



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 9, 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 required 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 – October 26, 2016	8-18
<i>THAT the minutes of the Board of Directors meeting held on October 26, 2016 be adopted.</i>	
b. Long Beach Airport Advisory Committee – October 24, 2016	16-17
<i>THAT the minutes of the Long Beach Airport Advisory Committee meeting held on October 24, 2016 be adopted.</i>	
c. Beaver Creek Water Advisory Committee – October 31, 2016	18-19
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on October 31, 2016 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. REQUEST FOR APPOINTMENT	20-21
Vancouver Island Regional Library, November 1, 2016 regarding request for the Alberni-Clayoquot Regional District appointment and alternate appointment to the Vancouver Island Regional Library for the year 2017.	

Possible Motion:

THAT the Board of Directors appoint _____ as Director and _____ as Alternate Director to the Vancouver Regional Library Board for 2017.

b. **REQUEST FOR LETTER OF SUPPORT** **22-24**

City of Port Alberni, November 2, 2016 regarding request for a letter of support for the City's Sewage Treatment Project to be added to their application for the Canada-British Columbia Clean Water and Wastewater Fund.

Possible Motion:

THAT the Board of Directors forward a letter of support to the City of Port Alberni for the City's Sewage Treatment Project application for the Canada-British Columbia Clean Water and Wastewater Fund.

c. **REQUEST FOR LETTER OF SUPPORT** **25-31**

Central Westcoast Forest Society, November 1, 2016 regarding request for a letter of support for the Ah'ta'apq Creek Habitat Restoration Project in Hot Springs Cove.

Possible Motion:

THAT the Board of Directors forward a letter of support to Central West Coast Forest Society for their Ah'ta'apq Creek Habitat Restoration Project in Hot Springs Cove.

7. **CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPEMENT** **32**
2017 Local Government Grants Program-Infrastructure Planning Grants and Clean Water and Wastewater Fund
- b. **ISLAND COASTAL ECONOMIC TRUST** **33-34**
Uniting Forces to Explore Opportunities for Island Value-Added Wood Industry
- c. **OMBUDSPERSON** **35-36**
Files Closed July 1 to September 30, 2016
- d. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** **37-38**
Study Concludes Highway 4 Improvements Outweigh Investment in Connector
- e. **HUMAN TRAFFICKING/SEXUAL EXPLOITATION BC** **39-41**
Follow-up Letter regarding Human Trafficking/Sexual Exploitation, Youth and Child Exploitation, Youth Porn Use/Addiction in BC

- f. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES** 42-51
AVICC Resolutions Notice/Request for Submissions; Call for Nominations for AVICC Executive Committee; Call for Presentations
- g. **PACIFIC RIM NATIONAL PARK RESERVE** 52
Notice of Engagement – Pacific Traverse Trail Project

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** 53-75
Finance Warrant No. 570

THAT the Board of Directors approves Finance Warrant Number 570 in the amount of \$1,789,001.11 dated October 31, 2016.

- b. **REQUEST FOR DECISION** 76-77
Clean Water and Wastewater Fund Application for Bamfield Water System

THAT the Board of Directors submit an application to the Clean Water and Wastewater Fund to help fund a water treatment plant to address the high levels of Trihalomethanes (THMs) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines.

- c. **REQUEST FOR DECISION** 78-79
Alberni-Clayoquot Regional District Board of Directors – Strategic Planning Session

THAT the Board of Directors of the ACRD agree to conduct a one-day strategic planning session in December for the purpose of defining priorities for the five-year financial plan.

- d. **REQUEST FOR DECISION** 80-90
Climate Action Charter

(Board Direction Requested)

- e. **REQUEST FOR DECISION** 91-97
Tabled Resolution – Blue Dot Initiative Project – Right of a Healthy Environment

THAT the Blue Dot Initiative Project – Right of a Healthy Environment resolution tabled at the October 12, 2016 Regular Board of Directors meeting be lifted from the table.

VOTE ON MOTION TO LIFT FROM THE TABLE, if the vote is in the affirmative, the following motion is back on the table for consideration by the Board:

WHEREAS the Alberni-Clayoquot Regional District understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

THEREFORE BE IT RESOLVED THAT the Alberni-Clayoquot Regional District recognizes its responsibility, within its jurisdiction, and in so doing will continue to implement and improve its strategic plans and by-laws to protect the local environment and supports a healthy environment by undertaking actions such as, but not limited, to the following:

- Consideration of the precautionary principle, with cost-effective measures, where threats of serious or irreversible damage to human health or the environment exist;*
- Taking into consideration full cost accounting which includes costs to human health and environment, when evaluating reasonably foreseeable costs of proposed actions and alternatives;*
- Ensuring infrastructure and development projects to protect the environment, including water quality and landfill diversion plans;*
- Selection criteria in evaluation of future contracts would obtain environmental impacts that allow for potential benefits of environmentally sound business practices;*
- Addressing climate change by investigating further reductions in corporate greenhouse gas emissions and implementing adaptation measures;*
- Promoting appropriate and responsible development, including responsibly increasing density, in accordance with the Official Community Plan;*
- Prioritizing trail and parks and public transit as modes of transportation in accordance with the ACRD Health Network transportation;*
- Promoting access to food that is locally and sustainably sourced through our regional agriculture plan;*
- Working with member municipalities and electoral areas to improve waste diversion, including recycling and composting, and waste reduction; and*
- Establishing a unified Regional Parks Plan and maintaining accessible green spaces by providing high quality active and community parks.*

The Alberni-Clayoquot Regional District shall review these objectives, targets, timelines and actions regularly, and evaluate progress towards fulfilling this declaration.

THAT the public hearing for Bylaws P1346 and P1347 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaw P1346 and P1347 are subject to:

A covenant being registered on the property title which restricts the use of cottages to vacation rental and limits the number of days a cottage may be rented in one calendar year to 180 days; and

Meeting all technical referral agency requirements.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|---|----------------|
| a. | Administration Department Monthly Staff Report – November 3, 2016 | 122-124 |
| b. | Financial Department Report – November 2, 2016 | 125-126 |
| c. | Environmental Services Department Report – November 3, 2016 | 127-129 |
| d. | Staff Action Items Report – November 4, 2016 | 130-136 |

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

10.2 COMMITTEE REPORTS

- a. **Salmon Beach Committee Meeting – November 9, 2016**
- T. Bennett (Verbal)
- b. **Transportation Committee Meeting – November 8, 2016**
- J. McLeman (Verbal)
- c. **Alberni Valley & Bamfield Services Committee Meeting – November 8, 2016** – J. McNabb (verbal)

THAT the verbal reports a-c be received.

10.3 OTHER REPORTS

- | | | |
|----|--|----------------|
| a. | Coastal Community Network – T. Bennett | 137-149 |
| | Application for \$10,000 for the Coastal Sustainability Charter Program Stage 1. | |

THAT this report be received.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

**Next Board of Directors Meeting: Wednesday, November 26, 2016, 1:30 PM
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 26, 2016, 1:30 PM

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

DIRECTORS

PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Duncan McMaster, (Alternate Director), Councillor, District of Tofino
John Jack, Councillor, Huu-ay-aht First Nation
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Noah Plonka (Alternate Director), Member of Council, Toquaht Nation

REGRETS:

Josie Osborne, Chairperson, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
Dianne St. Jacques, Mayor, District of Ucluelet

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Tracy Bond, Administrative Assistant

1. CALL TO ORDER

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

The Vice-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 Ruttan

SECONDED: Director Banton

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

- 9 (a) Memo and Bylaw Change – RE16007 Rezoning Application (6770 Beaver Creek Road)
- 9 (b) Letter of Support – J. Hadford – TUP16001
- 12 (a) Path Project – Bamfield Representation and Consultation – Director Wyton
- 14 (a) Request to go In-Camera – Director Banton

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 12, 2016

MOVED: Director Cootes

SECONDED: Director Bennett

THAT the minutes of the Board of Directors meeting held on October 12, 2016 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report for July–September 2016.

Inspector Hunter provided further information on his report. No major incidents took place this summer. The detachment spent 27 days on marine patrol on Great Central and Sproat Lakes, focusing mainly on Sproat lake. They also responded to calls on the inlet. The Alberni Valley rural areas have a very low incident of crime. There is a spike in theft and theft in vehicles this reporting period. Theft of boats and boat trailers have increased and an investigation is on-going. The detachment will be out on Nov. 7th reminding folks on the need for winter tires. Inspector Hunter spoke on the Fentanyl crisis now taking place. Port Alberni will be hosting the Commanders Conference on December 7, 8 and 9th.

Director Jack entered the meeting at 1:48 pm.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated October 18, 2016 from Association of Vancouver Island and Coastal Communities regarding request for support the Special Committee on Solid Waste Proposed Cost-Sharing Formula in the amount of \$1,492.19.**

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Regional District Board of Directors support the resolution by AVICC's Special Committee on Solid Waste Proposed Cost-Sharing Formula and the Alberni-Clayoquot Regional District's cost share of \$1,492.19 be forwarded to AVICC.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES**
Declaration on the Rights of Indigenous Peoples In Canada/AVICC – Request for Submissions 2017
- b. **BRITISH COLUMBIA UTILITIES COMMISSION**
BC Hydro and Power Authority & Fortis BC Inc. – Residential Inclining Block Rate Report to the Government of BC
- c. **ALBERNI DISTRICT HISTORICAL SOCIETY**
Fall Newsletter October 2016
- d. **ISLAND COASTAL ECONOMIC TRUST**
New Website Will Attract More Film, TV Production to Island
- e. **LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BC**
2015 Annual Report

MOVED: Director Bennett
SECONDED: Director McLeman

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

CARRIED

MOVED: Bennett
SECONDED: McLeman

THAT the British Columbia Utilities Commission Request for Comments on Residential two-tier electricity rates be posted on the Regional District website and that the Regional District send a letter to the British Columbia Utilities Commission indicating the Board disagrees with the residential two-tier system as many of our residents do not have access to other energy and the threshold for the first tier is very low.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Island Corridor Foundation – Governance and Financial Review.**

MOVED: Director Banton

SECONDED: Director Wyton

THAT the Board of Directors of the Alberni Clayoquot Regional District receive the Governance and Financial Review of the Island Corridor Foundation commissioned by AVICC and the response to the report issued by the Island Corridor Foundation and refer them to Hupacasath First Nation for their information and that the Board of Directors endorse recommendations 2 and 11 for the AVICC report.

CARRIED

- b. Request for Decision regarding Alberni Valley Golf Club and Long Beach Recreation Cooperative Tax Exemption.**

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as “2017 Tax Exemption Bylaw No. F1127.”

CARRIED

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as “2017 Tax Exemption Bylaw No. F1127.”

CARRIED

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as “2017 Tax Exemption Bylaw No. F1127.”

CARRIED

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as “2017 Tax Exemption Bylaw No. F1127.”

CARRIED

c. Request for Decision regarding Committee for Appointments of Fire Chiefs.

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the Board of Directors of the Alberni Clayoquot Regional District appoint a special committee for the purpose of bringing forward recommendations to the Board regarding the appointment of the Fire Chiefs and officers of the Regional Districts Fire Departments, the committee to consist of the Directors of Bamfield, Sproat Lake and Beaver Creek, the current Fire Chief and Deputy of each department and the Fire Services Coordinator.

CARRIED

d. Request for Decision regarding Bylaw E1052-3, Beaver Creek Fire Protection Service Area Amendment, 2016.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1052-3 cited as Beaver Creek Fire Protection Service Area Amendment, 2016.

CARRIED

9. PLANNING MATTERS

**a. RE16007, PELLETIER & CRAWFORD, 6770 BEAVER CREEK ROAD
Late Item: Memo & Bylaw Change**

Rezoning Application – Report and Bylaws P1346 and P1347

MOVED: Director McNabb

SECONDED: Director Banton

THAT Rezoning application RE16007, Pelletier & Crawford deferred.

CARRIED

**b. TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD
Temporary Use Permit Application – Memorandum and Permit
Late Item: Letter of Support from J. Hadford**

MOVED: Director Banton

SECONDED: Director McNabb

THAT the Board of Directors issue temporary use permit TUP16001 for a two-year period.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – October 19, 2016**
- b. Meeting Schedule – November 2016**
- c. Building Inspector’s Report – September 2016**
- d. Financial Statement – September 30, 2016**

MOVED: Director Ruttan

SECONDED: Director McCarthy

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

CARRIED

10.2 COMMITTEE REPORTS

- a. Long Beach Airport Advisory Committee Meeting, October 24, 2016 – T. Bennett**

Director Bennett advised that the re-naming of the Long Beach Airport has been postponed to the next meeting. The plan to develop a carbon action plan for the Long Beach Airport is to be brought forward to budget considerations.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT this verbal report be received.

CARRIED

- b. Salmon Beach Committee Meeting – October 26, 2016 – T. Bennett (Meeting Postponed)**

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb**

P. Cote advised that the budget was received. P. Cote asked 9-1-1 Directors for a motion to support the Sproat Lake cell tower.

- b. Vancouver Island Regional Library - L. Banton – No Report**
- c. Central West Coast Forest Society – T. Bennett**

The Society is still looking for a building to purchase for their Society. The Society's stream restoration work is successful and is now beginning to yield more fish.

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

D. Holder is working on the budget.

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

d. Coastal Communities Network – T. Bennett

Currently working on the development of 2 packages of information from the ACRD and West Coast Aquatic regarding correspondence with DFO to give to the Province to show how important it is for the Province to become involved in the Fisheries.

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

h. Island Coastal Economic Trust –Josie Osborne – No Report

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

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

The West Coast Vancouver Island wide forum to document community interest related to the renegotiation of the Pacific Salmon Treaty. If you wish to register, please contact West Coast Aquatic.

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

A meeting is scheduled for Friday, October 28th.

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

m. Other Reports

MOVED: Director Bennet

SECONDED: Director Wyton

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Path Project Bamfield Presentation for next Board meeting.

Director Wyton provided a Notice of Motion for the next Board of Directors meeting on the above.

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Banton
SECONDED: Director Bennett

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

- i. A matter that, under another enactment, is such that the public may be excluded from the meeting.*

CARRIED

The meeting was closed to the public at 2:48 pm.

The meeting was re-opened to the public at 3:26 pm.

15. ADJOURN

MOVED: Director
SECONDED: Director

THAT this meeting be adjourned at 3:26 pm.

