00138-0017	24-Jun-2016	Issued	166	T			525.00
201692	01-4-2500-000	PAYABLES - TRADE		525.00			
Invoice Description -->		AVEP - COASTAL RESPONSE EXERCISE					
Total :				525.00	0.00		525.00
Supplier Total :				525.00	0.00		525.00

2783	ITRON CANADA INC.						
39399	22-Jun-2016	Issued	167	C			2388.90
34855	01-4-2500-000	PAYABLES - TRADE		2388.90			
Invoice Description -->		BCWS - ITRON SERVICE AGREEMENT JULY 1, 2016 TO JUNE 30, 2017					
Total :				2388.90	0.00		2388.90
Supplier Total :				2388.90	0.00		2388.90

2810	J. MCMILLAN BAILIFF & COLLECTION LTD						
39400	22-Jun-2016	Issued	167	C			21.17
05/31/16	01-4-2500-000	PAYABLES - TRADE		21.17			
Invoice Description -->		ACRD - COMMISSION PD TO COLLECTIONS FOR A/R					
Total :				21.17	0.00		21.17
Supplier Total :				21.17	0.00		21.17

2787	JACKSON, ROBERT						
00137-0026	10-Jun-2016	Issued	147	T			75.02
CSPNOV1274227	01-4-2500-000	PAYABLES - TRADE		75.02			
Invoice Description -->		SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				75.02	0.00	75.02
Supplier Total :				75.02	0.00	75.02

2827 JAL DESIGNS

39342	08-Jun-2016		Issued	148	C	364.00	
40497049	01-4-2500-000	PAYABLES - TRADE			364.00		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					364.00	0.00	364.00
Supplier Total :					364.00	0.00	364.00

2828 JARDINE LLOYD THOMPSON CANADA

39401	22-Jun-2016		Issued	167	C	2989.00	
17250	01-4-2500-000	PAYABLES - TRADE			1334.00		
Invoice Description --> BVFD - BOAT INSURANCE							
17249	01-4-2500-000	PAYABLES - TRADE			1655.00		
Invoice Description --> BVFD - BOARD INSURANCE							
Total :					2989.00	0.00	2989.00
Supplier Total :					2989.00	0.00	2989.00

2840 JUSTICE INSTITUTE OF BC

39343	08-Jun-2016		Issued	148	C	40.00	
1109	01-4-2500-000	PAYABLES - TRADE			40.00		
Invoice Description --> SLVFD - TRAINING							
Total :					40.00	0.00	40.00
Supplier Total :					40.00	0.00	40.00

1075 KEVIN P. SMITH HOLDINGS LTD. (CANADIAN TIRE #488)

39325	08-Jun-2016		Issued	148	C	169.91	
519017	01-4-2500-000	PAYABLES - TRADE			42.52		
Invoice Description --> BUILDING INSPECTION - SUPPLIES							
519112	01-4-2500-000	PAYABLES - TRADE			54.63		
Invoice Description --> WCLF - SUPPLIES							
519027	01-4-2500-000	PAYABLES - TRADE			72.76		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE							
Total :					169.91	0.00	169.91

39383	22-Jun-2016		Issued	167	C	261.99
519000	01-4-2500-000	PAYABLES - TRADE			32.13	
Invoice Description --> ACRD - OFFICE SUPPLIES \$ 18.46, COASTAL RESPONSE EXERCISE \$ 10.44						
519051	01-4-2500-000	PAYABLES - TRADE			51.48	
Invoice Description --> BCWS - SUPPLIES						
519061	01-4-2500-000	PAYABLES - TRADE			52.58	

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	BCWS - SAMLL TOOLS						
519086	01-4-2500-000	PAYABLES - TRADE			58.13		
Invoice Description -->	BCWS - SMALL TOOLS						
518971	01-4-2500-000	PAYABLES - TRADE			67.67		
Invoice Description -->	AVEP - COASTAL RESPONSE EXERCISE						
Total :					261.99	0.00	261.99
Supplier Total :					431.90	0.00	431.90

2858		KGC FIRE RESCUE INC.					
39344	08-Jun-2016		Issued	148	C	308.00	
234306	01-4-2500-000	PAYABLES - TRADE			308.00		
Invoice Description -->	BCVFD - EQUIPMENT						
Total :					308.00	0.00	308.00
Supplier Total :					308.00	0.00	308.00

2877		KOERS & ASSOCIATES ENGINEERING LTD.					
00137-0027	10-Jun-2016		Issued	147	T	6989.47	
1619-002	01-4-2500-000	PAYABLES - TRADE			6989.47		
Invoice Description -->	BCWS - ARVAY, PIERCE, MERSEY WATERMAIN REPLACEMENT - CAPITAL						
Total :					6989.47	0.00	6989.47
00138-0018	24-Jun-2016		Issued	166	T	8027.75	
1634-001	01-4-2500-000	PAYABLES - TRADE			1119.04		
Invoice Description -->	BWS - WATER TREATMENT PLANT - CAPITAL						
1619-003	01-4-2500-000	PAYABLES - TRADE			1349.96		
Invoice Description -->	BCWS - ARVAY/PIERCE/MERSEY WATERMAIN - CAPITAL						
0933-026	01-4-2500-000	PAYABLES - TRADE			5558.75		
Invoice Description -->	BCWS - N. BEAVER CREEK RD WATERMAIN - CAPITAL						
Total :					8027.75	0.00	8027.75
Supplier Total :					15017.22	0.00	15017.22

3043		KRAUSE, LISA					
39403	22-Jun-2016		Issued	167	C	534.03	
JUNE16/16 - REFUN	01-4-2500-000	PAYABLES - TRADE			534.03		
Invoice Description -->	ARENA PARCEL TAX REFUND - 6920 GRANDVILLE RD						
Total :					534.03	0.00	534.03
Supplier Total :					534.03	0.00	534.03

3047		KRISTA LEICHT PROFESSIONAL CORPORATION				
39404	22-Jun-2016		Issued	167	C	76.41
JUNE16/16	01-4-2500-000	PAYABLES - TRADE			76.41	
Invoice Description -->	ARENA PARCEL TAX REFUND					

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Total :						76.41	0.00	76.41
Supplier Total :						76.41	0.00	76.41

2890	L.B. WOODCHOPPERS LTD.							
000137-0028	10-Jun-2016		Issued	147	T			44.30
241188	01-4-2500-000	PAYABLES - TRADE				12.94		
	Invoice Description --> SLVFD - EQUIPMENT							
243580	01-4-2500-000	PAYABLES - TRADE				31.36		
	Invoice Description --> BCWS - SMALL TOOL REPAIR							
Total :						44.30	0.00	44.30
Supplier Total :						44.30	0.00	44.30

3025	LADY ROSE MARINE SERVICES							
000138-0019	24-Jun-2016		Issued	166	T			1738.05
2010-20899	01-4-2500-000	PAYABLES - TRADE				12.08		
	Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
2010-21048	01-4-2500-000	PAYABLES - TRADE				26.69		
	Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
2010-21040	01-4-2500-000	PAYABLES - TRADE				176.78		
	Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
2010-20881	01-4-2500-000	PAYABLES - TRADE				304.50		
	Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-20941	01-4-2500-000	PAYABLES - TRADE				304.50		
	Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-21010	01-4-2500-000	PAYABLES - TRADE				304.50		
	Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-21044	01-4-2500-000	PAYABLES - TRADE				304.50		
	Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-21079	01-4-2500-000	PAYABLES - TRADE				304.50		
	Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
Total :						1738.05	0.00	1738.05
Supplier Total :						1738.05	0.00	1738.05

3011	LANDWORKS CONSULTANTS INC							
000138-0020	24-Jun-2016		Issued	166	T			2079.01
1630	01-4-2500-000	PAYABLES - TRADE				307.13		
	Invoice Description --> PLANNING - ZONING BYLAW REWRITE							
1631	01-4-2500-000	PAYABLES - TRADE				1771.88		
	Invoice Description --> PLANNING - SOUTH LONG BEACH OCP							
Total :						2079.01	0.00	2079.01
Supplier Total :						2079.01	0.00	2079.01

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

Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
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	
3040	LIDSTONE & COMPANY					
39402	22-Jun-2016	Issued	167	C		1305.37
12772	01-4-2500-000	PAYABLES - TRADE		423.36		
Invoice Description --> LEGAL FEES						
13222	01-4-2500-000	PAYABLES - TRADE		882.01		
Invoice Description --> LEGAL FEES						
Total :					1305.37	0.00
Supplier Total :					1305.37	0.00

3042	LIME'N FOOD TRUCK					
39368	16-Jun-2016	Issued	164	C		1537.20
1028	01-4-2500-000	PAYABLES - TRADE		1537.20		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :					1537.20	0.00
Supplier Total :					1537.20	0.00

3117	LORDCO					
00137-0029	10-Jun-2016	Issued	147	T		153.64
329052	01-4-2500-000	PAYABLES - TRADE		153.64		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE SUPPLIES						
Total :					153.64	0.00
Supplier Total :					153.64	0.00

3214	MARCIE DEWITT					
39346	08-Jun-2016	Issued	148	C		6500.00
MAY31/16	01-4-2500-000	PAYABLES - TRADE		6500.00		
Invoice Description --> ACHN - COORDINATOR - MAY 2016						
Total :					6500.00	0.00
Supplier Total :					6500.00	0.00

3169	MCAUGHTRIE, KEVIN					
39345	08-Jun-2016	Issued	148	C		440.78
MAY26/16	01-4-2500-000	PAYABLES - TRADE		440.78		
Invoice Description --> BCEP - TRAVEL REIMBURSEMENT						
Total :					440.78	0.00
Supplier Total :					440.78	0.00

3272	MCCONNELL, SHAWN					
00137-0030	10-Jun-2016	Issued	147	T		2121.00
969881	01-4-2500-000	PAYABLES - TRADE		992.25		
Invoice Description --> MAY 2016 - MILLSTREAM CONTRACTOR						

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
969880	01-4-2500-000	PAYABLES - TRADE		1128.75		
Invoice Description --> MAY 2016 - LBA WATER CONTRACTOR						
Total :				2121.00	0.00	2121.00
Supplier Total :				2121.00	0.00	2121.00

3280	MCGILL & ASSOCIATES ENGINEERING					
00138-0021	24-Jun-2016		Issued	166	T	16582.48
15466	01-4-2500-000	PAYABLES - TRADE			141.75	
Invoice Description --> AVLF - CLEANING LEACHATE PIPELINE - CAPITAL						
15486	01-4-2500-000	PAYABLES - TRADE			177.19	
Invoice Description --> ALVF - GYPROC RECYCLING CENTER - CAPITAL						
15483	01-4-2500-000	PAYABLES - TRADE			236.25	
Invoice Description --> AVLF - ANNUAL REPORTING						
15482	01-4-2500-000	PAYABLES - TRADE			318.15	
Invoice Description --> BCVFD - SIGN PROJECT - CAPITAL						
15468	01-4-2500-000	PAYABLES - TRADE			318.94	
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
15469	01-4-2500-000	PAYABLES - TRADE			744.19	
Invoice Description --> MWS - RESERVOIR - CAPITAL						
15485	01-4-2500-000	PAYABLES - TRADE			782.40	
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL						
15488	01-4-2500-000	PAYABLES - TRADE			862.31	
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
15481	01-4-2500-000	PAYABLES - TRADE			1047.63	
Invoice Description --> AVLF - GENERAL CONSUTING COSTS						
15487	01-4-2500-000	PAYABLES - TRADE			2016.00	
Invoice Description --> SLVFD - HAROLD BISHOP HALL#3 - STAIR REMOVAL - CAPITAL						
15484	01-4-2500-000	PAYABLES - TRADE			2303.44	
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL						
15467	01-4-2500-000	PAYABLES - TRADE			2494.81	
Invoice Description --> AVLF - SCADA MONITORING - CAPTIAL						
15476	01-4-2500-000	PAYABLES - TRADE			2532.79	
Invoice Description --> SB - DRAINAGE PLAN - CAPITAL						
15489	01-4-2500-000	PAYABLES - TRADE			2606.63	
Invoice Description --> AVLF - WASTE DIVERSION INFRASTRUCTURE - CAPITAL						
Total :				16582.48	0.00	16582.48
Supplier Total :				16582.48	0.00	16582.48

3287	McLEAN & HIGGINS LTD.					
39406	22-Jun-2016		Issued	167	C	378.50
42129	01-4-2500-000	PAYABLES - TRADE			100.66	
Invoice Description --> ACRD - BUILDING MAINT. CAP SPRINKLER LINE						
42130	01-4-2500-000	PAYABLES - TRADE			277.84	
Invoice Description --> ACRD - BUILD MAINT - GRAB BARS INSTALLED						
Total :				378.50	0.00	378.50

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

Supplier Total : 378.50 0.00 378.50

3305 MFA LEASING

AUTO74226	28-Jun-2016		Issued	146	E	2553.97
BAMFIRE74226	01-4-2500-000	PAYABLES - TRADE			2553.97	
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
Total :					2553.97	0.00 2553.97

AUTO74230	28-Jun-2016		Issued	146	E	1654.31
6140274230	01-4-2500-000	PAYABLES - TRADE			1654.31	
Invoice Description --> LBA TRACTOR LEASE						
Total :					1654.31	0.00 1654.31
Supplier Total :					4208.28	0.00 4208.28

3340 MINISTER OF FINANCE

39347	08-Jun-2016		Issued	148	C	2016.00
MSPJUN/16	01-4-2500-000	PAYABLES - TRADE			2016.00	
Invoice Description --> MSP PREMIUMS FOR JUNE 2016						
Total :					2016.00	0.00 2016.00
Supplier Total :					2016.00	0.00 2016.00

3370 MINISTER OF FINANCE

39408	22-Jun-2016		Issued	167	C	525.00
669215	01-4-2500-000	PAYABLES - TRADE			525.00	
Invoice Description --> SB - ANNUAL BOAT RAMP RENT						
Total :					525.00	0.00 525.00
Supplier Total :					525.00	0.00 525.00

3375 MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)

39409	22-Jun-2016		Issued	167	C	235.95
93667130	01-4-2500-000	PAYABLES - TRADE			83.63	
Invoice Description --> SLVFD - EQUIPMENT						
93667129	01-4-2500-000	PAYABLES - TRADE			152.32	
Invoice Description --> SLVFD - EQUIPMENT						
Total :					235.95	0.00 235.95
Supplier Total :					235.95	0.00 235.95

3342 MINISTRY OF FINANCE SURVEYOR OF TAXES

39407	22-Jun-2016		Issued	167	C	1097.09
2016 RURAL TAX	01-4-2500-000	PAYABLES - TRADE			1097.09	
Invoice Description --> AVLF - ROWE RD - FOLIO 05 770 01230.000 1 3						

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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				
Total :				1097.09	0.00	1097.09
Supplier Total :				1097.09	0.00	1097.09

3500 MUNICIPAL FINANCE AUTHORITY OF BC							
EFT-6	01-Jun-2016		Issued	160	E	37581.69	
73-1/2016	01-4-2500-000	PAYABLES - TRADE			37581.69		
Invoice Description --> DEBENTURE DEBT							
Total :					37581.69	0.00	37581.69
EFT-7	01-Jun-2016		Issued	160	E	1042.06	
75-1/2016	01-4-2500-000	PAYABLES - TRADE			1042.06		
Invoice Description --> DEBENTURE DEBT							
Total :					1042.06	0.00	1042.06
Supplier Total :					38623.75	0.00	38623.75

3510 MUNICIPAL INSURANCE ASSOCIATION							
39410	22-Jun-2016		Issued	167	C	2537.67	
27553	01-4-2500-000	PAYABLES - TRADE			1027.39		
Invoice Description --> LEGAL FEES							
27174	01-4-2500-000	PAYABLES - TRADE			1510.28		
Invoice Description --> LEGAL FEES							
Total :					2537.67	0.00	2537.67
Supplier Total :					2537.67	0.00	2537.67

3490 MUNICIPAL PENSION PLAN							
EFT-11	08-Jun-2016		Issued	151	E	10131.27	
PP#11 - 2016	01-4-2500-000	PAYABLES - TRADE			10131.27		
Invoice Description --> PAYPERIOD #11 - 2016 PENSION REMITTANCE							
Total :					10131.27	0.00	10131.27
EFT-12	16-Jun-2016		Issued	163	E	10717.19	
PP#12 - 2016	01-4-2500-000	PAYABLES - TRADE			10717.19		
Invoice Description --> PAYPERIOD #12 - 2016 PENSION REMITTANCE							
Total :					10717.19	0.00	10717.19
EFT-13	16-Jun-2016		Issued	163	E	664.13	
907316	01-4-2500-000	PAYABLES - TRADE			664.13		
Invoice Description --> 2015 ADJUSTMENT INVOICE							
Total :					664.13	0.00	664.13
EFT-14	29-Jun-2016		Issued	172	E	11123.25	
PP#13 - 2016	01-4-2500-000	PAYABLES - TRADE			11123.25		
Invoice Description --> PAYPERIOD #13 - 2016 PENSION REMITTANCE							

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				11123.25	0.00	11123.25
Supplier Total :				32635.84	0.00	32635.84

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3627	NEXCAR SALES LTD.					
00138-0022	24-Jun-2016		Issued	166	T	137.94
E7196	01-4-2500-000	PAYABLES - TRADE			137.94	
Invoice Description --> ACRD - 2010 DODGE RAM - DETAIL						
Total :				137.94	0.00	137.94
Supplier Total :				137.94	0.00	137.94

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3648	NORTH ISLAND 911 CORPORATION					
39348	08-Jun-2016		Issued	148	C	290151.00
488	01-4-2500-000	PAYABLES - TRADE			290151.00	
Invoice Description --> 2016 REQUISITION						
Total :				290151.00	0.00	290151.00
Supplier Total :				290151.00	0.00	290151.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3792	PACIFIC BLUE CROSS					
EFT-6	01-Jun-2016		Issued	144	E	7059.23
361852	01-4-2500-000	PAYABLES - TRADE			7059.23	
Invoice Description --> JUNE 2016 - HEALTH, DENTAL & DISABILITY PREMIUMS						
Total :				7059.23	0.00	7059.23
Supplier Total :				7059.23	0.00	7059.23

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3864	PINE					
39349	08-Jun-2016		Issued	148	C	111.72
CA1-160005996	01-4-2500-000	PAYABLES - TRADE			111.72	
Invoice Description --> AVLF - WATER MONITORING						
Total :				111.72	0.00	111.72
Supplier Total :				111.72	0.00	111.72

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3901	PORT ALBERNI POWER SQUADRON					
39350	08-Jun-2016		Issued	148	C	240.00
MAY30/16	01-4-2500-000	PAYABLES - TRADE			240.00	
Invoice Description --> SLMP - VHF LICENSE						
Total :				240.00	0.00	240.00
Supplier Total :				240.00	0.00	240.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000137-0032	10-Jun-2016	Issued	147	T		14.60
67 143303 - CREDIT	01-4-2500-000	PAYABLES - TRADE		-29.93		
Invoice Description --> ACRD - CREDIT OFFICE SUPPLIES						
62 096157	01-4-2500-000	PAYABLES - TRADE		44.53		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				14.60	0.00	14.60
000138-0024	24-Jun-2016	Issued	166	T		203.90
62 096994	01-4-2500-000	PAYABLES - TRADE		71.57		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
64 052256	01-4-2500-000	PAYABLES - TRADE		132.33		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :				203.90	0.00	203.90
Supplier Total :				218.50	0.00	218.50

4250 RAYLEC POWER LTD.						
Invoice No.	Account No.	Account Description		Debit	Credit	Amount
39411	22-Jun-2016	Issued	167	C		511876.84
20167473	01-4-2500-000	PAYABLES - TRADE		247252.53		
Invoice Description --> LBA - LIGHTING PROJECT - PROGRESS 2 - CAPITAL						
20167582	01-4-2500-000	PAYABLES - TRADE		264624.31		
Invoice Description --> LBA - LIGHTING PROJECT - PROGRESS 3 - CAPITAL						
Total :				511876.84	0.00	511876.84
Supplier Total :				511876.84	0.00	511876.84

4220 RAYNER & BRACHT LTD						
Invoice No.	Account No.	Account Description		Debit	Credit	Amount
39351	08-Jun-2016	Issued	148	C		6966.40
2016098	01-4-2500-000	PAYABLES - TRADE		2685.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - MAY 2016						
2016065	01-4-2500-000	PAYABLES - TRADE		4281.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES APRIL 2016						
Total :				6966.40	0.00	6966.40
Supplier Total :				6966.40	0.00	6966.40

4280 RECEIVER GENERAL FOR CANADA						
Invoice No.	Account No.	Account Description		Debit	Credit	Amount
39352	08-Jun-2016	Issued	148	C		25033.77
PP#10 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE		1340.43		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #9 - 2016 - DIRECTORS						
PP#10 - 2016	01-4-2500-000	PAYABLES - TRADE		23693.34		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #10 - 2016						
Total :				25033.77	0.00	25033.77

39412	22-Jun-2016	Issued	167	C		44651.64
PP#12 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE		1017.84		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #12 - 2016 - DIRECTOR						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
PP#11 - 2016	01-4-2500-000	PAYABLES - TRADE		21816.53		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #11 - 2016						
PP#12 - 2016	01-4-2500-000	PAYABLES - TRADE		21817.27		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #12 - 2016						
Total :				44651.64	0.00	44651.64
Supplier Total :				69685.41	0.00	69685.41

4445 ROBINSON, MARGARET						
39413	22-Jun-2016		Issued	167	C	456.00
635110	01-4-2500-000	PAYABLES - TRADE		168.00		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
635109	01-4-2500-000	PAYABLES - TRADE		288.00		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :				456.00	0.00	456.00
Supplier Total :				456.00	0.00	456.00

4475 ROCKY MOUNTAIN PHOENIX						
00137-0033	10-Jun-2016		Issued	147	T	722.89
IN96448	01-4-2500-000	PAYABLES - TRADE		722.89		
Invoice Description --> SLVFD - EQUIPMENT FOR TRAINING						
Total :				722.89	0.00	722.89
Supplier Total :				722.89	0.00	722.89

4491 ROMPRE, SUZANNE						
00137-0034	10-Jun-2016		Issued	147	T	850.00
MAY31/16	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description --> MAY BAMFIELD TRANSFER STATION CONTRACTOR						
Total :				850.00	0.00	850.00
Supplier Total :				850.00	0.00	850.00

4512 RURAL AND REMOTE DIVISION OF FAMILY PRACTICE						
39353	08-Jun-2016		Issued	148	C	3500.00
MAY03/16	01-4-2500-000	PAYABLES - TRADE		3500.00		
Invoice Description --> ACHN - GRANT - SENIORS TOOL KIT PROJECT						
Total :				3500.00	0.00	3500.00
Supplier Total :				3500.00	0.00	3500.00

4627 SERIOUS COFFEE						
39369	16-Jun-2016		Issued	164	C	324.33
20150010	01-4-2500-000	PAYABLES - TRADE		65.42		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
20150011	01-4-2500-000	PAYABLES - TRADE		258.91		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
Total :				324.33	0.00	324.33
Supplier Total :				324.33	0.00	324.33

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4888 00137-0035	SEVIGNY, SHELLY 10-Jun-2016		Issued	147	T	450.00
MAY/2016	01-4-2500-000	PAYABLES - TRADE		450.00		
Invoice Description --> SLVFD - OFFICE ADMIN						
Total :				450.00	0.00	450.00
Supplier Total :				450.00	0.00	450.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4645 39417	SHAW CABLE 22-Jun-2016		Issued	167	C	860.55
01-JUN-16	01-4-2500-000	PAYABLES - TRADE		860.55		
Invoice Description --> ACCT #0012-80958259- ACRD CONSOLIDATED INTERNET/CABLE						
Total :				860.55	0.00	860.55
Supplier Total :				860.55	0.00	860.55

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4646 39355	SHAW CABLESYSTEMS G.P. 08-Jun-2016		Issued	148	C	122.35
MAY.12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES						
MAY12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD - FABER RD - CABLE SERVICES						
MAY16/16	01-4-2500-000	PAYABLES - TRADE		46.41		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES						
Total :				122.35	0.00	122.35
Supplier Total :				122.35	0.00	122.35

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4589 39414	SIGMA SAFETY 22-Jun-2016		Issued	167	C	101.15
4126	01-4-2500-000	PAYABLES - TRADE		101.15		
Invoice Description --> BCFVD - EQUIPMENT						
Total :				101.15	0.00	101.15
Supplier Total :				101.15	0.00	101.15

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4610 39354	SIGNWORKS 08-Jun-2016		Issued	148	C	448.00
5271	01-4-2500-000	PAYABLES - TRADE		56.00		
Invoice Description --> SLVFD - EQUIPMENT						

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

Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5265	01-4-2500-000	PAYABLES - TRADE		392.00		
Invoice Description --> SLVFD - DECALS TRUCK #47						
Total :				448.00	0.00	448.00
Supplier Total :				448.00	0.00	448.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4594	SIMS ASSOCIATES LAND SURVEYING LTD					
39415	22-Jun-2016		Issued	167	C	4208.40
15773	01-4-2500-000	PAYABLES - TRADE		4208.40		
Invoice Description --> AVRA - LEGAL FEES						
Total :				4208.40	0.00	4208.40
Supplier Total :				4208.40	0.00	4208.40

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4617	SIMSON MAXWELL					
39416	22-Jun-2016		Issued	167	C	1175.64
SVI016039	01-4-2500-000	PAYABLES - TRADE		1175.64		
Invoice Description --> BWS - GENERATOR SERVICE						
Total :				1175.64	0.00	1175.64
Supplier Total :				1175.64	0.00	1175.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4717	SMITH, RYAN					
00137-0036	10-Jun-2016		Issued	147	T	5549.69
MAY31/16	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
Total :				5549.69	0.00	5549.69
Supplier Total :				5549.69	0.00	5549.69

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4725	SOFTCHOICE CORPORATION					
39356	08-Jun-2016		Issued	148	C	1991.22
4264375	01-4-2500-000	PAYABLES - TRADE		358.85		
Invoice Description --> ACRD - LICENSE RENEWAL - GFI ARCHIVER						
4238566	01-4-2500-000	PAYABLES - TRADE		1632.37		
Invoice Description --> ACRD - SOFTWARE UPGRADES						
Total :				1991.22	0.00	1991.22

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
39418	22-Jun-2016		Issued	167	C	245.06
4279518	01-4-2500-000	PAYABLES - TRADE		245.06		
Invoice Description --> PLANNING - TONER						
Total :				245.06	0.00	245.06
Supplier Total :				2236.28	0.00	2236.28

4728 **SONBIRD REFUSE & RECYCLING LTD.**

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00138-0025	24-Jun-2016	Issued	166	T		13630.41
25388	01-4-2500-000	PAYABLES - TRADE		13630.41		
Invoice Description --> MAY 2016 WC GARBAGE & RECYCLING						
Total :				13630.41	0.00	13630.41
Supplier Total :				13630.41	0.00	13630.41

4752 SOUTHSIDE AUTO SUPPLY LTD.						
39419	22-Jun-2016	Issued	167	C		176.33
499504	01-4-2500-000	PAYABLES - TRADE		176.33		
Invoice Description --> BCFVD - VEHICLE MAINTENANCE						
Total :				176.33	0.00	176.33
Supplier Total :				176.33	0.00	176.33

2732 SOUTHWEST BINDINGS						
39340	08-Jun-2016	Issued	148	C		361.23
699488	01-4-2500-000	PAYABLES - TRADE		361.23		
Invoice Description --> LAMINATING SUPPLIES						
Total :				361.23	0.00	361.23
39398	22-Jun-2016	Issued	167	C		540.05
701344	01-4-2500-000	PAYABLES - TRADE		540.05		
Invoice Description --> LAMINATING SUPPLIES						
Total :				540.05	0.00	540.05
Supplier Total :				901.28	0.00	901.28

4788 STAPLES ADVANTAGE						
39357	08-Jun-2016	Issued	148	C		1576.15
41570346	01-4-2500-000	PAYABLES - TRADE		410.31		
Invoice Description --> ACRD - OFFICE SUPPLIES\$266.03, BCWS \$63.04, BUILDING INSPECTION\$30.99						
41551431	01-4-2500-000	PAYABLES - TRADE		475.40		
Invoice Description --> ACRD - OFFICE SUPPLIES						
41565183	01-4-2500-000	PAYABLES - TRADE		690.44		
Invoice Description --> BUILDING INSPECTION - OFFICE SUPPLIES - DESK						
Total :				1576.15	0.00	1576.15
39420	22-Jun-2016	Issued	167	C		627.25
41621766	01-4-2500-000	PAYABLES - TRADE		175.55		
Invoice Description --> ACRD -\$51.68, COASTAL RESPONSE EXERCISE \$105.06						
41719527	01-4-2500-000	PAYABLES - TRADE		207.39		
Invoice Description --> ACRD - OFFICE SUPPLIES						
41694615	01-4-2500-000	PAYABLES - TRADE		244.31		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				627.25	0.00	627.25

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					2203.40	0.00	2203.40
<hr/>							
4845	STAPLES BUSINESS DEPOT #321						
39358	08-Jun-2016		Issued	148	C	169.84	
2083490	01-4-2500-000	PAYABLES - TRADE			7.81		
2081025	01-4-2500-000	PAYABLES - TRADE			47.04		
Invoice Description --> ACRD - OFFICE SUPPLIES \$21, COASTAL RESPONSE EXERCISE \$21							
2080607	01-4-2500-000	PAYABLES - TRADE			114.99		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE							
Total :					169.84	0.00	169.84
<hr/>							
39421	22-Jun-2016		Issued	167	C	1379.31	
2083489	01-4-2500-000	PAYABLES - TRADE			200.73		
Invoice Description --> SLVFD - OFFICE SUPPLIES							
2082953	01-4-2500-000	PAYABLES - TRADE			484.03		
Invoice Description --> SLVFD - LAPTOP							
2082216	01-4-2500-000	PAYABLES - TRADE			694.55		
Invoice Description --> SLVFD - LAPTOP							
Total :					1379.31	0.00	1379.31
Supplier Total :					1549.15	0.00	1549.15
<hr/>							
5001	STERICYCLE COMMUNICATION SOLUTIONS						
00138-0026	24-Jun-2016		Issued	166	T	171.05	
160521539101	01-4-2500-000	PAYABLES - TRADE			171.05		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - JUNE 2016							
Total :					171.05	0.00	171.05
Supplier Total :					171.05	0.00	171.05
<hr/>							
4785	STEWART MCDANNOLD STUART						
00138-0027	24-Jun-2016		Issued	166	T	2912.23	
72996	01-4-2500-000	PAYABLES - TRADE			621.60		
Invoice Description --> LEGAL FEES							
72997	01-4-2500-000	PAYABLES - TRADE			2290.63		
Invoice Description --> LEGAL FEES							
Total :					2912.23	0.00	2912.23
Supplier Total :					2912.23	0.00	2912.23
<hr/>							
4885	SUN COAST WASTE SERVICES						
00137-0037	10-Jun-2016		Issued	147	T	23970.83	
146621	01-4-2500-000	PAYABLES - TRADE			23970.83		
Invoice Description --> MAY 2016 - AV RECYCLING CONTRACT							
Total :					23970.83	0.00	23970.83

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				23970.83	0.00	23970.83
5410	TD VISA					
39429	22-Jun-2016	Issued	167	C		4358.28
JUNE06/16	01-4-2500-000	PAYABLES - TRADE		4358.28		
Invoice Description --> ACRD - \$2205.07, BUILD INSP \$1326.08, WCLF \$54.87, LBA \$86.23, AVEP\$686.03						
Total :				4358.28	0.00	4358.28
Supplier Total :				4358.28	0.00	4358.28
5402	TD VISA (BCVFD)C. STARRATT					
39428	22-Jun-2016	Issued	167	C		152.59
JUNE06/16	01-4-2500-000	PAYABLES - TRADE		152.59		
Invoice Description --> BCVFD - SERVICE AWARDS\$100, EQUIPMENT \$46.99, UTLILITY\$5.60						
Total :				152.59	0.00	152.59
Supplier Total :				152.59	0.00	152.59
5401	TD VISA (BCVFD)M. KOBUS					
39427	22-Jun-2016	Issued	167	C		139.01
JUN06/16	01-4-2500-000	PAYABLES - TRADE		139.01		
Invoice Description --> BCVFD - SIGN PROJECT \$39.01 -CAPITAL, TRAINING \$100.00						
Total :				139.01	0.00	139.01
Supplier Total :				139.01	0.00	139.01
4984	TELUS					
39423	22-Jun-2016	Issued	167	C		2151.02
JUN07/16	01-4-2500-000	PAYABLES - TRADE		2151.02		
Invoice Description --> ACRD CONSOLIDATED						
Total :				2151.02	0.00	2151.02
Supplier Total :				2151.02	0.00	2151.02
4983	TELUS MOBILITY (BC)					
39422	22-Jun-2016	Issued	167	C		1271.63
20322435185	01-4-2500-000	PAYABLES - TRADE		1271.63		
Invoice Description --> ACRD CELLPHONES						
Total :				1271.63	0.00	1271.63
Supplier Total :				1271.63	0.00	1271.63
1889	TERRA REMOTE SENSING INC					
00138-0028	24-Jun-2016	Issued	166	T		8951.67
3347	01-4-2500-000	PAYABLES - TRADE		8951.67		

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> WCLF & LBA - 20/80 SPLIT LIDAR						
Total :				8951.67	0.00	8951.67
Supplier Total :				8951.67	0.00	8951.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1890	TETRA TECH EBA INC.					
00138-0029	24-Jun-2016		Issued	166	T	36914.05
60505776	01-4-2500-000	PAYABLES - TRADE			15714.89	
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
60505653	01-4-2500-000	PAYABLES - TRADE			21199.16	
Invoice Description --> LBA - AIRFIELD LIGHT PROJECT - CAPITAL						
Total :				36914.05	0.00	36914.05
Supplier Total :				36914.05	0.00	36914.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1389	THE COMFORT ZONE MOBILITY AIDS AND SPA					
39385	22-Jun-2016		Issued	167	C	669.00
1451	01-4-2500-000	PAYABLES - TRADE			669.00	
Invoice Description --> ACRD - OCCUPATIONAL HEALTH AND SAFETY						
Total :				669.00	0.00	669.00
Supplier Total :				669.00	0.00	669.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2320	THE GRAPHICS FACTORY					
39394	22-Jun-2016		Issued	167	C	77.28
23611	01-4-2500-000	PAYABLES - TRADE			77.28	
Invoice Description --> BUILDING INSPECTION - BUS. CARDS - D. TODD						
Total :				77.28	0.00	77.28
Supplier Total :				77.28	0.00	77.28

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3057	THE LOCKSMITH MONSTER					
39405	22-Jun-2016		Issued	167	C	187.60
LM2003	01-4-2500-000	PAYABLES - TRADE			187.60	
Invoice Description --> BCWS - KEYS						
Total :				187.60	0.00	187.60
Supplier Total :				187.60	0.00	187.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5025	TOM HARRIS CELLULAR LTD					
39359	08-Jun-2016		Issued	148	C	33.60
PORTAIN99661	01-4-2500-000	PAYABLES - TRADE			33.60	
Invoice Description --> BCWS - SIM CARDS FOR PHONES						
Total :				33.60	0.00	33.60
Supplier Total :				33.60	0.00	33.60
39424	22-Jun-2016		Issued	167	C	99.68

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
PORTAIN100062	01-4-2500-000	PAYABLES - TRADE		99.68		
Invoice Description --> BCWS - PHONE SUPPLIES						
Total :				99.68	0.00	99.68
Supplier Total :				133.28	0.00	133.28

0900	TRACY BOND (PETTY CASH)					
39367	14-Jun-2016		Issued	158	C	181.20
JUNE10/16	01-4-2500-000	PAYABLES - TRADE			181.20	
Invoice Description --> ACRD - GEN OFFICE \$80.90, PLANNING \$9.25, ACHN \$39.60, COASTAL RESP. EXER. \$32.45, O						
Total :				181.20	0.00	181.20
Supplier Total :				181.20	0.00	181.20

5129	TREO PORT MANN					
39360	08-Jun-2016		Issued	148	C	10.90
2204474182	01-4-2500-000	PAYABLES - TRADE			10.90	
Invoice Description --> BCVFD - TRAVEL						
Total :				10.90	0.00	10.90
Supplier Total :				10.90	0.00	10.90

5114	TRINEX INTERNET SOLUTIONS INC					
00138-0030	24-Jun-2016		Issued	166	T	78.75
7666	01-4-2500-000	PAYABLES - TRADE			78.75	
Invoice Description --> ACRD COMPUTER - MONTHLY WEB HOSTING						
Total :				78.75	0.00	78.75
Supplier Total :				78.75	0.00	78.75

5131	TSESHAHT MARKET					
39361	08-Jun-2016		Issued	148	C	279.33
2071025	01-4-2500-000	PAYABLES - TRADE			6.27	
Invoice Description --> SLVFD - PROPANE						
2067945	01-4-2500-000	PAYABLES - TRADE			76.40	
Invoice Description --> SLVFD - FUEL TRUCK #41						
2088362	01-4-2500-000	PAYABLES - TRADE			86.65	
Invoice Description --> SLVFD - TRUCK #47						
2068910	01-4-2500-000	PAYABLES - TRADE			110.01	
Invoice Description --> SLVFD - FUEL TRUCK #48						
Total :				279.33	0.00	279.33

39425	22-Jun-2016		Issued	167	C	418.14
2046365	01-4-2500-000	PAYABLES - TRADE			43.45	
Invoice Description --> SLVFD - FUEL TRUCK #43						
2091262	01-4-2500-000	PAYABLES - TRADE			52.25	

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 Batch No. : All

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description -->	SLVFD - FUEL						
2102305	01-4-2500-000	PAYABLES - TRADE			60.51		
Invoice Description -->	SLVFD - FUEL TRUCK #43						
2113492	01-4-2500-000	PAYABLES - TRADE			72.01		
Invoice Description -->	SLVFD - FUEL TRUCK#47						
2113537	01-4-2500-000	PAYABLES - TRADE			82.00		
Invoice Description -->	SLVFD - FUEL TRUCK #48						
2101186	01-4-2500-000	PAYABLES - TRADE			107.92		
Invoice Description -->	SLVFD - FUEL TRUCK #41						
Total :					418.14	0.00	418.14
Supplier Total :					697.47	0.00	697.47

5145	UCLUELET CONSUMERS CO-OP ASSN						
39426	22-Jun-2016		Issued	167	C	987.70	
LBA - MAY/16	01-4-2500-000	PAYABLES - TRADE			987.70		
Invoice Description -->	LBA - MAY 2016 FUEL						
Total :					987.70	0.00	987.70
Supplier Total :					987.70	0.00	987.70

5186	UCLUELET RENT-IT CENTER						
00138-0031	24-Jun-2016		Issued	166	T	1233.75	
23268	01-4-2500-000	PAYABLES - TRADE			1233.75		
Invoice Description -->	SALMON BEACH - GARBAGE BIN HAULING AND BIN RENTAL AND RINSE						
Total :					1233.75	0.00	1233.75
Supplier Total :					1233.75	0.00	1233.75

5284	VANCOUVER ISLAND NORTH FILM COMMISSION						
39362	08-Jun-2016		Issued	148	C	7500.00	
2016 GRANT IN AID	01-4-2500-000	PAYABLES - TRADE			7500.00		
Invoice Description -->	2016 GRANT IN AID						
Total :					7500.00	0.00	7500.00
Supplier Total :					7500.00	0.00	7500.00

5423	WALCO INDUSTRIES LTD.						
00137-0038	10-Jun-2016		Issued	147	T	1103.55	
31083	01-4-2500-000	PAYABLES - TRADE			1103.55		
Invoice Description -->	BCWS - WATER METER REPLACEMENT						
Total :					1103.55	0.00	1103.55
Supplier Total :					1103.55	0.00	1103.55

5454	WATSON, ERICA						

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Supplier : 0003 To Z4209
Trans. Date : 01-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
39363	08-Jun-2016	Issued	148	C		60.00
MAY19/16	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				60.00	0.00	60.00
Supplier Total :				60.00	0.00	60.00

5481 WESTCOAST HOME HARDWARE LTD						
39364	08-Jun-2016	Issued	148	C		20.14
93219	01-4-2500-000	PAYABLES - TRADE		20.14		
Invoice Description --> ACRD - MAINTENANCE SUPPLIES						
Total :				20.14	0.00	20.14
Supplier Total :				20.14	0.00	20.14

5565 WFR WHOLESALE FIRE & RESCUE LTD.						
39365	08-Jun-2016	Issued	148	C		3629.95
100603	01-4-2500-000	PAYABLES - TRADE		3629.95		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				3629.95	0.00	3629.95
Supplier Total :				3629.95	0.00	3629.95

5527 WHEELS FOR WELLNESS						
39430	27-Jun-2016	Issued	169	C		2000.00
2016- GRANT IN AID	01-4-2500-000	PAYABLES - TRADE		2000.00		
Invoice Description --> 2016 GRANT IN AID						
Total :				2000.00	0.00	2000.00
Supplier Total :				2000.00	0.00	2000.00

6020 ZONE WEST ENTERPRISES LTD						
39366	08-Jun-2016	Issued	148	C		46.20
47860	01-4-2500-000	PAYABLES - TRADE		46.20		
Invoice Description --> SLVFD - UNIFORM						
Total :				46.20	0.00	46.20
Supplier Total :				46.20	0.00	46.20

Total Computer Paid :	<u>1,061,718.67</u>	Total EFT PAP :	<u>82,527.10</u>	Total Paid :	<u>1,741,087.18</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>596,841.41</u>		

REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: July 27, 2016

Subject: Memorandum of Understanding with the Minister of Natural Resources Canada:
(AV Landfill GPS Station)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Memorandum of Understanding with the Minister of Natural Resources Canada to grant a licence agreement for a Global Positioning System at the Alberni Valley Landfill for a ten (10) year term commencing July 1, 2016 and ending June 30, 2026.

Background:

Natural Resources of Canada (NRCan) have had a Global Positioning System (GPS) station installed at the Alberni Valley Landfill since 2002. Previously there has never been a formal agreement with the ACRD for this station and they would like to enter into a MOU for a 10-year term, commencing July 1, 2016 and ending June 30, 2026.

The GPS stations are permanent installations, at which positional measurements are made on a continual basis. The equipment installed at these stations operates for the most part automatically, with very limited human intervention. After installation of the equipment, site visits are made on an as-needed basis for routine servicing and maintenance and for emergency repairs.

The Geological Survey of Canada (GSC) of NRCan operates a network of GPS tracking stations across Canada. The principle objective of this network is to measure and monitor crustal deformation as it relates to earthquake hazard and global change. These activities are within the mandates of the Public Safety Geoscience Program and the Canadian Hazard Information Service (CHIS) of NRCan. The objectives of the NRCan programs include the reduction of risk to Canadians and Canadian infrastructure through better understanding of the location, potential size, and recurrence of damaging earthquakes as well as to improve the ability to provide estimates of earthquake magnitude and location immediately after they happen. Research results are also used by the Canadian National Committee on Earthquake Engineering to include in the seismic building code and by local, provincial and federal emergency response organizations. Data from continuously operating GPS and seismic stations are essential to meet the objectives of NRCan's programs. These data sets determine how the surface of the Earth is deforming due to earthquake processes and directly measure the seismic waves produced by earthquakes, which are used to determine the location and size of the events.

Having this equipment locally is very beneficial for our community.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

There has been no charge for this since the installation in 2002 and staff recommend that there be no charge for the requested 10-year term. There is no cost to the ACRD for this station.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Approved by: 

Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: July 27, 2016

Subject: Request to Multi-Materials BC to include Cherry Creek Electoral Area in curbside pickup service area.

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to Multi-Materials BC (MMBC) requesting that Electoral Area "F" (Cherry Creek) be added to the curbside recycling pickup service area.

Desired Outcome:

To provide approximately 881 Cherry Creek Electoral Area households with curbside recycling pickup in the MMBC program.

Background:

In September of 2008, the ACRD started a curbside and depot recycling program. Electoral Area "F" (Cherry Creek) declined to participate in the program. In May of 2014, under the BC Recycling Regulation, MMBC took over the responsibility of managing residential packaging and printed paper recycling programs in BC. MMBC is a non-profit organization that is fully financed by industry and works directly with local governments, First Nations, private companies, and other non-profit organizations.

At the commencement of the MMBC program, only those areas that were receiving curbside pickup of recycling were eligible to be included in the MMBC program, therefore, Cherry Creek could not be included. Since the program is becoming more established the hope is that additional areas can be included in the program. The Electoral Area Directors, at their last meeting passed a notice of motion to request that the ACRD Board of Directors send a letter to MMBC requesting this addition. Staff have requested at every opportunity to have Cherry Creek included, and have been put on a waiting list for inclusion. A letter from the Board would be beneficial to our request.

Time Requirements – Staff & Elected Officials:

Staff time to submit a letter to MMBC.

Financial:

The funds received from MMBC may cover the additional cost to the current curbside recycling contract. If costs increase over time, there will need to be an invoice or tax requisition for the cost of the service.



Submitted by: _____
Janice Hill, Environmental Services Coordinator



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: July 27, 2016

Subject: Millstream and Long Beach Airport Waterworks Contractor Agreements

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into the following contracts with Mr. Joe Daley effective July 1, 2016:

- 1. To carry out the duties on the Millstream Water System as an Independent Waterworks Contractor at a rate of \$885.00 plus taxes per month on a month to month basis.*
- 2. To carry out the duties on the Long Beach Airport Water System as an Independent Waterworks Contractor at a rate of \$1,000.00 plus taxes per month on a month to month basis.*

Summary

Effective June 30th 2016 the contracted service of Shawn McConnell for both the Millstream and Long Beach Airport (LBA) water systems ended. Mr. McConnell has been overseeing the Millstream water system since fall of 2007 and the LBA water system since the spring of 2011.

In the interim ACRD staff have been reviewing the different options for the contracted services and various options available to meet our immediate needs. In the short term the ACRD has been fortunate to secure the services of Joe Daley. Mr. Daley was the water services contractor for Millstream water before Mr. McConnell in 2007. Mr. Daley has previously held his small water system operators certificate as well as being a red seal electrician who has worked on the LBA water system in the past. Staff contacted Island Health to advise of the changes and there were no concerns identified in the short term. Mr. Daley will assume the rates provided to the prior contractor for the contracted work at both sites.

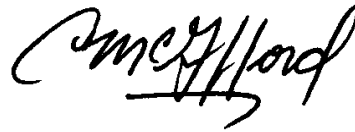
The next step will be an expression of interest for the Millstream water system and the LBA water system separately to find a long term solution for the water systems oversight.

Time Requirements – Staff & Elected Officials:

Staff time to finalize contracts

Financial:

The Regional District shall pay to the Waterworks Contractor \$885.00 plus applicable taxes per month to maintain the Millstream Waterworks system; and \$1,000.00 per month plus applicable taxes per month to maintain the Long Beach Airport Waterworks system. The fee for the Waterworks Contractor's additional services, public notice services and emergency services shall be \$30.00 per hour plus applicable taxes. These rates are the same as the prior contractor's agreement and the interim contractor has agreed to assume these rates.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services
Wendy Thomson, Manager of Administrative Services

Meeting Date: July 27, 2016

Subject: Bamfield Water system – Water Treatment plant update & next steps

That the Alberni Clayoquot Regional District Board of Directors confirm that approval for the required borrowing of the Bamfield water System Dissolved Air Floatation Water Treatment Plant will be by referendum question in the fall of 2016 and staff be directed to prepare the necessary bylaws and refer the matter to the Bamfield water Committee for their consideration

Summary

Bamfield Water continues to be under a water advisory placed by Island Health (VIHA) as the water system supplies water that does not meet the Canadian Drinking water standards for both Trihalomethane (THM) and Haloacetic acid (HAA) levels. THM & HAA are a group of chemical compounds that are made when chlorine reacts with organic matter in water. The water advisory has been in place since November of 2013.

Since November of 2013 the ACRD Board of Directors, staff, engineer, consultants and the Bamfield Water Advisory committee (BWS committee) have been working to find the most economical and efficient solution to address the water advisory. At the direction of the Board and with the support of the BWS committee, the Dissolved Air Floatation pilot test in late 2014 was undertaken to confirm the method of treatment. The cost estimated of a Dissolved Air Floatation water treatment plant was estimated to be \$1.5 million. The Board of Directors have allocated \$1,026,672 Gas Tax funds towards the treatment plant.

The water system needs to meet the terms and conditions (as set by VIHA) on the operating permit and a DAF treatment plant will provide an economical and efficient solution for the water quality issues Bamfield is faced with. VIHA, staff and the ACRD's engineer have met on several occasions with the BWS committee to review the issues and the options available to the Bamfield water system.

At the BWS Committee meeting February 12, 2016, Dr. Paul Hasselback, Island Health Chief Medical Health Officer provided an overview of water treatment requirements in the province leading up to and after the establishment of the Drinking Water Protection Act. He stated that the regional District has provided a lot of progress in the management of the BWS. It is up to the operator (ACRD) to design and implement appropriate solutions to meet the drinking water standards. Filtration is required for the Sugsaw Lake water supply. Attached is a letter from IH in response to the proposed plans for the treatment facility.

In order for the ACRD to borrow for this project it must obtain electoral approval by referendum or Alternative Approval Process. While time consuming, leading to delays in implementing this project a referendum is the course of action. An AAP could easily fail with such a small population. However, a “NO” result in a referendum will leave the ACRD with the water quality problem continuing and no means to borrow the required funds to implement the solution. ACRD staff will bring the required bylaws and resolutions to proceed to the BWS committee and the board in late August. The likely outcome will be a referendum in the fall of 2016. A draft schedule is attached.

The implementation of a DAF treatment plant is a two step process with two separate tenders:

- Step 1 tender for the water treatment plant components and have them prepared.
- Step 2 tender for the installation and associated work – building and commissioning on site.

Staff propose that the tender for the first step be initiated now with fulfillment of the successful contract subject to the referendum results. This has two advantages – it gets the project going and reduces the delay for achieving the treatment (subject to a successful referendum) and it provides for the community the actual costs of a approximately 1/3 of the project – one that is hard to estimate in advance. The BWS committee has asked for more detailed costs for this component. This process will provide that for them in advance of the referendum.

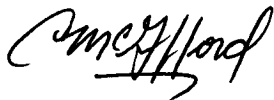
The initial pilot project identified a class C estimated cost of 1.5 million in late 2014. Koers and Associates are currently preparing the DAF plant tender and site plans for the tender package in order to go to market and solidify the cost of the DAF plant before the referendum question is presented. Once these amounts are provided through the tending process the final amount requested to borrow will be set in the referendum question.

Time Requirements – Staff & Elected Officials:

Staff time to prepare for referendum – not considered in the work plan of the 2016 budget process.

Financial

The amounts required to borrow to enable this project to proceed will be provided at the August 24, 2016 Board of Directors meeting along with the referendum question. The impact of the long term debt on the parcel tax will also be presented for the information package available to the public to make their decision.



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

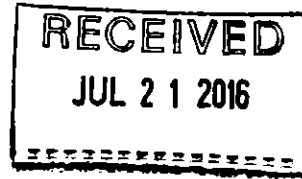


Submitted by: _____
Wendy Thomson, Manager of Administrative Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

Excellent health and care, for everyone,
everywhere, every time.



July 14, 2016

Russell Dyson
Chief Administrative Officer
Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, B. C. V9Y 2E3

Dear Mr. Dyson,

Re: Bamfield Water System Upgrades

Island Health has received the June 15, 2016 request from Ken Doll, P. Eng., of Koers & Associates Engineering to support the proposed treatment process and treatment objectives for Sugsaw Lake, as well as to provide comments on the draft procurement (selected sections) documents for this project.

Island Health has reviewed the request as well as the pilot-testing results contained in Koers' January 16, 2015 report, and based on this review, Island Health strongly supports these proposed water system upgrades for the Bamfield Community Water System.

The proposed treatment and disinfection train consists of coagulation, flocculation, dissolved air flotation, multi-media filtration and chlorine disinfection. The proposed treatment and disinfection train will meet the *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia (Version 1.1/November 2012)*, and will reduce disinfection by-product precursors to limit the formation of trihalomethanes and haloacetic acids to acceptable levels.

Island Health agrees with the proposed minimum water treatment objectives for Sugsaw Lake as outlined:

- 4-log (99.99%) inactivation/removal of viruses.
- 3-log (99.9%) inactivation/removal of Giardia cysts and Cryptosporidium oocysts
- Prescribed water quality standards for potable water as set out in Schedule A of the *Drinking Water Protection Regulation* are met.
- Turbidity* shall be less than or equal to 0.3 nephelometric turbidity units (NTU) in at least 95% of measurements either per filter cycle or per month and never to exceed 1 NTU.
- Colour ≤ 15 true colour units.
- Total organic carbon* (TOC) ≤ less than 2.0 mg/L.
- Total trihalomethanes (THMs) < 0.1 mg/L based on a locational running annual average of a minimum of quarterly samples taken in the distribution system.

- Haloacetic acids (HAAs) to < 0.08 mg/L based on a locational running annual average of a minimum of quarterly samples taken in the distribution system.
- Tannins ≤ 0.4 mg/L
- Maintaining a chlorine residual throughout the distribution system.
- Maintaining the pH between 7-10.5 in the treated water.
- The total aluminium (if aluminum based coagulants are to be used) concentration to < 0.1 mg/L in the treated water.
- The treated water shall have an inoffensive taste and odour.
- The treated water shall meet the maximum acceptable concentrations of those parameters, as applicable, listed in the Guidelines for Canadian Drinking Water Quality (latest edition).

*Based on the performance standard for conventional filtration in the Guidelines for Canadian Drinking Water Quality: Guideline Technical Document – Turbidity.

*The level of TOC in the finished water may exceed 2 mg/L provided that the THM and HAA levels remain at acceptable levels; however Island Health has observed that disinfection by-products are above acceptable levels when TOC exceeds 4 mg/L; and may or may not be above the acceptable levels when TOC is between 2 – 4 mg/L.

With respect to the draft proposal specifications, I have asked Murray Sexton, P. Eng., Public Health Engineer for Island Health to communicate with Koers & Associates Engineering directly, and keep the Alberni Clayoquot Regional District informed of any correspondence.

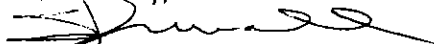
Recently, lead levels in public buildings have been getting a great deal of attention and the Ministry of Health is currently reviewing the need for lead and corrosion control provisions in water systems. As the ACRD continues to move forward with the design process for the new treatment plant, it is recommended that the current information available on controlling corrosion in the drinking water distribution system be reviewed.

As you know formal acceptance of the proposed water treatment plant and permission to construct the water treatment plant is in the form of a construction permit issued by the Public Health Engineer; and permission to operate the water treatment plant is in the form of an operating permit issued by the Issuing Official.

In closing, Island Health strongly supports the proposed water treatment plant for the community of Bamfield, and we look forward to receiving your application for a construction permit.

If you have any questions or comments please contact myself or Murray Sexton, P. Eng., Public Health Engineer, Island Health in our Nanaimo Office at (250) 755-6299.

Yours truly,



Stephanie Bruvall
Environmental Health Officer

cc. Dr. Paul Hasselback, MD, MSc, FRCPC, Medical Health Officer, Island Health
Charlene MacKinnon, Senior Environmental Health Officer, Island Health
Lynne Magee, Regional Drinking Water Coordinator, Island Health
Murray Sexton, Public Health Engineer, Island Health
Andrew McGifford, Environmental Services Manager, ACRD



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT
BAMFIELD WATER TREATMENT PLANT
PRELIMINARY PROJECT SCHEDULE**



updated on: July 22, 2016

Task No.	Description	Target Completion Date	2016						2017											
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Project Initiation	Schedule Prepared on July 5, 2016																		
1.1	Project Start-up	May 26, 2016																		
2	Site Survey, Base Plan & Develop Site Layout																			
2.1	Perform Site Survey and Create Base Plan	July 21, 2016	■																	
2.2	Develop Site Plan Showing Layout of WTP & Tanks	August 14, 2016		■																
3	Water Treatment Equipment Supply																			
3.1	Prepare Supply Contract for Procurement of Treatment Equipment	July 14, 2016	■																	
3.2	Procure WT Equipment (4 weeks)	August 16, 2016		■																
3.3	Borrow Bylaw to the Board for 3rd Readings & referendum Question	August 24, 2016																		
3.4	Proposed Date for Referendum	November 19, 2016																		
3.5	Bylaw Adoption (If referendum successful)	November 23, 2016																		
3.6	Bylaw Quashing Period ends (30 days) and approval to borrow finalized	December 23, 2016																		
3.7	Award WT Equipment Supply Contract	December 23, 2016																		
3.8	Shop Drawings (15 days after Award)	January 21, 2017																		
4	Preliminary Design of Water Treatment Plant																			
4.1	Preliminary Design (7 weeks)	October 4, 2016		■																
4.2	Review Shop Drawings (2 weeks)	February 7, 2017																		
4.3	Manufacture WT Equipment (16 - 20 weeks)	July 7, 2017																		
5	Detailed Design of Water Treatment Plant																			
5.1	Water Treatment Plant (7 weeks) - Electrical Power Supply - Building Structure - Building HVAC - Building Electrical & Controls - Process Piping - Waste Disposal	March 31, 2017																		
6	Prepare Contract Documents and Tender																			
6.1	Water Treatment Plant Contract (6 weeks)	May 1, 2017																		
6.2	Tender Construction Contract	June 1, 2017																		
6.3	Award Construction Contract	June 9, 2017																		
7	Award Contracts & Proceed with Construction																			
7.1	Obtain Health Permit (5 weeks)	April 21, 2017																		
7.2	Water Treatment Plant Contract	November 30, 2017																		

LEGEND:
■ Activity
 Limited Activity
 Waiting Period
◆ Milestone

REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: July 27, 2016

Subject: 2016 Beaver Creek Road Watermain Replacement – Tender Recommendation

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the 2016 Beaver Creek Road Watermain Replacement tender to Berry and Vale Contracting Ltd. in the amount of \$218,928.15 including GST.

Summary

Tenders for the 2016 Beaver Creek Road Watermain Replacement were received and opened in public at the ACRD office on July 13, 2016 at 3:00 pm. A total of five tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addendum. The tenders have been checked for completeness and accuracy. No mathematical errors were found and therefore all tenders are considered accurate and valid. A summary of the tenders are as follows:

<u>Tenderer</u>	<u>Tender Price</u>	<u>Completion</u>
Berry & Vale Contracting Ltd.	\$218,928.15	75 days
Copcan Civil Ltd.	\$229,488.00	90 days
Bowerman Excavating Ltd.	\$231,561.75	180 days
David Stalker Excavating Ltd.	\$232,540.00	45 days
IWC Excavation Ltd.	\$312,392.40	127 days

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

Therefore, we recommend that this contract be awarded to Berry & Vale Contracting Ltd. for the following reasons:

1. Tender Price – Berry & Vale Contracting Ltd. submitted the lowest qualifying tender.
2. Schedule – The tender was for a reasonable time period for this project – within 75 days.
3. Other Considerations - Berry & Vale Contracting Ltd. is a reputable company that is capable of completing the project in a satisfactory manner.

Background

The Kackaamin Family Development Centre Society (KFDC) was originally constructed without adequate water supply to provide fire flow protection. KFDC then contributed \$150,000 to the Beaver Creek Improvement District (BCID) as a Capital Contribution to assist in upgrading the water system. The North Reservoir pump station was the first upgrade to be constructed to provide enough flow and pressure.

This first phase of the watermain upgrades was the 150 meters of 200mm watermain on Beaver Creek Road from the North Reservoir site to Bainbridge Road and was completed in the fall of 2013. This is the second phase and is approximately 600 lineal meters of 200 mm diameter watermain and associated appurtenances on Beaver Creek Road from Bainbridge Road to 225 m east of Dobie Road and to the Kackaamin Family Development Centre.

This upgrading of the Beaver Creek Road watermain supply the community care facility development of KFDC with the design fire flows.

Financial

The capital budget in the 2016-2020 Financial Plan had the budgeted amount of \$250,000 and will be amended to include the \$150,000 of Gas Tax funding allocated at the March 22, 2016 Electoral Area directors meeting for a total of \$400,000 in watermain upgrades in 2016. Currently the total sum of all engineering and tendered projects is \$415,298 of actual costs to the water system. This will require an amendment to increase the capital contribution from operating in 2016 to cover the amounts required. A review of costs to date in the Beaver Creek water system shows that there is room to make this adjustment.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: July 27, 2016

Subject: Arvay, Pierce, and Mersey Road Watermains - Tender Recommendation

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Arvay, Pierce, and Mersey Road Watermains Replacement tender to Copcan Civil Ltd. in the amount of \$163,810.50 including GST.

Summary

Tenders for the Arvay, Pierce, and Mersey Road Watermain Replacement project were received and opened in public at the ACRD office on July 7, 2016 at 3:00 pm. A total of three tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addendum. The tenders have been checked for completeness and accuracy. A mathematical error was found on the tender submitted by David Stalker Excavating Ltd., resulting in a \$0.11 decrease in the total tender price. All tenders are considered accurate and valid. A summary of the tenders are as follows:

<u>Tenderer</u>	<u>Tender Price</u>	<u>Completion</u>
Copcan Civil Ltd.	\$163,810.50	90 days
Bowerman Excavating Ltd.	\$170,622.12	180 days
David Stalker Excavating Ltd.	\$174,597.10	45 days

The ACRD Consulting Engineers, Koers & Associates, have stated that Copcan Civil Ltd. is a reputable contractor based out of Nanaimo. Based on this we are satisfied they are able to perform the work specified under this contract.

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

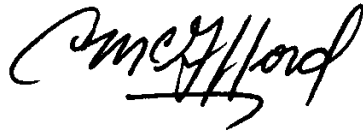
1. Tender Price – Copcan Civil Ltd. submitted the lowest qualifying tender.
2. Schedule – The tender was for a reasonable time period for this project – within 90 days.
3. Other Considerations - Copcan Civil Ltd. is a reputable company that is capable of completing the project in a satisfactory manner.

Background

The work includes the supply of all materials, labour, and equipment to install approximately 235 lineal meters of 200 mm diameter watermain on Pierce Road, 104 lineal meters of 150 mm diameter watermain on Mersey Road, and 16 lineal meters of 150 mm diameter watermain on Arvay Road.

Financial

The capital budget in the 2016-2020 Financial Plan had the budgeted amount of \$250,000 and will be amended to include the \$150,000 of Gas Tax funding allocated at the March 22, 2016 Electoral Area directors meeting totaling \$400,000 for watermain upgrade in 2016. Currently the total sum of all engineering and tendered projects is \$415,298 in actual costs to the water system. This will require an amendment to increase the capital contribution from operating in 2016 to cover the amounts required. A review of costs to date in the Beaver Creek water system shows that there is room to make this adjustment.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services
Beaver Creek Water Advisory Committee

Meeting Date: July 27, 2016

Subject: Purchase of two (2) storage containers for Beaver Creek Water

THAT the Alberni-Clayoquot Regional Directors approve the purchase of two 8' x 20' storage containers from Big Green Storage at a cost of \$8,000 plus shipping and applicable taxes.

Summary:

A hazardous materials assessment was performed at the old BCWS maintenance building and findings required that staff discontinue using that building for storage. The ACRD's Joint Occupational Health and Safety committee requested that the ACRD building maintenance staff get quotes and prices for one storage container to allow for the removal of supplies and equipment and then the eventual demo of the BCWS building.

Big Green Storage was selected for best price and the first storage container was delivered and rented in April of 2016. A subsequent inquiry was made to see if there could be an outright purchase and the rental fee paid be allocated to the purchase. Big Green Storage will not provide credit for rental payments made on the first unit from April to present.

The building has been virtually cleared out except for some power tools, gas operated equipment, fuel and chemicals that still remain in the shed portion of the building. Until the building is completely emptied it must remain used as storage. The building should be demolished and removed from the site in the very near future. This is the reason for the request for the second unit.

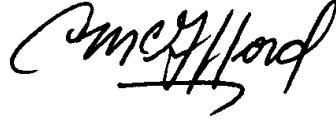
The cost per unit is \$130 per month or a purchase price of \$4,000. After 31 months the total monthly rental payment would amount to \$4,030. It is unlikely that a new storage building would be in place within the next three years and the rental cost could easily pay for the purchase of the units over that time period. The storage units are very handy and if the water system does not require them in the future the ACRD can transfer to another service at fair value.

Time Requirements – Staff & Elected Officials:


Minimal staff time for purchase.

Financial:

The 2016-2020 Financial Plan will be amended to include the capital expenditure for the purchase of these two units. The BCWS capital reserve has the capacity to make this amendment in 2016.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Report Date: June 21, 2016

Subject: Lease renewal – Wildfire Operations of the Ministry of Forests - AVRA

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors renew the Ministry of Forests, Lands and Natural Resources lease for their Wildlife Operations base facility located at the Alberni Valley Regional Airport for a three (3) year term commencing September 1st, 2016 and ending August 31st, 2019 at the rate of \$5615.93 plus GST per year including CPI increases.

Summary:

The Ministry of Forests, Lands and Natural Resources lease a portion of land at the AVRA for the purpose of operating fire base facility as part of the Provincial Fire Protection Program. The lease expires on August 31st, 2016 and they wish to renew.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare lease agreement.

Financial:

The Ministry of Forests, Lands and Resources will pay an annual rent of \$5,179.76 plus GST including CPI increases.

Submitted by: 

 Janice Hill, Environmental Services Coordinator

Approved by: 

 Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: July 27, 2016

Subject: Conditional Grant Agreement for BC Air Access Program (BCAAP)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter in to a Conditional Grant Agreement with the BC Air Access Program to a maximum of \$729,215 or 50% of total eligible project costs, whichever is less, towards the Installation of Runway Lighting System at the Alberni Valley Regional Airport.

Summary:

In April 2016, staff submitted a grant application to the BC Air Access Program to assist in funding the Installation of runway lighting for the AVRA. Our request of \$729,215 (or 50%) was granted and the ACRD must contribute the remaining 50%. The deadline for project completion is September 30, 2018.


Time Requirements – Staff & Elected Officials:

Staff time to co-ordinate the project and submit documentation as required to BCAAP.

Financial:

A report containing the financial implications of this grant and the airport expansion project as a whole will be circulated in advance of the meeting.

Submitted by:  _____
 Janice Hill Environmental Services Coordinator

Approved by:  _____
 Russell Dyson, Chief Administrative Officer

CONDITIONAL GRANT AGREEMENT

THIS AGREEMENT made the 20th day of July, 2016

BETWEEN:

Ministry of Transportation & Infrastructure

("the Ministry")

OF THE FIRST PART

AND:

Regional District of Alberni-Clayoquot

(the "Recipient")

OF THE SECOND PART

WHEREAS:

The Ministry wishes to provide funding through the British Columbia Air Access Program (BCAAP) to the Recipient on the terms and conditions below, to a maximum of **\$729,215** or 50% of the total eligible project costs, whichever is less, towards **Installation of Runway Lighting System** at the Alberni Valley Regional Airport.

NOW THEREFORE, in consideration of these promises, and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by each of the parties), the parties agree as follows:

DEFINITIONS

1.01 In this Agreement:

- (a) "Authorized Representative" means the person or persons with legal authority and agency to legally bind the recipient, and who signs this document accordingly;
- (b) "Event of Default" means any of the events described in paragraph 13.01;
- (c) "Material" means all findings, data, specifications, drawings, spread sheets, evaluations, working papers, reports, surveys documents (both printed and electronic including but not limited to hard disk or diskettes), material, databases, procedures manuals whether complete or otherwise that have been produced, received or acquired by, or provided by or on behalf of the Ministry to the Recipient as a result of this Agreement;
- (d) "Project" means the project described in Schedule "A" attached to this Agreement;
- (e) "Term" means the period in paragraph 3.01;
- (f) "Eligible Costs" means all capital construction expenses incurred as defined by the program's guidelines, which are directly related to the construction of the project, including labour, materials, applicable taxes, equipment and regulatory, directional and warning signs, and erection of project signage as per section 6.01(j). Ineligible project costs are as listed in Schedule "C". Costs must be incurred during the period of **April 8, 2016 to September 30, 2018**;

- (g) "Project Costs" means all amounts paid or incurred in respect of the Project; and
- (h) "Project Completion" means when all construction as necessary to facilitate the safe, uninterrupted, and unobstructed public use of airport infrastructure described in Schedule "A" has been satisfactorily completed by **September 30, 2018**.

PAYMENT

- 2.01 Subject to the provisions of this Agreement, the Ministry will provide the Recipient with payment, in the amount and manner, and at the times set out in Schedule "B" attached to this Agreement.

TERM OF AGREEMENT

- 3.01 The term of this Agreement will commence on the date of execution and delivery of the Agreement and will end on **September 30, 2019** unless sooner terminated by the Ministry.

REPRESENTATIONS AND WARRANTIES

- 4.01 The Recipient represents and warrants to the Ministry, with the intent and understanding that the Ministry will rely thereon in entering into this Agreement, that:
 - (a) all information statements, documents and reports furnished or submitted by the Recipient to the Ministry in connection with this Agreement are true and correct to the best of the Recipient's knowledge;
 - (b) the Recipient has no knowledge of any fact that materially adversely affects, or so far as it can foresee might materially adversely affect, the Recipient's properties, assets, financial condition, business or operations, or its ability to fulfill its obligations under this Agreement;
 - (c) the Recipient is not in breach of, or in default under, any law, statute or regulation applicable to or binding on it that may affect the Program;
 - (d) the Recipient has the power and capacity to accept, execute and deliver this Agreement; and,
 - (e) this Agreement is binding upon and enforceable against the Recipient in accordance with its terms.
- 4.02 All statements contained in any certificate, application or other document delivered by or on behalf of the Recipient to the Ministry under this Agreement, or in connection with any of the transactions contemplated hereby, will be deemed to be representations and warranties by the Recipient under this Agreement.
- 4.03 All representations, warranties, covenants and agreements made herein, and all certificates, applications or other documents delivered by or on behalf of the Recipient, are material and will conclusively be deemed to have been relied upon by the Ministry and will continue in full force and effect during the continuation of this Agreement.