CARRIED

Certified Correct:

Penny Cote,
Vice-Chairperson

Russell Dyson,
Chief Administrative Officer



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

Meeting Date: Monday, Oct. 24th, 2016
Time: 10:30 am

Location: District of Tofino Council Chambers
121 3rd Street, Tofino

In Attendance:

Josie Osborne, District of Tofino
Alan McCarthy, Yuułuʔiłʔat Government
Tony Bennett, Electoral Area 'C' Director

Dianne St. Jacques, District of Ucluelet
Charles McDiarmid, Member-At-Large

Absent:

Sandy Rantz, Ucluelet Chamber of Commerce
Jackie Godfrey, PRNPR

Elmer Frank, Tla-o-qui-aht FN
Jennifer Steven, Tofino Chamber of Commerce

Staff

Mark Fortune, Airport Superintendent

Guests:

Jill Doucette, Synergy Sustainability (via teleconference)

1. CALL TO ORDER 10:36 am

Recognition of Traditional Territories

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

MOVED: Tony Bennett

SECONDED: Alan McCarthy

CARRIED

3. ADOPTION OF MINUTES

THAT the minutes of the Long Beach Airport Advisory Committee meeting held on September 21st, 2016 be received.

MOVED: Tony Bennett

SECONDED: Alan McCarthy

CARRIED

4. DELEGATION

Jill Doucette, Synergy Sustainability, presented the Climate Action Project Proposal. Synergy proposed that YAZ reach a carbon neutral status by 2020. Jill explained the proposed program outline and cost for the project and suggested it might be possible to get to carbon neutral status sooner based on the size of the project. Discussion occurred about the size of the airport,

around existing and future infrastructure and how that would be taken into account for Carbon Neutral status and cost. Committee agreed to move forward with becoming carbon neutral before 2020 and recommended:

THAT the proposal be forwarded to staff to be considered in the budget process.

MOVED: Tony Bennett
SECONDED: Dianne St. Jacques

CARRIED

5. FOLLOW-UP ITEMS

Request for Decision - Airport Naming Recommendations.

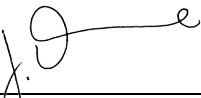
Report received, no decision made.

6. REPORTS

Mark Fortune, Airport Superintendent provided updates on the following activities at the airport:

- Landing light project partially complete, pilots can activate the lighting system.
- Airport Operations Manual is being updated and will be submitted to Nav Can for approval.
- Tree clearing needs to be completed for airport beacon.
- Cranberry harvesting was done by Ahousaht and Esowista FNs.

Meeting adjourned at 11:51 am



Certified Correct
Josie Osborne, Chair



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON MONDAY, OCTOBER 31, 2016, 10:30 AM

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: Kelly Schutte
Ginny Stephens

STAFF PRESENT: Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Dan Fredlund, Maintenance Technician Leadhand

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:30 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: P. Craig
SECONDED: G. Blakey

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Beaver Creek Water Advisory Committee Meeting held June 29, 2016**

MOVED: P. Craig
SECONDED: G. Blakey

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on June 29, 2016 be received.

CARRIED

4. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Beaver Creek Water System – Old Maintenance Building Demolition.**

MOVED: P. Edwards

SECONDED: P. Craig

THAT the Beaver Creek Water Advisory Committee support the demolition expenditure for the Old Maintenance Building by Paul Davis CVI for \$26,750 plus GST.

CARRIED

5. REPORTS

- a. **Asset Management Plan – T. Fong**
b. **Water System Updates – A. McGifford**

MOVED: P. Craig

SECONDED: G. Blakey

THAT the Beaver Creek Water Advisory Committee receives Reports a-b.

CARRIED

6. LATE BUSINESS

(requires 2/3 majority vote)

- a. Director McNabb requested that the impact of the expansion of the Beaver Creek Fire Protection area on the water system be added to the next agenda.

7. ADJOURN

MOVED: G. Blakey

SECONDED: P. Edwards

THAT this meeting be adjourned at 11:15 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Andrew McGifford, CPA, CGA,
Manager of Environmental Services

From: Heather Mink Zuvich [<mailto:HMinkZuvich@virl.bc.ca>]
Sent: November-01-16 2:49 PM
To: Josie Osborne <osborne@tofino.ca>
Cc: Russell Dyson <rdyson@acrd.bc.ca>
Subject: Appointment to the 2017 Vancouver Island Regional Library Board
Importance: High

Dear Chair Josie Osborne,

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the attached forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email or fax (250.758.2482).

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS
Executive Director

Sent on behalf of Rosemary Bonanno, Executive Director

Heather Mink Zuvich
Executive Assistant



VANCOUVER ISLAND REGIONAL LIBRARY

Administration

6250 Hammond Bay Road

Nanaimo, BC V9R 5N3

Tel: 250-729-2310

Mobile: 250-739-0467

Email: hminkzuvich@virl.bc.ca

From: Timothy Pley [mailto:timothy_pley@portalberni.ca]
Sent: Wednesday, November 02, 2016 1:41 PM
To: Russell Dyson <rdyson@acrd.bc.ca>; Wendy Thomson <wthomson@acrd.bc.ca>
Cc: Josie Osborne <osborne@tofino.ca>; Mike Ruttan <mike_ruttan@portalberni.ca>
Subject: Letter of Support

Russell and Wendy,

In 2011 ACRD provided the attached letter of support for the City's sewage treatment project.

We are submitting a new application for grant funding for that project, and would greatly appreciate a new letter of support. Can you kindly provide such a letter?

We hope to submit our application before November 15th.

In your letter please make reference to the **Canada-British Columbia Clean Water and Wastewater Fund**.

Thank you in advance for your continued support of this worthy project.

Tim

Timothy Pley
CAO
City of Port Alberni
(250) 720-2824

This email was virus checked by the City of Port Alberni's email security.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

April 28, 2011

City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Attention: Guy Cicon, City Engineer

Dear Guy,

The Alberni-Clayoquot Regional Board of Directors at the regular meeting held on Wednesday, April 26th, 2011 passed a resolution to support the City of Port Alberni's funding application under the Gas Tax Agreement's General Strategic Priorities Fund and Innovations Fund.

Upgrading the City of Port Alberni's sewage system will help the city's compliance with the new Federal Wastewater Effluent Regulations that will be coming into effect in June 2011.

Yours truly,

Glenn Wong, Chair
Alberni-Clayoquot Regional District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

April 28, 2011

City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Attention: Guy Cicon, City Engineer

Dear Guy,

The Alberni-Clayoquot Regional District is in support of your application to access Gas Tax Agreement's General Strategic Priorities and Innovations funding for the upgrades to the City of Port Alberni sewage treatment plan.

This initiative would be a significant step forward in providing an improved sewage system for the City of Port Alberni. The present facility is also integral to the sewage treatment services provided to the rural area residents by septage haulers who discharge into the City lagoon.

Yours truly,

Russell Dyson
Chief Administrative Officer

From: "Jessica Hutchinson" <jessica@clayoquot.org>
To: tonben1@telus.net, "Josie Osborne" <josie.osborne@gmail.com>
Sent: Tuesday, November 1, 2016 3:36:30 PM
Subject: Letter of Support

Hi Tony and Josie

Could I trouble either of you for a letter of support for the Ah'ta'apq Creek Habitat Restoration Project in Hot Springs Cove? The letter would be addressed to the Habitat Conservation Trust Fund. I have attached a project overview as well as a couple of other letters of support we have received from AFN and HFN. Lastly, I attached the letter Josie wrote last year.

Much appreciated! Please let me know if you have questions or would like more information on the project. I would be glad to have the opportunity to speak with you.

Jessica

--

Jessica Jean Hutchinson, M.Sc., EP
O: 250-726-2424
C: 250-266-0113



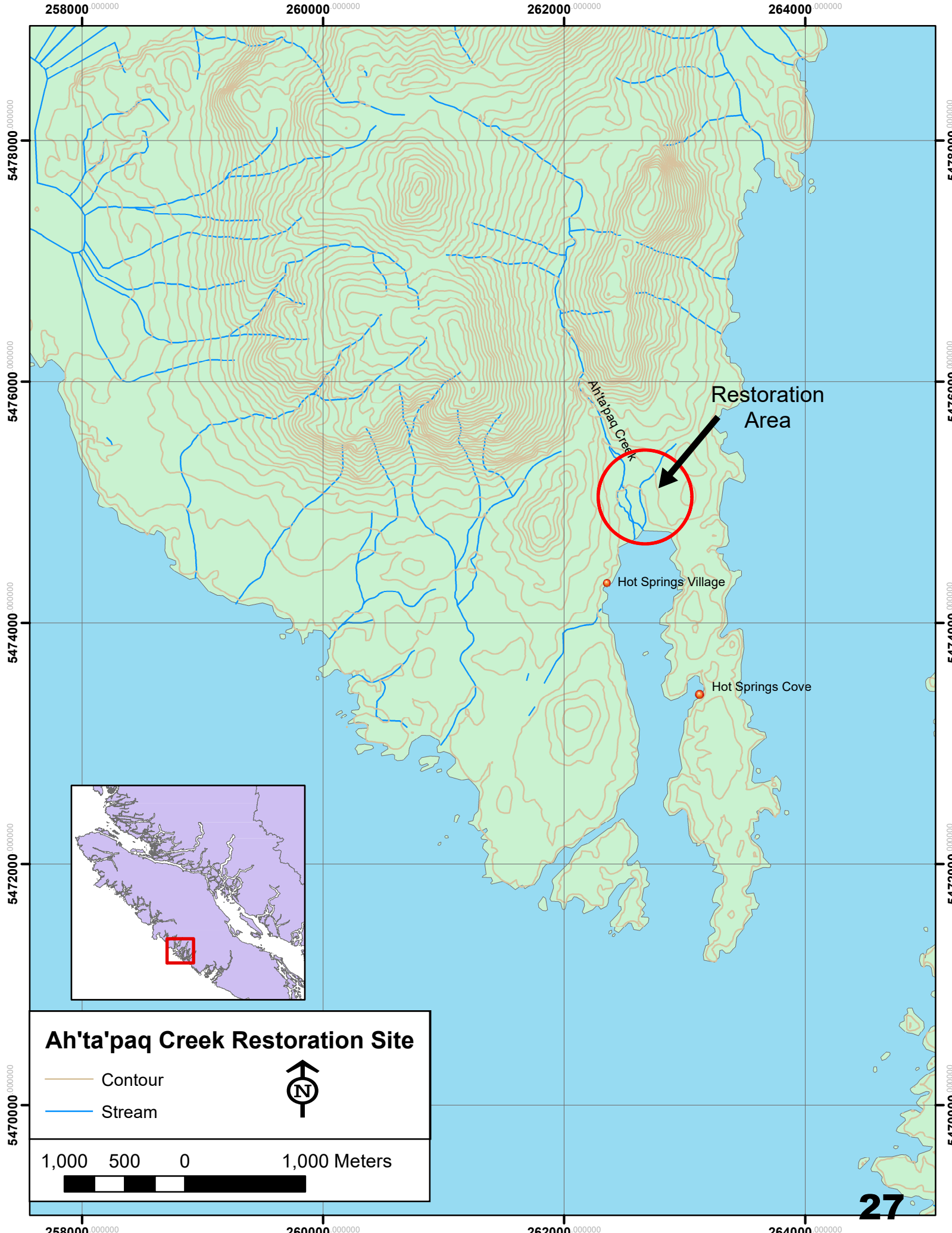


CENTRAL
WESTCOAST
FOREST
SOCIETY



AH'TA'APQ

Restoration Project

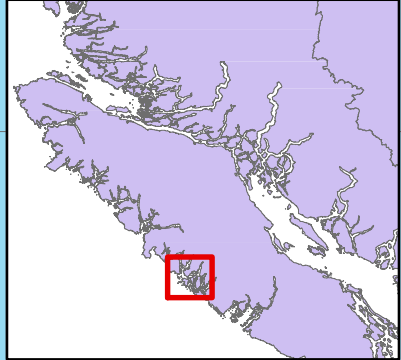


Restoration Area

Ah'ta'paq Creek

Hot Springs Village

Hot Springs Cove



Ah'ta'paq Creek Restoration Site

- Contour
- Stream





Who We Are

Central West Coast Forest Society (CWFS) is a registered charity focused on ecosystem restoration, research and education. Our mission is to restore damaged ecosystems, rebuild wildlife populations that are threatened or endangered and to inspire stewardship reconnecting people with the environment.

Since the organization began in 1995, CWFS has completed 84 km of stream habitat restoration, 99 ha of forest restoration, placed 548 m³ of clean spawning gravel, deactivated 249 km of high risk logging roads, planted 44,343 trees and has raised and invested over 11 million dollars in habitat restoration on Vancouver Island. These efforts have led to a marked increase in wild Pacific salmon and wildlife abundance in degraded watersheds. Unfortunately, many high priority streams and forest ecosystems remain unrestored, leaving them unable to support healthy wildlife and salmon populations.

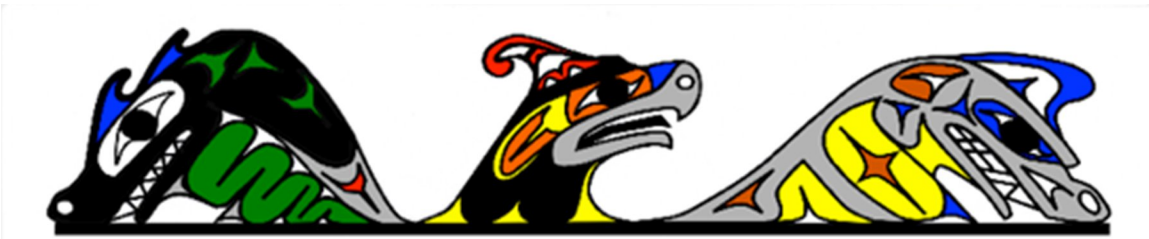
What We Are Doing

Ah'ta'apq Creek (Hot Springs Creek) has been severely degraded by past logging practices that resulted in full removal of riparian forest and severe landslides that have degraded and buried the stream in sediment and debris. Ah'ta'apq Creek is located in the Ahousaht First Nations territory and adjacent the Hesquiaht First Nation's village of Hot Springs Cove. Historically, the creek supported healthy wild Pacific salmon and sea-run cutthroat trout populations along with clam beds and herring spawning grounds located at the river mouth. CWFS, Ahousaht First Nation and the Hesquiaht First Nation plan to enhance the productivity of this watershed through habitat restoration. The project objectives are to:

1. Bioengineer of landslides and deactivate high risk roads.
2. Restore spawning and rearing habitat for Pacific salmon and cutthroat trout in Ah'ta'apq Creek.
3. Rehabilitate riparian habitat surrounding the restored creeks.
4. Restore habitat productivity and recreational fisheries habitat.
5. Provide job skills, employment and stewardship opportunities for the Hesquiaht and Ahousaht First Nations.
6. Engage recreational fisherman, local citizens in salmon habitat restoration and stewardship.
7. Enhance eelgrass and clam beds at river mouth/estuary by reducing volume of coarse grain sediment currently smothering these beds.