RELATIONSHIP

- 5.01 No partnership, joint venture, agency or other legal entity will be created by, or will be deemed to be created by, this Agreement or any actions of the parties pursuant to this Agreement.
- 5.02 The Recipient is an independent contractor and is not the servant, employee or agent of the Ministry.
- 5.03 The Recipient will not in any manner whatsoever commit or purport to commit the Ministry for the payment of money to anyone.

RECIPIENT'S OBLIGATIONS

- 6.01 The Recipient will:
- (a) carry out the Project in accordance with the terms of this Agreement;
 - (b) at the request of the Ministry, fully inform the Ministry of the work done and to be done by the Recipient in connection with the Project;
 - (c) at the request of the Ministry, permit the Ministry at all reasonable times to examine and copy the Material;
 - (d) expend funds received as under this Agreement in accordance with the terms of this Agreement and only for the purpose of carrying out the Project;
 - (e) obtain the prior written consent of the Ministry for any changes to the scope of the Project;
 - (f) observe, abide by and comply with all laws, by-laws, orders, directions, rules and regulations of any competent government Ministry or branch or agency thereof directly or indirectly applicable to the Recipient or this Agreement;
 - (g) if requested by the Ministry, provide evidence satisfactory to the Ministry that the representations and warranties set forth in paragraph 4.01 are true and correct;
 - (h) file all tax, corporate information, if applicable, and other returns required to be filed by the laws of British Columbia or Canada, and will comply with all workers' compensation legislation and other similar legislation to which the Recipient may be subject, and will pay all taxes, fees and assessments calculated to be due by the Recipient under those laws;
 - (i) co-operate with the Ministry in making such public announcements regarding the Project and the details of this Agreement as the Ministry see fit;
 - (j) if requested, to erect and maintain, for the duration of the project, signs as specified by the Ministry at a prominent location on the project site, (signs on the property of the recipient to be maintained by the recipient) with costs of the sign paid for by the Ministry and costs of erection paid for by the recipient, with 50% of said erection costs being invoiced to the Province upon project completion;
 - (k) repay all monies forthwith upon demand by the Ministry if the terms and conditions of this Agreement are not met; and,
 - (l) maintain any facilities developed, constructed or otherwise created by this Project in good condition.

RECORDS

- 7.01 The Recipient will:
- (a) establish and maintain accurate books of account and records in relation to the Project in a manner acceptable to the Ministry (including supporting documentation of all expenditures related to the Project);
 - (b) permit the Ministry at any time or times during normal business hours, to copy or audit, or both, any or all of the books of account and records (including supporting documents) referred to in subparagraph (a) of this paragraph; and
 - (c) provide to the Ministry a statement of all work done and expenditures made on the Project during the period.

STATEMENTS AND ACCOUNTING

- 8.01 Within 90 days of project completion, the Recipient will submit to the Ministry:
- (a) a written certification, executed by an Authorized Representative, of all work undertaken on the Project, clearly indicating any variation between the work in Schedule "A" and the work done; and
 - (b) a detailed claim form, in form and content satisfactory to the Ministry, an accounting for all of the funds provided to the Recipient pursuant to paragraph 2.01, such statement to be certified true and correct by the Authorized Representative.

APPROPRIATION

- 9.01 Notwithstanding any other provision of this Agreement, the payment of money by the Ministry to the Recipient pursuant to this Agreement is subject to:
- (a) there being sufficient monies available in an appropriation, as defined in the B.C. Financial Administration Act (the "FAA"), to enable the Ministry in any fiscal year when any payment of money by the Ministry falls due pursuant to this Agreement, to make that payment; and
 - (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subparagraph (a) of this paragraph.

REPORTS

- 10.01 The Recipient will deliver to the Ministry such written reports, in form and content satisfactory and prepared by a person acceptable to the Ministry, as the Ministry may from time to time request concerning either the progress under this Agreement or the financial condition of the Recipient.
- 10.02 Within one year after project completion, the Recipient will deliver to the Ministry a written report which outlines the expectations the Recipient had for the project in the initial request (in terms of passenger or cargo levels, safety, other objectives) and compares those expectations to what has actually materialized in the one year period since the project was completed.

CONFLICT OF INTEREST

11.01 The Recipient will not, during the Term, perform a service for or provide advice to any person, or entity where the performance of such service or the provision of the advice may or does in the reasonable opinion of the Ministry, give rise to a conflict of interest between the obligations of the Recipient to the Ministry under this Agreement and the obligations of the Recipient to such other person, or entity.

CONFIDENTIALITY

12.01 Subject to the laws of the Province and Canada, the Recipient will treat as confidential all information or Material supplied to or obtained by the Recipient as a result of this Agreement and will not permit the publication, release or disclosure of the same without the prior written consent of the Ministry or except if such disclosure is necessary to enable the Recipient to fulfill its obligations under this Agreement.

DEFAULT

13.01 Any of the following events will constitute an Event of Default, namely:

- (a) the Recipient fails to comply with any provision of this Agreement;
- (b) any representation or warranty made by the Recipient in accepting this Agreement is untrue or incorrect;
- (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is untrue or incorrect;
- (d) the Recipient ceases to operate;
- (e) a change occurs with respect to any one or more, including all, of the properties, assets, financial condition, business or operations of the Recipient which, in the opinion of the Ministry, materially adversely affects the ability of the Recipient to fulfill its obligations under this Agreement;
- (f) an order is made or a resolution is passed or a petition filed for the liquidation or winding up of the Recipient;
- (g) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency;
- (h) a bankruptcy petition is filed or presented against, or a proposal under the Bankruptcy Act (Canada) is made by, the Recipient;
- (i) a receiver or receiver-manager of any property of the Recipient is appointed; or,
- (j) the Recipient permits any sum which is not disputed to be due by it to remain unpaid after legal proceedings have been commenced to enforce payment thereof.

- 13.02 Upon the occurrence of any Event of Default and at any time thereafter the Ministry may, notwithstanding any other provision of this Agreement, at its complete discretion and exercisable by written notice to the Recipient:
- (a) declare all monies paid under this Agreement to be due and payable by the Recipient to the Ministry and such monies will immediately become due and payable without presentment, demand, protest or any other notice of any kind to the Recipient, all of which are hereby expressly waived; and,
 - (b) terminate this Agreement.
- 13.03 Any rights, powers and remedies conferred on the Ministry under this Agreement or under any statute or law are not intended to be exclusive and each shall be cumulative and in addition to and not in substitution for every other right, power and remedy existing or available to the Ministry under this Agreement, any other agreement, at law or in equity.
- 13.04 The exercise by the Ministry of any right, power, or remedy will not preclude the simultaneous or later exercise by the Ministry of any other right, power or remedy.

MINISTRY

- 14.01 The Recipient will refer all matters pertaining to the Agreement to the Ministry.

INDEMNITY

- 15.01 The Recipient will at all times indemnify and save harmless Her Majesty the Queen in Right of the Province of British Columbia ("the Province"), as represented by the Minister of Transportation and Infrastructure ("the Minister"), and the employees, servants, and agents of the Minister and the Province, from and against all claims, actions, causes of action, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether such interest, fines or costs are court ordered or otherwise and whether before or after the expiration or termination of this Agreement) where the same or any of them are sustained in any way as a result of this Agreement, which indemnity will survive the expiration or sooner termination of this Agreement.

ASSIGNMENT AND SUBCONTRACTING

- 16.01 The Recipient will not, without the prior written consent of the Ministry, assign, whether directly or indirectly, this Agreement or any right or rights of the Recipient under this Agreement.
- 16.02 The Recipient will ensure that any Contracts it awards to any Third Party will be awarded in a way that is transparent, competitive, and consistent with value for money principles. No tendering clauses are to be used that allows the Recipient to not accept a tender from a bidder who has engaged, directly or indirectly, in a contract dispute whether through contract dispute resolution procedures or a legal proceeding in relation to any other contract with the Recipient.

OTHER FUNDING

- 17.01 If the Recipient receives, or has received, for or in respect of the Project, funding from any person, firm, corporation or other government or governmental body, then the Recipient will forthwith provide the Ministry with full and complete particulars thereof.

- 17.02 The Ministry reserves the right to recalculate the maximum BCAAP contribution to the Project as a result of funding identified in 17.01, consistent with the application of BCAAP guidelines.

NOTICES

- 18.01 Any notice, consent, waiver, statement, other document or payment and any or all of the Material that either party may desire or be required to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of delivery, if delivered electronically through a means agreed to by the Parties on the date of delivery, or, if mailed, on the fifth business day after the mailing of the same in Canada by prepaid post addressed, if to the Ministry:

Ministry of Transportation and Infrastructure
Attn: BC Air Access Program
PO Box 9850 Stn Prov Govt
5D - 940 Blanshard Street
Victoria, BC V8W 9T5

and if to the Recipient:

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

- 18.02 Either Party must give written notice to the other party of any change of address of the party giving such notice, and after the giving of such notice the address therein specified will, for purposes of paragraph 18.01, be conclusively deemed to be the address of the party giving such notice.
- 18.03 Any notice, report, direction or other document transmitted by facsimile transmission from either party will be conclusively deemed validly given to and received by the intended recipient when so transmitted to the facsimile numbers the parties so advise.

NON-WAIVER

- 19.01 No term or condition of this Agreement and no breach by the Recipient of any such term or condition will be deemed to have been waived unless such waiver is in writing signed by the Ministry.
- 19.02 The written waiver by the Ministry of any breach by the Recipient of any term or condition of the Agreement will not be deemed a waiver of such term or condition or of any subsequent breach by the Recipient of the same or any other term or condition of this Agreement.

ENTIRE AGREEMENT

- 20.01 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement.

FURTHER ACTS AND ASSURANCES

- 21.01 Each of the parties will, upon the reasonable request of the other, make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the better or more perfect and absolute performance of the terms and conditions of this Agreement.

TIME OF ESSENCE

22.01 Time will be of the essence of this Agreement.

SURVIVAL OF PROVISIONS

23.01 All of the provisions of this Agreement in favour of the Ministry and all of the rights and remedies of the Ministry, whether at law or in equity, will survive any expiration or sooner termination of this Agreement.

INTERPRETATION

- 24.01 This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
- 24.02 The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.
- 24.03 Any reference to a statute in this Agreement, whether or not that statute has been defined, includes all regulations at any time made under or pursuant to that statute and any amendments to that statute.
- 24.04 In this Agreement wherever the singular or neuter is used it will be construed as if the plural or masculine or feminine, as the case may be, had been used where the context so requires.
- 24.05 The Schedules to this Agreement are an integral part of this Agreement as if set out at length in the body of this Agreement.
- 24.06 No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.
- 24.07 If any provision of this Agreement or the application to any person or circumstances is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired thereby and will be enforceable to the extent permitted by law.
- 24.08 All dollar amounts expressed in this Agreement refer to lawful currency of Canada.
- 24.09 Unless the context otherwise indicates, any reference to this Agreement means this instrument and all of the Schedules attached to it, and any reference to any paragraph or subparagraph by number is a reference to the appropriate paragraph or subparagraph in this Agreement.
- 24.10 Nothing in this Agreement operates as a consent, permit, approval or authorization by the Government of the Province of British Columbia or by any Ministry, Branch or agency thereof, to or for anything related to the Project that by statute the Recipient is required to obtain unless it is expressly stated in this Agreement to be such a consent, permit, approval or authorization.

SUCCESSORS AND ASSIGNS

25.01 This Agreement will continue for the benefit of and be binding upon both the Recipient and its successors and permitted assigns, and the Ministry and its assigns.

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

Signed on behalf of Her Majesty the Queen
in the right of the Province of British Columbia,
as represented by the Minister
of Transportation and Infrastructure on

_____, 2016

Deborah Bowman, Assistant Deputy Minister
Transportation Policy and Programs

Signed on behalf of the **Regional District of Alberni-Clayoqout** on

_____, 2016

Signature of Authorized Representative of
the Regional District of Alberni-Clayoqout

Printed Name

Title

SCHEDULE "A"

DESCRIPTION OF PROJECT

1. The project will consist of runway lighting system as outlined in the Recipient's BCAAP 2016/17 application form submitted to the Ministry prior to April 8, 2016.

Project scope includes:

- Installation of medium intensity runway lighting system for low visibility and night operations.

The following are the key project components outlined in the cost estimate;

- Electrical general requirements;
- Runway 12 Precision Approach Path Indicator;
- Runway 30 Precision Approach Path Indicator;
- Airfield lighting, signage, and windsocks; and
- Field Electrical Centre (FEC) and lighting control.

2. The Recipient will carry out the following in accordance with the instructions given by the Ministry:
 - (a) Project completion as of **September 30, 2018**.
 - (b) Provide a final report within one year of project completion including aspects of the project such as passenger or cargo levels, photos, safety, other objectives, and if any safety issues or further development or extension on the project.
 - (c) Provide quarterly progress reports on the project including estimate project completion (percentage), photos, and any concerns or issues that have occurred.

SCHEDULE "B"

PAYMENT

1. The Ministry will provide to the Recipient for the Project in the amount, and in accordance with the schedule, set out below:

The total approved amount or 50% of the total eligible costs, whichever is less, will be issued to the Recipient upon receipt by the Ministry of:

- a written certification, executed by an Authorized Representative, of all work undertaken on the Project;
- a claim form; and
- a summary of expenditures supported by invoices.

All documentation associated with the Project that are deemed eligible for cost-sharing must be submitted, within 90 days after project completion as per section 8.01 for payment of the Contribution by the Ministry, electronically through a means agreed to by the Parties or by electronic mail addressed to:

BCAAP@gov.bc.ca

2. Notwithstanding paragraph 1 of this Schedule, in no event will the payable to the Recipient in accordance with this Schedule exceed, in the aggregate, the lesser of:
 - (a) **\$729,215** or
 - (b) 50% of the actual Eligible Costs of completing the Project, as defined in Schedule "A". or
 - (c) Any recalculated BCAAP funding amount, as per section 17.02.
3. Notwithstanding paragraph 1 and subject to paragraph 2 of this Schedule, interim payments of the maximum contribution amount may be made if requested by the Recipient and agreed to by the Ministry.

SCHEDULE "C"

INELIGIBLE PROJECT COSTS

- Property acquisition.
- Applicant's (municipal or other operating authority) administration, such as overhead, staff and supervision expenses.
- Volunteer contributions – labour, materials, etc.
- Studies, such as engineering reports or business case development.
- Incremental costs associated with operation or maintenance.
- Landscaping.
- Design costs.



REQUEST FOR DECISION

To: Board of Directors
From: Mark Fortune, Airport Superintendent
Meeting Date: July 27, 2016
Subject: Airfield Lighting Project – AVRA – Services Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Services Agreement with Tetra Tech EBA for the Design, Tender and Construction Supervision Services for the Airfield Lighting Project at the Alberni Valley Regional Airport for the total budget of \$67,000 plus applicable taxes.

Summary:

The ACRD has been awarded funding of \$729,215 or 50% of total eligible project costs from the BC Air Access Program to install airfield lighting at the AVRA. Staff recommend that the ACRD retain Tetra Tech EBA to design, tender and supervise the construction of this project. Tetra Tech EBA are currently servicing the Long Beach Airport runway lighting project as well as the AVRA Runway Expansion project. Staff are confident in the quality of service that Tetra Tech EBA provides.

Time Requirements – Staff & Elected Officials:

Staff time to work with Tetra Tech EBA on the AVRA lighting project.

Financial:

Fees for these engineering and tendering services will be captured by the class A estimate of probable costs

Policy or Legislation:

As per the ACRD purchasing policy where only the Board of Directors can approve purchases greater than \$35,000.

Submitted by: 

Mark Fortune, Airport Superintendent

Approved by: 

Russell Dyson, Chief Administrative Officer



Project Name:	Airfield Lighting Project		
Project Location:	Alberni Valley Regional Airport		
Project Date:	July 20, 2016		
Client Name:	Alberni Clayoquot Regional District		
Contact Person:	Mark Fortune	Phone: 250.725.3751	Fax: _____
Client Address:	3008 5 th Avenue	Email: lbairport@acrd.ca	
	Port Alberni, BC V9Y 8M5		
Invoice To:	Same as above		
Purchase Order No.:	_____		
Services:	Airfield Lighting Project – Design, Tender and Construction Supervision Services at CBS8		
Project Manager:	Shawn Sutherland	Direct Line: 403.723.6853	
Project/Proposal No.:	C31103399.004	Phase No. 004	
Agreed Budget:	Fees: \$19,711.00	Other: _____	Disbursements: \$48,530.00
	Total Budget: \$67,000.00	GST/HST: 15%	Retainer: _____

Thank you for your instructions in connection with this Project. Tetra Tech EBA Inc. (hereinafter referred to as Tetra Tech EBA) is proceeding with the work defined below upon the following terms and conditions.

ARTICLE 1 - BINDING AGREEMENT

1.1 The following conditions shall be binding upon, and shall govern the mutual rights and obligations between you (hereinafter referred to as the CLIENT) and Tetra Tech EBA in the provision of services by Tetra Tech EBA for this Project.

ARTICLE 2 - SCOPE OF SERVICES

2.1 The scope of services shall be as agreed in Tetra Tech EBA's Fee Estimate Spreadsheet, dated July 20, 2016, attached; or, in the absence of a proposal, as requested by the CLIENT from time to time (hereinafter referred to as the Services).

ARTICLE 3 - TERMS OF PAYMENT

- 3.1 The CLIENT will pay Tetra Tech EBA as consideration for the performance of the Services, in accordance with the above-noted proposal, or in the absence of a proposal, in accordance with Tetra Tech EBA's Schedule of Rates in effect at the time of signing this Services Agreement.
- 3.2 Invoices will be issued monthly or as outlined in the proposal. Invoices are payable within 30 days unless otherwise agreed in writing. Interest of 1.5% per month (18% annually) shall be payable on all amounts not paid within 30 days.
- 3.3 Where a retainer amount is specified, the CLIENT shall pay the retainer to Tetra Tech EBA prior to Tetra Tech EBA commencing work on the Project. If the Project is to be carried out through a number of distinct sequential phases, the total retainer may be paid in prorated amounts proportionate to the estimated Tetra Tech EBA fees for each phase and the retainer amount for each phase must be received by Tetra Tech EBA prior to the start of that respective Project phase.
- 3.4 In the event that payment is not received by Tetra Tech EBA within forty-five (45) days of an invoice being rendered to the CLIENT on this Project, Tetra Tech EBA may suspend its work on the Project and apply any retainer to the unpaid invoice(s). Subject to Article 13.1, Tetra Tech EBA shall not be required to resume work on the Project until payment is received and the retainer is fully replenished. Otherwise, the retainer shall be applied by Tetra Tech EBA in satisfaction of the last invoice rendered by Tetra Tech EBA to the CLIENT on this Project.

ARTICLE 4 - EXTRA SERVICES

4.1 The CLIENT shall have the right to request Tetra Tech EBA to perform services in connection with the Project that are in addition to the Scope of Services ("Extra Services") and Tetra Tech EBA may, subject to agreement on the payment for such Extra Services, agree to perform such Extra Services, such agreement not to be unreasonably withheld. The CLIENT shall pay Tetra Tech EBA for the performance of the Extra Services in accordance with Tetra Tech EBA's schedule of rates in effect at that time. All other conditions within this Services Agreement shall apply to the provision of the Extra Services.

ARTICLE 5 - LIMITATION OF LIABILITY

- 5.1 In consideration of the provision of the Services, the CLIENT agrees that any and all claims which it has or hereafter may have against Tetra Tech EBA in any way arising out of or related to Tetra Tech EBA's duties and responsibilities pursuant to this Services Agreement, whether such claims are in contract, negligence or other tort, shall be limited to \$25,000.00. *Increased liability limits may be negotiated upon the CLIENT's request in consideration of an additional fee.*
- 5.2 In no event shall Tetra Tech EBA be liable for any Loss which is occasioned by a delay beyond the control of Tetra Tech EBA, or for any Loss which in any manner relates to a loss of earnings, profits or products, economic loss, delay, business interruption or which relates to special damages or consequential damages caused in any manner whatsoever, or any other damages which are not direct damages flowing from a breach of Tetra Tech EBA's standard of care. Tetra Tech EBA shall not be liable for any pre-existing environmental site conditions and any such Loss incurred by Tetra Tech EBA shall be for the CLIENT's account.

- 5.3 Any action or claim by the CLIENT against Tetra Tech EBA in contract, negligence or other tort in connection, or arising out of the Services provided by Tetra Tech EBA shall be commenced within and not later than two (2) years from the date of (a) Tetra Tech EBA's last Invoice for the Project; (b) the Suspension Date as set out in Article 12; (c) the Certificate of Completion or Substantial Performance for the Project; or (d) the termination of Tetra Tech EBA's Services, whichever occurs first (the "Limitation Period"). The CLIENT further agrees that, following the expiration of the Limitation Period, Tetra Tech EBA's liability for any claim brought by the CLIENT shall absolutely cease to exist and the CLIENT shall bring no legal proceedings against Tetra Tech EBA.
- 5.4 The CLIENT expressly agrees that Tetra Tech EBA's employees shall have no personal liability to the CLIENT in respect of this Project, whether in contract, negligence or other tort and/or any other cause of action in law. Accordingly, the CLIENT expressly agrees that it will bring no legal proceedings against any of Tetra Tech EBA's employees or principals in their personal capacity.
- 5.5 Where Tetra Tech EBA retains independent contractors or subconsultants required to perform the Services provided by Tetra Tech EBA under this Services Agreement, the CLIENT expressly agrees that those independent contractors or subconsultants are retained for and on behalf of the CLIENT. Tetra Tech EBA shall have no liability for any breach of contract, tort and/or any other cause of action in law caused or contributed to by any independent contractor or subconsultant.
- 5.6 The CLIENT recognizes that property containing contaminants and hazardous wastes creates a high risk of claims brought by third parties arising out of the presence of those materials. In consideration of these risks, and in consideration of Tetra Tech EBA providing the Services requested, the CLIENT agrees that Tetra Tech EBA has no liability with respect to any issues relating to contaminants or other hazardous wastes located on the subject site. *(Note: For example, these risks may include delays in site investigation(s) and/or site development until such time that the contaminants or hazardous waste issue(s) is properly identified and addressed.)*
- 5.7 In further consideration of Tetra Tech EBA providing the Services to the CLIENT in connection with the Project in which contaminants and hazardous wastes are involved, the CLIENT agrees that in connection with incidents and claims initiated by third parties involving contaminants and hazardous wastes, the CLIENT shall indemnify, defend and hold harmless Tetra Tech EBA of and from any and all suits, actions, legal, administrative or arbitration proceedings, claims, demands, damages, penalties, fines, losses, costs and expenses of whatsoever kind of character, arising or alleged to arise out of the Services of Tetra Tech EBA or any claims against Tetra Tech EBA arising or alleged to arise from the acts, omissions or work of others. Such indemnification shall apply to the fullest extent permitted by law, regardless of fault or breach of contract by Tetra Tech EBA and shall include the fees and charges of solicitors in defending or advising Tetra Tech EBA as to such claims. Without limiting the generality of the foregoing, such indemnity extends to claims which arise out of the actual or threatened disbursement, discharge, escape, release or saturation (whether sudden or gradual) of any contaminant or hazardous waste in or into the atmosphere, or on, onto, upon, in or into the surface or subsurface soils, water or watercourses, persons, objects or any other tangible matter.
- 5.8 With respect to monitoring wells and all other installations that may have been installed by Tetra Tech EBA, such devices are the property of the CLIENT; the CLIENT agrees to therefore indemnify, defend and hold harmless Tetra Tech EBA from and against any and all claim or claims, action or actions, demands, damages, penalties, fines, losses, costs and expenses of every nature and kind whatsoever, including solicitor costs, arising or alleged to arise either in whole or in part out of Services provided by Tetra Tech EBA, whether the claim be brought against Tetra Tech EBA for breach of contract, negligence or other tort.

ARTICLE 6 - INSURANCE

- 6.1 If the CLIENT should obtain a course of construction insurance policy in connection with any construction project for which the Services are provided, the CLIENT shall cause Tetra Tech EBA to be a Named Insured to that policy, and shall maintain and keep in force that policy during the construction period.

ARTICLE 7 - SAFETY

- 7.1 Tetra Tech EBA is only responsible for the activities of its employees on the job site and is not responsible for the supervision of any other persons whatsoever. The presence of Tetra Tech EBA employees on site shall not be construed in any way to relieve the CLIENT or any other persons on site from their responsibility for job site safety.
- 7.2 The CLIENT undertakes to inform Tetra Tech EBA of all hazardous conditions, or possible hazardous conditions, which are known to it. The CLIENT recognizes that the activities of Tetra Tech EBA may uncover previously unknown hazardous materials or conditions and that such discovery may result in the necessity to undertake emergency procedures to protect Tetra Tech EBA employees, other persons and the environment. Tetra Tech EBA shall, as soon as practical, report to the CLIENT the need to undertake emergency procedures. These procedures may involve additional costs outside of any budgets previously agreed upon. The CLIENT agrees to pay Tetra Tech EBA for any expenses incurred as a result of such discoveries and to compensate Tetra Tech EBA through payment of additional fees and expenses for time spent by Tetra Tech EBA to deal with the consequences of such discoveries.

ARTICLE 8 - STANDARDS OF CARE AND WARRANTY

- 8.1 In the performance of professional Services, Tetra Tech EBA will use the degree of care and skill ordinarily exercised under similar circumstances by other members of its profession practicing in the same or similar localities, based on the current state of practice. No other warranty or guarantee expressed, implied or statutory is made or intended by this Services Agreement.
- 8.2 The CLIENT recognizes that conditions may vary from those encountered at the locations where tests, borings or samplings are made by Tetra Tech EBA and that the data, interpretation and recommendations of Tetra Tech EBA are based solely on the information available. There is no warranty expressed or implied by Tetra Tech EBA, that any investigation can fully delineate all subsurface features and characteristics.
- 8.3 Tetra Tech EBA is not responsible for the interpretation by others of the information developed under this Services Agreement.
- 8.4 The CLIENT shall be responsible for reporting the results of any investigation to the relevant regulatory agency if such reporting is required and the CLIENT acknowledges that Tetra Tech EBA may be required by law to disclose information to regulatory agencies and hereby consents to such disclosure.

ARTICLE 9 - DISCLOSURE OF INFORMATION BY CLIENT

- 9.1 The CLIENT agrees to fully cooperate with Tetra Tech EBA with respect to the provision of all available information pertinent to the Services being performed by Tetra Tech EBA. The CLIENT acknowledges that in order for Tetra Tech EBA to properly provide the service, Tetra Tech EBA is relying upon the full disclosure and accuracy of any such information. If the CLIENT becomes aware of any information provided to Tetra Tech EBA that is inaccurate or incomplete, the CLIENT shall forthwith notify Tetra Tech EBA of any error in the previous information provided to Tetra Tech EBA.
- 9.2 Reports and other Services of Tetra Tech EBA shall be performed by Tetra Tech EBA on the assumption that information provided by the CLIENT or by any person on behalf of or with instructions from the CLIENT is correct. Tetra Tech EBA shall not be liable to the CLIENT for any loss, damage or extra cost arising from any inaccuracy of such information.
- 9.3 If any information furnished by the CLIENT is determined by Tetra Tech EBA to be inaccurate or incomplete, Tetra Tech EBA shall notify the CLIENT and Tetra Tech EBA shall be entitled to make any necessary changes in any reports, design documents or construction documents at the expense of the CLIENT.

ARTICLE 10 - CONFIDENTIAL INFORMATION

- 10.1 Tetra Tech EBA shall not disclose any confidential information of the CLIENT relating to the Project communicated to or acquired by Tetra Tech EBA in the course of carrying out the Services which, if known by others, would have a material and adverse effect on the business and operations of the CLIENT. Tetra Tech EBA shall use such confidential information only for purposes that relate to the performance of the Services and not for any other purpose without the consent of the CLIENT. Similarly, the CLIENT shall not disclose any confidential information of Tetra Tech EBA's communicated to or acquired by the CLIENT except as may be required by others who are performing work or Services in connection with the Project and who have entered into a Confidentiality Agreement satisfactory to Tetra Tech EBA.
- 10.2 Confidential information shall not include any information which:
- (a) was at the time of disclosure or thereafter became part of the public domain through no act or omission of Tetra Tech EBA or the CLIENT, or
 - (b) became available to Tetra Tech EBA or the CLIENT from a third party who did not acquire such confidential information under an obligation of confidentiality either directly or indirectly from Tetra Tech EBA or the CLIENT, or
 - (c) was known to Tetra Tech EBA at the time of disclosure thereof by the CLIENT and vice versa, or
 - (d) was required to be discussed by law.
- 10.3 The provisions of this section shall be in force during the period the Services are being performed and shall remain in force for a period of five years from the date of Tetra Tech EBA's last Invoice for the Project.

ARTICLE 11 - INTELLECTUAL PROPERTY

- 11.1 All concepts, products or processes produced by or resulting from the Services rendered by Tetra Tech EBA in connection with the Project, or which are otherwise developed or first reduced to practice by Tetra Tech EBA in the performance of Services, and which are patentable, capable of trademark, trade secret, industrial designs, proprietary information or know-how, or intellectual property (collectively "Intellectual Property"), shall be and remain the property of Tetra Tech EBA, and other than as hereinafter set forth, the CLIENT shall not use, infringe upon or appropriate such Intellectual Property without the express written agreement and remuneration of Tetra Tech EBA.
- 11.2 The CLIENT shall have a non-exclusive, worldwide royalty-free licence to use Intellectual Property for the life of the Project, and for no other purposes or project.
- 11.3 Both the CLIENT and Tetra Tech EBA acknowledge that it may be mutually beneficial to publish and disseminate the results of the Services as contributions to the scientific and professional communities and to other stakeholders. The CLIENT and Tetra Tech EBA shall inform each other of any intent to publish or present information about the Services at least 60 days prior to the intended date of publication or presentation. In the case of professional and scientific publications or presentations, the publication shall be by joint authorship, except where either the CLIENT or Tetra Tech EBA does not wish to participate as author, but is willing to allow publication (or presentation). In this case, permission to publish under sole authorship shall be requested, and such permission shall not be unreasonably withheld, and the author shall acknowledge the other party. Either party shall make available to the other party, a draft paper or presentation at least ten (10) days before submission or presentation to allow for review, comments, changes, additions or deletions ("Changes"). Changes shall be incorporated wherever reasonably possible and shall be transmitted to the author at least five (5) working days prior to the intended publication or presentation date.

ARTICLE 12 - SUSPENSION

- 12.1 If the Project or any part thereof is suspended by the CLIENT for any reason, the CLIENT may suspend the performance of the Services in whole or in part on 45 days' notice to Tetra Tech EBA (such date being the "Suspension Date"). The CLIENT shall pay Tetra Tech EBA in accordance with the provisions for remuneration for Services performed or incurred up to and including the Suspension Date and for any additional time and expenses which are necessary or incidental to the suspension of the Services which are expended or incurred subsequent to the Suspension Date or which are requested by the CLIENT subsequent to the Suspension Date.

ARTICLE 13 - TERMINATION

- 13.1 In the event that the CLIENT shall fail to pay to Tetra Tech EBA the amount of any invoice or retainer as specified in Article 3 of this Services Agreement, Tetra Tech EBA shall be entitled on fifteen (15) days written notice to the CLIENT to terminate this Services Agreement.
- 13.2 Either party hereto may, at its option, terminate this Services Agreement forthwith by written notice in the event the other party is adjudged bankrupt, or a receiver is appointed on account of its insolvency or it enters into an arrangement for the benefit of its creditors.
- 13.3 Either party shall be entitled to terminate this Services Agreement on fifteen (15) days written notice to the other party in the event the other party is in substantial default of its obligations pursuant to this Services Agreement and such default has not been corrected or reasonably commenced to be corrected within fifteen (15) days following receipt of written notice of such default.

ARTICLE 14 - UNDERGROUND STRUCTURES AND UTILITIES

- 14.1 It is the responsibility of the CLIENT to provide Tetra Tech EBA with the location of underground structures and utilities in the vicinity of any construction, exploration or investigation. Tetra Tech EBA will assist the client in obtaining the information if requested. The CLIENT and Tetra Tech EBA may rely upon third party sources in order to determine the existence and approximate location of any underground structures and utilities of any kind. The CLIENT acknowledges that Tetra Tech EBA is not responsible for the accuracy or completeness of information provided by third parties, or for any damage or any consequential damage done to any such subsurface structures or utilities as a result of any inaccuracies or errors in the information provided by the CLIENT and/or third parties.

ARTICLE 15 - FORCE MAJEURE

- 15.1 If either party is impacted in whole or in part by any event of force majeure including without limitation any act of God, war, riot, labour dispute, change in law, terrorism, civil unrest, flood, strike, fire, or any cause beyond the control of such party (except for financial inability), then such party so impacted shall be relieved of its obligations herein. Any party so impacted in whole or in part by force majeure shall promptly give the other party notice of the force majeure event including reasonably full particulars in respect thereof. Any of the party so impacted shall also be entitled to an equitable adjustment of the Services Agreement, which may include an increase in price, extension of time or other equitable relief as in good faith is reasonable, appropriate and supportable.

ARTICLE 16 - REPORTS

Use of Reports

16.1 The report pertains to a specific site, a specific development and a specific scope of service. It is not applicable to any other sites nor should it be relied upon for types of development other than that to which it refers. Any variation from the site or development would necessitate a supplementary assessment.

The report and the recommendations contained in it are intended for the sole use of Tetra Tech EBA's CLIENT. Tetra Tech EBA does not accept any responsibility for the accuracy of any of the data, the analyses or the recommendations contained or referenced in the report when the report is used or relied upon by any party other than Tetra Tech EBA's CLIENT unless otherwise authorized in writing by Tetra Tech EBA. Any unauthorized use of the report is at the sole risk of the user without recourse to Tetra Tech EBA.

16.2 The report is subject to copyright and shall not be reproduced either wholly or in part without prior, written permission of Tetra Tech EBA. Additional copies of the report, if required, may be obtained upon request.

Limitations of Reports

16.3 The report is based solely on conditions which exist on site at the time of Tetra Tech EBA's investigation. The CLIENT, and any other parties using the report with the express written consent of the CLIENT and Tetra Tech EBA, acknowledge that conditions affecting the assessment of the site can vary with time and that the conclusions and recommendations set out in the report may be time sensitive

16.4 The CLIENT, and any other party using the report with the express written consent of the CLIENT and Tetra Tech EBA, also acknowledges that the conclusions and recommendations set out in the report are based on observations and testing on the subject site and that conditions may vary across the site which, in turn, could affect the conclusions and recommendations made.

16.5 The CLIENT acknowledges that Tetra Tech EBA is neither qualified to, nor is it making, any recommendations with purchase, sale, investment, or development of the property, the decisions on which are the sole responsibility of the CLIENT.

Information Provided to Tetra Tech EBA by Others

16.6 During the performance of the work and the preparation of the report, Tetra Tech EBA may rely on information provided by persons other than the CLIENT. While Tetra Tech EBA endeavours to verify the accuracy of such information when instructed to do so by the CLIENT, Tetra Tech EBA accepts no responsibility for the accuracy or the reliability of such information which may affect the report.

ARTICLE 17 - GENERAL

17.1 This Services Agreement represents the entire integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, understandings or agreements, either written or oral, made or exchanged between the parties.

17.2 The CLIENT may not assign this Services Agreement except with the consent of Tetra Tech EBA, which consent shall not be reasonably withheld.

17.3 This Services Agreement shall be governed by and construed in accordance with the laws of the Province or Territory in which Tetra Tech EBA's contracting offices are located without given effect to conflict of law considerations. Any action brought to enforce or interpret this Services Agreement may be brought and prosecuted only in the Courts of that province or in the appropriate Federal Court in that province. Before submitting a dispute to the Courts, the parties agree to submit such disputes to senior management to attempt to resolve the dispute.

17.4 Nothing in this Services Agreement shall create or shall be construed so as to create the relationship of principal and agent between the CLIENT and Tetra Tech EBA, and for all purposes, Tetra Tech EBA shall be an Independent Contractor in performing the Services.

17.5 No waiver by either party hereto of any breach of any of the covenants herein contained shall take effect or be binding upon that party unless the same be expressed in writing and any waiver so given shall extend only to the particular breach so waived and shall not limit or affect any rights with respect to any other future breach.

17.6 The invalidity of any provision or unenforceability thereof shall not affect the validity or enforceability of any other provisions hereof.

17.7 The provisions of Articles 3, 5, 9, 10, 11 13, 16 and 17 shall survive the suspension or termination of this Services Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed and entered into this SERVICES AGREEMENT the day and year first above written.

The Parties, intending to be legally bound, have made, accepted and executed this SERVICES AGREEMENT as of the Date noted above:

_____ Print Name and Title	_____ Print Name and Title
Per: _____ Signature (Tetra Tech EBA Inc.)	Per: _____ Signature (Alberni Clayoquot Regional District)
_____ Date	_____ Date

Summary of Estimated Fees, AVRA Airfield Lighting Project

Item	Tetra Tech						Gibbings Consulting				TOTAL HOURS	TOTAL FEES	TOTAL DISBURSEMENTS	TOTAL FEE INCLUDING DISBURSEMENTS		
	Shawn Sultherland Project Manager	Bill Klunder, P. Eng. Project/Resident Engineer	Jack Wilms, ASCE Senior Review	CADD Design/Drafting Design Technologist	Administration	Disbursements	Electrical Engineer	CADD Design/Drafting Design Technologist	Administration	Disbursements						
	\$200/hr	\$157/hr	\$200/hr	\$136/hr	\$92/hr		\$135/hr	\$85/hr	\$65/hr							
DETAILED DESIGN (IFT)																
1	Project Management and Coordination	2										2	\$400	\$0	\$400	
2	Start-up Meeting	2	2					2				6	\$984	\$0	\$984	
3	Liaise with Project Team, Airport Authority, Transport Canada, Nav Canada, Tenants, etc.		2					2				4	\$584	\$0	\$584	
4	Plan of Construction Operations - N/A											0	\$0	\$0	\$0	
5	NAV Canada Land Use Plan / TOC Clearance		2									2	\$314	\$0	\$314	
6	IFT Design and Drawings				6			110	80			196	\$22,466	\$0	\$22,466	
e												0	\$0	\$0	\$0	
7	Technical Specifications - IFT		4			2						6	\$812	\$0	\$812	
8	Cost Estimate & SOQ – IFT							4	2			6	\$710	\$0	\$710	
9	Internal Quality Control Review - IFT Design	2										2	\$400	\$0	\$400	
10	IFT Review Meetings (ACRD and Design Team)	1	1									2	\$357	\$0	\$357	
11												0	\$0	\$0	\$0	
12	Finalize and Submit Land Use Proposal Submission Items		1									1	\$157	\$0	\$157	
13	IFT Design Submission		1									1	\$157	\$0	\$157	
	6% SSC (Support, Supplies & Communications)						\$266				\$2,000			\$2,266	\$2,266	
SUB-TOTAL DETAILED DESIGN STAGE		Sub-total (hours):	7	13	0	6	2					228				
		Sub-total (fees):	\$1,400	\$2,041	\$0	\$816	\$184	\$266		\$15,930	\$6,970	\$0	\$2,000	\$27,341	\$2,266	\$29,607
TENDER ASSISTANCE																
1	Pre-tender Meeting		2							10		12	\$314	\$0	\$314	
2	Prepare Tender Documents (CCDC front end, Appendixes, etc.)		6			4	\$200			0		10	\$1,310	\$200	\$1,510	
3	Tender Questions and Issue Addenda		2		2				4	4		12	\$586	\$0	\$586	
4	Tender Review / Evaluate Bids / Recommendation	1	2							2		5	\$514	\$0	\$514	
	6% SSC (Support, Supplies & Communications)						\$163				\$1,147			\$1,310	\$1,310	
SUB-TOTAL PRICING STAGE		Sub-total (hours):	1	12	0	2	4			16	4	0	39			
		Sub-total (fees):	\$200	\$1,884	\$0	\$272	\$368	\$363		\$2,160	\$340	\$0	\$1,147	\$2,724	\$1,510	\$6,734
CONSTRUCTION ADMINISTRATION (5 weeks)																
1	Prepare and Deliver IFC Package		2		4					40	8	54	\$858	\$0	\$858	
2	Pre-Construction Meeting		4				\$120			4		8	\$628	\$120	\$748	

Summary of Estimated Fees, AVRA Airfield Lighting Project

Item	Tetra Tech						Gibbings Consulting				TOTAL HOURS	TOTAL FEES	TOTAL DISBURSEMENTS	TOTAL FEE INCLUDING DISBURSEMENTS	
	Shawn Sultherland Project Manager	Bill Klunder, P.Eng. Project/Resident Engineer	Jack Wilms, ASCL Senior Review	CADD Design/Drafting Design Technologist	Administration	Disbursements	Electrical Engineer	CADD Design/Drafting Design Technologist	Administration	Disbursements					
	\$200/hr	\$157/hr	\$200/hr	\$136/hr	\$92/hr		\$135/hr	\$85/hr	\$65/hr						
3	Mix Design Review											0	\$0	\$0	\$0
4	Site Inspection and Field/Project Management (5 weeks)		50			\$1,000	26					76	\$7,850	\$1,000	\$8,850
5	Review Field Results and Office Support				2	4	6					12	\$640	\$0	\$640
6	Engineer Inspections						4					4	\$0	\$0	\$0
7	Construction Survey Q/A, and Record Surveys											0	\$0	\$0	\$0
8	Q/A Laboratory Testing Services						2					2	\$0	\$0	\$0
	6% SSC (Support, Supplies & Communications)					\$599					\$3,600			\$4,199	\$4,199
SUB-TOTAL CONSTRUCTION ADMINISTRATION STAGE		Sub-total (hours):	0	56	0	6	4					156			
		Sub-total (fees):	\$0	\$8,792	\$0	\$816	\$368	\$1,719					\$9,976	\$5,319	\$27,045
POST CONSTRUCTION SERVICES															
1	Project Management for Post Construction Services		2									4	\$314	\$0	\$314
2	Attend Final Inspection		2									6	\$314	\$0	\$314
3	Prepare Final Quantities and Cost Summary		2		2							6	\$586	\$0	\$586
4	Prepare Record Drawings		4		4	2						20	\$1,356	\$0	\$1,356
	6% SSC (Support, Supplies & Communications)					\$154					\$100			\$154	\$154
SUB-TOTAL POST CONSTRUCTION STAGE		Sub-total (hours):	0	10	0	6	2					36			
		Sub-total (fees):	\$0	\$1,570	\$0	\$816	\$184	\$154					\$2,570	\$254	\$4,854
TOTAL FOR ALL STAGES															
		Total Hours:	8	91	0	20	12					459			
		Total Fee:	\$1,600	\$14,287	\$0	\$2,720	\$1,104	\$2,503					\$19,711	\$48,530	\$68,241

Notes:

1. This fee / disbursement proposal does not include HST. HST will be added to the above costs.

REQUEST FOR DECISION

To: Board of Directors

From: Mark Fortune, Airport Superintendent

Meeting Date: July 27, 2016

Subject: Commercial Skydiving operations at the Long Beach Airport (CYAZ)

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with agreements to allow a commercial skydiving organization "Point Break Skydiving" to establish a jump zone on the Long Beach airport lands.

The following control documents will be required before operations can commence.

- 1. Special Operations Facilitation Agreement (SOFA) between Nav Canada and Point Break Skydiving.*
- 2. Skydiving Activities agreement (Ground Activities) between Point Break Skydiving and the Alberni Clayoquot Regional District.*

Summary:

An application has been made by Point Break Skydiving to operate a commercial skydiving operation at the Long Beach Airport (CYAZ). Staff have investigated similar operations at neighboring jurisdictions, specifically Campbell River and Qualicum Beach. From these investigations the Nav Canada SOFA and ACRD ground activities documents were developed (drafts are attached).

Background:

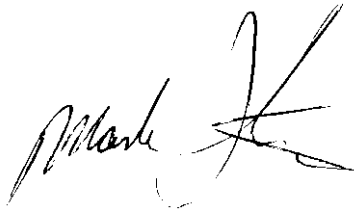
Skydiving is an aviation activity and therefore is federally regulated. Having a commercial skydiving organization operating within the CYAZ control zone requires special procedures, co-ordination and expectations between Nav Canada (Nanaimo Radio), Point Break Skydiving and the Long Beach Airport (CYAZ). The aim of the agreements proposed is to ensure the safe and effective integration of parachute activities within the normal airport operating environment.

Time Requirements – Staff & Elected Officials:

Minimal staff time / monitoring once implemented

Financial:

No financial impact other than initial staff time to develop agreements.



Submitted by: _____
Mark Fortune, Airport Superintendent



Approved by: _____
Russell Dyson, Chief Administrative Officer

July 21, 2016

Jeff Warden
5-1275 Guthrie Rd.
Comox, BC
V9M 4E6

Re: Skydiving Activities – Long Beach Airport (CYAZ)

The Alberni Clayoquot Regional District, Long Beach Airport (CYAZ) is prepared to authorize the **ground activities** associated with the Point Break Skydiving operation, referred to as the "Skydiving Organization", providing you comply with the following:

1. The Skydiving Organization shall submit to the Airport Superintendent, a copy of the Special Operations and Facilitation Agreement (SOFA) "Skydiving Operational Procedures and Coordination", provided by Nav Canada.
2. The Skydiving Organization shall submit to the Airport Superintendent, a copy of Liability and Property Damage Insurance in the amount of at least two million dollars, which covers all claims, demands, loss, costs, damages, actions, suits or other proceedings by whomever made, attributable to all or any activities associated with the Skydiving Organization on the Airport. The Alberni Clayoquot regional District shall be an Additional Named Insured on this Policy.
3. The Skydiving Organization shall comply with all terms, conditions and rules as set out by Transport Canada, Canadian Sport Parachute Association (CSPA) and the Alberni Clayoquot Regional District.
4. The Skydiving Organization shall only use that area agreed upon and designated for the "Jump Zone". This area shall be clearly marked in a manner that can be seen by all jumpers.
5. The Skydiving Organization shall conduct all activities on Alberni Clayoquot Regional District property, except for those specifically associated with the parachute jump. A written agreement will be required from the Long Beach Golf course to utilize their lease lands as a landing zone.

For safety and security reasons, no vehicle or persons will be allowed airside.

6. The Skydiving Organization agrees that it shall ensure that every member, employee, student or invitee participating in the subject operation is fully aware of the requirements under this authorization. The Skydiving Organization further agrees to be responsible for the actions of all its members, employees, students and invitees while on Airport property.
7. The Skydiving Organization will be responsible for all landing and parking fees incurred while operating from CYAZ until such time as a long term lease is established with the Alberni Clayoquot Regional District.
8. The Skydiving Organization agrees that non-compliance with any of the conditions outlined herein shall constitute a breach of this agreement and the Airport Superintendent may withdraw his support of the activities of the Skydiving Organization for this breach, at any time, or for any other reason, without notice and without reason.
9. Subject to all the above items being complied with and or understood, this authorization is valid from August 01, 2016 through December 31, 2017.

This letter of authorization becomes valid only when all of the above items have been complied with and an original copy of this letter, signed by the representative of the Point Break Skydiving, is returned to the Airport Administration office.

It is important for you to note that the "Jump Zone" is a temporary facility and as the Airport develops; its location may require relocation.

If you have any questions, please contact me directly.

Yours truly,

Mark Fortune
Airport Superintendent
Alberni Clayoquot Regional District

cc: Regional Director, Aviation Licensing
Manager, Nav Canada, Nanaimo Flight Service Station

Jeffry Warden
Point Break Skydiving

Date

Special Operations Facilitation Agreement (SOFA)

BETWEEN: NAV CANADA Nanaimo FSS (Nanaimo Radio),
Tofino-Long Beach Airport and Point Break Skydiving

EFFECTIVE: XXXX

SUBJECT: SKYDIVING OPERATIONAL PROCEDURES AND COORDINATION

A. PURPOSE

A.1 This Agreement defines responsibilities and establishes standard operating procedures between Nanaimo Radio, Tofino-Long Beach Airport and Point Break Skydiving to ensure the safe and effective integration of parachute activities within the normal airport operating environment.

B. RESPONSIBILITIES

B.1 Point Break Skydiving shall:

- a. issue a NOTAM via YKA FIC defining the times, duration, and location of the parachute activities, (Appendix A);
- b. ensure all jump aircraft are equipped with a functioning Mode C transponder and 2-way VHF radio;
- c. adhere to all rules and procedures governing the mandatory frequency airspace surrounding the Tofino-Long Beach Airport;
- d. insure that parachute activities do not conflict with or present a hazard to other aircraft operations at the Tofino-Long Beach Airport.
- e. Have in place a parachute landing area supervisor (Jumper Ground) stationed on the ground, equipped with a functioning 2-way VHF radio and the landing area(s) under visual surveillance.
- f. The Runway Protected Area (RPA) extends 200 feet from the runway edge in all directions. Jumpers should avoid flight over or near the runway. In the event that a jumper has to land in the RPA, Jumper Ground will immediately notify Nanaimo FSS. Any jumpers landing in the RPA will be reported as a runway incursion.

B.2 Nanaimo Radio shall:

- a. provide Airport Advisory Service and traffic updates as required to aircraft engaged in parachute activity to enhance the safety of the jump operation;
- b. assist aircraft on the YAZ MF in avoiding conflict with jumpers and jump aircraft when skydiving is active;
- c. Inform YVR ACC when skydiving operations are in progress;

B.3 Tofino-Long Beach Airport shall:

C. DESCRIPTION OF AIRSPACE

C.1 The airspace in the vicinity of the jump zones is Class 'E' uncontrolled airspace extending from the surface up to 12500'ASL and includes the Class 'E' control zone from the surface to 3100 AGL.

C.2 **Jump Zone Descent and Landing Area:** as described in the attachment

D. PROCEDURES

D.1 Point Break Skydiving aircraft shall:

- a. contact Nanaimo Radio to provide and operation briefing and request transponder code assignment at least 20 minutes prior to departure;
- b. maintain a listening watch on the mandatory frequency when above or outside the class 'E' control zone;
- c. broadcast intentions for flight and skydiving activities on the Enroute frequency when above or outside the Class 'E' control zone;
- d. advise Nanaimo Radio and broadcast on the enroute frequency (when applicable) at least one minute prior to jump;
- e. advise Nanaimo Radio when sky divers have departed the aircraft;
- f. for the duration of the parachute descent, the jump aircraft will remain at or above the highest parachute;
- g. the parachute landing area supervisor will advise Nanaimo radio when all skydivers have landed;

D.3 Nanaimo Radio shall:

- a. provide airport advisory service, traffic information and estimates of other known aircraft that are expected to be using the Tofino-Long Beach Airport;
- b. inform non-participating aircraft of the skydiving operations and relay active NOTAM information
- c. inform YVR ACC Airports Specialty of any jump activity planned to take place within 10 minutes before or after an estimated IFR aircraft arrival time

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E. ATTACHMENTS

Attachment A: Frequencies and Telephone Numbers

Attachment B: Parachute Aircraft Climb and Decent Areas

Attachment C: Parachute Landing Area's

Attachment D: NOTAM

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ATTACHMENT A – Frequencies and Telephone Numbers

Frequencies

Nanaimo Radio	123.25 MHz	
Vancouver Centre (Airports Specialty)	127.925	132.9
Pacific Radio	128.85	

Telephone Numbers

Nanaimo Radio 250-245-8133 Supervisor
 250-245-4032 Operations

Vancouver Centre 250-655-2866
(Airports Specialty)

Point Break Skydiving
Jeffery Warden - Operator 250-???-????
pangaea@me.com

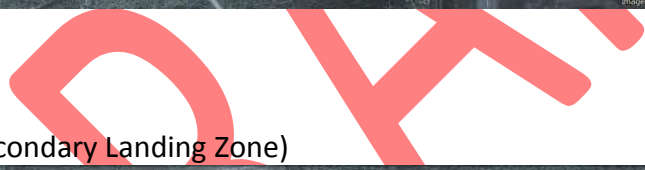
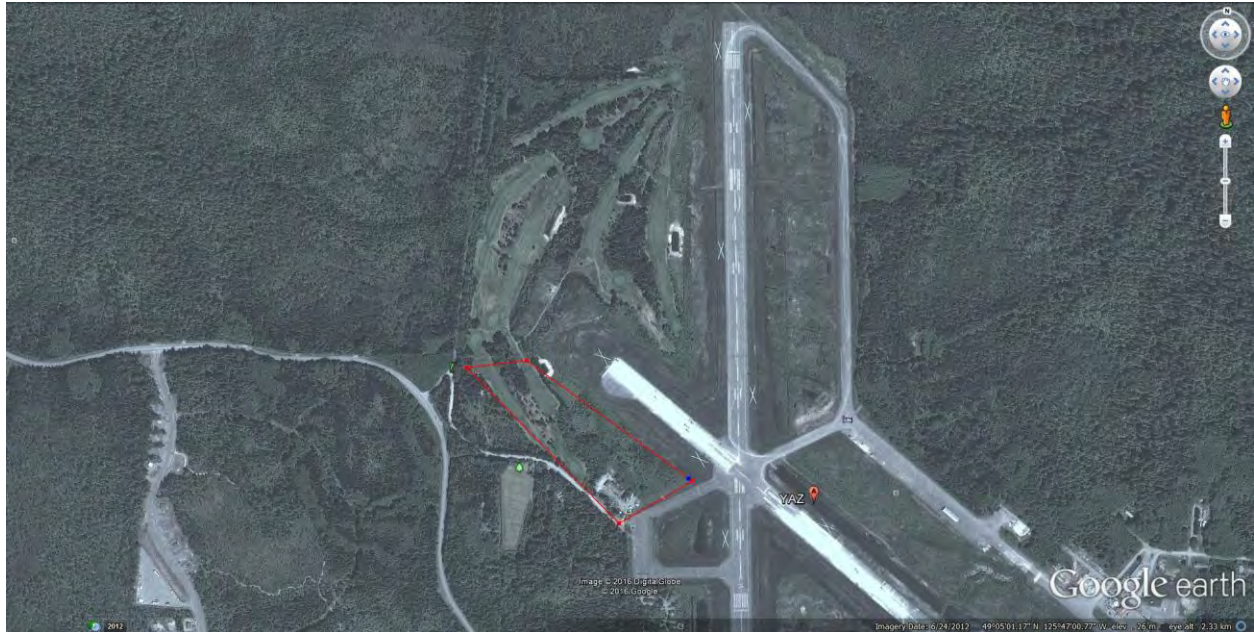
Tofino Long Beach Airport
Mark Fortune – Manager 250-725-3751
lbairport@acrd.bc.ca

ATTACHMENT B – Climb and Descent Areas

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Attachment C: Skydiving airspace and parachute landing area.

Landing Area 1 (Primary Landing Zone)



Landing Area 2 (Secondary Landing Zone)



Attachment D – NOTAM

NOTAM CYAZ PARAJUMPS ACT RADIUS 3NM CENTER N49 04 56 W125 46 21 TOFINO AD SFC TO
12000 MSL YYMMDDHHMM TIL (APRX) YYMMDDHHMM

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SIGNATURE PAGE TO AGREEMENT

BETWEEN: NAV CANADA Nanaimo FSS (Nanaimo Radio) and
Point Break Parachute Club and Tofino-Long Beach Airport

EFFECTIVE:

DRAFT

REQUEST FOR DECISION

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

From: Heather Adair, Planner

Meeting Date: July 27, 2016

Subject: Alberni Valley Back Country Horsemen of BC Event – Log Train Trail

Recommendation:

THAT the Board of Directors direct staff to provide a letter of support to the Alberni Valley Back Country Horsemen of BC to allow access to the Log Train Trail for the event to be held on September 17th and 18th, 2016.

Desired Outcome:

To allow access to the Log Train Trail for a horse trail ride competition on September 17-18, 2016 hosted by the Alberni Valley Back Country Horsemen of BC (AV BCHBC) and the British Columbia Competitive Trail Riders of BC (BCCTRA).

Summary:

The AV BCHBC & BCCTRA will be hosting a BC Competitive Trail Riders Association event on September 17th and 18th, 2016. The two day event will include an Association sanctioned ride that will cover about 55 km of trails in the Alberni Valley. The group is requesting the Board's permission to use segments of the Log Train Trail for the ride.

Background:

After a 22 year hiatus in the Alberni Valley area, organizers successfully held the same BC Competitive Trail sanctioned event in 2014 with the ACRD's support. The ACRD also provided support in 2015, but the event was cancelled last year due to the extreme fire hazard.

The ride will start from a local farm where a number of riders will be camping for the weekend. The organizers expect a maximum of 25 riders and they will have 20 volunteers and a veterinarian to oversee the expected riders.

The organizers are requesting the Board's permission to use segments of the entire length of the Log Train Trail for their event. The trail riders do not require exclusive use of the trail and will follow normal trail etiquette to accommodate other user groups. The course will move throughout the weekend and will be delineated with stakes and ribbons which will be removed once the event is completed.

Organizers will be posting notices to alert local neighbour and recreational trail users, and local emergency services will also be advised of the event.

Time Requirements – Staff & Elected Officials:

Minimal staff time to draft the letter of support.

Financial:


The Alberni Valley Back Country Horsemen of BC and the BC Competitive Trail Riders Association both carry 5 million dollar third party liability insurance through Horse Council of BC and Capri Insurance. All competitors are also insured through Horse Council of BC.

Policy or Legislation:

The Log Train Trail is a gazetted road right-of-way owned by the province under the authority of the Ministry of Transportation and Infrastructure. The ACRD holds a lease from the Ministry to use the right-of-way as an interim recreational trail corridor. The ACRD has also completed improvements to the trail which may provide some level of ownership in terms of the liability risk.

Recommendation:

Provide a letter of support permitting the AV BCHBC to utilize the Log Train Trail for their event on September 17th and 18th, 2016.

Submitted by: 

Heather Adair, Planner

Reviewed by: 

Mike Irg, Manager of Planning and Development



Alberni Valley Back Country Horsemen of BC
c/o Erica Blake
3622 Parritt Place, Port Alberni, BC V9Y 7P4



BC Competitive Trail Riders of BC
c/o Nancy Gourlay
403 Lowry's Road, Parksville, BC V9P 2B5

Wednesday, June 29, 2016

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

Dear Alberni-Clayoquot Regional District,

This year on the **weekend of September 17 and 18th, 2016** the Alberni Valley Back Country Horsemen of BC (AV BCHBC) and the British Columbia Competitive Trail Riders of BC (BCCTRA) will be hosting a BC Competitive Trail Riders Association sanctioned ride. This will be a two day event and the Ride will cover about 35 miles of trails. We are writing this letter to formally request permission to pass through your land on trails on or near the Log Train Trail, as outlined on the map enclosed.

In 2014, we successfully held the Alberni Valley Log Train Trail CTR, after a 22 year hiatus. Unfortunately, due to fire hazard concerns with drought in 2015, we cancelled our event. This year, we are planning to host the event again, as we are hoping to make this an annual event. Previous Back Country Horsemen sanctioned rides in the Alberni Valley have been very successful and we have an excellent safety record. Many local businesses are providing prize donations for this event.

We are privileged to have 20 volunteers along with a Veterinarian to oversee the competitive riders expected. Our Ride site is at local farm in Port Alberni. A number of riders will be camping there on Saturday night. At most, 25 riders will be expecting to be competing on the trails in staggered groups from early Saturday morning to mid afternoon. BCCTRA and AV BCHBC members will be removing our flagging from the trails after the race, on Sunday, September 18th. We will be posting notices to alert local neighbours and recreational trail users of this event.

The Alberni Valley Back Country Horsemen of BC and BC Competitive Trail Riders Association both carry 5 million dollar third party liability insurance through Horse Council of BC and Capri Insurance. All competitors are also insured through Horse Council of BC.

A letter of permission/support from the ACRD would be appreciated, as we contact property owners (Island Timberlands, TimberWest) adjacent to the Log Train Trail for their permission. As well, we will be applying to the Ministry of Transport for a Provincial Highway Permit Application for access to the LTT.

Please contact me, the Trail Manager, at 250-735-2200 or email erica.blake@shaw.ca or alternately, the Ride Manager, Cheryl Oickle, at 250-735-5992 if you have any questions or concerns about this event.

Thank-you in advance,

Erica Blake

REQUEST FOR DECISION

To: Board of Directors

cc: Charlie Starratt, Fire Chief, BCVFD

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: July 27, 2016

Subject: **Bylaw E1052-2, Beaver Creek Fire Protection Service Area Amendment, 2016**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give three readings to Bylaw E1052-2 cited as Beaver Creek Fire Protection Service Area Amendment, 2016.

Desired Outcome:

To expand the boundaries of the Beaver Creek Fire Department service area to include two additional properties.

Background:

One of the roles of a Regional District is to provide services to its' electoral areas. As per the *Local Government Act*, the owners of parcels in an electoral area may sign and submit to the regional district a petitions for services.

The Regional District received sufficient petitions (certificate of sufficiency attached) from owners of two properties within the Beaufort electoral area requesting the boundaries of the Beaver Creek Fire Protection Service area be expanded to include their properties legally described as:

- District Lot 28, Alberni District, Except part included in and lying to the North of Plan 148RW and except parts in plans 47824, 48408 and VIP1432, 6987 Bainbridge Road
- District Lot 123, Alberni District, 7055 Bainbridge Road

These properties border on the current boundaries of the Beaver Creek Fire service area (see attached map). The Fire Chief of the Beaver Creek Volunteer Fire Department has confirmed that their Department can provide these properties with fire protection prevention and suppression coverage.

Service Area Participants: All of Electoral Area "E" (Beaver Creek) and portions of Electoral Area "B" (Beaufort) and "F" (Cherry Creek) participate in the Beaver Creek Fire Service Protection service area.

Required consent for service area boundary extension bylaw: At least 2/3 of the Directors participating in the service area must consent to the adoption of the bylaw.

Attached please find a copy of Bylaw E1052-2 for consideration of three readings by the ACRD Board of Directors which includes the two properties described above within the Beaver Creek Fire Protection service area.

If Bylaw E1052-2 receives three readings by the ACRD Board and participating electoral area directors consent is obtained, the bylaw will be presented for consideration of adoption by the Board at the August 24th regular meeting.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

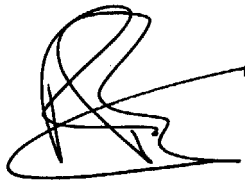
The costs for the provision of the service are borne by the service area participants.

Policy or Legislation:

Local Government Act and Community Charter apply.



Submitted by: _____
Wendy Thomson, Manager of Administrative Services



Approved by: _____
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw E1052-2

A Bylaw to Alter the Boundaries of the Beaver Creek Volunteer Fire Protection Service Area

WHEREAS the Regional District may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

AND WHEREAS the Regional District Board operates the Beaver Creek Volunteer Fire Department as a service as described in Bylaw E1052 cited as, “Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009”;

AND WHEREAS the Regional District Board has received sufficient petitions from owners of real property within a portion of Electoral Area “B” (Beaufort) requesting an extension to the boundaries of the Beaver Creek Fire Protection Service Area in order to provide their properties with fire prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm to persons or property;

AND WHEREAS the Regional District Board wishes to alter the boundaries of the Beaver Creek Volunteer Fire Protection Service Area to include these additional properties;

AND WHEREAS the participants of the service area have consented to the adoption of this Bylaw;

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

1. Bylaw E1052 cited as, “**Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009**” is hereby amended as follows:

Section 2 – Boundaries

Replace Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

2. This Bylaw may be cited as “**Bylaw E1052-2, Beaver Creek Fire Protection Service Area Amendment, 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.

Consented to on behalf of the electors on the day of 2016.

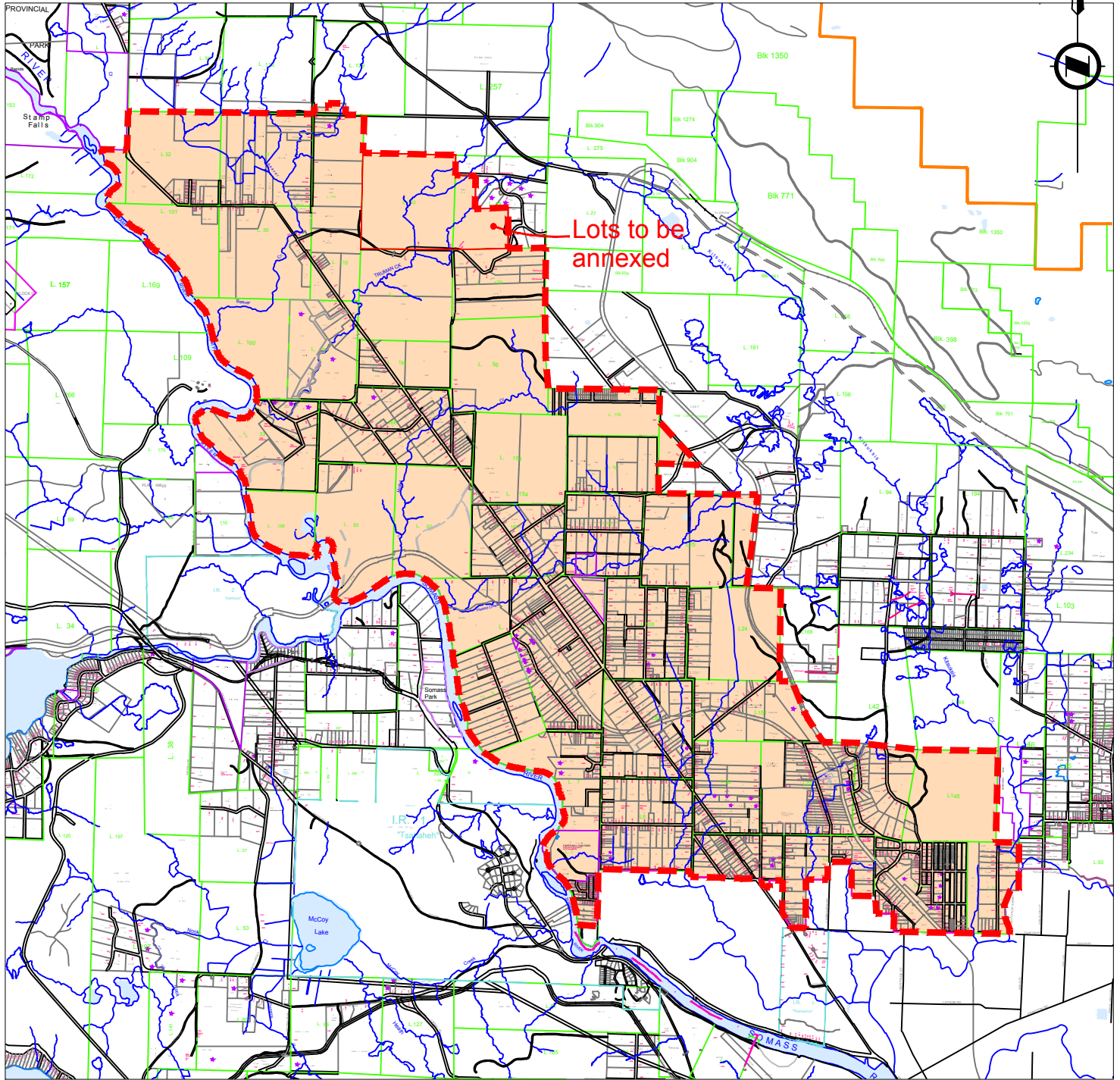
ADOPTED this day of 2016.

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer

Schedule 'A'

This schedule is attached to and forms part of Bylaw E1052-2, Beaver Creek Fire Protection Service Area



 Service Area





Alberni-Clayoquot Regional District

Certificate of Sufficiency Petition for Services

Bylaw E1052, Beaver Creek Fire Protection Conversion and
Establishment Bylaw, 2009

I, **Wendy Thomson, Manager of Administrative Services** for the Alberni-Clayoquot Regional District, hereby certify that valid and sufficient petitions were received for the following:

Petitions from property owners requesting the boundaries of the Beaver Creek Fire Protection service area be expanded to include the following properties:

- 6987 Bainbridge Road
- 7055 Bainbridge Road

Given under my hand this 21st day of
July, 2016 in the City of Port
Alberni.

Wendy Thomson

Wendy Thomson,
Manager of Administrative Services

REQUEST FOR DECISION

To: Board of Directors

From: Dianne St. Jacques (Ucluelet) and Tony Bennett (Area C Director)

Meeting Date: July 27, 2016

Subject: Proposal to Process Hake at-sea by Domestic Harvesters

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors write the DFO Regional Manager for Groundfish and the Minister of Agriculture expressing our concerns regarding the proposal for at-sea hake processing by domestic harvesters and requesting, before further consideration of this proposal, that consultation take place with rural coastal communities, First Nations and others impacted by such a proposal.

Summary:

At the June 16, 2016 meeting of the Groundfish Integrated Advisory Committee (GIAB), trawl representatives presented a proposal for processing of hake at-sea by domestic harvesters. The short time frame for discussion and lack of consultation with First Nations and coastal communities is of concern.

According to the meeting minutes, the Provincial representative on GIAB indicated that the Province is supportive of the proposal to process hake at sea. The Nuu-chah-nulth Tribal Council representative indicated there may be some concern about the implications for shore side jobs as shore side processors employ a number of NTC individuals. The processor representative from the trawl sector indicated that his company (UHS) is not supportive of the proposal as it creates an unfair cost advantage for vessels processing at sea in comparison to shore side processing facilities and that such processing may not result in greater utilization of the hake total allowable catch (TAC) by the domestic industry.

We share these concerns and note that engagement and further discussion with rural coastal communities has not occurred. We recommend a letter be forwarded to the Regional Manager of DFO expressing these concerns and requesting consultation before further consideration of this proposal.