How You Can help

Please help CWFS with our grant writing and fundraising initiatives by providing a letter of support. Follow us on Facebook, Instagram and Twitter. Volunteer, spread the word, shop our apparel or make a donation online.



MHSS and Ahaus Business Corporation

PO Box 1245 Tofino BC V0R2Z0

www.MHSSahousaht.ca

December 11, 2015

To whom it may concern,

Ah'ta'apq Creek is within the Ahausht Hahoulthee and is located at the head of Hot Springs Cove. Historically this stream supported large populations of wild salmon however it has been significantly damaged by past logging practices and no longer supports healthy returns of fish.

Restoration of in-stream habitat and riparian areas of Ah'ta'apq Creek, and other similarly degraded watersheds within our Hahoulthee is of great importance to the Ahausht people. Please accept this letter of support to the Ah'ta'apq Creek Restoration Project and the partnerships formed to implement is successfully.

Sincerely

Trevor Jones

CEO

MHSS and Ahaus Business Corp

HESQUIAHT FIRST NATION



April 13, 2016

Fisheries and Oceans Canada

200 – 401 Burrard Street

Vancouver, British Columbia V6C 3S4

To Whom It May Concern

RE: Support for Central Westcoast Forest Society

Please accept this as a letter of very strong support for the Central Westcoast Forest Society (CWFS) in their application to the Recreation Fisheries Conservation Partnership Program (RFCPP) for the Ah'ta'apq River Restoration Project.

Ah'ta'apq River is at the head of Hot Springs Cove, the location of the Hesquiaht First Nation's village and the hot springs are a popular tourist destination. The area surrounding Ah'ta'apq River was logged over fifty years ago and the cumulative environmental impacts such as rock slides and insufficient instream and riparian habitat continue to plague this system. Traditionally Ah'ta'apq River supported healthy populations of coho and chum salmon that were harvested by the Hesquiaht and Ahousaht First Nations. Some instream and riparian restoration was completed in 2015 however much more is required to encourage the restoration of healthy fish stocks.

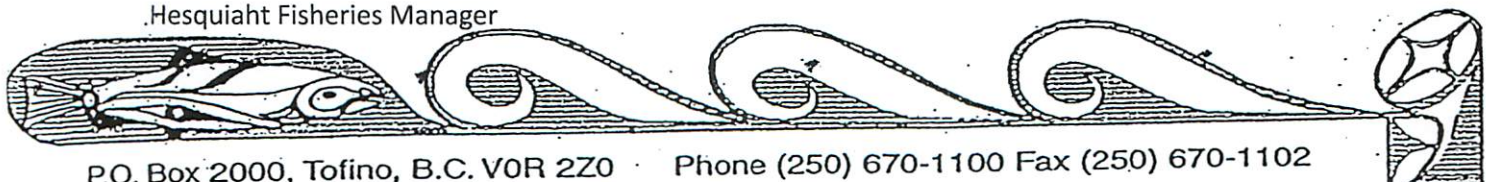
We are fortunate to have the opportunity to use the expertise of CWFS biologists and technicians to monitor, restore and maintain Clayoquot Sound's natural environment. We wholeheartedly support this application, and it is our hope that serious consideration will be given to funding this very important project. Should you have any questions about this letter of support, please contact me at hesquiahtfisheries@gmail.com or via telephone at 250 670 1153.

Sincerely,

Cecil Sabbas

Hesquiaht First Nation

Hesquiaht Fisheries Manager





February 4, 2015

Central Westcoast Forest Society
PO Box 641
Ucluelet, BC
V0R 3A0

Attention: Jessica Hutchinson, Executive Director

RE: Letter of Support for the Twin Rivers Restoration Project

On behalf of the Alberni-Clayoquot Regional District Board of Directors, I am writing to express our support of your proposal for the Twin Rivers Restoration Project.

Restoration of stream and riparian habitat through the addition of clean spawning gravel and streamside planting of indigenous shrubs and trees will make a significant, positive impact in the ongoing rehabilitation of this degraded watershed.

As you know, over the past decade, the Alberni-Clayoquot Regional District has supported your organization on a number of very successful garbage removal and public awareness projects within the Kennedy Flats Watershed. We remain confident in your organization's technical abilities, project oversight capacity, and ability to communicate project results to the public.

Should potential funders have any questions about our support or this letter, please do not hesitate to have them contact me directly. We wish you every success with this important project.

Sincerely,

Josie Osborne
Chair



Circular No. 16:15
ARCS File #: 195-20

October 24, 2016

To: All Chief Administrative Officers

Re: 2017 Local Government Grants Program – Infrastructure Planning Grants and Clean Water and Wastewater Fund

The **Infrastructure Planning Grant Program** (the Program) offers grants up to \$10,000 to help local governments plan, design and manage infrastructure. The Program can assist in the development of long-term comprehensive plans and feasibility studies that will improve public health and safety, enhance environmental protection and increase infrastructure sustainability. Funding is available for projects that support improved water, sewer, drainage and other environmental infrastructure.

The next round of approvals for the 2017 Program will be based on applications received by **January 18, 2017**. Program documents can be downloaded from the Ministry's website at: http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

The **Clean Water and Wastewater Fund** (CWWF) supports the rehabilitation of local government drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems. Canada and British Columbia governments are investing up to \$373.6 million under CWWF to support infrastructure projects in communities across the province.

The intake deadline is **November 23, 2016**. All proponents must complete and submit an on-line application form. Please read the CWWF Program Guide to ensure you have completed your application in full. Applications are to be submitted online through the CWWF program website at: www.gov.bc/cleanwaterwastewaterfund

"Original signed by"

Liam Edwards
Executive Director
Local Government Infrastructure and Finance Division
Ministry of Community, Sport and Cultural Development

FOR IMMEDIATE RELEASE

October 27, 2016

UNITING FORCES TO EXPLORE OPPORTUNITIES FOR ISLAND VALUE-ADDED WOOD INDUSTRY

COURTENAY – An economic development project on the Island will help support and expand an industry with huge growth potential: value-added wood production.

Led by the Vancouver Island Economic Alliance, a group of community and private sector stakeholders are partnering to help fund the project, with the Island Coastal Economic Trust contributing half of the \$60,000 budget.

“More than a hundred small and medium-sized value-added wood producers exist on the Island, but these individual companies haven’t yet coalesced as a group to identify and pursue sector-wide growth strategies,” said George Hanson, President of VIEA. “This project will clearly identify the industry players, economic impact of the sector, and will help chart a way forward to spur growth.”

Projects like this are a great fit for ICET’s Economic Development Readiness program, providing financial support to bring partners together in pursuit of a goal that is beyond-the-scope of any single stakeholder.

The forest industry is historically important to the Island economy, and identifying and growing opportunities in secondary manufacturing is seen as a clear destination for economic development, according to the results of seven community dialogue sessions conducted in 2016 by VIEA in partnership with the Canadian Wood Council, and BC Wood.

“There’s an opportunity here to build an innovative value-added wood products sector on Vancouver Island,” said Phil Kent, ICET Chair. “It is time for us to take a look at our resources, the availability of certain timber species, with a new lens trained towards modern value-added transformation opportunities.”

The project is scheduled to launch this November, and includes delivery of an inventory of value-added wood producers on the Island and economic impact reports highlighting the value of the industry and showing the multiplier effect that comes from local wood product procurement.

Most significantly, the project will detail the prospects and general economics for ‘transformative’ investment opportunities, for creation of local value-added industries such as glulam plants, (glued laminated timber), wood insulation manufacturers, pressure treatment plants, and more.

“This project, while modest in its total budget, will provide significant information and value for several forestry dependent communities in our region,” said Kent. “This sector of the economy already exists and is poised for growth; working together, we’ll help invigorate and leverage the opportunities for stronger impact.”

About the Island Coastal Economic Trust

Created by the Province of BC in 2006, the Island Coastal Economic Trust is celebrating its tenth year of investment in economic diversification, planning and regional revitalization.

ICET is independently governed by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees from the Island and Coast. 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. ICET investments have leveraged over \$270 million in investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

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

George Hanson, President
Vancouver Island Economic Alliance
Tel. 250-667-5225
George@viea.ca



Ms. Josie Osborne
Chair
Alberni-Clayoquot Regional District
3008 5th Ave
PORT ALBERNI BC V9Y 2E3



Files Closed from July 1 to September 30, 2016

Alberni-Clayoquot Regional District

1. Requests for Information or Assistance		0
2. Complaints with No Investigation		1
<i>a. Assistance and/or referral</i>		1
<i>b. Refused (discretion)</i>		
• More than one year between event and complaint		0
• Insufficient personal interest		0
• Available remedy		0
• Frivolous/vexatious/trivial matter		0
• Can consider without further investigation		0
• No benefit to complainant or person aggrieved		0
• Complaint abandoned		0
• Complaint withdrawn		0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>		0
<i>d. Not a matter of administration</i>		0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>		0
3. Complaints Investigated		0
<i>a. Not a matter of administration</i>		0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>		0
<i>c. Investigation ceased (discretion) - No findings</i>		
• More than one year between event and complaint		0
• Insufficient personal interest		0
• Available remedy		0
• Frivolous/vexatious/trivial matter		0
• Can consider without further investigation		0
• No benefit to complainant or person aggrieved		0
• Complaint abandoned		0
• Complaint withdrawn		0
• Complaint settled		0

d. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
e. Investigation completed - Findings - Not substantiated	0	
4. Ombudsperson Initiated Investigations		0
a. Investigation ceased (discretion) - No findings	0	
b. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
c. Investigation completed - Findings - Not substantiated	0	



Jay Chalke
 Ombudsperson
 Province of British Columbia

12/10/2016

NEWS RELEASE

For Immediate Release
2016TRAN0338-002232
Nov. 1, 2016

Ministry of Transportation and Infrastructure

Study concludes Highway 4 improvements outweigh investment in connector

PORT ALBERNI – The Province is launching engineering work for Highway 4 corridor upgrades and safety improvements, following a review of the Highway 4 Horne Lake Connector business case, which concluded that an alternative route between Port Alberni and Highway 19 is not financially feasible.

“As part of our commitment through B.C. on the Move, we assessed the costs and benefits of an alternative connection between the Island Highway and Port Alberni,” said Transportation and Infrastructure Minister Todd Stone. “We have concluded that the costs of constructing and maintaining a new highway outweigh the expected benefits for travellers. Moving forward, we are looking at making a number of improvements to ensure this section of Highway 4, which is vital to Vancouver Island’s economy, continues to meet the needs of the communities it serves.”

The study examined various alignments around Horne Lake and estimated construction, operating and maintenance costs. Recognizing that the Highway 4 corridor between Highway 19 and Port Alberni will remain an important east-west transportation route with or without a new connector, the study developed and analyzed potential improvements to increase the safety, reliability and capacity of this section of the existing corridor.

The report, based on a 35-year analysis period, confirms the estimated total cost of a Horne Lake Connector would be about \$92 million. Investing approximately \$24 million in improvements to the existing highway is projected to have a comparable return in terms of safety and user benefits.

While the new route would result in travel-time savings for the 8% of travellers going to and from the North Island, the remaining 92% of travellers would see no net benefit. As such, the Government of British Columbia is not considering the building of a Horne Lake connector route at this time. Instead, government will focus on upgrades to improve the safety, mobility and reliability of Highway 4 between Port Alberni and Highway 19.

The Ministry of Transportation and Infrastructure is initiating engineering work on the following projects:

- safety improvements at Cathedral Grove, which is an increasingly popular tourist destination where the demand for parking now exceeds the room available in the busy summer tourist season;
- extension of the westbound passing lane near the Port Alberni “Hump” including improvements at the brake check to improve corridor mobility and commercial vehicle safety;

- an upgrade to the Highway 4/Highway 19 interchange by adding a westbound acceleration lane for drivers exiting Highway 19 and merging onto Highway 4; and
- widening the highway at Angel Rock, using a retaining wall structure to allow both sides to have roadside barriers as well as wider shoulders.

Ministry staff will continue to engage with the communities and all key stakeholders to discuss the report findings and future highway improvements. Engineering work and consultation for these projects is expected to take at least one year.

Over the past five years, the Province has invested approximately \$1.8 million in safety enhancements along this 40-kilometre stretch of highway, including:

- a new left-turn lane at Whiskey Creek;
- a roadside barrier near Cameron Lake;
- centreline rumble strips between Qualicum and Port Alberni;
- better roadside delineation at various locations; and
- seasonal speed reader boards to remind travellers of the reduced speed limit through Cathedral Grove.

Learn More:

The Highway 4 Horne Lake Connector business case report is available on the ministry's website: <http://www2.gov.bc.ca/gov/content/transportation/transportation-reports-and-reference/reports-studies/vancouver-island>

Media Contact:

Media Relations
Ministry of Transportation and Infrastructure
250 356-8241

Connect with the Province of B.C. at: www.gov.bc.ca/connect

Chair- Josie Osbourne
Alumni- Clayoquot R.D.,

RECEIVED

NOV 02 2016

November 1, 2016

Dear Mayors, Councillors, Regional District Directors,

This is a follow-up letter to our letter of September 14, 2016 regarding the issue of **Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction in BC.**

We have included 5 strategies for Police to accompany the 10 strategies for City Councils that we sent previously.

We have also included a poster from the Vancouver "Buying Sex is a Crime" billboard and poster campaign. The Archdiocese of BC has sponsored this campaign, and they have also set up an excellent new website on trafficking locally: thetraffickedhuman.org.

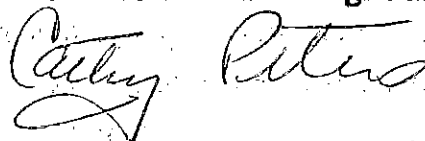
We would like to see the 2 E's: **Enforcement and Education**. 1. **Enforcement of the law** (Protection of Communities and Exploited Persons Act): Local police need basic training to the issue of Human trafficking/sexual exploitation, youth and child exploitation, youth porn use and addiction. 2. **Education**: Our youth need education about the seriousness of this issue. For example, "sexting" has become "cool", but it is child pornography and illegal under the criminal Code even between consenting minors. In the same way we have stringent rules for children learning to drive cars (age restrictions, training requirements, L and N levels of competency) we need to start comprehensive "**cyberspace safety training**" to encourage "**good humane digital citizens**" so that youth understand the serious irretrievable consequences of online presence (it is permanent and enduring becoming their "life brand").

We would like to hear what proactive steps your community is taking to address this issue of Human trafficking/sexual exploitation.

If you need more materials or would like a presentation to any stakeholder/community/advisory group, please let me know.

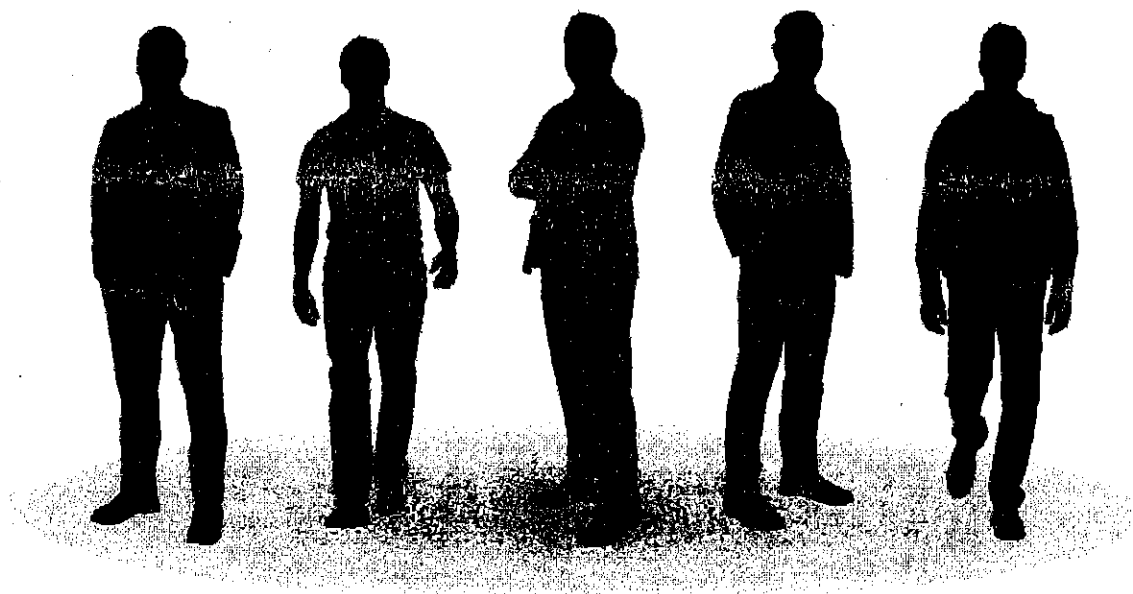
Key: It is not acceptable that women and children can be bought and sold in a modern equal society.

Most sincerely, Mrs. Cathy Peters



5 Strategies for Police:

1. **AWARENESS:** All Police need to be aware of the issue. Take HT training courses (Police Knowledge Network, OCTIP; Office to Combat Training In Persons). Read "Invisible Chains" by UBC law professor, Benjamin Perrin. Incorporate the United Nations 4 Pillars: Prevention, Protection, Prosecution, Partnerships
2. **ADDRESS DEMAND:** Until there is a deterrent for demand, this crime will flourish exponentially. Johns and the buyers of sex need to be targeted and charged; this is the law (Protection of Communities and Exploited Persons Act).
3. **SCHOOL LIASONS:** Develop positive and strong liasons with elementary and high school students. Young people are vulnerable and are being targeted. "Education is our greatest weapon".
4. **INVENTORY SCAN:** Assess your community. Look for sex ads (Backpage, Craigslist, the newspaper, Georgia Strait); these will lead you to the buyers and sellers. List the businesses that are endemic to HT: escort services, modelling agencies, casinos, adult entertainment centers, tattoo parlours, holistic health centers, nail spas, day spas, massage parlours, strip clubs, cheap hotels. Be aware of their services/clientele. List all your community resources to support victims.
5. **COLLABORATION AND BEST PRACTICES:** Share information with other agencies, RCMP, FBI, Interpol. Where are the best practices in the country? In the world? Halifax police addresses the North Preston and Preston "Finest" gang, RCMP operated "Northern Spotlight Operations", London Ontario has veteran frontline worker and police educator Megan Walker (1-519-432-2204) from the London Women's Abuse Center, Montreal vice unit, Peel Region Police in Hamilton in collaboration with survivor Tamea Nagy, Edmonton vice unit, Winnipeg police and the Tracia Trust in Manitoba, York police in Toronto with survivor Casandra Diamond of Bridge North, Ottawa police (made recent massage parlour sweep). Washington State with former Congresswoman Linda Smith and NGO "Shared Hope"; Seattle using Nordic Model. Sweden has successfully implemented and funded the Nordic Model of Law for the past 17 years: contact Detective Inspector Simon Haggstrom head of the Stockholm Police Prostitution Unit (his work is to charge johns).



Buying sex is a crime.

thetraffickedhuman.org



TO: AVICC Corporate Officers
FROM: Liz Cookson
DATE: November 1, 2016
RE: **AVICC Resolutions Notice/Request for Submission;
Call for Nominations for AVICC Executive Committee;
Call for Presentations**

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

Resolutions Notice/Request for Submission and Call for Nominations

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Price on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Call for Presentations – 2017 AVICC AGM & Convention

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at

http://ubcm.formstack.com/forms/avicc_2017_session_proposal by **December 2, 2016.**

2016 AVICC AGM & Convention Minutes

The Minutes of the 67th Annual Convention held April 8-10, 2016 in Nanaimo are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Nanaimo Convention.

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 1, 2016

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

All three issues noted above will continue to be improved by adhering to the following two recommendations:

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,



Councillor Barbara Price,
President, AVICC



2017 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

SUBMISSION REQUIREMENTS

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

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

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
 - Background documentation **must** accompany each resolution submitted.

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

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

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

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

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

UBCM RESOLUTIONS PROCESS

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

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

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

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

Preamble:

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

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

Enactment Clause:

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

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

How to Draft a Resolution:

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

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

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

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

3. Provide factual background information.

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

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

i **Supplementary Memo:**

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

ii **Council/Board Report:**

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

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

4. Construct a brief, descriptive title.

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

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

5. Check legislative references for accuracy.

Where necessary, identify:

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

6. Focus on issues that are province-wide.

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

7. Avoid repeat resolutions.

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

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

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

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

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

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

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

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

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

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca

AVICC AGM & Convention – April 7-9, 2017 – Campbell River



2017 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

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

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

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

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

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

3. NEXT STEPS

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

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 21, 2017**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC

4. AT CONVENTION

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

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

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

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

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

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

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

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC



Notice of Engagement

Pacific Traverse Trail Project

Ucluelet, BC, November 1, 2016

Pacific Rim National Park Reserve is delighted to announce a new multi-use trail which will connect the towns of Tofino and Ucluelet with the park reserve. Approximately 28 km of trail will link the existing paved pathways constructed in nearby communities with the beaches and hiking trails of Pacific Rim National Park Reserve. Once complete, the trail will provide a high quality experience to a wide cross section of visitors and residents alike, and offer a new way of accessing park attractions.

To start the project, Parks Canada initiated a *Detailed Impact Analysis* to identify areas of the park reserve that are not suitable for a trail – including important wildlife corridors, critical habitat for species at risk, areas of high cultural sensitivity, and areas that would present a risk to visitor safety, among other things. Based on the results of this information, and the advice of local experts and Parks Canada staff, it has become clear that, to have the least environmental impact, there is a fairly defined area in the park reserve that will be suitable for a trail. Moving forward with this information, a bio-inventory has been conducted, documenting plant communities, aquatic and wildlife habitat, species presence, sensitive ecosystems, and rare species. As well, a cultural resource inventory is being completed by the Tla-o-qui-aht and Yuu-thlu-ilth-aht First Nations along the route identified as suitable for a trail.

Pacific Rim National Park Reserve is hosting public information sessions in the towns of Ucluelet and Tofino, as well as the community of Hitatcu and at the Tin Wis Resort to share the developments of this project with the community. The sessions serve to help residents become more familiar with the proposed trail, the project timelines, and what to expect when the trail is completed. Parks Canada is very excited about this project and the benefits the trail will bring to local residents, the local economy, and to visitors enjoying the area.

Residents who are interested in learning more about this exciting project are invited to join to staff from Pacific Rim National Park Reserve in these public information sessions on the dates below.

November 30, 2016	Yuu-thlu-ilth-aht Government Building	5:00 – 7:00 pm
December 2, 2016	Ucluelet Community Centre	5:00 – 7:00 pm
December 8, 2016	Tofino Council Chambers	5:00 – 7:00 pm
December 12, 2016	Tin Wis Resort, Wickaninnish Centre	5:00 – 7:00 pm

Funding for the new \$17.7 million multi-use trail was announced on March 22, 2016 as part of the Government of Canada’s Budget 2016. Visit http://www.budget.gc.ca/2016/docs/plan/ch2-en.html#_Toc446106694 to learn more about Budget 2016, and how Parks Canada is investing in infrastructure to ensure Canadians can continue to enjoy our world-class national parks system.

Information:

Jessie Hannigan
Project Liaison
Pacific Rim National Park Reserve
Parks Canada
250-726-7165 ext. 502
Jessie.Hannigan@pc.gc.ca

TO: Board of Directors
FROM: Teri Fong, CPA, CGA, Manager of Finance
DATE OF MEETING: November 9, 2016
RE: Finance Warrant No.570

Recommendation:

That the Board of Directors approves Finance Warrant Number 570 in the amount of \$1,789,001.11 dated October 31, 2016.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATIONS ISSUES - none

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



Cheque Register - Detail - Supp.



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Supplier : 0002 To Z4209
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 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0010	4IMPRINT INC.					
39745	25-Oct-2016	Issued	285	C	2236.43	
4924632	01-4-2500-000	PAYABLES - TRADE		2236.43		
Invoice Description --> AVL - ADVERTISING - MMBC SPORTS BOTTLES						
Total :				2236.43	0.00	2236.43
Supplier Total :				2236.43	0.00	2236.43
0076	666082 BC LTD (ALBERNI VALLEY BULLDOGS)					
39736	12-Oct-2016	Issued	273	C	10985.62	
2291 - 2ND PMT	01-4-2500-000	PAYABLES - TRADE		10985.62		
Invoice Description --> ALV - ADVERTISING - BULLDOGS						
Total :				10985.62	0.00	10985.62
Supplier Total :				10985.62	0.00	10985.62
0012	ABELL PEST CONTROL INC					
39746	25-Oct-2016	Issued	285	C	178.50	
09706755	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVL - RECYCLING DEPOT - PEST CONTROL						
10677128	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVL - RECYCLING DEPOT - PEST CONTROL						
Total :				178.50	0.00	178.50
Supplier Total :				178.50	0.00	178.50
0016	ACE COURIER SERVICES					
00152-0001	28-Oct-2016	Issued	284	T	354.37	
14182219	01-4-2500-000	PAYABLES - TRADE		161.75		
Invoice Description --> BWS - WATER TESTING \$52.90, BCWS - WATER SYSTEM SUPPLIES \$101.16						
14182503	01-4-2500-000	PAYABLES - TRADE		192.62		
Invoice Description --> BUILDING INSPECTION - \$32.94, BCWS \$125.28, SB - \$25.23						
Total :				354.37	0.00	354.37
Supplier Total :				354.37	0.00	354.37
0046	ACKER, JAMES					
39735	12-Oct-2016	Issued	273	C	259.00	
REFUND - BC16-11	01-4-2500-000	PAYABLES - TRADE		259.00		
Invoice Description --> REFUND BUILDING PERMIT BC16-11						
Total :				259.00	0.00	259.00
Supplier Total :				259.00	0.00	259.00
0030	ACKER, JAMES-GRAINGER INC.					
00151-0001	14-Oct-2016	Issued	272	T	13.75	

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit	Amount	
9229262853	01-4-2500-000	PAYABLES - TRADE		13.75			
Invoice Description -->		LBA - OFFICE SUPPLIES					
Total :				13.75	0.00	13.75	
00152-0002	28-Oct-2016		Issued	284	T	266.52	
9244359775	01-4-2500-000	PAYABLES - TRADE		103.61			
Invoice Description -->		LBA - OFFICE SUPPLIES					
9244359783	01-4-2500-000	PAYABLES - TRADE		162.91			
Invoice Description -->		LBA - OFFICE SUPPLIES					
Total :				266.52	0.00	266.52	
Supplier Total :				280.27	0.00	280.27	
0056	AIRGAS CANADA INC.						
39748	25-Oct-2016		Issued	285	C	24.49	
298139	01-4-2500-000	PAYABLES - TRADE		24.49			
Invoice Description -->		BCWS - OXYGEN					
Total :				24.49	0.00	24.49	
Supplier Total :				24.49	0.00	24.49	
0060	ALBERNI COMMUNICATIONS & ELECTRONICS						
00152-0003	28-Oct-2016		Issued	284	T	214.99	
22217	01-4-2500-000	PAYABLES - TRADE		22.35			
Invoice Description -->		BCVFD - EQUIPMENT					
22223	01-4-2500-000	PAYABLES - TRADE		192.64			
Invoice Description -->		SLVFD - EQUIPMENT					
Total :				214.99	0.00	214.99	
Supplier Total :				214.99	0.00	214.99	
0021	ALBERNI DISTRICT CO-OP ASSOCIATION						
39747	25-Oct-2016		Issued	285	C	765.33	
SLVFD - SEPT/16	01-4-2500-000	PAYABLES - TRADE		24.52			
Invoice Description -->		SLVFD- SEPT 2016 FUEL COSTS					
ACRD - SEPT/16	01-4-2500-000	PAYABLES - TRADE		740.81			
Invoice Description -->		ACRD - SEPT 2016 FUEL COSTS					
Total :				765.33	0.00	765.33	
Supplier Total :				765.33	0.00	765.33	
0090	ALBERNI DISTRICT FALL FAIR ASSOCIATION						
39749	25-Oct-2016		Issued	285	C	472.50	
SASLMP2016	01-4-2500-000	PAYABLES - TRADE		472.50			
Invoice Description -->		SLMP - BOAT STORAGE FOR 2016-17					