A verbal report will be provided at the July 27, 2016 Board of Directors Meeting to accompany this Memo.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

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

From: Mike Irg, Manager of Planning and Development

Date: July 19, 2016

Subject: Stuart Avenue / Seaton Park Trail

Recommendation:

That the Board of Directors receive the staff report.

Background:

At the June 22, 2016 Board meeting, a delegation presented a petition of opposition to the development of a trail on an unopened portion of Stuart Avenue right of way. The Board requested that staff prepare a report to provide more information and outline the development of the trail and the ACRD's involvement.

In April 2015, several Sproat Lake residents approached the Regional District about developing a trail on the Stuart Avenue right of way to connect to existing trails on Crown land, providing access to lower Hector Road and the Seaton Park area. The trail proposal was reviewed and supported by both the Sproat Lake Advisory Planning Commission and the Sproat Lake Parks Commission. The ACRD Board of Directors did not review this project. The Sproat Lake Parks Commission is delegated those administrative powers of the Regional Board with respect to the operation of a Parks Commission by Bylaw 417. The proposed and existing portions of the trail are entirely on public land; un-opened road right of way and Crown land (see attached map). This new portion of trail is to provide access and replace a previous trail that crossed over private properties.

This project was done under the Sproat Lake Parks Service and the Sproat Lake Parks Commission. ACRD staff investigated the requirements for permits for any trail construction. Installation of a culvert was required to provide access across a substantial ditch on the right of way. The ACRD applied for, and received, a permit from the Ministry of Transportation and Infrastructure to install the culvert. The Ministry of Forests, Lands, and Natural Resource Operations confirmed that no permits are required for clearing brush to create a trail to access

the existing trails on Crown land. Nor is a permit required for the continued use of the existing portions of trail on Crown land.

Installation of the culvert was done by volunteers, and the Sproat Lake Parks Commission approved up to \$200.00 for machine time and fuel expenses. The culvert and majority of machine time was donated.

Following culvert installation, Ministry of Transportation and Infrastructure staff inspected the culvert with Director Cote.

The original request for the trail included five letters of support. At the June 22, 2016 Board meeting, a petition opposing the trail with 44 signatures was presented. Concerns included access and a lack of consultation, particularly quad access. The intent of the trail is for non-motorized use. Through the Sproat Lake Parks Commission, installation of vehicle barriers such as large rocks just before the culvert should be discussed with the Ministry of Transportation and Infrastructure.

ACRD staff involvement included investigating requirements for permits, applying for a permit to install the culvert, and providing mapping similar to other initiatives of the Parks Commission.



Submitted by:

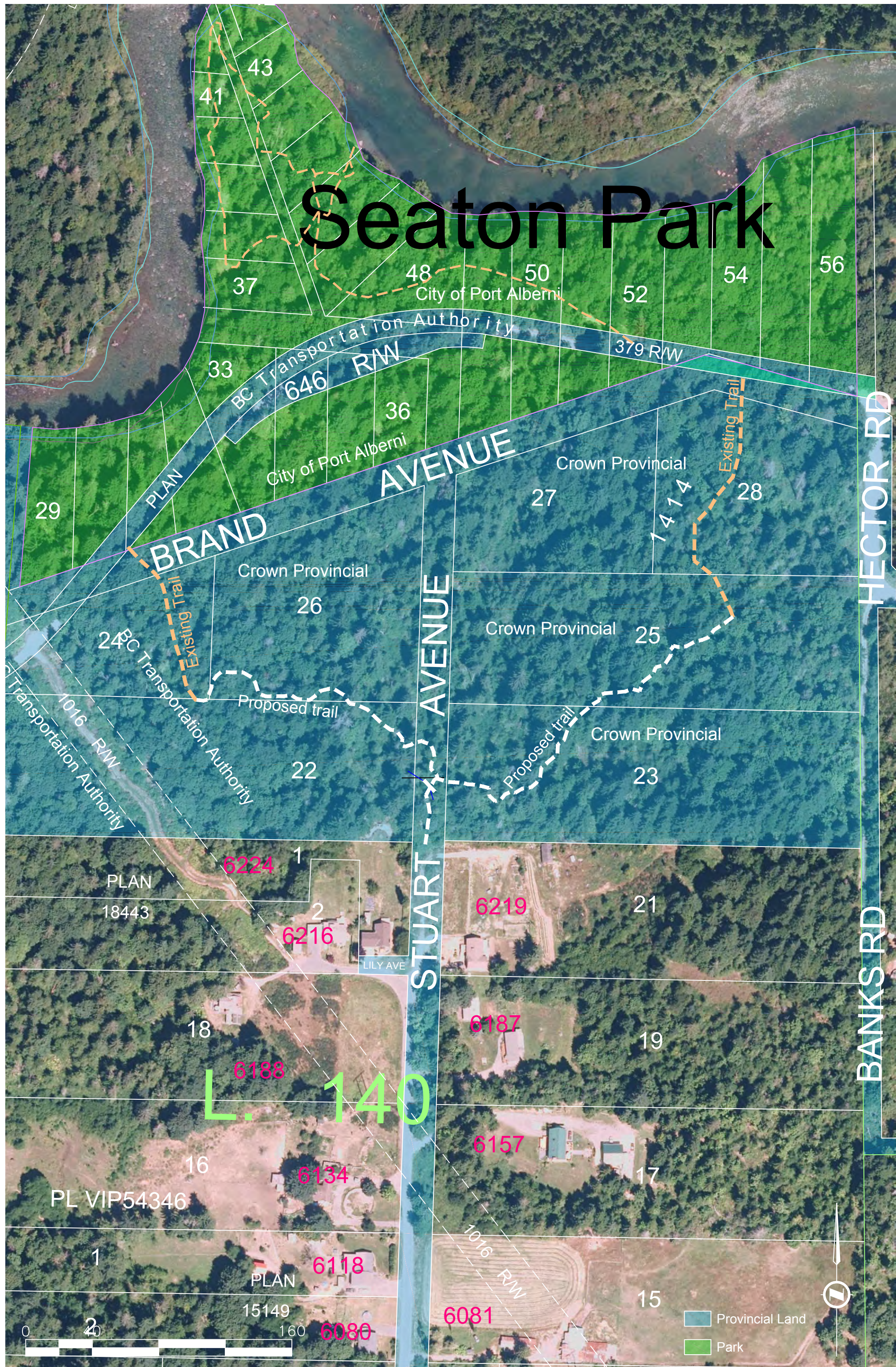
Mike Irg MCIP, RPP, Manager of Planning & Development



Reviewed By:

Russell Dyson, Chief Administrative Officer

Seaton Park



Development Variance Application

DATE: July 7, 2016

ACRD FILE NO.: DVD16007

APPLICANTS: Robert & Jeanne Cole

LEGAL

DESCRIPTION: STRATA LOT C DISTRICT LOT 192 ALBERNI DISTRICT STRATA PLAN VIS5897 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

LOCATION: 10180 Kyunim Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicant intends to subdivide 10180 Kyunim Road (strata Lot C) into two strata lots (strata Lots D and E). An accessory building is situated on proposed Lot E which requires a variance to the maximum height permitted.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVD16007.

Development Variance DVD16007:

- i. Development variance of Section 6.5 (1)(e) of ACRD Zoning Bylaw No. 15 to increase the permitted maximum height of an existing accessory building from 12 feet (3.65 m) to 14.67 feet (4.47m) as shown on attached Appendix A.
-

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 1.94 acre property (Lot C) is mostly treed with a cabin near the lakeside and an accessory building near the access into this property. Lot C is being proposed to be subdivided into Lot D (0.6 acres) and Lot E (0.9 acres). The subdivision also includes a long

panhandle area in Strata Lot D to allow access to the lakefront.

ii. **Services**

- a. **Sewage Disposal:** On-site sewage disposal located on common property to the west.
- b. **Water Supply:** Private water supply from Sproat Lake.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Protection area
- d. **Access:** Lot C is currently accessed from Quasoon Road, and proposed lot E will maintain this current access. Proposed lot D will be accessed from Kyunim Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The property is designated “Residential Use” in the Sproat Lake OCP. This designation provides for residential use. The OCP designates a Development Permit Area that impacts development on this property: “Development Permit Area I – Riparian Areas Protection”. Prior to final subdivision a Development Permit will be required to be issued.

Development Permit Area I – Riparian Areas Protection

DPA I includes all lands within 30 metres of a major stream and 15 metres of a minor stream. Sproat Lake is defined as a minor stream for the purposes of the Development Permit Area in the OCP. This designation is used to ensure that the ecological values of sensitive riparian and wetland habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems.

- c. **Zoning:** The property is zoned Acreage Residential (RA1) District which permits one single family dwelling and accessory uses.

Zoning Bulk and Site Regulations		
RA1 District		
	Single Family Dwelling	Accessory Buildings
Minimum Lot Area:	0.413 acres	
Minimum Lot Width:	90 feet	
Lot Coverage:	25%	5%
Maximum Building Height	2 1/2 storeys and 35 feet	12 feet *
Minimum Building Setbacks		
Front:	40 feet	40 feet
Rear:	30 feet	3 feet
Side:	15 feet	3 feet

*Note: An accessory building height can be increased one foot in height for every two feet horizontal distance, in excess of the minimum side & rear yard setback.

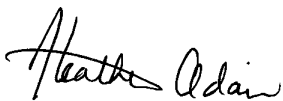
The applicant has applied for a development variance permit as the height of the existing accessory building exceeds the maximum height allowed for an accessory building in RA1. The variance applied for will increase the maximum height allowed for the existing building from 12 feet (3.65 m) to 14.67 feet (4.47m). The siting of the exiting access building is shown on the attached site plan.

The owners are applying for a development variance permit prior to receiving final subdivision approval.

In addition to the development variance, the applicant has applied for a Development Permit for Development Permit Area I – Riparian Areas Protection as well as a parcel frontage waiver as the proposed lots do not meet the minimum 10% road frontage requirement.

Comments:

The accessory building was built on existing Lot C and at the time complied with the required setbacks and the maximum height requirements given the distance from the read and side yard setbacks. The proposed layout of Lots D and E is logical and staff recommends that the Board proceed with the development variance.

Submitted by: 
Heather Adair, Planner

Reviewed by: 
Alex Dyer, Planner

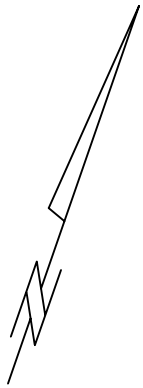

Russell Dyson, Chief Administrative Officer

PLAN OF PROPOSED BARE LAND STRATA SUBDIVISION OF STRATA LOT C, DL 192, ALBERNI DISTRICT, PLAN VIS5897.

LEGEND

- LCP DENOTES LIMITED COMMON PROPERTY
- SL DENOTES STRATA LOT.
- CP DENOTES COMMON PROPERTY
- O/H DENOTES OVERHANG.
- PNB DENOTES PRESENT NATURAL BOUNDARY.
- m² DENOTES SQUARE METRES.
- DENOTES BUILDING SUPPORT POST.

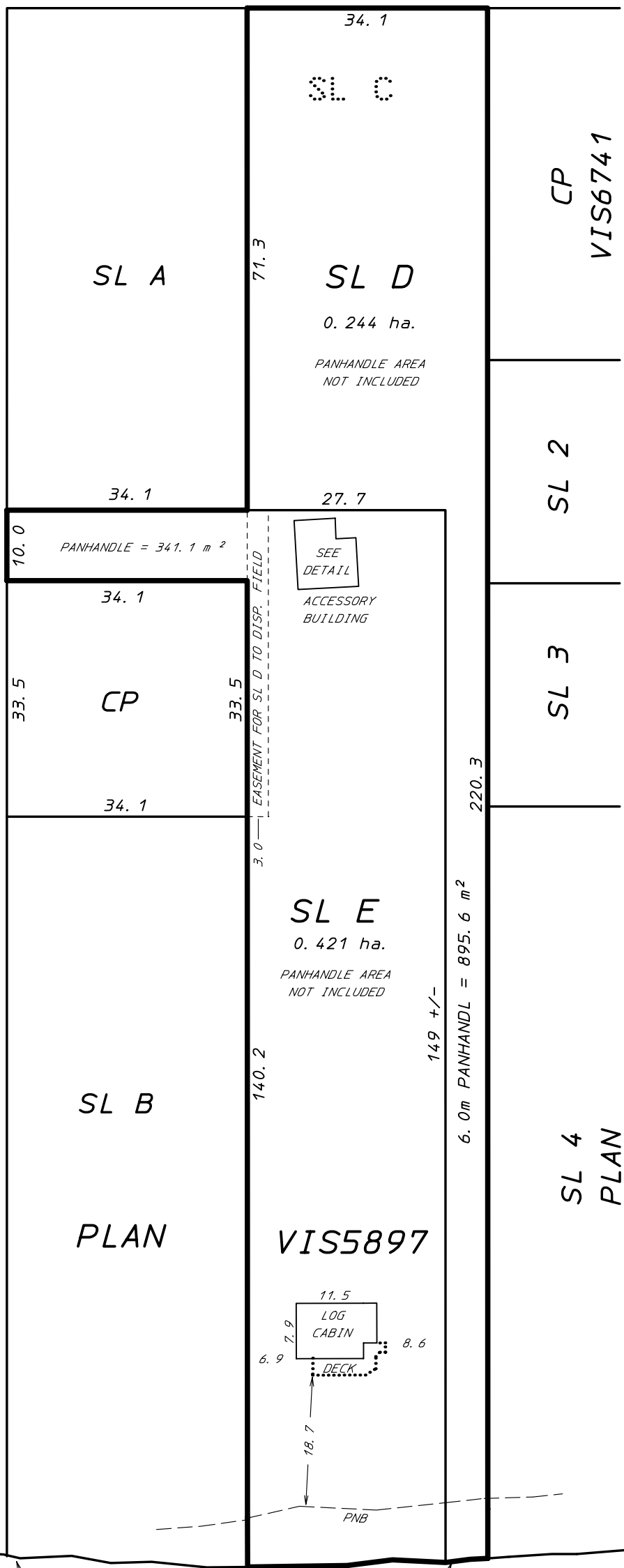
CIVIC ADDRESS IS 10164
KYUNIM ROAD, PORT ALBERNI.



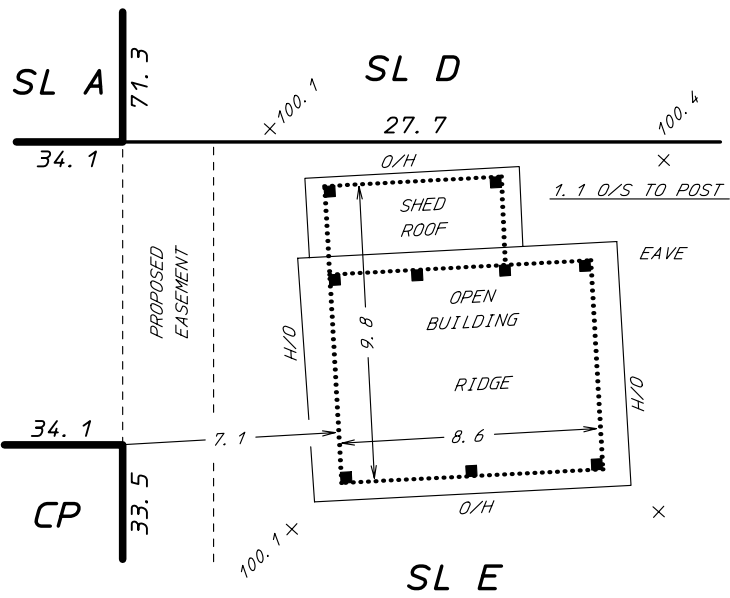
QUASSOON ROAD

KYUNIM ROAD

ROAD



DETAIL
SCALE 1: 250



ACCESSORY BUILDING

- ELEV. OF RIDGE ----- 105.32
- ELEV. OF EAVE ----- 103.81
- ELEV. OF MEAN HEIGHT LEVEL ----- 104.57
- AVERAGE FINISHED GRADE AT FRONT --- 100.1
- HEIGHT OF BUILDING AS TO BYLAW ---- 4.47
- VARIANCE REQUIRED IS FROM --- 2.53 TO 1.0
- (0.81 X 2 = 1.62 + 0.91 = 2.53)

SPROAT LAKE

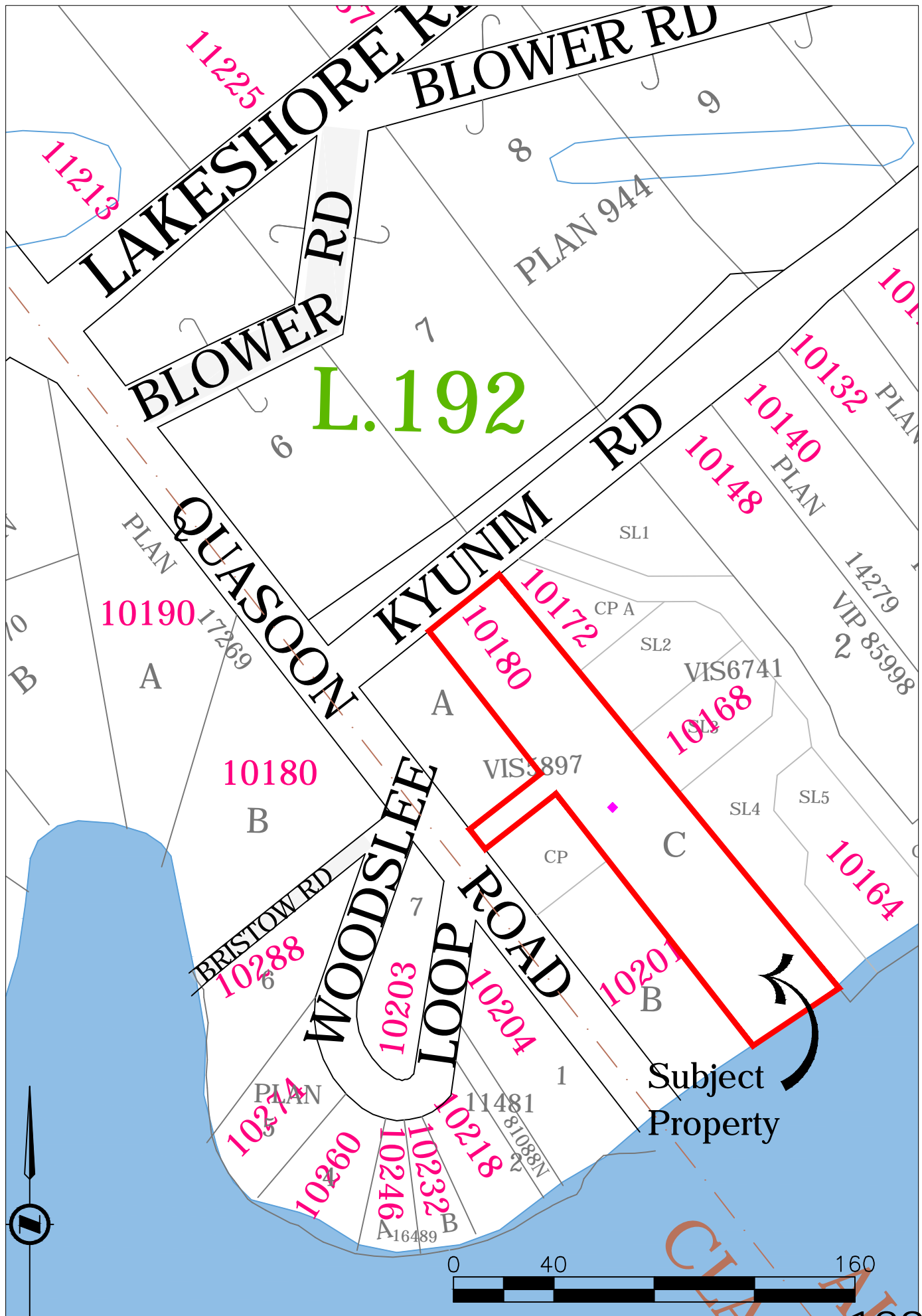
SCALE 1: 750

ALL DISTANCES ARE IN METRES.
ALL DIMENSIONS AND AREAS ARE
SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2016/02/24	
2	2016/05/26	REMOVE LCP AND ENLARGE SL E
3	2016/06/02	ADD PANHANDLE AND AUXILIARY BUILDING
4	2016/06/02	ADD 2005 NATURAL BOUNDARY.
5	2016/06/10	CORRECT LOCATION OF CABIN AND PNB ADDED

SIMS ASSOCIATES
LAND SURVEYING
223 FERN ROAD WEST,
QUALICUM BEACH, B.C.
V9K 1S4
PHONE: (250) 752-9121
FAX: (250) 752-9241
FILE: 16-075-ST
COMP: 16-075.P5





MEMORANDUM

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

From: Heather Adair, Planner

Date: July 6, 2016

Subject: Subdivision Application SD16005 – Robert & Jeanne Cole (Agent – Sims Associates). Parcel Frontage Waiver for Proposed Subdivision of STRATA LOT C DISTRICT LOT 192 ALBERNI DISTRICT STRATA PLAN VIS5897 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V - 10180 Kyunim Road

Recommendation

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots D & E as per plan VIS5897.

Background

The property owner is applying to subdivide 10180 Kyunim Road (strata Lot C) into two strata lots (strata Lot D, 0.244 ha and strata Lot E, 0.421 ha).

Proposed Lots D & E do not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act*. Section 512(b) of the *Act* allows a local government to exempt a parcel from the 10% road frontage requirement by Board resolution. Proposed Lot D has 34.1 metres (6.7%) of road frontage and 50.84 metres is required to meet the 10% frontage requirement. Proposed Lot E has 10.0 metres (2.4%) of road frontage and 42.28 metres is required to meet the 10% frontage requirement.

In addition to this 10% road frontage waiver a development variance is also required to vary the side yard setback for an existing accessory building prior to subdivision.

Submitted by:



Heather Adair, Planner

Reviewed by:



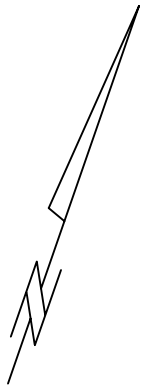
Russell Dyson, Chief Administrative Officer

PLAN OF PROPOSED BARE LAND STRATA SUBDIVISION OF STRATA LOT C, DL 192, ALBERNI DISTRICT, PLAN VIS5897.

LEGEND

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 SL DENOTES STRATA LOT.
 CP DENOTES COMMON PROPERTY
 O/H DENOTES OVERHANG.
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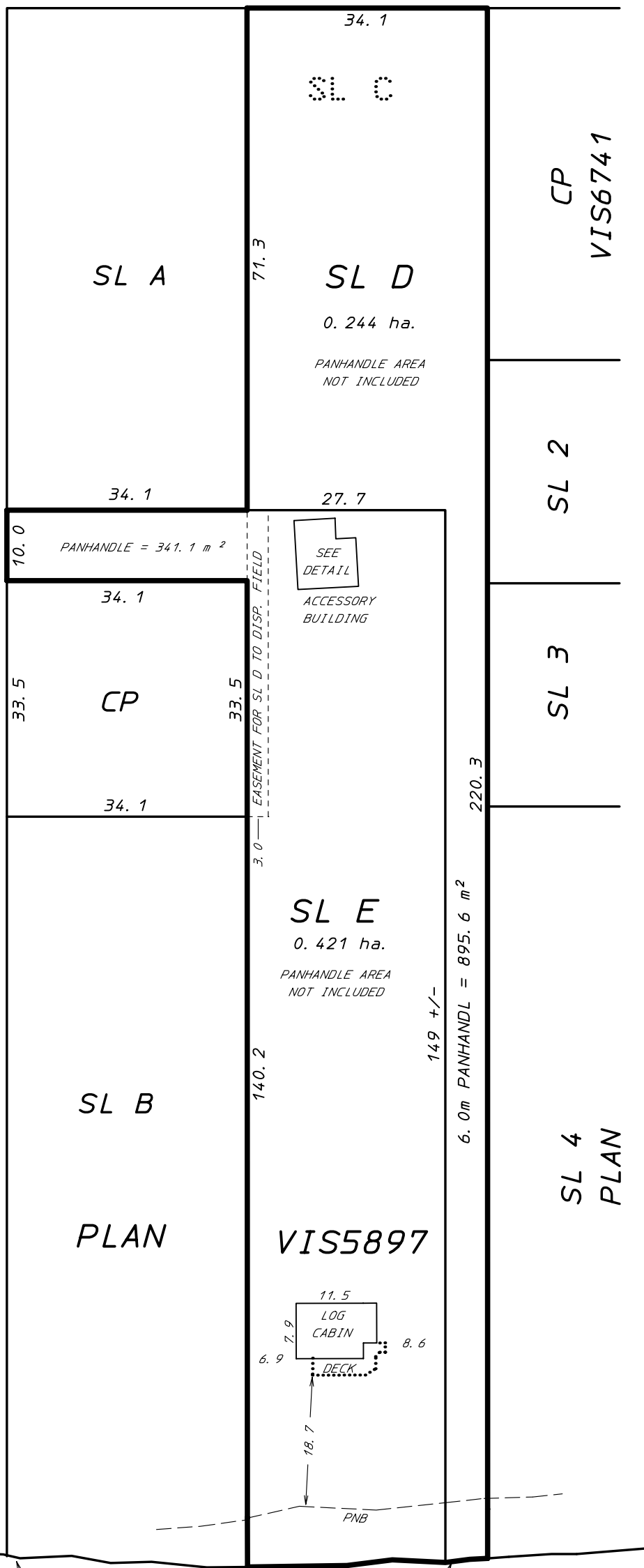
CIVIC ADDRESS IS 10164
 KYUNIM ROAD, PORT ALBERNI.



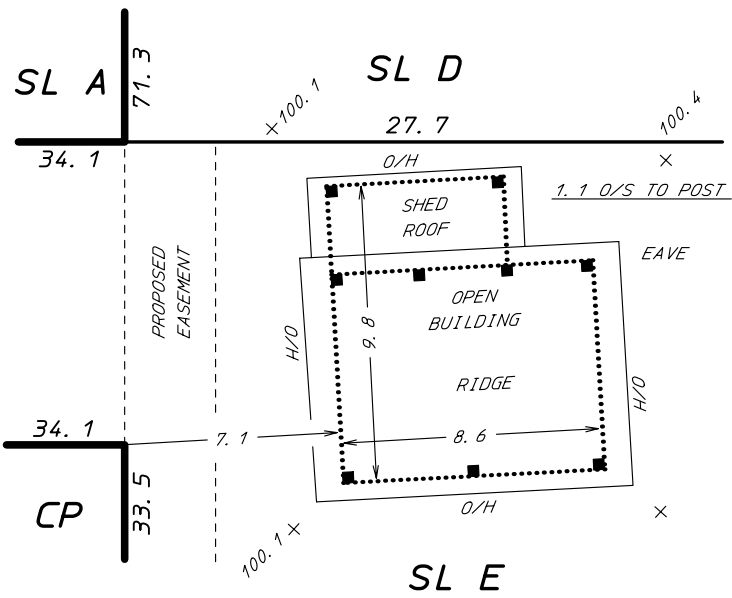
KYUNIM

ROAD

QUASSOON ROAD



DETAIL
 SCALE 1: 250



ACCESSORY BUILDING

ELEV. OF RIDGE ----- 105.32
 ELEV. OF EAVE ----- 103.81
 ELEV. OF MEAN HEIGHT LEVEL ----- 104.57
 AVERAGE FINISHED GRADE AT FRONT --- 100.1
 HEIGHT OF BUILDING AS TO BYLAW ---- 4.47
 VARIANCE REQUIRED IS FROM --- 2.53 TO 1.0
 (0.81 X 2 = 1.62 + 0.91 = 2.53)

SPROAT

LAKE

SCALE 1: 750

ALL DISTANCES ARE IN METRES.
 ALL DIMENSIONS AND AREAS ARE
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2016/02/24	
2	2016/05/26	REMOVE LCP AND ENLARGE SL E
3	2016/06/02	ADD PANHANDLE AND AUXILIARY BUILDING
4	2016/06/02	ADD 2005 NATURAL BOUNDARY.
5	2016/06/10	CORRECT LOCATION OF CABIN AND PNB ADDED

SIMS ASSOCIATES
 LAND SURVEYING
 223 FERN ROAD WEST,
 QUALICUM BEACH, B. C.
 V9K 1S4
 PHONE: (250) 752-9121
 FAX: (250) 752-9241
 FILE: 16-075-ST
 COMP: 16-075.P5



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

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

From: Alex Dyer, Planner

Date: July 14, 2016

Subject: Subdivision Application SE16004 – Ronald & Theresa Simister
Parcel Frontage Waiver for Proposed Subdivision of LOT A, DISTRICT LOT 22,
ALBERNI DISTRICT, PLAN VIP83503 – 5825 Saunders Road N

Recommendation

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 2 as per subdivision plan attached to report as Appendix A.

Background

The property owner is applying to subdivide 5825 Saunders Road N into two lots – proposed Lot 1 being 0.405 hectares (1.0 acre) and proposed Lot 2 being 1.392 hectares (3.44 acres). The subject property was rezoned to Acreage Residential (RA2) District in 2015-2016 in order to facilitate the proposed one acre lot.

Proposed Lot 2 does not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act*. Section 512(b) of the *Act* allows a local government to exempt a parcel from the 10% road frontage requirement by Board resolution. Proposed Lot 2 has 7.5 metres (1.16%) of road frontage via panhandle access to Beaver Creek Road. 66.78 metres of road frontage would be required to meet the 10% frontage requirement.

The 7.5 metre wide panhandle access for proposed Lot 2 does not provide for safe and suitable road access to the property. To provide for better access, the applicants have proposed an access easement over an existing driveway that dissects proposed Lot 1 to connect with Saunders Road North. As a condition of subdivision, the Regional District has required that the common access be formalized by registered easement and that no access to Beaver Creek Road be allowed.

The Beaver Creek Advisory Planning Commission considered the access and frontage waiver requirements at a meeting on April 21, 2015 and concurred with the staff recommendation to

SE16004

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

support the proposal subject to common access to both lots Saunders Road N.

Prepared by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP RPP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

SE16004

PLAN OF PROPOSED SUBDIVISION OF LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503.

BCGS 92F.026

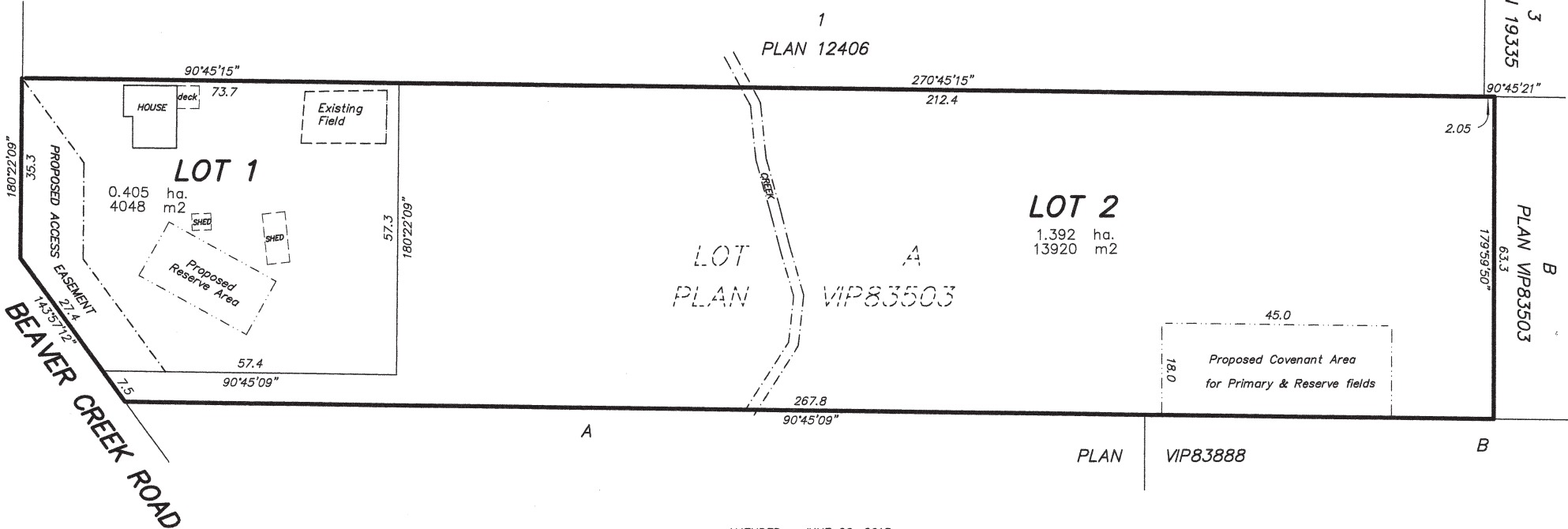


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1 : 750.

All distances hereon are in metres and decimals thereof.
Azimuths are astronomic and derived from Plan VIP83503.

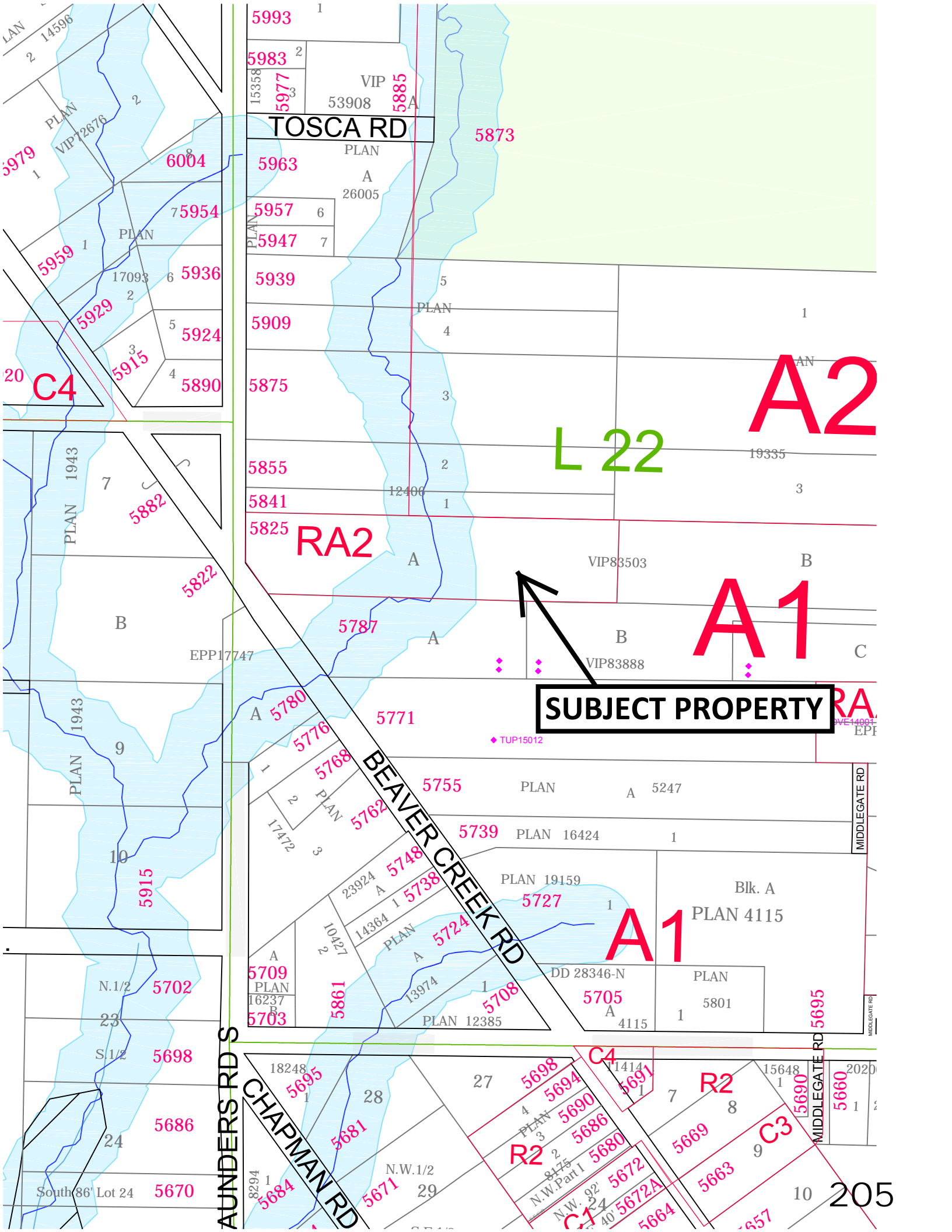


SAUNDERS ROAD



AMENDED: - JUNE 26, 2015.