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				472.50	0.00	472.50
Supplier Total :				472.50	0.00	472.50
<hr/>						
0032	ALBERNI LANDSCAPING					
000152-0004	28-Oct-2016	Issued	284	T		1039.50
6171	01-4-2500-000	PAYABLES - TRADE		199.50		
Invoice Description -->		AVRA - JAPANESE KNOTWEED CONTROL				
6170	01-4-2500-000	PAYABLES - TRADE		840.00		
Invoice Description -->		AVRA - GROUNDS MAINTENANCE				
Total :				1039.50	0.00	1039.50
Supplier Total :				1039.50	0.00	1039.50
<hr/>						
0213	ALBERNI TOWING					
039750	25-Oct-2016	Issued	285	C		483.00
24087	01-4-2500-000	PAYABLES - TRADE		483.00		
Invoice Description -->		BCVFD - TRAINING				
Total :				483.00	0.00	483.00
Supplier Total :				483.00	0.00	483.00
<hr/>						
0270	ANDREW SHERET LTD.					
000151-0002	14-Oct-2016	Issued	272	T		768.30
03-080055	01-4-2500-000	PAYABLES - TRADE		-84.63		
Invoice Description -->		BCWS - METER EXCHANGE - CREDIT				
03-079948	01-4-2500-000	PAYABLES - TRADE		26.97		
Invoice Description -->		BCWS - WATER SERVICE REPAIR				
03-079947	01-4-2500-000	PAYABLES - TRADE		43.41		
Invoice Description -->		BCWS - WATER SERVICE REPAIR				
03-079949	01-4-2500-000	PAYABLES - TRADE		80.46		
Invoice Description -->		BCWS - WATER SERVIC REPAIR				
03-079703	01-4-2500-000	PAYABLES - TRADE		702.09		
Invoice Description -->		BCWS - NEW SERVICE - ARVAY RD				
Total :				768.30	0.00	768.30
Supplier Total :				768.30	0.00	768.30
<hr/>						
0404	ASHMORE, RICHARD					
039751	25-Oct-2016	Issued	285	C		250.00
2016 - 1003	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - ASHMORE				
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
0394	ASSOCIATED FIRE SAFETY EQUIPMENT						
000151-0003	14-Oct-2016	Issued	272	T		4431.79	
15492	01-4-2500-000	PAYABLES - TRADE			2197.39		
Invoice Description --> BCVFD - EQUIPMENT							
15491	01-4-2500-000	PAYABLES - TRADE			2234.40		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					4431.79	0.00	4431.79
000152-0005	28-Oct-2016	Issued	284	T		90.04	
15554	01-4-2500-000	PAYABLES - TRADE			90.04		
Invoice Description --> SLVFD - MAINTENANCE							
Total :					90.04	0.00	90.04
Supplier Total :					4521.83	0.00	4521.83
0521	BARKLEY COMMUNITY FOREST CORPORATION						
39752	25-Oct-2016	Issued	285	C		10000.00	
2016-02	01-4-2500-000	PAYABLES - TRADE			10000.00		
Invoice Description --> SB TRANSPORTATION - WENDY CREEK BRIDGE REPAIR							
Total :					10000.00	0.00	10000.00
Supplier Total :					10000.00	0.00	10000.00
0660	BC HYDRO						
39753	25-Oct-2016	Issued	285	C		5883.91	
400002718996	01-4-2500-000	PAYABLES - TRADE			505.86		
Invoice Description --> SLVFD - LAKESHORE RD FIRE HALL							
400002719442	01-4-2500-000	PAYABLES - TRADE			5378.05		
Invoice Description --> HYDRO - ACRD CONSOLIDATED							
Total :					5883.91	0.00	5883.91
39782	26-Oct-2016	Issued	287	C		520.92	
104009168152	01-4-2500-000	PAYABLES - TRADE			520.92		
Invoice Description --> BVFD - HYDRO							
Total :					520.92	0.00	520.92
Supplier Total :					6404.83	0.00	6404.83
0700	BC TRANSIT						
39754	25-Oct-2016	Issued	285	C		17527.00	
816602	01-4-2500-000	PAYABLES - TRADE			17527.00		
Invoice Description --> SEPT 2016 CUSTOM TRANSIT							
Total :					17527.00	0.00	17527.00
Supplier Total :					17527.00	0.00	17527.00

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 Batch No. : All

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
0740	BEAVER CREEK HOME CENTER						
000152-0006	28-Oct-2016	Issued	284	T		813.59	
1609-924861	01-4-2500-000	PAYABLES - TRADE			6.47		
Invoice Description --> SLVFD - HALL REPAIRS							
1609-924607	01-4-2500-000	PAYABLES - TRADE			13.63		
Invoice Description --> SLVFD - HALL MAINTENANCE							
1609-923945	01-4-2500-000	PAYABLES - TRADE			18.24		
Invoice Description --> SLVFD - HALL #3 - UPGRADES - CAPITAL							
1609-923673	01-4-2500-000	PAYABLES - TRADE			27.10		
Invoice Description --> SLVFD - HALL #3 - UPGRADES - CAPITAL							
1609-926219	01-4-2500-000	PAYABLES - TRADE			35.93		
Invoice Description --> SLVFD - EQUIPMENT							
1609-928700	01-4-2500-000	PAYABLES - TRADE			39.80		
Invoice Description --> SLVFD - TRAINING SITE							
1609-932153	01-4-2500-000	PAYABLES - TRADE			45.63		
Invoice Description --> AVLF - 3RD AVE RECYCLING DEPOT							
1608-143184-REVEF	01-4-2500-000	PAYABLES - TRADE			50.47		
Invoice Description --> SLVFD - EQUIPMENT							
1609-937208	01-4-2500-000	PAYABLES - TRADE			60.33		
Invoice Description --> SLVFD - EQUIPMENT							
1609-932829	01-4-2500-000	PAYABLES - TRADE			78.47		
Invoice Description --> SLVFD - TRAINING SITE							
1609-932907	01-4-2500-000	PAYABLES - TRADE			82.19		
Invoice Description --> SLVFD - EQUIPMENT							
1609-926792	01-4-2500-000	PAYABLES - TRADE			88.45		
Invoice Description --> SLVFD - TRAINING SITE							
1609-933075	01-4-2500-000	PAYABLES - TRADE			126.66		
Invoice Description --> SLVFD - EQUIPMENT							
1609-923065	01-4-2500-000	PAYABLES - TRADE			140.22		
Invoice Description --> SLVFD - HALL #3 UPGRAGES - CAPITAL							
Total :					813.59	0.00	813.59
Supplier Total :					813.59	0.00	813.59

0785	BERKS INTERTRUCK LTD.						
000152-0007	28-Oct-2016	Issued	284	T		2624.22	
151094	01-4-2500-000	PAYABLES - TRADE			4.95		
Invoice Description --> BCVFD - TRUCK #52 - MAINTENANCE							
30798	01-4-2500-000	PAYABLES - TRADE			735.56		
Invoice Description --> SLVFD - TRUCK #41 - MAINTENANCE							
30808	01-4-2500-000	PAYABLES - TRADE			802.83		
Invoice Description --> SLVFD - TRUCK #43 - MAINTENANCE							
31109	01-4-2500-000	PAYABLES - TRADE			1080.88		
Invoice Description --> SLVFD - TRUCK #41 - MAINTENANCE							
Total :					2624.22	0.00	2624.22
Supplier Total :					2624.22	0.00	2624.22

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
0791	BERRY & VALE CONTRACTING LTD						
000151-0004	14-Oct-2016	Issued	272	T		106020.24	
1969	01-4-2500-000	PAYABLES - TRADE			37848.37		
Invoice Description --> WCLF - SEPT CONTRACT - \$34,893.52, FREON \$192, OTHER \$960.54							
1968	01-4-2500-000	PAYABLES - TRADE			68171.87		
Invoice Description --> AVLF - SEPT CONTRACT - \$63495.41, FREON \$624, MMBC \$806.18							
Total :					106020.24	0.00	106020.24
Supplier Total :					106020.24	0.00	106020.24
0825	BLACK PRESS GROUP LTD.						
000152-0008	28-Oct-2016	Issued	284	T		590.21	
332992005	01-4-2500-000	PAYABLES - TRADE			590.21		
Invoice Description --> BCWS \$80.01, AVLF - 3RD AVE RECYCLING \$154.89, PLANNING\$160.02, MWS \$167.19							
Total :					590.21	0.00	590.21
Supplier Total :					590.21	0.00	590.21
0843	BLUE ATLAS SAWMILLS LTD						
339755	25-Oct-2016	Issued	285	C		5152.00	
444	01-4-2500-000	PAYABLES - TRADE			5152.00		
Invoice Description --> AVLF - POST & BEAMS \$1,150, AVRA - \$3,450							
Total :					5152.00	0.00	5152.00
Supplier Total :					5152.00	0.00	5152.00
0914	BOWERMAN EXCAVATING LTD						
000152-0009	28-Oct-2016	Issued	284	T		408006.99	
8938	01-4-2500-000	PAYABLES - TRADE			408006.99		
Invoice Description --> AVRA - RUNWAY EXTENSION - PROGRESS CLAIM #5 - CAPITAL							
Total :					408006.99	0.00	408006.99
Supplier Total :					408006.99	0.00	408006.99
0950	BRETT, KENNETH						
000152-0010	28-Oct-2016	Issued	284	T		1000.00	
BRE176264	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						
000151-0005	14-Oct-2016	Issued	272	T		3307.50	
2016-09	01-4-2500-000	PAYABLES - TRADE			3307.50		
Invoice Description --> BWS - SEPT 2016 CONTRACTOR							

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Medium :
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				3307.50	0.00	3307.50
Supplier Total :				3307.50	0.00	3307.50

1270 CDW CANADA INC

00152-0011	28-Oct-2016		Issued	284	T	1340.52	
FMM8754	01-4-2500-000	PAYABLES - TRADE			34.42		
Invoice Description --> ACRD - COMPUTER EXPENSE							
FMT7492	01-4-2500-000	PAYABLES - TRADE			35.48		
Invoice Description --> ACRD - COMPUTER EXPENSE							
FMF2617	01-4-2500-000	PAYABLES - TRADE			1270.62		
Invoice Description --> ACRD - COMPUTER EXPENSE							
Total :					1340.52	0.00	1340.52
Supplier Total :					1340.52	0.00	1340.52

1316 CERTITECH IT SERVICES

00151-0006	14-Oct-2016		Issued	272	T	4672.50	
00192	01-4-2500-000	PAYABLES - TRADE			4672.50		
Invoice Description --> SEPT 2016 - IT SUPPORT \$4,100, BCWS - \$420							
Total :					4672.50	0.00	4672.50
Supplier Total :					4672.50	0.00	4672.50

1442 CHINOOK HELICOPTERS (1982) LTD

39760	25-Oct-2016		Issued	285	C	1708.88	
2709	01-4-2500-000	PAYABLES - TRADE			1708.88		
Invoice Description --> LBA - LANDING FEE REFUND							
Total :					1708.88	0.00	1708.88
Supplier Total :					1708.88	0.00	1708.88

1402 CHRISTINA BENTY

39758	25-Oct-2016		Issued	285	C	1750.00	
48A	01-4-2500-000	PAYABLES - TRADE			1750.00		
Invoice Description --> ACRD - ASSET MANAGEMENT WORKSHOP							
Total :					1750.00	0.00	1750.00
Supplier Total :					1750.00	0.00	1750.00

1342 CITY OF PORT ALBERNI

00151-0007	14-Oct-2016		Issued	272	T	45652.22	
341	01-4-2500-000	PAYABLES - TRADE			45652.22		
Invoice Description --> BCWS - BULK WATER PURCHASE MAY 1 - AUG 31/16							
Total :					45652.22	0.00	45652.22

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000152-0012	28-Oct-2016	Issued	284	T		10972.92
SEPT30/16-AVLF	01-4-2500-000	PAYABLES - TRADE		1568.35		
Invoice Description --> AVLF - 3RD AVE DEPOT - SIDEWALK - CAPITAL - ALVF - SEWAGE						
2016-MFA #64	01-4-2500-000	PAYABLES - TRADE		3025.08		
Invoice Description --> CPA - MFA ISSUE #64 SURPLUS DISTRIBUTION						
OCT 2016 - MFA	01-4-2500-000	PAYABLES - TRADE		6379.49		
Invoice Description --> CPA - MFA DEBT RESERVE REFUND						
Total :				10972.92	0.00	10972.92
Supplier Total :				56625.14	0.00	56625.14

1436	COASTAL CONCEPT DEVELOPMENTS					
39759	25-Oct-2016	Issued	285	C		70.23
SEPT.29/16	01-4-2500-000	PAYABLES - TRADE		70.23		
Invoice Description --> LBA - LEASEHOLD IMPROVEMENTS - WEATHER STATION						
Total :				70.23	0.00	70.23
Supplier Total :				70.23	0.00	70.23

0801	CORIX WATER PRODUCTS LTD.					
000151-0008	14-Oct-2016	Issued	272	T		5576.14
1061706276	01-4-2500-000	PAYABLES - TRADE		-277.37		
Invoice Description --> BWS - CREDIT WATER SYSTEM SUPPLIES						
10616097841	01-4-2500-000	PAYABLES - TRADE		142.01		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
10616123096	01-4-2500-000	PAYABLES - TRADE		5711.50		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
Total :				5576.14	0.00	5576.14
000152-0013	28-Oct-2016	Issued	284	T		1088.68
10616115816	01-4-2500-000	PAYABLES - TRADE		1088.68		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
Total :				1088.68	0.00	1088.68
Supplier Total :				6664.82	0.00	6664.82

1722	DELTA VANCOUVER SUITES					
39781	25-Oct-2016	Issued	286	C		13806.00
M-7L4Y97Z	01-4-2500-000	PAYABLES - TRADE		13806.00		
Invoice Description --> UBCM - 2017 CONFERENCE						
Total :				13806.00	0.00	13806.00
Supplier Total :				13806.00	0.00	13806.00

1779	DOLAN'S GASFITTING & HEATING LTD					
39761	25-Oct-2016	Issued	285	C		1780.33

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
7576	01-4-2500-000	PAYABLES - TRADE			1787.63		
Invoice Description --> ACRD - BUILDING REPAIRS & MAINTENANCE							
Total :					1787.63	0.00	1787.63
Supplier Total :					1787.63	0.00	1787.63
1852	DUNBAR, SARAH						
39737	12-Oct-2016	Issued	273	C			343.00
BC16-09-REFUND	01-4-2500-000	PAYABLES - TRADE			343.00		
Invoice Description --> REFUND BUILDING PERMIT BC16-09							
Total :					343.00	0.00	343.00
Supplier Total :					343.00	0.00	343.00
1847	DUPERE, JOHANNE						
00152-0014	28-Oct-2016	Issued	284	T			200.00
DUP176265	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						
00150-0001	07-Oct-2016	Issued	264	T			1750.00
EDUVALL75938	01-4-2500-000	PAYABLES - TRADE			1750.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
Total :					1750.00	0.00	1750.00
Supplier Total :					1750.00	0.00	1750.00
1934	EDEN TREE FARM AND GARDENING						
39738	12-Oct-2016	Issued	273	C			4961.25
#2SEPT16	01-4-2500-000	PAYABLES - TRADE			4961.25		
Invoice Description --> PLANNING - AGRICULTURAL SUPPORT							
Total :					4961.25	0.00	4961.25
Supplier Total :					4961.25	0.00	4961.25
1977	ENVIRONMENTAL DYNAMICS INC						
39763	25-Oct-2016	Issued	285	C			441.00
6085	01-4-2500-000	PAYABLES - TRADE			441.00		
Invoice Description --> SB - RECREATION - BOAT RAMP GATHERING PLACE INFILLING - CAPITAL							
Total :					441.00	0.00	441.00