ACRES & POLLOCK,
B.C. LAND SURVEYORS,
PORT ALBERNI, B.C.,
PHONE: - 250 723 5412
FILE: - 14,933.
DATE: - JANUARY 4, 2012.



5993 1
5983 2
5977 3
VIP 53908
5885 A
TOSCA RD

PLAN A
26005
5963
5957 6
5947 7

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PLAN 1943
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EPP17747

PLAN 1943
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PLAN 16424
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PLAN 19159
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5727
PLAN 4115
Blk. A
PLAN 4115

PLAN 12385
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PLAN 5801
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A2
L 22

A1
SUBJECT PROPERTY

AUNDERS RDS

BEAVER CREEK RD

CHAPMAN RD

MIDDLEGATE RD

MIDDLEGATE RD

MIDDLEGATE RD

5979 1
VIP 2676
2

5959 1
PLAN 17093
2

5929 2
PLAN 17093
2

5915 3
PLAN 17093
2

5890 4
PLAN 17093
2

5882 7
PLAN 1943

5822 5
PLAN 1943

5915 9
PLAN 1943

5702 N.1/2
23

5698 S.1/2
23

5686 24

5670 South 86' Lot 24
24

5695 1
18248

5681 28

5671 N.W. 1/2
29

5684 1
8294

5698 4
PLAN 8175
2

5694 3
PLAN 8175
2

5690 2
PLAN 8175
2

5686 2
PLAN 8175
2

5680 2
PLAN 8175
2

5672 2
PLAN 8175
2

5664 2
PLAN 8175
2

5669 8

5663 9

5660 10

205

Non-Farm Use Application within the Agriculture Land Reserve

To: Agriculture Advisory Committee; and
Regional Board of Directors

Date: July 19, 2016

File No.: AB16001

Owners: Michael & Cathy Ryles

Legal Description: LOT 1, LOOP FARMS, ALBERNI DISTRICT, PLAN 1297 EXCEPT PART IN PLAN
VIP64086

Location: Lot 1, Debeaux Road

Electoral Area: Area "B" (Beaufort)

Recommendation:

THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting that support of the non-farm use is subject to rezoning of the property, an Official Community Amendment, meeting Development Permit requirements, and preparation of property for agricultural uses.

Applicant's Intention: The applicants' property is just south of the McLean Mill National Historic Site and the applicants have been approached by the Alberni Valley Heritage Society to consider developing a campground on Lot 1 Debeaux Road. It is expected that the campground will promote tourism in the community. The applicants intend to create a campsite to accommodate 28 camping sites in Phase 1, then expanding to add an additional 28-32 camping sites in Phase 2. Phase 1 of the camping area would encompass +/- 2.02 ha (5 acres) of the subject property and would include an office with caretaker residence, washrooms, showers, power and water to each campsite and potentially sewage. Phase 2 would encompass an additional +/- 2.02 ha (5 acres) of the subject property. The applicants also intend to utilize +/- 4.05 ha (10 acres) of the property for farm use. The applicants have stated that they intend to utilize the hay crops, a corn maze, and perhaps a small hobby/petting farm that campers can visit.

Observations:

- 1. Property Description:** The subject property is 8.09 ha (20 acres) in size with the northern portion recently logged, de-stumped and cleared. A building site has been cleared for a new house. The remainder of the property is forested with many horse and quad trails throughout. Kitsuksis Creek is located just east of the property and there are several minor streams that run seasonally through the property.
- 2. Provincial soil mapping, which indicates the “land capability for agriculture”, shows that the subject property is covered by one soil map unit. The property is classified as follows:**

Unimproved soil conditions = **60% Class 3 PT, and 40% Class 5 W**

Improved soil conditions = **60% Class 3 TP, and 40% Class 5 W**

P = Stoniness (Soils are limited by the presence of coarse fragments which significantly hinder tillage, planting and/or harvesting).

T = Topography (Soils are limited by steepness or pattern of slopes which hinders the use of farm machinery, decreases the uniformity of growth and maturity of crops, and/or increases the potential for water erosion).

W = Excess Water (Soils are limited by excess water, other than from flooding, which limits agricultural use. The excess water may be due to poor drainage, high water tables, seepage, and/or runoff from surrounding areas).

Soil Capability Class and Subclass explanations are as follows:

Class 3 – Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

Class 5 – Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

3. Services:

- (a) Sewage Disposal:** On-site sewage disposal. The proposed a single family dwelling on the property will be serviced by a septic field. Septic options for the proposed campground may employ an on-site sewage disposal or no septic services provided on site.
- (b) Water Supply:** The proposed single family dwelling on the property will be connected to the Cherry Creek Water System. Water supply options for the proposed campground include private well and connection to the Cherry Creek Water System.

- (c) **Fire Protection:** The property is located within the Cherry Creek Fire Protection Area.
- (d) **Access:** The property is currently accessed via Debeaux Road. An additional entrance for the proposed campground would likely be required off of Debeaux Road.

4. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** The entire property is located within the Agricultural Land Reserve.

The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* designates permitted uses within the ALR and a non-farm use application is required to allow any use not allowed by the legislation. This non-farm use application is required to allow a campground on the subject property.

- B. **Official Community Plan:** The Beaufort Official Community Plan (OCP) designates the property as Rural Use. The OCP supports residential and agriculture uses on lands designated as Rural Use. The proposed campground does not comply with the Rural Use designation in the Cherry Creek OCP.

The Beaufort OCP designates a portion of this property as Development Permit Area I – Riparian Area Protection (DPA 1).

DPA I includes all lands within 30 metres of a major stream and 15 metres of a minor stream.

- C. **Zoning:** The property is zoned Rural (A2) District and a campground is not a permitted use in A2.

Comments:


The proposal of a campsite to compliment the McLean Mill National Historic Site has value when it is combined with an agriculture use. Development of the campsite is supported while ensuring that the proposal does not disallow agriculture uses in the future.

Staff supports the Non-Farm Use application for a campsite subject to a number of conditions that would need to be met prior to receiving a Non-Farm Use approval from the Agriculture Land Commission including:

1. As the Beaufort OCP does not specifically support the development of a campground in the Rural designation, an amendment to the OCP would be required to change the designation.
2. As the Rural (A2) District does not permit a campground, a rezoning application would be required to permit this use.
3. Development of any land within the Development Permit Area 1 would need to meet Development Permit requirements.

4. Development of approximately 10 acres of land into one or more of the following agriculture uses; hay crop, corn maze, hobby farm, petting farm.
5. Campsite areas to be developed to ensure that a permeable surface is used.


Approval of the non-farm use application is ultimately decided upon by the Agricultural Land Commission should the ACRD Board choose to forward the application for their consideration. Planning staff supports this application being forwarded to the Agricultural Land Commission for their consideration.

Submitted by: 

Heather Adair, Planner

Reviewed by: 

Mike Irg, Manager of Planning and Development



Wendy Thomson, Manager of Administrative Services

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 55275

Application Status: Under LG Review

Applicant: Michael Ryles , Cathleen Ryles

Local Government: Alberni-Clayoquot Regional District

Local Government Date of Receipt: 04/25/2016

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: My name is Mike Ryles, I reside in Port Alberni, B.C. I own a 20 acre plot of land right beside Mcleans mill. Ive been approached by the Alberni Valley heritage society about possibly converting some of my land into a camp site to accommodate the visitors at Mcleans Mill. Id plan on putting in 28 campsites to start and depending on how well that goes I would plan to expand it onto the rest of my remaining acreage. Personally I think this campsite would be a great idea to keep tourism in the Alberni Valley. Especially since most people that come out here are usually travelling in RVs, motor homes, etc. as they plan on doing additional camping around our lakes or heading out to the coast. This campsite would provide the perfect stop for travellers looking to see mcleans mill, perhaps catch the train and take in the sights of the Alberni Valley and maybe even stop at the Harbour Quay and wander through the shops. Most importantly though it would provide the perfect place to take a nice rest before they continue on with their other endeavors. It would also help with parking as RVs are rather big and take up a lot of room and the mcleans mill parking lot is quite small. Overall I think it would provide the perfect stop for travellers looking to do some sightseeing at mcleans mill without having to pack everything up and head out at the end of the day it would give travellers time to relax before they continue on and would increase tourism in the Alberni Valley overall.

Mailing Address:

6257 Renton Rd N

Port Alberni, BC

V9Y 8S7

Canada

Primary Phone: (250) 720-6547

Mobile Phone: (250) 724-0672

Email: shayna-ryles@hotmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 007-642-202

Legal Description: Lot 1, Loop Farms, Alberni District, plan 1297 except part in plan VIP64086

Parcel Area: 8.1 ha

Civic Address: Lot 1 Debeaux Road, Port Alberni

Date of Purchase: 10/08/2009

Farm Classification: Yes

Owners

1. **Name:** Michael Ryles

Address:

210

Applicant: Michael Ryles , Cathleen Ryles

6257 Renton Rd N
Port Alberni, BC
V9Y 8S7
Canada
Phone: (250) 720-6547
Cell: (250) 724-0672
Email: shayna-ryles@hotmail.com

2. **Name:** Cathleen Ryles

Address:
6257 Renton Rd N
Port Alberni, BC
V9Y 8S7
Canada
Phone: (250) 724-0672
Cell: (250) 735-1965
Email: cmryles@shaw.ca

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

No agriculture

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

No agricultural improvements

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

No non agricultural uses are currently active at this time, however we do plan to put in an RV campsite with a caretaker home.

Adjacent Land Uses

North

Land Use Type: Commercial / Retail

Specify Activity: RV campsite

East

Land Use Type: Agricultural/Farm

Specify Activity: Farm use

South

Land Use Type: Residential

Specify Activity: Caretaker house

West

Land Use Type: Agricultural/Farm

Specify Activity: Farm use

Proposal

1. How many hectares are proposed for non-farm use?

2.8 ha

2. What is the purpose of the proposal?

My name is Mike Ryles, I reside in Port Alberni, B.C. I own a 20 acre plot of land right beside Mcleans mill. Ive been approached by the Alberni Valley heritage society about possibly converting some of my land into a camp site to accommodate the visitors at Mcleans Mill. Id plan on putting in 28 campsites to start and depending on how well that goes I would plan to expand it onto the rest of my remaining acreage. Personally I think this campsite would be a great idea to keep tourism in the Alberni Valley. Especially since most people that come out here are usually travelling in RVs, motor homes, etc. as they plan on doing additional camping around our lakes or heading out to the coast. This campsite would provide the perfect stop for travellers looking to see Mcleans mill, perhaps catch the train and take in the sights of the Alberni Valley and maybe even stop at the Harbour Quay and wander through the shops. Most importantly though it would provide the perfect place to take a nice rest before they continue on with their other endeavors. It would also help with parking as RVs are rather big and take up a lot of room and the Mcleans mill parking lot is quite small. Overall I think it would provide the perfect stop for travellers looking to do some sightseeing at Mcleans mill without having to pack everything up and head out at the end of the day it would give travellers time to relax before they continue on and would increase tourism in the Alberni Valley overall.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

This proposal cannot be accommodated on lands outside the ALR as this property is adjacent to Mclean's Mill and would provide easy access for travelling tourists.

4. Does the proposal support agriculture in the short or long term? Please explain.

This proposal supports agriculture in the long term because the remainder of the used land will be developed as farm land.

Applicant Attachments

- Proposal Sketch - 55275
- Certificate of Title - 007-642-202

ALC Attachments

None.

Decisions

None.

**PENINSULA SITES
VANS / POP-UPS**

water - electric - cable

WILD DUCK ADULT RV PARK

39 Dunstan Landing Road
Scarborough, Maine 04074
207-883-4432

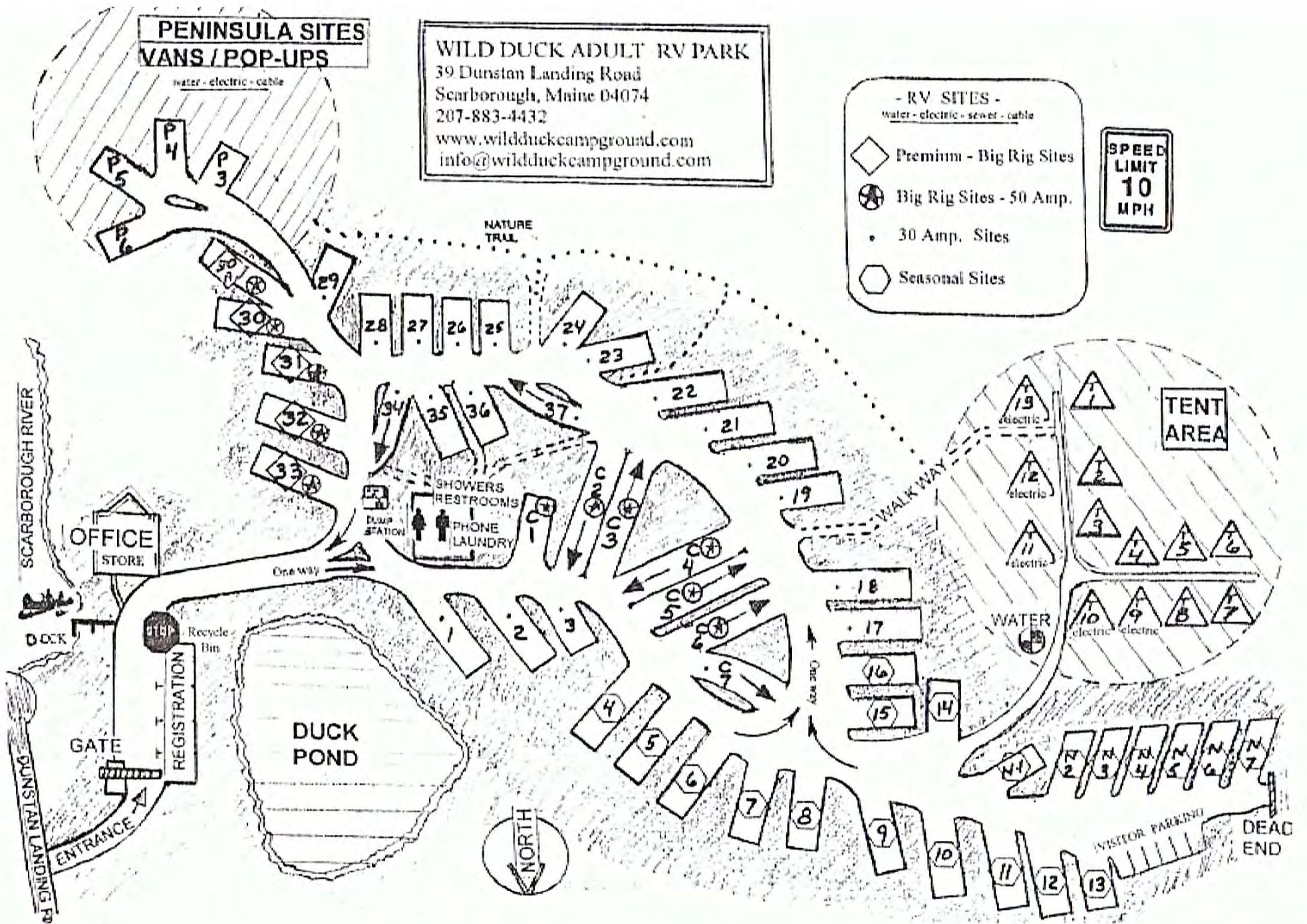
www.wildduckcampground.com
info@wildduckcampground.com

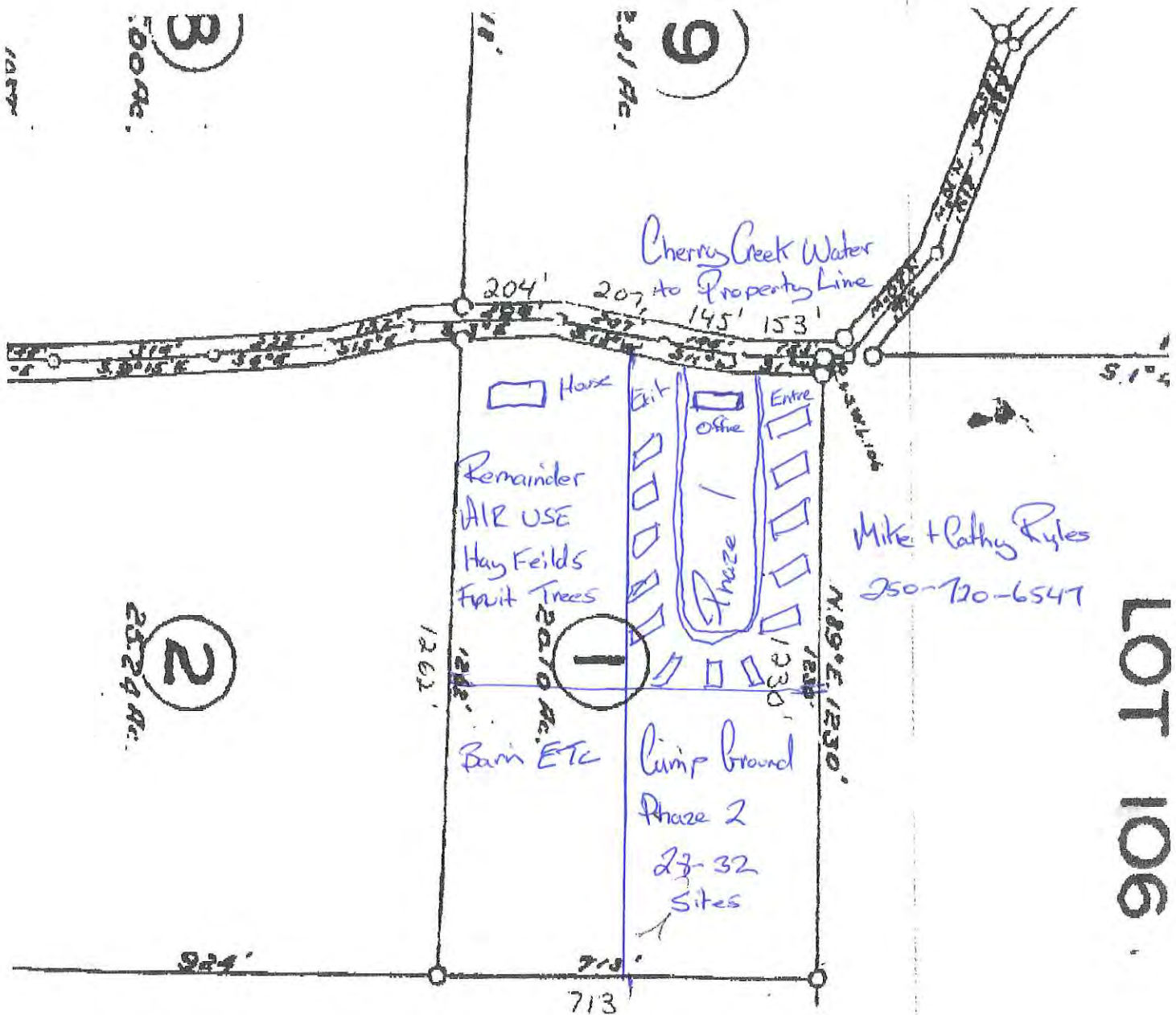
- RV SITES -

water - electric - sewer - cable

- ◆ Premium - Big Rig Sites
- ⊗ Big Rig Sites - 50 Amp.
- 30 Amp. Sites
- ⬡ Seasonal Sites

**SPEED
LIMIT
10
MPH**





LOT 106

LOT 94

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

JUN 16 2016

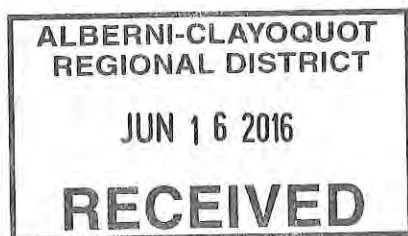
RECEIVED

214
p. 1

ALR Application

With my ALR application I wanted to submit this statement about my intent to use 10 acres of my land for farm use. My intention is to put in some hay crops, a corn maze, and perhaps a small hobby farm to use as a petting farm that the campers can access. Since camping season is only four months there will be plenty of time to work on the agricultural land during the remainder of the year. This is only the beginning stages of my plan, but as time goes on it will be a continued work in progress in both aspects of campground and farmland to make sure the land is used to its fullest and best potential. As an avid supporter of Mclean's Mill Historical site I believe that this would be the best use of my land to add tourism in our community.

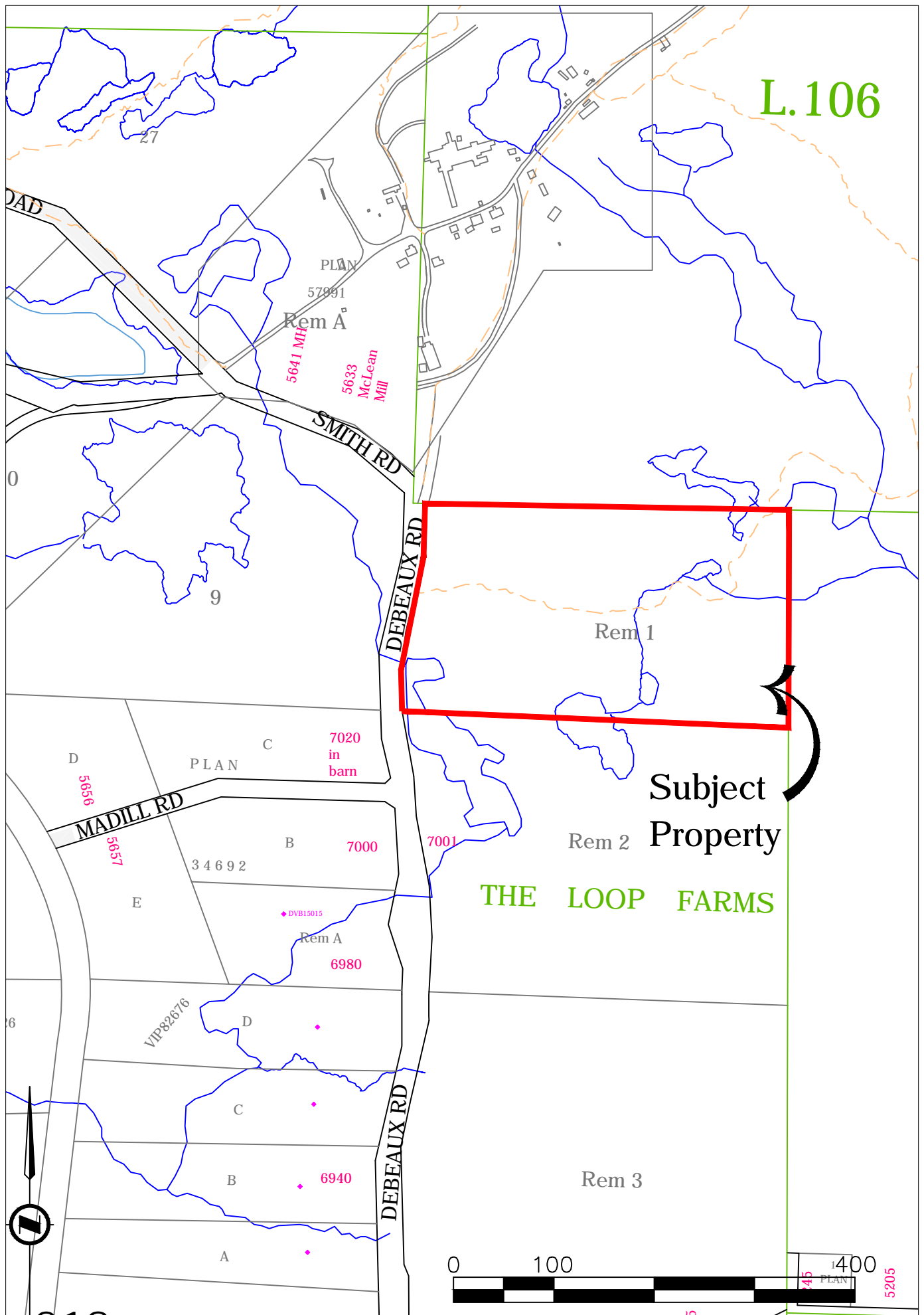
*Thank you for your time and consideration,
Mike & Cathy Ryles*







L.106



Subject Property

THE LOOP FARMS



REQUEST FOR DECISION

To: Regional Board of Directors

From: Alex Dyer, Planner

Meeting

Date: July 27, 2016

Subject: Agricultural Land Use Inventory & Water Demand Model Project

Recommendation:

THAT the Board of Directors authorize \$10,000 in matching funds and authorize staff to sign the Memorandum of Understanding to support the Alberni Clayoquot Agricultural Land Use Inventory & Water Demand Model project. \$7000 from Regional Planning and \$3000 from Rural Planning.

Desired Outcome:

To support the Agricultural Land Use Inventory & Water Demand Model project which is a joint venture between the ACRD, Ministry of Agriculture and the Partnership for Water Sustainability in BC.

Summary:

The project involves two components – the Agricultural Land Use Inventory (ALUI) which will provide a consistent inventory of agricultural land and uses across the region and the Agricultural Water Demand Model which will utilize the ALUI to provide a water demand model for current and future scenarios that is specific to this region.

The ALUI involves land use surveys that will take place over the summer to identify irrigation methodology, crop type and crop potential for land parcels with agricultural capability. The ALUI will:

- a. define the amount of actively farmed land in the region as of 2016;
- b. act as a benchmark for monitoring land use change;
- c. assist land use decision making including Official Community Plans and bylaw updates;
- d. identify impacts of proposed policies and regulations;
- e. improve understanding of the challenges and opportunities to enhance agriculture; and
- f. identify opportunities to improve land use and resource compatibility.

The Agricultural Water Demand Model is the second phase of the project and will rely directly on the data gathered from the ALUI. The Water Demand Model will:

- a. provide a scientific estimate of agricultural water demand for current and future climate scenarios;
- b. improve understanding of water demand patterns;
- c. enable examination of management alternatives that consider future land use changes;
- d. define potential impacts of climate change and identify appropriate adaptation strategies; and
- e. build on a similar model developed for the Okanagan Basin in 2006.

Ministry of Agriculture staff have begun preliminary mapping and field work on the project with an expected completion date by fall 2016.

Background:

In our discussions with local food producers, and through our farmer surveys we have conducted, the availability and allocation of water for agriculture has consistently been identified as one of the primary concerns for the local agriculture sector. The Alberni Valley Agriculture Plan, adopted in 2011, provides 12 primary goals to support agriculture and increase food security in the Alberni Valley. One of the goals is “to increase the availability of water for agriculture.”

The Ministry of Agriculture has completed a number of ALUIs and Water Demand Models in partnership with local governments across the province, including on Vancouver Island in Nanaimo, Cowichan, Comox and the Capital Region. The opportunity to partner on this project came up through discussions between our Agricultural Support Workers and Ministry of Agriculture staff on grant opportunities and discussions with the Partnership of Water Sustainability in BC at a meeting in fall 2015.

The project is supported by the Agricultural Development Committee as a priority project for 2016. The project will provide a better understanding of the water demand and availability to promote the growth of agriculture in the Alberni Valley into the future.

Time Requirements – Staff & Elected Officials:

There will be some staff time required to liaise with Ministry staff on mapping and local land use data. No field work will be required of Regional District staff.


Financial:

The entire project cost is \$25,800 with \$8,800 provided by the Ministry of Agriculture (in kind), \$7,000 provided by the Partnership for Water Sustainability in BC (cash). The ACRD contribution would be \$10,000 in cash (\$3000 from Rural Planning to support OCP development).

The 2016-2020 Financial Plan has budgeted \$45,000 for Sustainability Planning with a focus on Agriculture Plan initiatives for 2016 and 2017. The Regional District's contribution for the joint project would come from this budget with \$3000 coming from Rural Planning.

Policy or Legislation:


The Alberni Valley Agriculture Plan sets goals and objectives for promoting growth in the agriculture sector in the region and increasing food security in the Alberni Valley. One of the primary goals of the plan is to increase the availability of water for agriculture.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg RPP MCIP, Manager of Planning and Development



Wendy Thomson, Manager of Administrative Services

Memorandum of Understanding

between

Ministry of Agriculture (AGRI)

1767 Angus Campbell Road
Abbotsford, BC V3G 2M3

And

Partnership for Water Sustainability in BC (PWSBC)

34951 High Drive
Abbotsford, BC
V2S 2X7

And

Alberni-Clayoquot Regional District (ACRD)

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

for

Agricultural Land Use Inventory (ALUI)
Agricultural Water Demand Model Development (AWDM)
in agricultural areas of **Alberni-Clayoquot**

Version date: July 15, 2016

WHEREAS:

- A. Agricultural Land Use Inventories (ALUIs):
- record land uses and land cover in farming areas and act as a benchmark for monitoring change;
 - improve understanding of agricultural land use within the Area;
 - identify the impacts of proposed policies and regulations on agriculture;
 - assist land use decision-making including official community plan and bylaw updates;
 - help identify challenges and opportunities to enhance agriculture and food security;
 - identify opportunities for greater land use and resource compatibility
 - help evaluate riparian management areas.
- B. One of AGRI's missions is to promote sustainable food and agriculture systems that are part of British Columbia's economic, environmental and social fabric. Agriculture systems require a reliable supply of good quality water to prosper. This requirement may increase if climate change results in changed rainfall patterns.
- C. AGRI and Agriculture and Agri-food Canada have developed the Agriculture Water Demand Model (AWDM) which provides scientific estimates of agricultural water demand for current and future land use and climate scenarios. The AWDM is the tool of choice to help establish agriculture water reserves throughout the province.
- D. The AWDM requires data collected as part of an ALUI as well as a continuous climate grid and soils data for the area of interest.
- E. The PWSBC is a not for-profit society incorporated in November 2010, with a mandate to promote efficient water use and sustainable water resources in the province of British Columbia.
- F. PWSBC is helping the Province implement the Living Water Smart initiative which has made a commitment to reserve water for the agriculture sector.
- G. AGRI and PWSBC have entered into a shared cost arrangement to complete AWDMs in select areas of British Columbia in **2016**.
- H. AGRI and PWSBC wish to complete an AWDM in **Alberni Clayoquot Regional District** in **2016** assuming land use inventory, a continuous climate grid, and soils data for the region is available.
- I. AGRI, PWSBC, and **ACRD** wish to enter into this Memorandum of Understanding to record their mutual understanding of the scope of the project (the "Project"), to record the role that each will perform to complete the Project, and to facilitate the transfer of funds required to complete the scope of services as outlined below.

NOW, THEREFORE the Parties agree that:

1. Business Arrangement

- 1.1 ACRD will provide \$ 10,000 in funds to the PWSBC for tasks as outlined in Schedule 1.
- 1.2 AGRI, PWSBC will collaborate to complete the tasks as outlined in Schedule 1 in accordance with the Memorandum of Understanding between AGRI and PWSBC for ALUI and AWDM development.
- 1.3 AGRI and ACRD will contribute in-kind resources such as data, technologies, equipment, staff time and related travel expenses to this Project as necessary to complete the tasks as outlined in Schedule 1.
- 1.4 Date of project completion and deliverables is dependent on availability of AGRI and ACRD staff resources which may be affected by unforeseeable events such as wildfire.

2. Invoicing and Payment

- 2.1 The total amount payable by ACRD to the PWSBC will not exceed \$10,000 plus applicable taxes.
- 2.2 PWSBC will submit one invoice to ACRD before July 31, 2016 and ACRD will provide payment before September 15, 2016.
- 2.3 PWSBC will submit a statement to ACRD summarizing all expenses and disbursements upon completion of the work outlined in Schedule 1.

3. Term and Termination

- 3.1 The Term of this Agreement shall be deemed to be effective as of July 28th, 2016 and shall expire upon provision of written notice by either party.
- 3.2 The Parties may also extend the Term of this Agreement by written amendment.
- 3.3 Either party may terminate this Agreement by giving thirty days written notice.

4. Entire Agreement

- 4.1 This Agreement represents the entire agreement between the parties and supersedes all previous or contemporaneous letters, understandings, or agreements between the Parties related to the development of an ALUI and AWDM.
- 4.2 No modification of this Agreement shall be valid unless in writing and signed by each of the Parties hereto.

IN WITNESS WHEREOF the Parties have executed this Agreement on the date written below.

On behalf of the BC Ministry of Agriculture

On behalf of the Partnership for Water Sustainability in BC

On behalf of the ACRD

Brenda Lennox
Manager Strengthening Farming

Ted van der Gulik, President

Name

Name

Name

Signature

Signature

Signature

2016

2016

2016

Date

Date

Date

Innovation and Adaptation Services Branch
3rd Floor - 808 Douglas Street
Victoria, BC V8W 9B4

Partnership for Water Sustainability in BC
34951 High Drive, Abbotsford, BC V2S 2X7

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Schedule 1

Agricultural Land Use Inventory (ALUI)

1. AGRI and **ACRD** agree to define the boundaries of the study area as the geographic extent of the Alberni-Clayoquot Regional District including member municipalities and Indian reserves.
2. AGRI and **ACRD** agree to inventory all parcels in the study area which:
 - are completely or partially in the ALR, or
 - have BC Assessment farm classification, or
 - have a declared agricultural interest (agriculture lease/license, water license/irrigation, livestock homesite for grazing license), or
 - are greater than one acre, privately owned (includes municipal or federal owned), and zoned to allow agriculture or have observable agriculture upon driveby.

Note: Crown owned parcels outside the ALR are not included. Grazing on crown owned parcels will be indicated by Grazing licenses and other external data sources.

Note: Marine aquaculture operations are not included unless defined by a legal parcel
3. AGRI will conduct the ALUI to the AGRI “AgFocus” specifications for data collection, methodology and personnel requirements.
4. **ACRD** will provide existing data where feasible that will aid the Project, such as:
 - high resolution, colour ortho photography (digital),
 - cadastral fabric with parcel attributes (property ID [PID, PIN], tax roll, tax jurisdiction) (GIS),
 - parcel civic address with attribute relation to cadastral fabric (GIS),
 - parcel ownership (private, crown) with attribute relation to cadastral fabric (GIS),
 - regionally designated uses on the land (GIS); ex. regional and municipal parks,
 - local government zoning/bylaws with attribute relation to cadastral fabric or in GIS format, and zone/bylaw descriptions,
 - jurisdictional boundaries: electoral areas, municipalities, Indian reserves, official community plan and/or zoning boundaries (GIS),
 - schools, fire halls, police and other institutional sites in the ALR,
 - improvement districts that provide irrigation water for agriculture,
 - agriculture/aquaculture related locations (building permits, licenses, leases, etc.),
 - BC Assessment data (property class, improvement value, residential presence and size, actual use, owner name, owner address) with attribute relation to tax roll.
5. AGRI will provide data where feasible that will aid the Project, including but not limited to:
 - Agricultural Land Reserve boundaries (GIS),
 - high resolution, colour ortho photography (digital),
 - vegetation resources inventory (VRI) (GIS),
 - terrain resources inventory mapping (TRIM) (GIS),
 - Provincially designated uses on the land: parks, tree farm licenses, Crown leases, Crown grazing licenses, etc. (GIS),
 - Water license point of diversions and water works features (GIS),
 - Grassland, wetland, and stream classification (GIS).
6. AGRI will prepare a topological, parcel based GIS dataset with a unique identifier for each polygon (“GIS Parcel Dataset”) that covers the study area. The GIS Parcel Dataset will also include, where feasible, additional attribute data that may aid the inventory process such as civic address, crown administration status, municipality (or electoral area), and BC Assessment data.

7. AGRI will prepare a clean land cover polygon GIS dataset by delineating parcels into homogeneous land cover components using orthophotography and other data sources ("GIS Land Cover Dataset"). Each land cover polygon is assigned a preliminary high level land cover description.
8. AGRI will prepare a suite of field survey maps ("Survey Maps") including overview maps (digital and paper), field survey maps (digital and paper), and oziexplorer maps (for moving map software).
9. AGRI will provide and populate an AgFocus survey database with data entry forms and error checking functions for field data capture.
10. AGRI will provide a recognized ALUI professional in the area of agrology ("Agrologist") and a technician for approximately 2 weeks to conduct the ground based field survey.
11. PWSBC may contract the ALUI professional and technician as directed by AGRI. PWSBC will manage contracts and pay invoices and expense claims as approved by AGRI.
12. AGRI will provide two days of training to the Survey Crew and other staff on conducting an AgFocus ground based field survey. AGRI will provide ongoing remote technical support as necessary.
13. AGRI will arrange equipment necessary for the ground field survey. This includes but is not limited to:
 - a high performance laptop with remote connectivity (data exchange), Adobe Reader, MSAccess and Oziexplorer,
 - a GPS receiver compatible with Oziexplorer software,
 - AgFocus field guide, plant identification reference book.
14. AGRI will arrange a survey vehicle with comfortable seating for three people and good visibility for the ground field survey. The vehicle must come equipped with safety equipment such as flashing beacon (if necessary), signage, radio (if necessary), sign out-check in procedures (if necessary).
15. The Survey Crew will deliver collected data to AGRI on a weekly basis. AGRI will provide quality assurance and feedback to the survey crew. If possible, AGRI will provide an Agrologist to field check approximately 5% of the parcels surveyed to promote continuous improvement.
16. AGRI will capture field edits to the GIS Land Cover Dataset.
17. AGRI will provide quality assurance by running integrity and logical checks on all final data products.
18. AGRI will deliver the GIS Dataset and the ALUI Dataset to the **ACRD** in a format compatible with ESRI ArcGIS 10 after final integrity and logical quality control are complete.
19. AGRI will complete an ALUI Standard Report for the **ACRD** area after the land use inventory is complete and as in kind resources allow. This report will include ALUI data from previous projects and will meet minimum requirements as described in Appendix A. The final report will be posted on the Ministry of Agriculture website.

Agricultural Water Demand Model (AWDM)

20. AGRI and PWSBC will define the boundaries of the AWDM considering the availability of ALUI data.
21. AGRI will obtain a gridded climate and soils dataset for the area of interest. If soils data is not available, the AWDM may be developed with default values and then updated when soils data becomes available.
22. AGRI will compile the ALUI data, water licence data, animal water use data, and build out scenarios for the area of interest.
23. AGRI will produce an AWDM report (written document). If the AWDM was developed with default values, the report will be considered draft. The AWDM report will be finalized when soils data becomes available.
24. The AWDM report will be posted on the Ministry of Agriculture website, and linked to the PWSBC website.
25. The AWDM report will provide summary results of irrigation demands for at least 5 different scenarios including:
 - by crops, irrigation systems and soil texture with current land use and Year 2003 climate;
 - if more efficient irrigation systems replace the existing systems under current land use and Year 2003 climate;
 - if irrigated acreage is increased; and
 - the above with several different future climate change scenarios.

The AWDM report will not provide results on individual properties.

26. PWSBC may contract the AWDM consultant, soil data consultant, climate consultant, or contract other tasks as directed by AGRI. PWSBC will manage contracts and pay approved invoices submitted by the contractors.
27. **ACRD** may contract the AWDM consultant to provide additional scenarios developed by the Agricultural Water Demand Model on a cost recovery basis.

Data sharing

28. AGRI is subject to the requirements of the Freedom of Information and Protection of Privacy Act (British Columbia) (“FOIPPA”), which includes specific provisions relating to the collection and use of Personal Information (as that term is defined in FOIPPA). No Personal Information will be collected as part of the ALUI or included in the final ALUI Dataset.
29. AGRI and **ACRD** will jointly own all intellectual property in the ALUI Dataset for the area within **ACRD**.
30. AGRI will destroy all data provided under this MOU except for the ALUI Dataset, GIS Parcel Dataset and GIS Land Cover Dataset.
31. AGRI and **ACRD** may distribute the ALUI Dataset, GIS Parcel Dataset and GIS Land Cover Dataset under a Terms of Use agreement as provided in Appendix B and within the restrictions of existing data sharing agreements.

Appendix A - ALUI Standard Report



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Appendix B - Terms of Use Agreement

- A. **Data Name:** <enter ALUI project name i.e. ACRD ALUI 2016>
- B. **Data Extent and Currency:** <enter year of collection & geographical area represented by data >
- C. **Data Description:** < ex. spatial parcel fabric without cadastral attributes, tabular Agricultural Land use Inventory>
- D. **Data Condition:** < ex. preliminary draft which may be incomplete or contain errors and/or omissions; standard quality control processes are currently underway with final data products expected by summer 2016>
- E. **Pre-existing data sharing agreements:** <ex. ICIS Data Sharing and Licensing Agreement, Local Gov Terms of Use>
- F. **Cadastral data source:** <ex. ACRD; NULL if cadastral obtained through ICIS>

By using the digital files containing the data as specified in A, B, C and D above (the "Data") the undersigned person / organization / corporation (the "User") is acknowledging and agreeing to the following:

1. The User is in strict accordance with any pre-existing data sharing and licensing agreements as listed in E above.
2. The User has written permission to receive the cadastral data associated with the Data from all parties as listed in F above.
3. The User agrees to use the Data for internal purposes only and shall not disclose, sell, license, loan, gift or dispose of the Data or copies of the Data to others. The User shall not de-compile, disassemble, reverse engineer, copy, transfer or otherwise use the Data for any purpose other than in accordance with these Terms of Use.
4. The User agrees to acknowledge the BC Ministry of Agriculture as the source of data on any publication, presentation, analysis, and/or mapping product created using the Data.
5. The User agrees to provide the BC Ministry of Agriculture with an opportunity to review any publication, presentation, analysis, and/or mapping product created using the Data before that product is released publicly.
6. The User acknowledges and understands the following limitations on the Data:
 - a. The Data is derived from the Ministry of Agriculture's (AGRI) Agricultural Land Use Inventory (ALUI) System. The ALUI System employs a "windshield" survey method which captures data visible from publicly accessible lands and roads. Where visibility is limited, data may have been interpreted from aerial photography, in combination with local knowledge.
 - b. The data captures a snapshot in time of land cover and land use on legal parcels. Legal parcel descriptions, land use and land cover may have changed since the dataset was collected.
 - c. The data is based on legal land parcels. Farming operations may utilize more than one legal land parcel and therefore the area of a farm operation cannot be determined using this data.
 - d. Capturing production management practices using a "windshield" survey method is very difficult. Practices such as propane exploders, wind machines, crop storage and manure storage are captured if visible. Environmental practices such as manure handling or spreading, fertilizer application, and pesticide application are not captured.
 - e. Capturing the type and number of livestock on a property using a "windshield" survey method is very difficult. Livestock often are in buildings or at the back of the property and therefore not seen. Also, livestock move from property to property and while they may be present one day on one property, they could be present on a different property the next day resulting in over counting. For many properties, livestock type and a range of the number of animals present was estimated using a number of methods including barn size and local knowledge. Using this data to extrapolate livestock farm management practices or environmental impacts from individual parcels is invalid.
7. The User acknowledges and agrees to the following limited warranty and limitation on rights and remedies:
 - f. The BC Ministry of Agriculture provides the Data to the User "as is," without warranty of any kind, express or implied, including but not limited to the implied warranties of accuracy, completeness, currentness, reliability, and fitness for any particular purpose with respect to the Data and any accompanying written materials;
 - g. In no event shall the BC Ministry of Agriculture be liable to the User or any other party for losses or damages, including any loss of profits, lost savings, injury to property, or other incidental or consequential damages arising out of the Data, including but not limited to financial losses from reliance on Data, loss or corruption of Data, and computer viruses, or the User's inability to use the Data, even if the Ministry has been advised of the possibility of such damages, or for any claim by any other party.

These Terms of Use are effective until terminated by the Ministry of Agriculture, with or without cause, in the Ministry of Agriculture's sole and unfettered discretion by giving written notice to the User. The Ministry of Agriculture may terminate the User's license if the User fails to comply with any of these terms. Any such termination by the Ministry of Agriculture shall be in addition to and without prejudice to such rights and remedies as may be available to the Ministry of Agriculture. Immediately upon termination of the license, the User shall destroy any and all copies of the Data in its possession. The disclaimers, limitations on liability, ownership, termination, waiver, warranty and the indemnity provisions of these Terms of Use shall survive the termination of the license. These Terms of Use are governed by the laws of British Columbia. These Terms of Use constitute the entire agreement between the parties pertaining the subject-matter hereof. If any part of these Terms of Use is found to be unenforceable, then that part will be severed so that the remainder of these Terms of Use can continue to be enforceable.

I, _____ (the User), as a representative of _____ (the Company), agree to these

Terms of Use for the purpose of _____ (the Project).

Signature _____ Date

To: Board of Directors

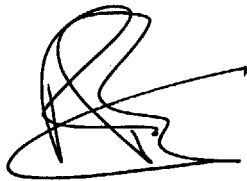
From: Russell Dyson, Chief Administrative Officer

Date: July 22, 2016

Subject: Staff Report

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

- AV Regional Airport Runway Extension - responding to information requests; meetings with license holders; FLNR application, construction oversight;
- AV Regional Airport Preparation of lease lots;
- CYAZ navigational aids;
- Salmon Beach Services – Assess water supply options; refer to Island Health; road issues;
- Follow-up work from the June 2016 Exercise Coastal Response
- Electoral Area Initiatives;
- EOC Upgrades, personnel overview and training development;
- Regional Water Supply Study – Sproat Lake;
- Bamfield Water Treatment Plant Project, investigating referendum timelines;
- Working with the West Coast Multiplex Society and Tla-o-qui-aht First Nation on next steps for the WC Multiplex facility.



Submitted by: _____
Russell Dyson, Chief Administrative Officer

MEMORANDUM

To: Board of Directors

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

Date: July 14, 2016

Subject: Finance Department Staff Report

In addition to the day-to-day activities, the finance department has been working on the following in June 2016:

- Completed the Statement of Financial Information for the Regional District and Regional Hospital District as required by the Province.
- Asset Management Planning - Completed the UBCM Asset Management Survey that is a requirement of the Federal Gas Tax Program. It was a time intensive survey but will be useful in developing the implementation plan for asset management at the ACRD.
- Completed the Beaver Creek and Bamfield Water Systems quarterly billing.
- Exercise Coastal Response – All members of the Finance Department participated in the Emergency Operations Centre. The exercise was an incredible learning experience and it was great working with our counterparts at from the City of Port Alberni. Follow-up is underway with regard to debriefing, summarizing expenses, and requesting the reimbursement of funds from the Province.
- Continued working with the ACRD auditors and engineers to determine what action is required to get the qualification of our audit opinion removed for the 2016 audit. The basis of the qualification is the landfill closure costs and the auditor needing to be able to verify that the amounts the ACRD allocates annually are adequate to cover the anticipated closure costs of the landfills.
- Insurance – participated in a pollution liability webinar that explained the current coverage provided by MIA. Will provide a report to the Board in the fall once more information has been gathered.
 - Met with our property insurance provider to review coverage in advance of annual renewal.
 - Secured insurance for new Sproat Lake Marine Patrol boat and Beaver Creek Fire Department truck.

Submitted by:



Teri Fong, CPA, CGA, Manager of Finance

MEMORANDUM

To: Board of Directors

From: Environmental Services Department

Meeting Date: July 21, 2016

Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for May & June 2016.

Long Beach Airport

- Fire Service Agreement with Tofino VFD established
- Runway lighting project commenced.
- Oversight of Raylec Contracting during the lighting project
- LBA Marketing and Branding RFP closed with 8 proposals being reviewed. A total of 12 proposals were received but 4 were after the deadline.
- Skydiving initiative, investigate regulatory compliance
- Investigate RPM request for a 2 acre boat storage facility at YAZ
- Investigate BC Hydro request for a maintenance and storage facility at YAZ
- Land clearing adjacent to the WERA radar location
- Commission new Western Star plow truck (ACAP)
- March 28 BCAS after hours medivac
- Re-establish BCAS emergency Helipad to runway 07-25 and 11-29 intersection as per Helijet request.
- Concrete panel replacement options investigated, Raylec contracting
- Hired and training of new temporary employee to airport operations in progress
- WCC meeting Branding and Marketing company awarded "Primal Communications"
- Assist with the Vancouver Island Porsche event at YAZ, May 27-28
- JIBC AIR 0002 aircraft emergency awareness training provided to Tofino, Ucluelet and Sproat lake fire department personnel
- BCAS community paramedic driving course conducted at CYAZ June 13
- Skydiving organization setup liaison with Nav Canada and airport operations
- Nav Canada update on runway strip and lighting upgrades occurring at CYAZ
- Working with market appraisal contractor for leased lots

AVRA

- BCAAP grant application for runway lighting
- Runway Extension project was awarded. Work began May 2, 2016.

- Environmental screening research for AVRA
- Investigate various options for access roads both East and West for airfield expansion
- Implement a Plan for Construction Operation (PCO) to include aerodrome operations during the construction process
- Oversight of Bowerman Excavating, runway expansion project (numerous)
- Liaison with Coulson flight operations to access runway during construction
- Establish displaced threshold (2200') for in term light aircraft operation
- Special inspections and runway opening to accommodate Coulson fix wing operations
- Assist Dolans wash plant with new watercourse to reduce flooding in the AVRA ditching program
- SD 70 Christmas tree farm OLS review and recommendations
- Coulson Septic field, agreement reached on re establishment
- Top soil sourcing on site accomplished to enhance finished project
- Runway closure notification (fixed wing) implemented June 18th

West Coast Landfill

- Past site inspections reviewed with Finance staff and reviews requested.

Alberni Valley Landfill

- Sproat Volunteer Fire Department and AVLF contractor meeting to review operations and advise on the pre-plans for response to site.
- Worked with MMBC summer student for messaging and education of the public in the Valley at both AVLF and 3rd Avenue depot.
- Met with engineer to update progress of the 2016 capital plans and timeline for project tendering.
- Past site inspections reviewed with Finance staff and current staff reviews requested.
- Hazardous material tipping requests – work with engineer, contractors and public

Bamfield

- Staff visited with HFN representatives and Bamfield Marine Science Center to discuss working together on waste management.
- Working with other senior staff, Island Health and engineer to develop water treatment plant and schedule for project.
- Contractor has been looking for leaks in the water system and identified some issues on the West Side of Bamfield, valve replacement and service leaks completed.
- The submarine line is being inspected by divers to ensure line condition is not an issue.

Salmon Beach

- Successful dock installation with Deer Bay Contracting, ACRD representation and SB volunteer residents.
- Site visit to review the infrastructure and upcoming 2017 budgeting items to bring forth at the September long weekend owners meeting.
- Working with Building Maintenance staff to find administration building solutions to bring to owners in the long weekend owners meeting.
- Bring new staff up to date with projects and procedures.

Beaver Creek water

- Responded to 34 work orders
- Responded to 8 Sensaphone alarms
- Marked out 8 BC1 calls from the public/private users
- Participated in EOC Coastal Response Exercise in various roles
- Quarterly meter reads complete
- Covered weekly sample run for ES Tech on vacation
- 15 difficult meters exchanged using heavy equipment-project ongoing nearing completion
- Installed an auto flushing unit end of Grandville Road water main
- Quarterly CL2 and turbidity cleaning
- Semiannual meter box brush cutting/spot checks for leaks complete
- Installed the last of the meter box ditch walkways
- Fixed broken idler pulley bracket on ride on mower blade assembly-in house
- Reviewed and updated the hydrants list and maintenance report-small repairs to follow
- Yard cleanup and dump runs complete-Organization on going
- Replaced broken valve on Weismiller Road and installed ground level flush out
- Pressure washed all buildings, gutter clean, chamber clean and vacuum complete
- Starting a Line Valve inventory and exercise program
- New SCADA call out system testing and alarms review-on going
- BCWS Advisory committee meeting to update current capital projects
- 2016 Beaver Creek Rd Watermain Replacement tender
- Arvay, Pierce, and Mersey Road Watermains tender
- Storage containers sourcing for maintenance building replacement
- Reviewed maintenance site in preparation to demo building and install new fencing
- Watershed tour with Island Timberlands – Beaver Creek water

General

- Organize and take possession of new SLMP boat.
- SLMP started at Sproat Lake Boat Launch on June 30th.
- New employee introduction to ACRD and training sessions for new and return temporary staff and for BCWS, SLMP, Building inspection, Bylaw and West Coast assistant.
- Sproat Lake Parks - Faber Park tree assessment of trees.
- Canada 150 grant application for the Cherry Creek Community Parks service.
- Great Central Lake water system review with water services Leadhand.
- Met with SL Parks committee to discuss and review trail plan for 2016.
- Exercise Coastal Response participation from various members of the department.
- Temporary replacement of Millstream and Long Beach Airport water services contractor.
- Millstream water property - Dead tree investigation and removal plan
- Evergreen Park - site visit for complaints related to motorized vehicles
- Numerous requests for invasive plant species throughout ACRD
- Footprints Security for Faber Park organized for summer of 2016
- Cougar Smith Park pump failure

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2016**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	413,880			1	518,946			2	932,826
Mobile Homes									1	50,938			1	50,938
Multi-Family													0	0
Adds&Rens							1	118,980					1	118,980
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							3	194,003	2	92,223	3	86,712	8	372,938
Totals	0	0	0	0	1	413,880	4	312,983	4	662,107	3	86,712	12	1,475,682

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2016 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	3	946,880	3	1,114,661	3	1,002,196	0	0	9	3,063,737
Mobile Homes	0	0	0	0	0	0	2	26,500	2	125,877	0	0	4	152,377
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	2	324,651	2	295,000	1	60,000	5	679,651
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	0	0	0	0	0	0	10	278,003	5	184,893	4	112,037	19	574,933
Totals	0	0	0	0	3	946,880	17	1,743,815	12	1,607,966	5	172,037	37	4,470,698

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	13

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2015	37	2,889,762	89	8,577,170					
2014	46	3,813,773	73	7,121,200					
2013	38	5,173,441	81	8,208,948					
2012	46	4,321,800	92	9,011,700					
2011	81	6,169,377	120	9,221,498					
2010	82	13,809,078	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of July 21, 2016

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi-Purpose Bike Path in the future.	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10/15 Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	In Progress
3.	April 9/15 Recon. Comm.	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings.	Reconcil. Committee	Committee to review status
4.	May 27/15 Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	TFN Assessing water system
5.	Sept. 16/15 AV & Bamfield Services Comm.	A 3 person committee made up of the CAO, Chairperson Osborne and Director McNabb was established to continue to meet with the Tseshaht First Nation to discuss tenure at the AV Landfill - arrange next meeting.	Russell	Contact new TFN Council
6.	March 22/16 EA Directors Comm.	Dialogue with the City of Port Alberni to discuss a possible future funding contribution from the Gas Tax Allocation for the Alberni Valley Regional Airport improvements	Russell	Letter sent to the City of PA
7.	May 31/16 West Coast Comm.	Proceed with Phase 1 of the business plan for the proposed multiplex facility on the West Coast which includes the long term viability of the project and receive input on the process from the Tla-o-qui-aht First Nation, West Coast Multiplex Society and West Coast Committee	Russell	In Progress
8.	May 31/16 West Coast Comm.	Proceed with a pre-design plan for the proposed multiplex facility on the West Coast for a maximum cost of \$20,000.00	Russell	In Progress
9.	May 31/16 West Coast Comm.	Investigate what other communities do for regional emergency planning including contractual arrangements and funding	Russell	September 2016
10.	June 22 Board	The Board accepted the correspondence from the Toquaht Nation giving notice that they wish to join the ACRD Board as a voting member and instruct staff to work with the Province and the Toquaht Nation to end the transition period.	Wendy	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
11.	June 22 Board	The Board requested staff review the implications of the Union of British Columbia Municipalities Fire Safety Act regulations coming into effect.	Dan Holder	Reviewing
Finance Department				
12.	March 9/16 Board	Create an Emergency Plan 5 year Budget in 2017	Teri	September 2016
13.	April 27/16 Board	Invite BC Transit and Diversified Transit to meet with the ACRD Board and discuss the program and changes in ridership	Teri	Presenting at September 14 th Board meeting
14.	May 11/16 RHD Board	Invite Mr. Chris Sullivan, Director, Capital Planning, Island Health, Marie Duperrault, Director, Pt. Alberni/West Coast and Pam Rardon, WCGH Site Director to meet with the Hospital District Board regarding health services and identified issues in the region – Arrange in the am prior to a Board meeting	Teri	Meeting set-up with Hospital District for Aug. 24 th , 11:00 am
15.	June 22 Board	The Board approved the 2015 Statement of Financial Information (SOFI) for the Alberni-Clayoquot Regional District including all of the statements and schedules.	Teri	Done
16.	June 22 Board	The Board approved the 2015 Statement of Financial Information (SOFI) for the Alberni-Clayoquot Regional Hospital District including all of the statements and schedules.	Teri	Done
17.	June 22 Board	The Board approved payment to Coastal Community Network in the amount of \$750.00 to cover costs of membership fees.	Teri	Done
Environmental Services Department				
18.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill.	Russell	In progress
19.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners for signage	Luc	Design in progress – GPS Complete
20.	Oct. 10/12 Board	Work with the Air Quality Council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal.	Russell/ Andrew	Drafting a bylaw for board review
21.	June 10/15 Board	The Board of Directors adopt the following implementation policy for penalties at the Alberni Valley Landfill: <ul style="list-style-type: none"> Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard; 	Janice/ Andrew	Update fee and changes in progress

#	Date	Action Item	Assigned to	Target Date/Update
		<ul style="list-style-type: none"> • Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard • Update ACRD policy book etc. 		
22.	Sept. 9/15 Board	Refer the correspondence from the District of Tofino regarding working with Eco West on green infrastructure to staff for consideration and report back to the West Coast Committee and then the Board of Directors – Prepare a report for consideration at the October 7 West Coast Committee Meeting.	Andrew	In Progress
23.	March 16/16 Special Board	The Board of Directors directed staff to complete waste reduction strategies as presented in the March 16 th Report at a cost of \$95,000	Andrew/ Janice	In Progress
24.	April 13/16 Board	Work with the Huu-ay-aht First Nation and Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area	Andrew	In Progress
25.	April 13/16 Board	<p>Forward a letter to the Huu-ay-aht First Nation thanking them for their letter dated March 15, 2016 supporting the Regional District’s application through the Build Canada Small Communities grant program for funding for the Bamfield Water System and advise:</p> <ol style="list-style-type: none"> a. The Regional District has changed their funding approach for the Bamfield Water System and will not be applying for funding through the Build Canada Fund; and, b. The Regional District is interested in future collaboration with the Huu-ay-aht First Nation regarding water infrastructure in the Bamfield area. 	Andrew	In progress
26.	May 11/16 Board	The Board of Directors passed a resolution directing staff to commence with the Bamfield Water System Treatment project, communicating with the community through the Bamfield Water Committee about the rationale behind proceeding including the timelines and decisions that will follow; providing a report on the process for borrowing and directing the engineer to prepare water treatment plant tender documents – Assigned staff meet to discuss next steps	Andrew	July 27 th

#	Date	Action Item	Assigned to	Target Date/Update
27.	May 11/16 Board	Invite Island Health, Island Timberlands, Huu-ay-aht First Nations and the Ministry of Forests, Land and Resource Operations to a future meeting to discuss watershed management in the interests of water quality	Andrew/ Heather	In Progress
28.	May 11/16 Board	Draft a letter for the Chair's signature to institutional water users to request a contribution to the capital costs of the water treatment facility over and above their property tax contribution	Andrew	Verbal – in progress discussion with BMSC Director
29.	May 11/16 Board	The Board of Directors passed a resolution that the water treatment plant be designed to meet required water quality standards at a reasonable level to ensure capital and operating costs are at affordable levels	Andrew	In progress - Engineer directed to proceed with final design and tender docs
30.	June 8/16 Board	The Board of Directors approved renewing the Boulton Spice's lease agreement for a three (3) year term to operate a spice blending business in exchange for repairs and upgrades to the Weather Station building – prepare for signatures	Andrew/ Janice	Done
31.	June 8/16 Board	The Board of Directors awarded the Long Beach Airport Branding and Marketing contract to Primal Communications for a contract price of \$13,200, plus GST – award the contract	Mark/ Janice	Done – work in progress
32.	June 8/16 Board	The Board of Directors submit an application to the Canada 150 Community Infrastructure Program to fund upgrades to the Cherry Creek Trail	Andrew/ Janice	Submitted
33.	June 22 Board	The Board approved entering into a Vending Machine Agreement with Bob Boucher to supply vending services at the Long Beach Airport Terminal building for up to 2 machines for a rental fee of fifty (\$50) per month for a two (2) year term and amending the contract to reflect.	Andrew	In progress
34.	June 22 Board	The Board approved engaging Pacific Rim Appraisals to perform the current market appraisals of the rates for all leased properties at the Long Beach Airport for a cost of \$5,400 plus GST.	Andrew	Work in progress
Planning Department				
35.	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

#	Date	Action Item	Assigned to	Target Date/Update
36.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review & provide a recommendation, following consultation with the Society, on the role of the ACRD.	Mike	Contacted Hall Society – Society working on options
37.	May 27/15 EA Directors	Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas - The EA Directors passed a resolution instructing planning staff to re-designate major and minor streams within all electoral area official community plan areas.	Mike	Planning staff to review
38.	May 27/15 EA Directors	Bring a report to the Board on options for dealing with vacation rentals.	Mike	Planning staff to review
39.	May 27/15 Board	The Board approved the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with: <ol style="list-style-type: none"> 1. All structures to meet BC Building Code; 2. "Use at own risk" signage is provided; 3. Material and construction costs are not from public funds; 4. Future Maintenance and Inspection to be performed by ACRD; As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
40.	May 27/15 Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects	Mike	Met with WCA and biologist – in progress
41.	April 13/16 Board	Review ACRD Fire Department recent truck repairs and investigate Fire Departments use of maintenance contract for light vehicles	Luc	Investigating
42.	June 22 Board	The Board instructed staff to provide a background report on the Stuart Avenue Trail development for the July 27 th Board of Directors meeting.	Mike	Report to Board July 27 th
43.	June 22 Board	The Board requested staff to ensure that any ACRD involvement on the Stuart Avenue Trail cease until the Board receives the staff report.	Mike	Done
44.	June 22 Board	The Board awarded the contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2016 with the cost of the contract not to exceed \$20,000.	Mike	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
45.	June 22 Board	The Board issued development variance permit DVD16006 subject to restrictive covenant being placed on the property restricting tree removal.	Mike	In Progress
46.	June 22 Board	The Board directed staff to issue a Letter of Land Use Concurrence for TELUS File "BC0304 – Mount Ozzard" noting that the ACRD supports the cell tower location.	Mike	Done

Issued: July 21, 2016



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
August 2016**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, August 24 th	Regional Hospital District Meeting	11:00 am – Regional District Board Room	Directors, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff

Issued: July 21, 2016



E-Comm 9-1-1
2015 Annual Report

Corporate Overview

Who we are

Through our 9-1-1 call centre, our wide-area radio network used by police, fire and ambulance personnel, and our integrated dispatch service that supports 35 police and fire departments, E-Comm—Emergency Communications for British Columbia Incorporated—supports emergency services in Metro Vancouver, the Sunshine Coast Regional District, the Squamish-Lillooet Regional District and 22 other regional districts and communities spanning from Vancouver Island to the Alberta and U.S. borders, to north of Prince George. E-Comm is unique in Canada for its size, breadth of service, and expertise.

Established in 1997 under the provincial *Emergency Communications Corporations Act*, E-Comm is owned by the municipalities and public safety agencies it serves. Operating from a purpose-built facility, E-Comm is recognized nationally as an industry leader whose defining mission is to help save lives, protect property, and build partnerships that help create safer communities in British Columbia.

What we do

Wide-Area Radio Network

E-Comm owns and operates the largest tri-service, multi-jurisdictional public safety radio system in British Columbia. The E-Comm radio network is currently used by BC Emergency Health Services, all police agencies in Metro Vancouver and parts of the Fraser Valley, as well as 12 fire departments in Metro Vancouver.

9-1-1 Call-Answer/Police & Fire Dispatch Services

E-Comm is the first point of contact for 88%* of 9-1-1 calls placed in B.C., answering approximately 1.35 million emergency calls each year and providing dispatch services to 17 police agencies and 18 fire departments within southwest B.C. E-Comm's integrated multi-jurisdictional dispatch provides economies of scale, the ability to deliver top-tier technology to smaller communities, and increased operational efficiency. E-Comm emergency call-takers and dispatchers are supported by a computer-aided dispatch (CAD) system that allows for swift and easy access to a wide range of information critical to emergency response.

Technology Services

E-Comm provides a variety of secure, mission-critical technology services that support its own operations and those of its public safety partners, including multi-jurisdictional CAD systems, records management systems and electronic mapping services. E-Comm's technology service desk operates 24/7 to ensure continuity of service to its partners and staff in fulfilling their public safety missions.

*Includes the addition of the Upper Fraser Valley in January 2016.

Our Vision

Safer communities in British Columbia through excellence in public safety communication.

Our Mission

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

Our Values

- Respect
- Accountability
- Integrity
- Service
- Collaboration



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Message from Board Chair



Determined to continue to deliver on the goals of E-Comm's strategic plan—*Vision 2020*—our staff worked hard in 2015 to support our vision of safer communities in British Columbia through excellence in public safety communication. Their efforts resulted in high-quality service to our partners and the public, and achievement of the strategic, operational and financial objectives the Board of Directors set for them. The Board is proud of their efforts and their contribution to public safety.

One of the many public safety initiatives E-Comm worked on in 2015 was the planned replacement of the regional radio system. The Board of Directors remained vigilant in its oversight of the Next Generation Radio Program, the largest and most complex technology project E-Comm has undertaken since it implemented the first region-wide radio system 17 years ago. This multi-million dollar capital project will ultimately provide enhanced communication capabilities for first responders across Metro Vancouver and the Fraser Valley. I'm very pleased to report significant progress was made and the program remained on budget and on track for full roll-out by the end of 2017/early 2018.

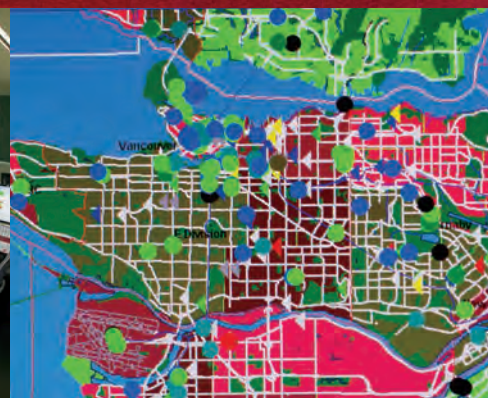
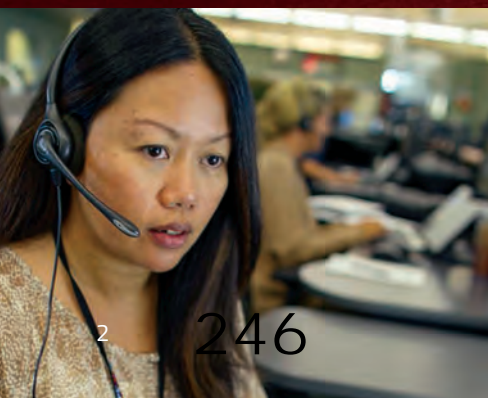
New partnerships that supported public safety also advanced in 2015 as we expanded our 9-1-1 call-answer service to more communities on Vancouver Island and began preparations for three more 9-1-1 call-answer and police dispatch partnerships in 2016. We continued to provide technical support to key public safety services such as British Columbia's police records information management system (PRIME-BC) and HealthLink BC (Nurseline), and to be a strong and respected voice on public safety communication discussions at the national level.

Our staff worked on all aspects of *Vision 2020* in our pursuit of highly reliable systems and operations, innovative use of technology, strong and collaborative partnerships and fostering a work environment that supports and empowers employees. I hope this report properly reflects their commitment, ideas, ingenuity and outstanding efforts to help save lives and protect property.

On that note, this is my last annual report as Chair of the Board of Directors as I will retire from this role at our 2016 Annual General Meeting. It has been my privilege to be a part of this dynamic young company since 2007, and as Chair for the past six terms. I have the unique opportunity to witness first-hand the dedication of our staff and the expertise and acumen of our Board of Directors, both of which have been instrumental to the success of our organization.

From achieving financial sustainability that has resulted in stable and predictable costs for our radio shareholders and dispatch partners, to planning for the implementation of new technologies that support both first responders and the communities they serve, to building new public safety partnerships across our province, today's E-Comm is stronger and more capable than ever. I wish the organization continued success and thank both the Board of Directors and staff for their contribution to building safer communities.

Jocelyn Kelley
Board Chair



Message from President & CEO



Looking back on 2015, I am proud of the contribution of all staff in helping to save lives and protect property in communities across British Columbia. They rose to the challenges in front of them and provided exceptional service and resilient technology.