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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 :				441.00	0.00	441.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1970	EQUIFAX CANADA INC.					
39762	25-Oct-2016		285	C	6.20	
9929879	01-4-2500-000	PAYABLES - TRADE		6.20		
Invoice Description -->		WCLF - CREDIT CHECK FEES				
Total :				6.20	0.00	6.20
Supplier Total :				6.20	0.00	6.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1979	ERIK LARSEN DIESEL CO. LTD.					
00152-0015	28-Oct-2016		284	T	585.64	
714342	01-4-2500-000	PAYABLES - TRADE		225.69		
Invoice Description -->		LBA - VEHICLE MAINTENANCE - DUMPTRUCK				
714222	01-4-2500-000	PAYABLES - TRADE		359.95		
Invoice Description -->		LBA - TRACKER - MAINTENANCE				
Total :				585.64	0.00	585.64
Supplier Total :				585.64	0.00	585.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1990	EVITT ELECTRIC					
00152-0016	28-Oct-2016		284	T	8328.37	
96207C	01-4-2500-000	PAYABLES - TRADE		5.60		
Invoice Description -->		SLVFD - EQUIPMENT				
96094C	01-4-2500-000	PAYABLES - TRADE		50.67		
Invoice Description -->		SLVFD - BUILDING MAINTENANCE				
3973	01-4-2500-000	PAYABLES - TRADE		8272.10		
Invoice Description -->		SLVFD - HALL #3 - UPGRADES - CAPITAL				
Total :				8328.37	0.00	8328.37
Supplier Total :				8328.37	0.00	8328.37

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2099	FOOTPRINTS SECURITY PATROL INC.					
00152-0017	28-Oct-2016		284	T	396.91	
67335	01-4-2500-000	PAYABLES - TRADE		396.91		
Invoice Description -->		SL PARKS - DICKSON PARK - SECURITY				
Total :				396.91	0.00	396.91
Supplier Total :				396.91	0.00	396.91

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2140	GEDDES, RICHARD D.					
00152-0018	28-Oct-2016		284	T	55.00	
RG-SLVFD0176267	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description -->		SLVFD - MONTHLY PHONE REIMBURSEMENT				
Total :				55.00	0.00	55.00

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Supplier Total :					55.00	0.00	55.00
<hr/>							
2485	HOLDER, DAN						
39740	12-Oct-2016	Issued	273	C			7612.51
SEPT30/16 - FSC	01-4-2500-000	PAYABLES - TRADE			1036.88		
Invoice Description --> FIRE SERVICES COORDINATOR - SEPT 2016							
AUG31/16 - FSC	01-4-2500-000	PAYABLES - TRADE			3110.63		
Invoice Description --> FIRE SERVICES COORDINATOR - CONTRACTOR - AUG 2016							
AUG31/16	01-4-2500-000	PAYABLES - TRADE			3465.00		
Invoice Description --> EMERGENCY SERVICES COORDINATOR - AUG 2016							
Total :					7612.51	0.00	7612.51
<hr/>							
39765	25-Oct-2016	Issued	285	C			3465.00
SEPT30/16-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00		
Invoice Description --> EMERGENCY SERVICES COORDINATOR							
Total :					3465.00	0.00	3465.00
<hr/>							
Supplier Total :					11077.51	0.00	11077.51
<hr/>							
2499	HOMETOWN AUTOMOTIVE LTD.						
00152-0019	28-Oct-2016	Issued	284	T			971.56
5250	01-4-2500-000	PAYABLES - TRADE			971.56		
Invoice Description --> BCWS - 2009 FORD F250 - MAINTENANCE							
Total :					971.56	0.00	971.56
<hr/>							
Supplier Total :					971.56	0.00	971.56
<hr/>							
2580	HUB FIRE ENGINES & EQUIPMENT LTD.						
39766	25-Oct-2016	Issued	285	C			732.52
IN00032050	01-4-2500-000	PAYABLES - TRADE			70.35		
Invoice Description --> SLVFD - EQUIPMENT REPAIRS							
IN000032179	01-4-2500-000	PAYABLES - TRADE			662.17		
Invoice Description --> SLVFD - EQUIPMENT - REPAIRS							
Total :					732.52	0.00	732.52
<hr/>							
Supplier Total :					732.52	0.00	732.52
<hr/>							
2748	ISLAND BEVERAGE SERVICES						
39741	12-Oct-2016	Issued	273	C			108.78
15943	01-4-2500-000	PAYABLES - TRADE			108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					108.78	0.00	108.78
<hr/>							
Supplier Total :					108.78	0.00	108.78

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
39767	25-Oct-2016	Issued	285	C		18.24
09/30/2016	01-4-2500-000	PAYABLES - TRADE		18.24		
Invoice Description --> ACRD - COMMISSION PD TO COLLECTIONS FOR A/R						
Total :				18.24	0.00	18.24
Supplier Total :				18.24	0.00	18.24

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2787	JACKSON, ROBERT					
00152-0020	28-Oct-2016	Issued	284	T		75.02
CSPNOV1276266	01-4-2500-000	PAYABLES - TRADE		75.02		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
Total :				75.02	0.00	75.02
Supplier Total :				75.02	0.00	75.02

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2840	JUSTICE INSTITUTE OF BC					
39768	25-Oct-2016	Issued	285	C		40.00
20046583	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> BCFVD - TRAINING						
Total :				40.00	0.00	40.00
Supplier Total :				40.00	0.00	40.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2337	KENNY, SCOTT					
39739	12-Oct-2016	Issued	273	C		5000.00
OCT.12/16	01-4-2500-000	PAYABLES - TRADE		5000.00		
Invoice Description --> WC MULTIPLEX - CONSULTING SERVICES						
Total :				5000.00	0.00	5000.00
Supplier Total :				5000.00	0.00	5000.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1075	KEVIN P. SMITH HOLDINGS LTD. (CANADIAN TIRE #488)					
39757	25-Oct-2016	Issued	285	C		49.26
610747	01-4-2500-000	PAYABLES - TRADE		49.26		
Invoice Description --> ACRD - WINDSHIELD WIPERS - DODGE						
Total :				49.26	0.00	49.26
Supplier Total :				49.26	0.00	49.26

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2877	KOERS & ASSOCIATES ENGINEERING LTD.					
00152-0021	28-Oct-2016	Issued	284	T		22916.96
1372-015	01-4-2500-000	PAYABLES - TRADE		88.20		
Invoice Description --> BWS - S. BAMFIELD RD - HYDRANT INSTALL - CAPITAL						
1665-001	01-4-2500-000	PAYABLES - TRADE		2973.86		
Invoice Description --> BCWS - BEAVER CREEK RD WATERMAIN - CAPITAL						
0933-030	01-4-2500-000	PAYABLES - TRADE		7478.81		

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description -->	BCWS - BEAVER CREEK WATERMAIN REPLACEMENT - CAPITAL						
1619-007	01-4-2500-000	PAYABLES - TRADE			12376.09		
Invoice Description -->	BCWS - ARVAY/PIERCE/MERSEY WATERMAIN - CAPITAL						
Total :					22916.96	0.00	22916.96
Supplier Total :					22916.96	0.00	22916.96

2890	L.B. WOODCHOPPERS LTD.						
00152-0022	28-Oct-2016	Issued	284	T	1039.68		
252828	01-4-2500-000	PAYABLES - TRADE			20.16		
Invoice Description -->	AVRA - MAINTENANCE SUPPLIES						
251793	01-4-2500-000	PAYABLES - TRADE			99.58		
Invoice Description -->	SLVFD - EQUIPMENT						
251903	01-4-2500-000	PAYABLES - TRADE			129.64		
Invoice Description -->	BCWS - NEW SERVICE CONNECTION						
251913	01-4-2500-000	PAYABLES - TRADE			790.30		
Invoice Description -->	SLVFD - EQUIPMENT RENTAL						
Total :					1039.68	0.00	1039.68
Supplier Total :					1039.68	0.00	1039.68

3025	LADY ROSE MARINE SERVICES						
00152-0023	28-Oct-2016	Issued	284	T	2336.05		
2010-22603	01-4-2500-000	PAYABLES - TRADE			31.27		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
2010-22606	01-4-2500-000	PAYABLES - TRADE			173.28		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
2010-22512	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22534	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22575	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22604	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22649	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22700	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22736	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
Total :					2336.05	0.00	2336.05
Supplier Total :					2336.05	0.00	2336.05

3008	LANE AND SURVEY AUTHORITY OF B.C.					
EFT-2	20-Oct-2016	Issued	281	E	500.00	

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0002 To Z4209
Trans. Date : 01-Oct-2016 To 31-Oct-2016
Cheque Date : 01-Oct-2016 To 31-Oct-2016
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
FT347249	01-4-2500-000	PAYABLES - TRADE		500.00		
Invoice Description --> PLANNING PROPERTY INQUIRES ACCOUNT TOP UP						
Total :				500.00	0.00	500.00
Supplier Total :				500.00	0.00	500.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3048	LANGEUAY, WARREN					
39732	03-Oct-2016	Issued	260	C		121.20
OCT.03/16	01-4-2500-000	PAYABLES - TRADE		121.20		
Invoice Description --> AVLF - OVERPAYMENT OF TIPPING FEES						
Total :				121.20	0.00	121.20
Supplier Total :				121.20	0.00	121.20

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2887	LEWKOWICH GEOTECHNICAL ENGINEERING LTD					
39769	25-Oct-2016	Issued	285	C		4817.51
46876	01-4-2500-000	PAYABLES - TRADE		1158.47		
Invoice Description --> AVLF - ACCESS ROAD - CAPITAL						
47349	01-4-2500-000	PAYABLES - TRADE		3659.04		
Invoice Description --> AVLF - ACCESS ROAD - CAPITAL						
Total :				4817.51	0.00	4817.51
Supplier Total :				4817.51	0.00	4817.51

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3117	LORDCO					
00152-0024	28-Oct-2016	Issued	284	T		98.57
350301	01-4-2500-000	PAYABLES - TRADE		98.57		
Invoice Description --> SLVFD- APPARATUS MAINTENANCE						
Total :				98.57	0.00	98.57
Supplier Total :				98.57	0.00	98.57

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3214	MARCIE DEWITT					
00151-0009	14-Oct-2016	Issued	272	T		6750.00
SEPT30/16	01-4-2500-000	PAYABLES - TRADE		6750.00		
Invoice Description --> ACHN - COORDIATOR - SEPT 2016						
Total :				6750.00	0.00	6750.00
00152-0025	28-Oct-2016	Issued	284	T		348.00
79901882	01-4-2500-000	PAYABLES - TRADE		348.00		
Invoice Description --> ACHN - REIMBURSEMENT FOR GO TO MEETING STARTER ANNUAL PLAN						
Total :				348.00	0.00	348.00
Supplier Total :				7098.00	0.00	7098.00

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Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000152-0026	28-Oct-2016	Issued	284	T		7876.58
2231 051194	01-4-2500-000	PAYABLES - TRADE		7876.58		
Invoice Description --> AV REGIONAL WATER - SPROAT LAKE WATER SUPPLY						
Total :				7876.58	0.00	7876.58
Supplier Total :				7876.58	0.00	7876.58

33280	MCGILL & ASSOCIATES ENGINEERING					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000151-0010	14-Oct-2016	Issued	272	T		29399.14
15645	01-4-2500-000	PAYABLES - TRADE		86.63		
Invoice Description --> WCLF - GENERAL CONSULTING COSTS						
15672	01-4-2500-000	PAYABLES - TRADE		220.50		
Invoice Description --> BCVFD & BCWS - TRAINING & STORAGE COMPOUND - SPLIT - CAPITAL						
15671	01-4-2500-000	PAYABLES - TRADE		260.03		
Invoice Description --> SL PARKS - LAKESHORE TRAIL - CAPITAL						
15644	01-4-2500-000	PAYABLES - TRADE		291.38		
Invoice Description --> AVLF - GENERAL CONSULTING COSTS						
15669	01-4-2500-000	PAYABLES - TRADE		378.00		
Invoice Description --> WC MULTIPLEX - SITE SERVICING						
15623	01-4-2500-000	PAYABLES - TRADE		413.44		
Invoice Description --> SLCP - LAKESHORE TRAIL - CAPITAL						
15646	01-4-2500-000	PAYABLES - TRADE		417.38		
Invoice Description --> AVLF - LEACHATE INTERCEPTION CONTROL SOUTH BOUNDARY						
15681	01-4-2500-000	PAYABLES - TRADE		702.32		
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
15668	01-4-2500-000	PAYABLES - TRADE		807.19		
Invoice Description --> LBA - WATER SYSTEM EVALUATION						
15636	01-4-2500-000	PAYABLES - TRADE		4906.13		
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
15633	01-4-2500-000	PAYABLES - TRADE		5677.88		
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL						
15634	01-4-2500-000	PAYABLES - TRADE		6921.34		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
15670	01-4-2500-000	PAYABLES - TRADE		8316.92		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
Total :				29399.14	0.00	29399.14
Supplier Total :				29399.14	0.00	29399.14

3340	MINISTER OF FINANCE					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
039770	25-Oct-2016	Issued	285	C		2166.00
MSPOCT/16	01-4-2500-000	PAYABLES - TRADE		2166.00		
Invoice Description --> MSP PREMIUMS FOR OCT 2016						
Total :				2166.00	0.00	2166.00
Supplier Total :				2166.00	0.00	2166.00