Our Operations staff answered almost 1.25 million 9-1-1 calls; 98% of them in five seconds or less, once again surpassing our annual target of 95%. They managed call-taking and dispatch for tens of thousands of emergency events including major fires, a 4.7 magnitude earthquake and a sudden and destructive summer windstorm. In the spirit of continuous improvement, we used all of these events as opportunities to fine-tune and develop new processes and protocols to enhance our ability to handle future unexpected mass-calling events.

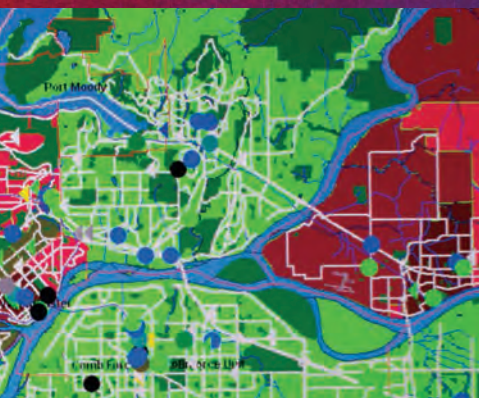
We expanded our 9-1-1 call-answer services and by the end of the year became responsible for answering 84% of 9-1-1 calls in our province. Our teams have demonstrated time and time again that their expertise and dedication is why the transition of new agencies to E-Comm over the past several years has gone so seamlessly. With more partnerships scheduled for 2016, E-Comm's consolidated model is providing increased operational effectiveness and enhanced service and economies of scale through shared staffing, technology and infrastructure.

Our Technology teams also delivered. Focused on meeting the milestones of the Next Generation Radio Program, our staff completed successful pilot testing and an inaugural first radio broadcast. The network design was accepted by our police, fire and ambulance partners, who report that the pilot demonstrated that the new radio system will provide even better coverage and audio performance than the existing one that has served our region so well since 1999.

Confidence in the services and technology we provide is a combined effort of all E-Comm staff and is of utmost importance to us. Accordingly, we conduct both public and stakeholder satisfaction surveys. In 2015 we asked all agencies we serve to tell us how well E-Comm is meeting their requirements for radio communications and dispatch services. We were pleased that 95% of the chiefs who responded indicated that they are satisfied with E-Comm services and believe that their agency has a strong and trusting partnership with us. We were equally pleased when, in a survey of 700 residents of the Lower Mainland, 89% reported they have confidence in our 9-1-1 and dispatch services. These outcomes are a strong endorsement of the services we provide and a result of the collective effort of every E-Comm department and our partners within emergency services.

We are proud of the 2015 achievements highlighted in this report, including the elimination of the last of our cumulative deficit and national honours received for our dispatching and public education efforts. We advanced key strategic initiatives, creating value for our shareholders and our partners, and we anticipate 2016 will be another pivotal year for us. With the guidance of our Board of Directors we intend to keep the momentum going to ensure we provide the most effective service possible and fulfill our vision of safer communities.

David Guscott
President & CEO



2015 Corporate Highlights

Contract announced for radio infrastructure equipment for new regional radio system

First radio broadcast on new radio network

Eight-alarm chemical fire at Port of Vancouver results in 300% increase in 9-1-1 call volume

Delta firefighter procession largest mutual-aid event since 1994 hockey riot

Multi-agency response to Squamish port fire

Largest province-wide IP network infrastructure upgrade

Text with 9-1-1 service for DHHSI expanded to northern Vancouver Island

Non-emergency campaign video wins national award

Pilot testing for NGRP a success

Expanded corporate recycling program launched

Employee health and wellness committee established

Awarded 9-1-1 Primary PSAP contract for Upper Fraser Valley

Became 9-1-1 answer point for central Vancouver Island

Quality of service enhanced with Fire CAD upgrade

Port Moody Police Board approved transition of dispatch and call-taking services to E-Comm

Worst windstorm in 10 years generated triple the normal 9-1-1 call volume

Delta Police Board approved transition of dispatch and call-taking services to E-Comm

E-Comm dispatchers received APCO Canada 'Excellence in Teamwork' award

95% stakeholder satisfaction rating

Developed and facilitated Lower Mainland hazmat tabletop exercise

89% public confidence in E-Comm services

2015 Year in Review



Squamish fire photo: Nancy Hamilton



Service Expansion

OUR GOAL:

To strategically expand our public safety services for a safer British Columbia.

New Partnerships

In 2015 E-Comm continued to expand its 9-1-1 call-answer services, becoming the 9-1-1 Primary Public Safety Answer Point (PSAP) for two additional regional districts on Vancouver Island: Nanaimo and Cowichan Valley. The transition happened November 17 following months of collaborative technical and operational planning.

Approximately 57,000 emergency calls are made each year from the Central Island area which are now answered by E-Comm staff, who transfer calls to local police, fire and ambulance call-takers in Courtenay, Nanaimo and Victoria respectively. With the addition of Central Island, E-Comm became the first point of contact for 24 regional districts and communities across British Columbia in 2015, representing approximately 84% of the province's 9-1-1 call volume.



"From a public safety perspective, it is a pleasure knowing that we have such a dedicated organization serving our communities."

Conrad Cowan,
Cowichan Valley Regional District
Public Safety Manager

On the heels of the Central Island transition, a new partnership between E-Comm and the Fraser Valley Regional District was announced. This would set the stage for the transition of 9-1-1 Primary PSAP services for the Upper Fraser Valley area in early 2016.

E-Comm was also pleased to announce in the fall that both the Delta and Port Moody Police Departments would be joining the communication centre in 2016. Preparations began almost immediately in anticipation of the hundreds of operational and technical tasks that would be required for the March and May transitions.



Service Excellence & Collaborative Partnerships

OUR GOAL:

To exceed our partners' service delivery expectations and build collaborative relationships that unite efforts for a safer British Columbia.

Collaboration

In January E-Comm managed dispatch for one of the largest mutual-aid events since the 1994 Stanley Cup riot in order to support Delta Fire & Emergency Services (DFES).

To honour the life and contribution of Captain Mark Janson, a firefighter procession was organized and, in an unprecedented show of support and collaboration, fire services from across the Lower Mainland joined forces to provide the opportunity for all Delta firefighters to attend the procession. With the support of the Greater Vancouver Fire Chiefs Association, President Chief Tim Armstrong (New Westminster Fire & Rescue Services), took command of DFES during the procession and led the planning for this massive mutual-aid deployment that involved 25 firefighters from Burnaby, New Westminister, Richmond, Surrey and Vancouver backfilling Delta fire halls. E-Comm—dispatch partner of Delta, New Westminister, Richmond and Vancouver Fire—was



Photo credit: Delta Professional Firefighters Local 1763.

"E-Comm worked with Delta and our partners to set up a highly commendable interoperability system that made this event possible."

Chief Dan Copeland,
Delta Fire & Emergency Services

asked to develop a communications and dispatch plan to support the many operational logistics required, which included radio connectivity and communication between multiple dispatch centres.

An hour after the procession began there was a serious motor vehicle incident south of the Massey Tunnel combined with multiple other events. This major accident led to a significant spike in 9-1-1 call volume, which ultimately put E-Comm's operational plan to the test. Operations staff and emergency responders handled this extraordinary set of circumstances with professionalism and demonstrated the value of integrated communications and mutual-aid across municipal boundaries.

2015 Year in Review



The value of an integrated communication model was again demonstrated in March when a chemical fire broke out at Port of Vancouver. During the 31-hour event, E-Comm supported its dispatch partners at Vancouver Fire and Rescue Services and the Vancouver Police Department. The fire quickly escalated to an eight-alarm event and while firefighters were battling the blaze, E-Comm staff were busy fielding calls from agencies requiring updates while managing an increased number of 9-1-1 calls from the public. E-Comm fire dispatch experienced a 300% increase in call volume.

Less than a month later, E-Comm's fire team was again in the heat of things when a massive fire ripped through the Squamish port, destroying the terminal's east berth and prompting warnings for residents to shelter in place. Staff worked quickly to create a patch linking Squamish Fire-Rescue, which is not on the E-Comm radio system, and the Vancouver Fire and Rescue Services fireboat dispatched to the scene—a great example of the technical interoperability possible in mutual-aid events. Cross-trained staff moved to fire dispatch to help with the increased call volume, which was 169% higher than normal for the timeframe.

The sudden and unexpected storm that blew through Metro Vancouver on August 29 has been described as the worst windstorm to hit the Lower Mainland in ten years. Trees were knocked down, hundreds of thousands of people lost power and multiple communities sustained damage. The storm also caused the single largest surge in 9-1-1 calls in a compressed timeframe in E-Comm's history.

At the peak of the storm, E-Comm staff fielded more than 600 calls in one hour. Over the course of the afternoon, the call volume topped more than 1,800—triple that of a typical Saturday. Because of the size and scope of the E-Comm consolidated centre, on-duty managers were able to quickly assign additional resources to help with the influx of calls. E-Comm also turned to social media to ask people to refrain from calling 9-1-1 unless they had a true emergency, as staff were being inundated with non-emergency calls reporting power outages, asking for restoration information or reporting damage posing little or no risk to public safety.

An example of preparing for communication challenges during a major event was the focus of discussion during a hazardous goods exercise hosted by Delta Fire & Emergency Services in November. The tabletop exercise, involving fire, police and ambulance representatives and other agencies, was based on an explosion caused by a multi-vehicle accident on Highway 91 in Delta. In addition to taking a leadership role in the design of the exercise, members of E-Comm's Operations team attended to advise on call volume management for 9-1-1, along with fire and police call-taking and dispatch.

Another exciting illustration of collaboration that occurred in 2015 was the formation of a working group composed of representatives from E-Comm and from police, fire and ambulance services to establish best practices for radio interoperability in anticipation of the region's new radio system. Interoperability is essential to first responder and public safety because it allows emergency personnel to communicate between jurisdictions, disciplines and varying levels of government using a variety of systems.

Innovation

The technical expertise of E-Comm's Wireless team was front and centre in January after the group responded to reports of poor radio coverage inside the Canada Line tunnels and platforms. Wireless technicians worked alongside the Canada Line contractor to maintain radio coverage and troubleshoot the issue. Tests determined that a faulty antenna at an exterior station was the cause of the problem and to ensure that radio coverage was restored without further delay, E-Comm provided a temporary antenna until a replacement arrived.

E-Comm was also proud to assist its northern Vancouver Island partners in becoming the second region in B.C. to provide people with hearing and speech impairments the ability to communicate with 9-1-1 call-takers through a special text service called Text with 9-1-1 (T9-1-1). Later in May, to coincide with Speech and Hearing Awareness month, a step-by-step video in American Sign Language was launched to explain how T9-1-1 works, how to register for the service and, in the event of an emergency, to understand what to expect.



Transit Police was extremely appreciative of E-Comm's efforts to resolve communication challenges within Canada Line tunnels and provided a letter of appreciation from then-Chief Officer Neil Dubord, who praised the work of the E-Comm Wireless team.

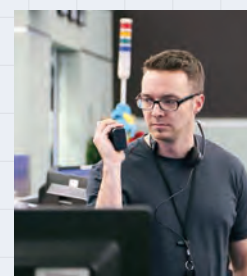
2015 Year in Review



Organizational Effectiveness

OUR GOAL:

To ensure E-Comm's business processes, practices and competencies support the effective delivery of high-quality, socially-responsible service.



Planned evacuations held throughout the year involve staff relocating from the communication centre to E-Comm's back-up site.

In March, robust planning and collaboration with partners resulted in E-Comm's Technology Services department successfully carrying out the largest upgrade to date of E-Comm's wide-area Internet Protocol network. A six-hour province-wide maintenance window was required to complete the upgrade, which affected all E-Comm operations and those of its emergency service partners who rely on the PRIME-BC system—the integrated Computer-Aided Dispatch (CAD) and Records Management System used by all police services throughout B.C.

"GPS dispatching will further enhance response times as the CAD system will know the location of a fire apparatus in real-time. This will be particularly useful for our agency partners who are looking to share resources over geographical boundaries in response to various incidents."

Dave Mitchell,
E-Comm Director of
Fire Services

Another major service upgrade that occurred in 2015 was to E-Comm's Fire CAD system. This project was another example of the ingenuity of Technology staff that resulted in enhanced quality of service for our partners. The project, which involved detailed planning, testing and coordination by our Technology Services and Operations divisions, enables E-Comm's fire records management system (Project FIRES) and CAD to now share information, receive digital location data for future Next Generation 9-1-1 technologies and future implementation of GPS-based dispatching.

Planned evacuations are a critical component of E-Comm's continued dedication to fine-tuning its disaster recovery plans. Two full planned evacuations took place in the spring and fall of 2015, allowing Technology and Facility teams to conduct annual maintenance of mission-critical equipment, including essential software and firmware updates.

An opportunity to test E-Comm's operational effectiveness arose during the Vancouver Airport Authority's largest-ever training initiative. More than 600 participants and 27 agencies took part in the federally mandated exercise. The scenario—"Gemini"—involved a commercial aircraft, carrying 134 passengers, landing on the runway and crashing into a private aircraft crossing the same runway. The exercise tested first-responder processes and provided an opportunity to practise large-scale, integrated emergency response plans with partners and airport operations.



The first test broadcast on the new radio network was received from a radio shelter atop a North Shore mountain.

“The objective is to implement a new radio system that maintains both public and responder safety, and serves our region as long and as well as the first system that was established almost 17 years ago.”

Chief John McGowan,
Richmond Fire-Rescue

Next Generation Radio Program (NGRP)

Significant milestones were achieved in 2015 in regard to the Next Generation Radio Program (NGRP)—the planned replacement of the regional radio system used by first responders across Metro Vancouver and parts of the Fraser Valley. E-Comm staff in partnership with police, fire and ambulance representatives, continued to move the program toward a full roll-out by the end of 2017/early 2018.

Network Design

Following the January announcement of Motorola Solutions Canada as the supplier of the new system’s radio infrastructure equipment, network pilot testing began at seven radio sites in order to assess and validate key functions and capabilities of the new network design before implementation.

On August 27, a landmark first broadcast over the new radio system from a North Shore mountain pilot site back to Vancouver went off without a hitch. Both audio quality and coverage were rated as extremely positive, two primary objectives.

Pilot testing continued in October and included agency over-the-air tests, resulting in more than 1,000 transmissions over a 45-day period. The priority for the pilot phase was to ensure the new network’s key functions and design met the requirements of first responders and the public safety community. At the pilot’s conclusion, agencies reported that the new radio system provided better coverage and audio performance than the existing radio system.

Endorsement

December saw another important advancement for the NGRP, with the formal acceptance of the new radio system’s network design. Based on feedback from agencies involved in the pilot, the NGRP Working Group—composed of representatives from police, fire and ambulance services across Metro Vancouver—gave its stamp of approval on the system’s performance and audio quality. With that endorsement and with the formal approval of the E-Comm User Committee, also composed of senior leadership from police, fire and ambulance, the program can move forward to the next phase and remain on track.

2015 Year in Review



Public Safety Communication Leaders

OUR GOAL:

To help align public safety communication efforts provincially and nationally.

Industry Leaders

In April, public safety organizations and first responders across the country welcomed the federal government's announcement to designate an additional 10 MHz of broadband radio spectrum and \$3 million to initiate the creation of a high-speed wireless network dedicated solely for the use of public safety and emergency communications. E-Comm was an early and active participant in the establishment of the public safety broadband network, working alongside the Canadian Interoperability Interest Group and the Canadian Association of Chiefs of Police in submitting responses to Industry Canada's public consultations on allocation of the 700 MHz spectrum.

In 2015, E-Comm also contributed to national consultations on the resiliency of Canada's 9-1-1 networks, submitting two papers to the Canadian Radio-television and Telecommunications Commission (CRTC). In the first submission, E-Comm outlined recommended changes in the 9-1-1 network that would help to advance systems and service, submitting more than 40 comments on topics ranging from network design, reliability, outage notifications, and regulatory measures for 9-1-1 network providers. The second submission detailed the value of including new methods of communication in the public realm, such as smartphones, in any new requirements placed on Canadian 9-1-1 network providers.

E-Comm was also among key municipal and provincial stakeholders invited by the Ministry of Justice to submit a response to the Ministry's *Strategic Vision Discussion Paper on Emergency Communications Service Delivery in British Columbia*. Staff also presented at a special forum in June held by the Ministry to discuss various perspectives on 9-1-1 Primary PSAP and police call-taking consolidation along with Next Generation 9-1-1 and current trends in police dispatch.

In 2015, E-Comm's public education efforts received top honours from one of Canada's premiere print and online publications, Applied Arts Magazine, for a public safety video that formed part of a non-emergency campaign. Titled *Brother/Bicycle*, the video dramatically illustrates the overarching message of the campaign—"Don't let non-emergencies compete with real ones"—through visual overlays between an emergent and non-emergent situation. It was awarded *Best TV Ad, Public Service Announcement*.



Elements of the non-emergency campaign included transit shelter ads and an award-winning video.

vision 2020 Highly-Engaged Employees

OUR GOAL:

To foster a work environment that inspires and motivates employees.



E-Comm's Health and Wellness Committee.



APCO Canada President Gavin Hayes presents the Excellence in Teamwork Award to E-Comm dispatch team.

E-Comm's employees are at the heart of the organization and throughout 2015 staff continued to be engaged in their workplace through involvement on consultative committees, participation in public education campaigns, presenting at industry conferences and giving back to communities where they live and serve through volunteering and fundraising efforts. Whether offering insights at national conferences on the future of emergency communications, talking to media about the impact of accidental and non-emergency calls to 9-1-1, contributing to corporate fundraising efforts like Cops for Cancer and the Greater Vancouver Food Bank or volunteering to staff the phones at the Variety Club Show of Hearts telethon, staff once again demonstrated their caring and leadership.

E-Comm dispatchers Jordan Bruce, Lori Pike and Michelle MacRae were honoured with a national award when the Canadian Association of Public-Safety Communications Officials (APCO) presented them with the *Excellence in Teamwork Award*. The award recognized their efforts during a 2014 active shooter event that involved a dramatic police pursuit through Vancouver's busy downtown core.

The incident started when a gunman opened fire in front of a coffee shop, triggering a two-kilometre manhunt through one of the busiest areas in downtown Vancouver. As police responded, our call-taking staff managed a steady influx of 9-1-1 calls as dispatchers quickly filtered through the vast amount of information being provided by the public and assisted officers on the ground. The dispatchers kept calm while managing two busy channels and more than 1,000 radio transmissions, supporting Vancouver police officers whose efforts resulted in the successful apprehension of the suspect.

In order to keep up with a growing mandate and commitment to service excellence, E-Comm welcomed more than 70 new full-time employees in 2015 to support its partners and the public

24/7. Staff continue to be involved in E-Comm's recruitment efforts by attending career fairs and recruitment information sessions, providing potential candidates the opportunity to hear directly from people who are doing the job.

E-Comm staff also continued to participate in consultative committees, including the *Vision 2020* committee where employees meet with CEO David Guscott several times a year to provide their input and insight into the company's direction. A Health and Wellness Committee was also established in 2015, a direct link to the organization's ongoing commitment to employee health and wellness initiatives.

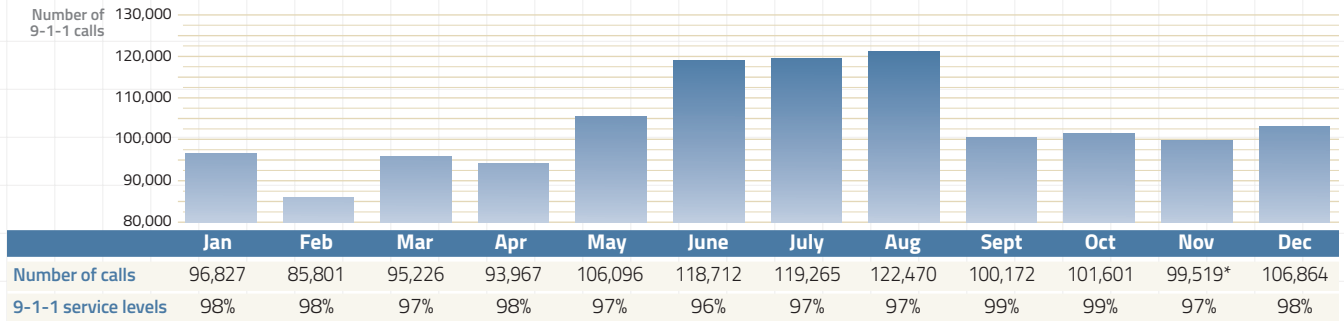
2015 Performance Results

9-1-1 service

In 2015, there were 1,246,520 emergency calls placed to E-Comm, with 98% of them answered in five seconds or less—surpassing our annual service level target of 95%.

The availability of the 9-1-1 service was 100%.

9-1-1 calls to E-Comm



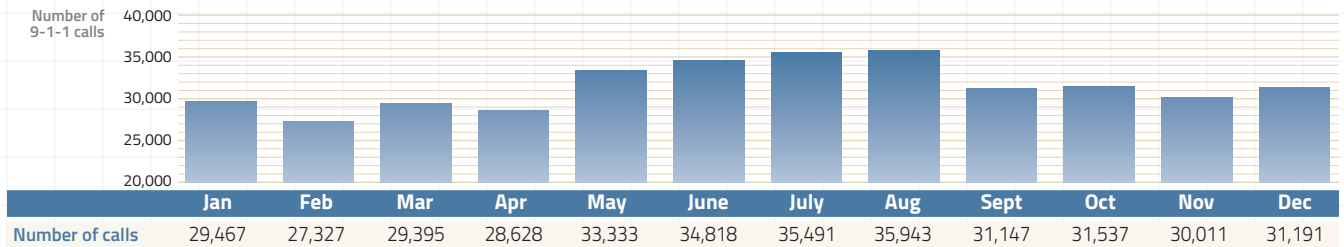
*Includes central Vancouver Island 9-1-1 calls effective November 19, 2015.

Total number of 9-1-1 calls are for Metro Vancouver, Whistler, Squamish, and 21 regional districts stretching from Vancouver Island to north of Prince George. For a full list visit ecomm911.ca.

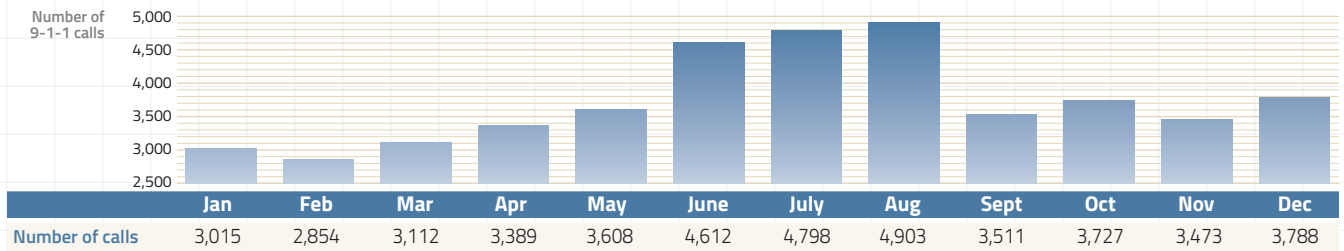
Police and Fire emergency calls

In 2015, E-Comm staff managed 378,288 police emergency calls and 44,790 fire emergency calls on behalf of the agencies for which we provide dispatch.

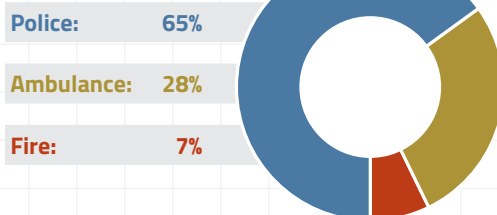
Police emergency calls to E-Comm



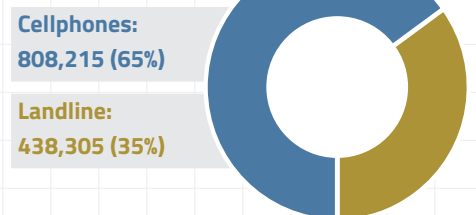
Fire emergency calls to E-Comm



Percentage of 9-1-1 calls for police, fire and ambulance



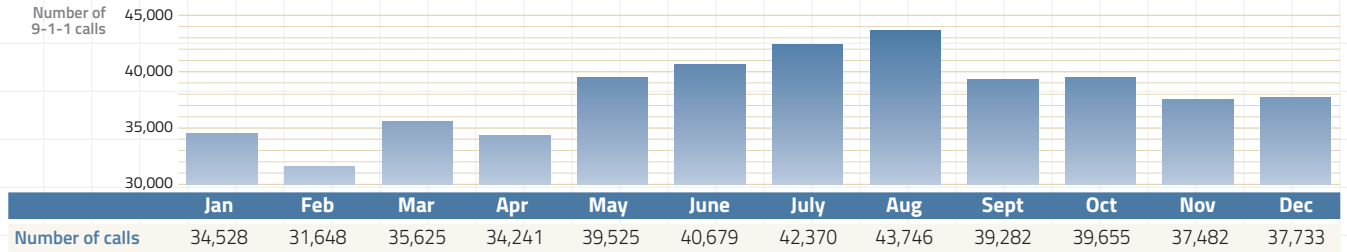
9-1-1 calls from cellphones and landlines



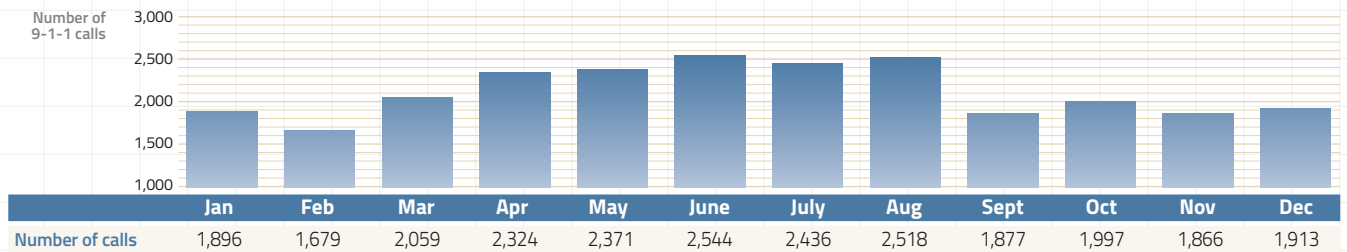
Non-emergency service

In 2015, E-Comm staff managed 456,514 non-emergency police calls and 25,480 non-emergency fire calls on behalf of its partner agencies.

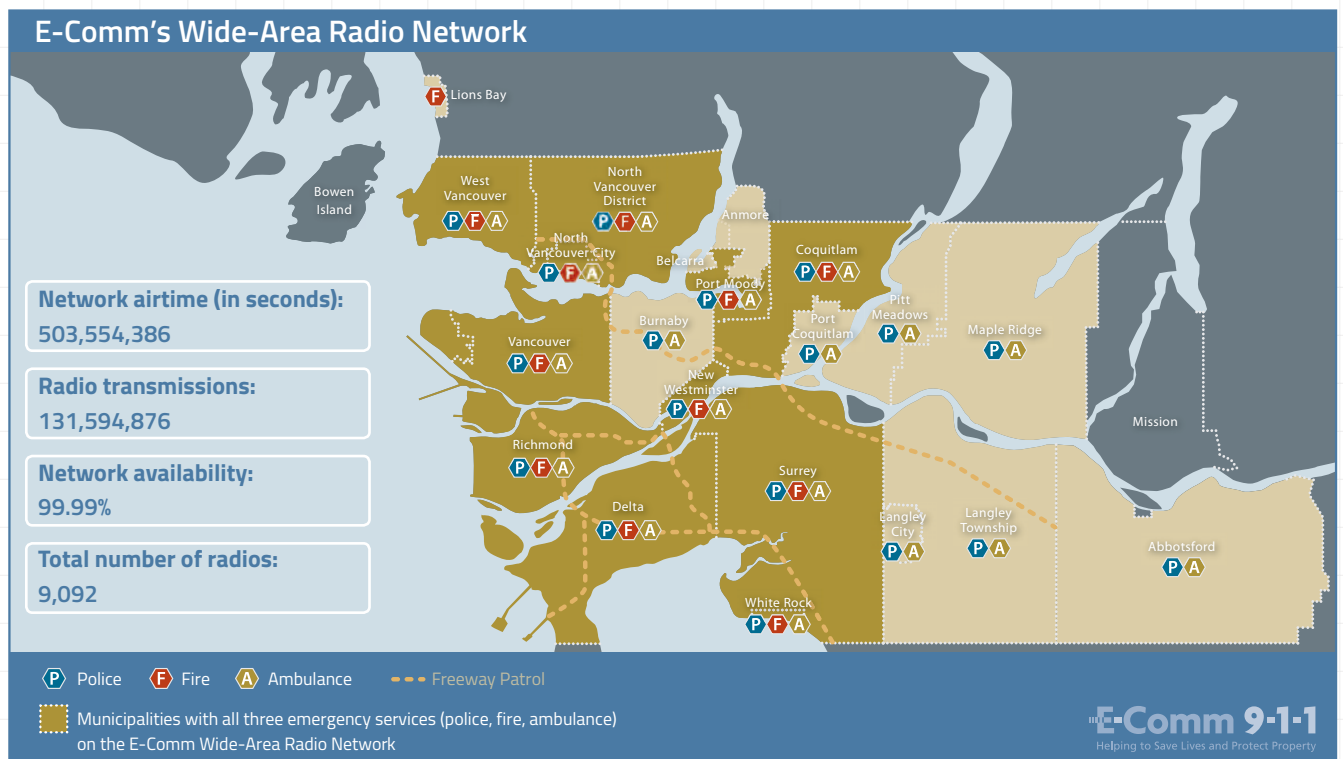
Police non-emergency calls to E-Comm



Fire non-emergency calls to E-Comm



For a complete, up-to-date list of E-Comm dispatch services for police and fire, please visit ecomm911.ca.



2015 Financial Highlights

Providing value to shareholders, partners and the community

Statement of Operations and Deficit	2015	2014
Revenue	50,901,591	49,274,149
Direct operating expenses	43,923,060	42,064,789
	<u>6,978,531</u>	<u>7,209,360</u>
Other expenses		
Amortization and other	4,514,111	3,927,668
Interest expense	2,214,791	2,615,251
	<u>6,728,902</u>	<u>6,542,919</u>
Excess of revenue over expenses	249,629	666,441
Deficit in net assets, beginning of year	(91,016)	(757,457)
Net assets (deficit), end of year	<u>158,613</u>	<u>(91,016)</u>

E-Comm's overall financial results are favourable for the 2015 fiscal year with a surplus of \$250K related to dispatch operations. This represents the net surplus from operations and is primarily due to growth in dispatch through three new 9-1-1 Primary Public Safety Answer Point contracts for service outside of the Metro Vancouver region and additional ancillary revenue and timing delays for certain operating expenses. One of the key objectives in the 2015 budget was to eliminate the cumulative deficit related to the dispatch losses from E-Comm's early years. 2015's net surplus in operations eradicated the cumulative deficit and has resulted in a net cumulative surplus of \$159K at year-end. Most shareholders (radio members) received rebates on their radio and user equipment levies of an average of 5.7%.

The average levy increases for 2016 are either in line with or better than the prior year Strategic Financial Plan estimates. The average agency radio levy increase is 2.5% and continues to move us forward with a planned and sustainable means of funding the Next Generation Radio Program (NGRP). The average fire dispatch levy increase for 2016 is 3.0% as planned, while the average police dispatch levy is 2.5%, which is lower than the previously approved Strategic Financial Plan estimates. This is again due largely to the growth in dispatch operations, resulting in net financial efficiencies for all police dispatch partners, and, like radio, demonstrating the financial benefits of consolidation and economies of scale.

In 2015, the Technology team continued preparation for next generation radio technology. E-Comm is well placed to replace the radio system within the existing funding envelope. The total NGRP value (net of 2013 and 2014 reserve funding) over the period 2015–2018 is estimated to be a total of \$56.4M comprised of \$52.9M of capital (including capitalized start-up costs of \$5.6M) and an additional \$3.5M of one-time costs considered operating and funded by planned draw-downs from the reserve.

The Board of Directors approved expenditures of \$28.4M for the year-ended December 31, 2015 related to capital NGRP expenditures, including start-up and related costs. A total of \$14.0M has been incurred and capitalized for the 2015 year. The remaining expenditures have been delayed and pushed into the future NGRP years (2016–2018). As the overall total funding envelope for the NGRP program (2015–2018) remains unchanged, the radio levies relating to the approved NGRP 2015 expenditures (capital) were levied, resulting in a timing difference where the annualized cash collection exceeded the actual in-period expenditure.

To obtain full copies of E-Comm's 2015 Audited Financial Statements including the Auditor's Report to the Shareholders and Notes to the Financial Statements please visit ecomm911.ca

2015–2016 Board of Directors

A 19-member Board of Directors provides governance to E-Comm and is responsible for overseeing the Corporation's strategic direction, finances and operating results.

Jocelyn Kelley	<i>Independent Director, Chair of the Board</i>
Gary Bass	<i>Representing RCMP</i>
Doug Campbell	<i>Independent Director</i>
Barry Forbes	<i>Independent Director</i>
Mayor Jack Froese	<i>Representing Township of Langley, Cities of Surrey and White Rock</i>
Len Garis	<i>Representing Township of Langley, Cities of Surrey and White Rock</i>
Sadhu Johnston	<i>Representing City of Vancouver</i>
Anne Kinvig	<i>Independent Director</i>
Councillor Raymond Louie	<i>Representing Metro Vancouver</i>
Jack McGee	<i>Representing Independent Police Boards (Abbotsford, New Westminster, Port Moody, Transit Police, West Vancouver)</i>
Councillor Bill McNulty	<i>Representing City of Richmond</i>
Clayton Pecknold	<i>Representing Ministry of Justice</i>
Karl Preuss	<i>Representing Corporation of Delta/Delta Police Board</i>
Patrick Quealey	<i>Representing Ministry of Justice</i>
Bob Rolls	<i>Representing Vancouver Police Board</i>
Kathy Steegstra	<i>Representing BC Emergency Health Services</i>
Councillor Mary Trentadue	<i>Representing Belcarra, Coquitlam, New Westminster, Port Coquitlam, Port Moody</i>
Mayor Richard Walton	<i>Representing District of North Vancouver, City of North Vancouver, District of West Vancouver, Village of Lions Bay</i>
(Vacant)	<i>Representing Maple Ridge/Pitt Meadows</i>

Executive Leadership Team

David Guscott, ICD.D	<i>President & CEO</i>
Beatrice Nicolato, CPA, CGA	<i>Vice-President & Chief Financial Officer</i>
Doug Watson	<i>Vice-President of Operations</i>
Michael Webb, P.Eng	<i>Vice-President of Technology Services</i>
Fraser MacRae	<i>Director of Police Services</i>
Dave Mitchell	<i>Director of Fire Services</i>
Erin Ramsay	<i>Director of Human Resources</i>
Jody Robertson	<i>Director of Corporate Communications & Governance</i>



E-Comm 9-1-1
Helping to Save Lives and Protect Property



Printed with vegetable-based inks on chlorine-free, 100% post-consumer waste recycled paper.

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