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3500	MUNICIPAL FINANCE AUTHORITY OF BC					
EFT-11	08-Oct-2016	Issued	275	E		32032.00
131-2/2016	01-4-2500-000	PAYABLES - TRADE		32032.00		
Invoice Description --> DEBENTURE DEBT						
Total :					32032.00	0.00
						32032.00
EFT-12	12-Oct-2016	Issued	275	E		125262.18
117-2/2016	01-4-2500-000	PAYABLES - TRADE		125262.18		
Invoice Description --> DEBENTURE DEBT						
Total :					125262.18	0.00
						125262.18
EFT-13	14-Oct-2016	Issued	275	E		188773.07
130-2/2016	01-4-2500-000	PAYABLES - TRADE		188773.07		
Invoice Description --> DEBENTURE DEBT						
Total :					188773.07	0.00
						188773.07
EFT-14	19-Oct-2016	Issued	280	E		40469.31
97-2/2016	01-4-2500-000	PAYABLES - TRADE		40469.31		
Invoice Description --> DEBENTURE DEBT						
Total :					40469.31	0.00
						40469.31
EFT-15	25-Oct-2016	Issued	283	E		1467.70
OCTLEASE	01-4-2500-000	PAYABLES - TRADE		1467.70		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING						
Total :					1467.70	0.00
						1467.70
EFT-16	04-Oct-2016	Issued	289	E		1034.04
AVRA10/16	01-4-2500-000	PAYABLES - TRADE		1034.04		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST						
Total :					1034.04	0.00
						1034.04
Supplier Total :					389038.30	0.00
						389038.30

3490	MUNICIPAL PENSION PLAN					
EFT-20	06-Oct-2016	Issued	255	E		10670.51
PP#19 - 2016	01-4-2500-000	PAYABLES - TRADE		10670.51		
Invoice Description --> PAYPERIOD #19 - 2016 PENSION REMITTANCE						
Total :					10670.51	0.00
						10670.51
EFT-21	03-Oct-2016	Issued	267	E		10518.56
PP#20 - 2016	01-4-2500-000	PAYABLES - TRADE		10518.56		
Invoice Description --> PP#20 - 2016 PENSION REMITTANCE						
Total :					10518.56	0.00
						10518.56
EFT-22	19-Oct-2016	Issued	278	E		10538.57
PP#21 - 2016	01-4-2500-000	PAYABLES - TRADE		10538.57		
Invoice Description --> PP #21 - 2016 PENSION REMITTANCE						

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Supplier : 0002 To Z4209
Trans. Date : 01-Oct-2016 To 31-Oct-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 :				10538.57	0.00	10538.57
Supplier Total :				31727.64	0.00	31727.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
3792	PACIFIC BLUE CROSS					
EFT-10	03-Oct-2016		Issued	289	E	8186.64
396743	01-4-2500-000	PAYABLES - TRADE		8186.64		
Invoice Description --> OCTOBER 2016 - HEALTH, DENTAL & DISABILITY PREMIUMS						
Total :				8186.64	0.00	8186.64
Supplier Total :				8186.64	0.00	8186.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4250	RAYLEC POWER LTD.					
39742	12-Oct-2016		Issued	273	C	355385.06
20167644	01-4-2500-000	PAYABLES - TRADE		3962.81		
Invoice Description --> LBA - CONCRETE PATCH WORK						
20167808	01-4-2500-000	PAYABLES - TRADE		351422.25		
Invoice Description --> LBA - LIGHTING PROJECT - PROGRESS #5 - CAPITAL						
Total :				355385.06	0.00	355385.06
Supplier Total :				355385.06	0.00	355385.06

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4220	RAYNER & BRACHT LTD					
39771	25-Oct-2016		Issued	285	C	3483.20
2016227	01-4-2500-000	PAYABLES - TRADE		3483.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - SEPT 2016						
Total :				3483.20	0.00	3483.20
Supplier Total :				3483.20	0.00	3483.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4280	RECEIVER GENERAL FOR CANADA					
39743	12-Oct-2016		Issued	273	C	16753.39
PP#20 - 2016	01-4-2500-000	PAYABLES - TRADE		16753.39		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #19 - 2016						
Total :				16753.39	0.00	16753.39
39772	25-Oct-2016		Issued	285	C	18191.51
PP#21 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE		1863.41		
Invoice Description --> TAX REMITTANCE FOR PP #21 - 2016 - DIRECTORS						
PP#21 - 2016	01-4-2500-000	PAYABLES - TRADE		16328.10		
Invoice Description --> TAX REMITTANCE FOR PP #21 - 2016						
Total :				18191.51	0.00	18191.51
Supplier Total :				34944.90	0.00	34944.90

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000152-0027	28-Oct-2016	Issued	284	T		850.00
SEPT30/16	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description --> SEPTEMBER BAMFIELD TRANSFER STATION CONTRACTOR						
Total :				850.00	0.00	850.00
Supplier Total :				850.00	0.00	850.00

4888	SEVIGNY, SHELLY					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000152-0028	28-Oct-2016	Issued	284	T		375.00
SEPT/2016	01-4-2500-000	PAYABLES - TRADE		375.00		
Invoice Description --> SLVFD- OFFICE ADMIN						
Total :				375.00	0.00	375.00
Supplier Total :				375.00	0.00	375.00

4645	SHAW CABLE					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
39773	25-Oct-2016	Issued	285	C		895.76
01-OCT-16	01-4-2500-000	PAYABLES - TRADE		895.76		
Invoice Description --> ACCT #0012-80958259- ACRD CONSOLIDATED INTERNET/CABLE						
Total :				895.76	0.00	895.76
Supplier Total :				895.76	0.00	895.76

4646	SHAW CABLESYSTEMS G.P.					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
39774	25-Oct-2016	Issued	285	C		177.18
OCT.01/16	01-4-2500-000	PAYABLES - TRADE		6.72		
Invoice Description --> AVEP - CABLE SERVICES						
SEPT.12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD -FABER RD - CABLE SERVICES						
SEPT12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES						
OCT01/16	01-4-2500-000	PAYABLES - TRADE		44.75		
Invoice Description --> AVLF - 3RD AVE RECYCLING DEPOT - INTERNET						
SEPT16/16	01-4-2500-000	PAYABLES - TRADE		49.77		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES						
Total :				177.18	0.00	177.18
Supplier Total :				177.18	0.00	177.18

4717	SMITH, RYAN					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000151-0011	14-Oct-2016	Issued	272	T		5549.69
SEPT30/16	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
Total :				5549.69	0.00	5549.69

000152-0029	28-Oct-2016	Issued	284	T		80.30
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
PCSEPT/16	01-4-2500-000	PAYABLES - TRADE		86.30		
Invoice Description --> SALMON BEACH SEWAGE						
Total :				86.30	0.00	86.30
Supplier Total :				5635.99	0.00	5635.99

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4728	SONBIRD REFUSE & RECYCLING LTD.					
00151-0012	14-Oct-2016		Issued	272	T	13630.41
26509	01-4-2500-000	PAYABLES - TRADE		13630.41		
Invoice Description --> SEPTEMBER 2016 WC GARBAGE & RECYCLING						
Total :				13630.41	0.00	13630.41
Supplier Total :				13630.41	0.00	13630.41

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4760	SPROAT LAKE VOL. FIRE DEPARTMENT					
39744	12-Oct-2016		Issued	273	C	11555.08
SLVFD - AUG - 2016	01-4-2500-000	PAYABLES - TRADE		11555.08		
Invoice Description --> SLVFD - AUG REIMBURSEMENT						
Total :				11555.08	0.00	11555.08
39775	25-Oct-2016		Issued	285	C	5688.59
SLVFD - SEPT- 2016	01-4-2500-000	PAYABLES - TRADE		5688.59		
Invoice Description --> SLVFD - SEPT REIMBURSEMENT						
Total :				5688.59	0.00	5688.59
Supplier Total :				17243.67	0.00	17243.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4785	STEWART MCDANNOLD STUART					
00152-0030	28-Oct-2016		Issued	284	T	7580.35
74207	01-4-2500-000	PAYABLES - TRADE		205.49		
Invoice Description --> LEGAL FEES						
73970	01-4-2500-000	PAYABLES - TRADE		207.20		
Invoice Description --> LEGAL FEES						
73968	01-4-2500-000	PAYABLES - TRADE		1050.01		
Invoice Description --> LEGAL FEES						
74206	01-4-2500-000	PAYABLES - TRADE		1170.53		
Invoice Description --> LEGAL FEES						
73971	01-4-2500-000	PAYABLES - TRADE		4947.12		
Invoice Description --> LEGAL FEES						
Total :				7580.35	0.00	7580.35
Supplier Total :				7580.35	0.00	7580.35

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4885	SUN COAST WASTE SERVICES					
00151-0013	14-Oct-2016		Issued	272	T	23970.83
150703	01-4-2500-000	PAYABLES - TRADE		23970.83		

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Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> SEPTEMBER 2016 - AV RECYCLING CONTRACT						
Total :				23970.83	0.00	23970.83
Supplier Total :				23970.83	0.00	23970.83

5410	TD VISA					
339780	25-Oct-2016	Issued	285	C		9309.88
OCT05/16	01-4-2500-000	PAYABLES - TRADE		9309.88		
Invoice Description --> ACRD \$735.17, SLMP \$50, WCLF \$222.80, UBCM \$8042.96, LBA\$99.63, AVLF \$167.93						
Total :				9309.88	0.00	9309.88
Supplier Total :				9309.88	0.00	9309.88

5402	TD VISA (BCVFD)C. STARRATT					
339779	25-Oct-2016	Issued	285	C		278.40
OCT05/16	01-4-2500-000	PAYABLES - TRADE		278.40		
Invoice Description --> BCVFD - TRAINING \$272.80, CABLE\$5.60						
Total :				278.40	0.00	278.40
Supplier Total :				278.40	0.00	278.40

5401	TD VISA (BCVFD)M. KOBUS					
339778	25-Oct-2016	Issued	285	C		331.63
OCT05/16	01-4-2500-000	PAYABLES - TRADE		331.63		
Invoice Description --> BCVFD - TRAINING						
Total :				331.63	0.00	331.63
Supplier Total :				331.63	0.00	331.63

4984	TELUS					
339777	25-Oct-2016	Issued	285	C		2186.05
OCT07/16	01-4-2500-000	PAYABLES - TRADE		2186.05		
Invoice Description --> ACRD CONSOLIDATED						
Total :				2186.05	0.00	2186.05
Supplier Total :				2186.05	0.00	2186.05

4983	TELUS MOBILITY (BC)					
339776	25-Oct-2016	Issued	285	C		1282.04
20322435189	01-4-2500-000	PAYABLES - TRADE		1282.04		
Invoice Description --> ACRD CELLPHONES						
Total :				1282.04	0.00	1282.04
Supplier Total :				1282.04	0.00	1282.04

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



AP5100 **Page : 21**
Date : Nov 01, 2016 **Time :** 9:38 am
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Oct-2016 To 31-Oct-2016
Cheque Date : 01-Oct-2016 To 31-Oct-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	
1890	TETRA TECH EBA INC.					
000152-0031	28-Oct-2016	Issued	284	T	88289.69	
60516180	01-4-2500-000	PAYABLES - TRADE		7652.04		
Invoice Description --> LBA- AIRFIELD LIGHTING PROJECT - CAPITAL						
60516407	01-4-2500-000	PAYABLES - TRADE		16129.58		
Invoice Description --> AVRA - NW OLS ROADS - CAPITAL						
60516406	01-4-2500-000	PAYABLES - TRADE		21971.04		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - CAPITAL						
60516405	01-4-2500-000	PAYABLES - TRADE		42537.03		
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
Total :				88289.69	0.00	88289.69
Supplier Total :				88289.69	0.00	88289.69
2320	THE GRAPHICS FACTORY					
39764	25-Oct-2016	Issued	285	C	352.80	
23962	01-4-2500-000	PAYABLES - TRADE		145.60		
Invoice Description --> BWS - REFERENDUM						
23932	01-4-2500-000	PAYABLES - TRADE		207.20		
Invoice Description --> SLMP - LOGOS - BOAT						
Total :				352.80	0.00	352.80
Supplier Total :				352.80	0.00	352.80
0900	TRACY BOND (PETTY CASH)					
39756	25-Oct-2016	Issued	285	C	124.25	
OCT13/16	01-4-2500-000	PAYABLES - TRADE		124.25		
Invoice Description --> ACRD - GEN OFFICE \$113.25, TRAVEL \$11						
Total :				124.25	0.00	124.25
Supplier Total :				124.25	0.00	124.25
5620	WORKSAFE BC					
39734	06-Oct-2016	Issued	270	C	7220.06	
3RDQTR2016	01-4-2500-000	PAYABLES - TRADE		7220.06		
Invoice Description --> 3RD QTR 2016 WCB PREMIUMS						
Total :				7220.06	0.00	7220.06
Supplier Total :				7220.06	0.00	7220.06
5975	YOUNG PROFESSIONALS OF THE ALBERNI VALLEY					
39733	04-Oct-2016	Issued	268	C	285.00	
OCT.04/16	01-4-2500-000	PAYABLES - TRADE		285.00		
Invoice Description --> ACRD - BIKE RACK						
Total :				285.00	0.00	285.00

Cheque Register - Detail - Supp.



AP5100

Date : Nov 01, 2016

Page : 22

Time : 9:38 am

Supplier : 0002 To Z4209
 Trans. Date : 01-Oct-2016 To 31-Oct-2016
 Cheque Date : 01-Oct-2016 To 31-Oct-2016
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				285.00	0.00	285.00

Total Computer Paid :	537,243.79	Total EFT PAP :	429,452.58	Total Paid :	1,789,001.11
Total Manually Paid :	0.00	Total EFT File Transfer :	822,304.74		

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: November 9, 2016

Subject: Clean Water and Wastewater Fund Application for Bamfield Water System

Recommendation:

THAT the Board of Directors submit an application to the Clean Water and Wastewater Fund to help fund a water treatment plant to address the high levels of Trihalomethanes (THMs) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines.

Desired Outcome:

To secure grant finding to help improve the quality of the drinking water in Bamfield to align with the Guidelines for Canadian Drinking Water Quality.

Summary:

The Clean Water and Wastewater Fund (CWWF) has opened an intake for funding applications which closes November 23, 2016. The CWWF is a Canada-British Columbia program which supports infrastructure projects in communities across the province. The program offers funding up to a maximum of eighty-three (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three (33%) by the Province of BC. The remaining costs will be the responsibility of the applicant. The referendum result for the local community portion will be reported at the regular meeting.

Background:

The Bamfield water system has higher levels of Trihalomethanes (THMs) and Haloacetic Acids (HAA's) than recommended under the Canadian Drinking Water Guidelines. The ACRD staff and the Bamfield Water System Advisory Committee have worked with Island Health and Koers & Associates Engineering Ltd. to find the most economical and efficient solution to address the water issues. A Dissolved Air Flootation (DAF) Water Treatment Plant has been confirmed as the preferred method of treatment following a pilot project done in late 2014.

Time Requirements – Staff & Elected Officials:

Staff time will be required to submit the application. Subject to a successful referendum, the project will proceed as planned. It does not need to be put on hold to wait for the announcement of the successful grant applications as all expenditures after April 1, 2016 are eligible for reimbursement.

Financial:

The total estimated cost of the Bamfield Water System Treatment Plant project is \$1,534,000. The current plan for funding the project includes utilizing the \$1 million dollars in Gas Tax Funding and \$534,000 funded by the service area through borrowing. This has a large impact on the community as there are only 248 parcels in the service area. The estimated cost per parcel is calculated at \$2,556.

If the ACRD were successful in securing the Clean Water and Wastewater Funding the service area contribution would be reduced to \$260,780. This application could therefore reduce the contribution of the area in half and also free up the

\$1 million dollars in Gas Tax Funding currently allocated to the project. The estimated cost per parcel if the grant is successful is reduced to \$1,248.

Options Considered:

Staff considered other projects such as Bell/Stuart Road Water, Alberni Valley Regional Water, Beaver Creek Water System, Millstream Water and Long Beach Airport. Many of these projects do not have the required matching funds or plans available. The Bamfield Water System Treatment Plant project has the greatest chance for approval. The Gas Tax Funding that will be available for reallocation could be utilized for some of these projects.



Submitted by: _____

Janice Hill, Environmental Services Coordinator



Approved by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, Chief Administrative Officer

Meeting Date: November 9, 2016

Subject: ACRD Board of Directors - Strategic Planning Session

Recommendation:

THAT the Board of Directors of the ACRD agree to conduct a one-day strategic planning session in December for the purpose of defining priorities for the five year financial plan.

Background:

At the October 12th, 2016 regular meeting of the Board consideration was given to two new initiatives for the Regional District – signing on to the climate action charter and endorsing the blue dot initiative. Both of these items are on the agenda for direction.

These initiatives have been supported by many other local governments, including regional districts in BC. Both of these actions will require some level of change and resources from the Regional District to implement. The consideration of these initiatives comes at a time when it would be helpful for the board to consider its strategic priorities and I suggest that whether or not these initiatives are pursued the Board commit to a planning session in advance of the budget in December.

At present the Regional District has a number of key initiatives underway that are consuming our resources. As we approach a new budget cycle, it is becoming apparent that some initiatives for 2016 will not be realized. Staff prepare preliminary budgets on the basis of the current initiatives and direction. Typically, the goal for preliminary budgets and the allocation of staff time and resources across the organization and its 48 services is to maintain costs at or below inflation. Developing a plan to continue with the current workload and assume new or different levels of service requires your direction.

A further reason for a planning session is that the blue dot initiative mentions the Boards strategic plan as an instrument for the adoption of the blue dot principles.

It would be helpful for the board to undertake a strategic planning process to update priorities in the context of past objectives and current projects and resources so it is clear what the expectations and priorities are in terms of competing projects and initiatives. Quite simply, what amount of money is to be spent on what projects, priorities and services?

It is proposed that a one-day session be conducted in December in the ACRD Board room. The following dates are proposed for consideration of Directors: December 7th, 15th or 16th. Staff will work with the Board on the most suitable date.


Staff will work with the Chair to secure a facilitator familiar with the ACRD and its services to lead the board to specific direction that will help with the 2017 – 2021 five year financial plan.

Time Requirements – Staff & Elected Officials:

Some staff time required to organize the session. Directors time to travel and participate in the one day session.

Financial:

Funded through General Government Services



Submitted by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: November 9, 2016
Subject: Climate Action Charter

Recommendation:

Board direction is requested.

Background:

At the October 12, 2016 regular Board of Directors meeting, the Board considered the attached correspondence regarding signing onto the Climate Action Charter. A resolution was passed instructing staff to provide further information on the implications of signing onto the Climate Action Charter.

Attached please find a report that was presented to the Board of Directors on October 8, 2014 regarding signing onto the Climate Action Charter. The Board passed a resolution at that time not to sign on, but to continue to make efforts to become carbon neutral.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: October 8, 2014

Subject: Climate Action Charter

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors not sign the British Columbia Climate Action Charter at this time but continue to make efforts to become carbon neutral.

Desired Outcome:

This report is in response to the Directors request at the April 23, 2014 Board of Directors meeting for staff to investigate the benefits and costs of signing onto the BC Climate Action Charter.

Background:

The BC Climate Action Charter was created by the Province and the Union of BC Municipalities in 2008 and aimed to have Local Governments take action to become carbon neutral, in respect to their operations, by 2012. Although the charter still includes the 2012 deadline the Province has adopted the approach that making progress toward carbon neutrality is acceptable. The signatories are required to measure and report on their community's Green House Gas emissions profile and to create greener, more compact energy efficient communities. Local governments can achieve carbon neutrality by reducing emissions, by purchasing carbon offsets to compensate for the greenhouse gas emissions or by developing projects to offset emissions.

The Climate Action Charter was presented to the Board of Directors in the fall of 2008 as well as the spring of 2011 but on both occasions the Board chose to pass a resolution to support the charter but not to sign on at that time. The Board was concerned about the cost implications and the tight deadlines.

Reporting Requirements:

The charter requires that signatories annually report emissions from services delivered directly by the local government as well as emissions from contracted services. The report also requires that the signatory have a plan to reduce their Green House Gas emissions and report on the progress that has been made in achieving the plan. The report is broken down into two sections:

- Community Wide Actions - such as creating Official Community Plans that contain targets for the communities to attain.
- Corporate Actions – such as developing an energy reduction plan for all corporate buildings.

The signatory must report the progress made in the previous year as well as the proposed actions for the following year.

The Provincial Government offers a conditional grant program called 'The Climate Action Revenue Incentive Program' (CARIP) that would provide the Regional District with funding equal to the amount paid in carbon tax as long as the required reporting is completed by March 7th of each year. The grant is for carbon tax amounts only and does not cover the labour costs of generating the reporting or creating and implementing a plan.

Analysis:

Although the Regional District has not signed onto the BC Climate Action Charter we have completed projects that reduce our green house gas emissions including:

- The installation of new windows at the Regional District office building
- Implementation of water conservation measures including reducing the threshold of water permitted on our water systems
- Purchase of more efficient vehicles when replacing the Regional District fleet
- Further development of a trails network

The costs of signing onto the charter are hard to determine in advance as every Municipality and Regional District is different but staff feels that the workload created by signing the charter would be in excess of current staffing levels. For example, the reporting requirements coincide with the already busy first quarter of the year when we are completing budgeting for the current year as well as yearend reporting for the previous year and if the reporting is not completed on time the CARIP funding is eliminated.

Another unintended consequence of signing the charter may be elimination of local contractors in the curbside garbage and recycling collection services. Due to the fact that contractor emissions are included in our reporting the contracts would probably need to include the requirement of an updated fleet to reduce our carbon footprint. Although a newer fleet would be desirable it is most likely unattainable for the local contractors and would give an advantage to the larger organizations as well as possibly increase our curbside service costs.

In conclusion, staff feels that one of the only benefits of signing onto the Charter is the Provincial recognition that we are making efforts to become carbon neutral. Currently 182 of 190 of BC's local governments have signed the BC Climate Action Charter making us 1 of only 8 organizations that have not signed on. At this time it is felt that the costs of the charter outweigh the benefits and therefore the Regional District should not sign on at this time.

This recommendation is not because staff does not support the charter but purely on staffing considerations. Instead, staff recognizes that a better job can be done to recognize green initiatives when presented in the Financial Plan and in budget presentations and plan to incorporate this into the 2015 budget discussions. Staff also recommends that at the next strategic planning session that the Board develop a set of values that would enable staff to make 'green' decisions. The Regional District may also want to consider using the Gas Tax Funding for projects that would reduce greenhouse gas emissions in our area.

Time Requirements – Staff & Elected Officials:

The time requirements for the charter would be fairly significant as it not only involves the annual reporting but also development of a corporate and community wide plan and the implementation of the plan.

Financial:

Staff estimates that to properly support the signing of the charter a two day a week staff position would need to be created to develop a Regional District plan and implement the initiatives. The cost implications would affect multiple ACRD services based on the plan and initiatives developed. Also, the SMARTTool software that the Ministry recommends would cost the Regional District \$450 in the first year as well as \$250 in each year thereafter for maintenance. Another cost may be the increased contract prices for curbside collection if a newer fleet requirement is included in the contract but this is an unknown at this time.

Policy or Legislation:

The signing of the Climate Action Charter is not mandatory.

Attachments Included:

Letter from the Ministry of Community, Sport and Cultural Development as well the Climate Action Revenue Incentive Program (CARIP): Summary Report on Local Government Actions 2012.

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

Approved by: 
Russell Dyson, Chief Administrative Officer



September 30, 2016

Ref: 168931

Josie Osborne, Chair
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 1E3

Dear Chair Osborne:

I am following up on our conversation in August regarding the Climate Action Charter (Charter). Thank you for taking the time to speak with me about the matter and sharing your perspectives on climate leadership and signing onto the Charter.

As we discussed during the call, the Charter is a voluntary commitment that demonstrates the shared interest of signatories in taking action on climate change. 183 of 190 BC local governments have already signed onto the Charter. British Columbia local governments are key partners in the fight against climate change and as the Province looks ahead to the next phase of climate action under the BC Climate Leadership Plan, we want to encourage all communities to sign on to support our shared commitment to take action.

We appreciate that while some local governments have chosen not to sign onto the Charter, this does not preclude a more general interest by a community in taking local climate actions. However, in preparation for the 10 year anniversary of the Charter in 2017, and to support the current momentum at all levels of government to accelerate climate action, drive down GHG emissions and adapt to the effects of global warming, we would like to work with communities to meet the goal of 100 percent participation under the Charter.

During the call, you expressed some concern about becoming a Charter signatory and the associated responsibilities. I can assure you that the Province, through the Joint Provincial-UBCM Green Communities Committee established under the Charter, continues to work closely with local government signatories to ensure the Charter provides flexibility for the diversity of BC local governments to participate and help build their capacity to plan and implement climate action initiatives through a range of tools, information, guidance, recognition and incentives such as those described on the BC Climate Action Toolkit website.

... /2

Chair Josie Osborne

Page 2

Local government leadership will be essential as we look to the next phase of climate action under the BC Climate Leadership Plan, and the partnership forged between the Province and local governments under the Charter has never been more important. In turn, I am hopeful that your community will reconsider joining with the Province and other BC local governments to consider becoming a Charter signatory.

Please find enclosed some additional information about the Charter commitments and the process for signing. If you or your staff have any questions please contact Urszula Mezynska, Senior Policy Analyst at: 250 952-6582, or by email at: Urszula.Mezynska@gov.bc.ca.

Sincerely,

A handwritten signature in black ink that reads "Linda Reimer". The signature is written in a cursive, flowing style.

Linda Reimer
Parliamentary Secretary

Enclosure

Information on the BC Climate Action Charter and Process for Becoming a Signatory

BC Climate Action Charter

The British Columbia Climate Action Charter was initially signed in September 2007. Since then, 183 local governments from across BC have demonstrated strong leadership in signing on to the Charter and committing to take actions and develop strategies to achieve three goals:

- Being carbon neutral in respect of their corporate operations;
- Measuring and reporting on their community Green House Gas (GHG) emissions; and
- Creating complete, compact and energy-efficient rural and urban communities.

The Charter also establishes the Joint UBCM-Provincial Green Communities Committee (GCC) to support local governments in achieving their Charter commitments through information sharing, guidance, tools and incentives.

One of the responsibilities of the GCC under the Charter was to develop a common approach to carbon neutrality for local governments. As you will see in the attached version of the Charter, the wording of carbon neutral commitment is that local government signatories will be “carbon neutral in their corporate operations by 2012”. However, recognizing the challenge for some local governments in achieving this goal, the GCC has endorsed ‘making progress’ toward carbon neutrality as part of the common approach. This provides flexibility for Charter signatories who are working toward becoming carbon neutral to still continue to meet their carbon neutral commitment under the broad spirit of the Charter.

Climate Action Revenue Incentive Program (CARIP)

Local governments that sign on to the Charter are eligible for funding under the Climate Action Revenue Incentive Program (CARIP) to support their climate action efforts. CARIP is a conditional grant program that provides funding to Charter signatories equivalent to one hundred percent of the carbon taxes that they pay directly. It is anticipated that the next CARIP application intake will be announced in November 2016 and Charter signatories will be notified directly by email of the intake.

For more information on the CARIP grant program please visit the Ministry’s CARIP webpage here:

<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

The GCC has also developed numerous resources to assist local governments in taking climate action, including:

- BC Climate Action Toolkit at <http://www.toolkit.bc.ca/>. Provides practical tips, tools and strategies for BC local governments to reduce both corporate and community-wide emissions.
- Carbon Neutrality Overview – <http://www.toolkit.bc.ca/carbon-neutral-government>
- Carbon Neutral Workbook (guidance on the 4-step process to become carbon neutral focusing on how to get started on measuring corporate emissions)
http://www.toolkit.bc.ca/sites/default/files/CarbonNeutralWorkbook.V2_noapdcs_03.12_0.pdf
- Becoming Carbon Neutral Guidebook (step-by-step guidance on how to balance corporate emissions to zero by investing on GHG reduction projects and / or through purchased offsets
<http://www.toolkit.bc.ca/sites/default/files/BecomingCarbonNeutralGuideV3.pdf>

In addition, the GCC also recommends SMARTTool for use by local governments to assist them in meeting their carbon neutral commitments for the purposes of the Climate Action Charter. SMARTTool is a web based GHG emissions inventory and reporting tool which provides a standardized approach to calculating and reporting an organization's corporate greenhouse gas emissions. More information about SMARTTool is available at:

<http://www.toolkit.bc.ca/Program/SMARTTool-Carbon-Emissions-Inventory-and-Reporting>

Charter Signature Process

To proceed with signing of the Charter, a local government must print a copy of the Charter and submit a signed copy to UBCM at the following address:

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

Once the local government's signed Charter is received by UBCM, the UBCM President and Provincial Ministers will sign it and then a copy, signed by all three Parties, will be returned to the local government.

From: "Mezynska, Urszula CSCD:EX" <Urszula.Mezynska@gov.bc.ca>
Subject: RE: Climate Action Charter Information for Alberni-Clayoquot RD
Date: September 8, 2016 at 9:39:23 AM PDT
To: 'Josie Osborne' <osborne@tofino.ca>
Cc: "Farley, Rejan E CSCD:EX" <Rejan.Farley@gov.bc.ca>

Dear Chair Osborne:

Thank you for your questions and I sincerely apologize for the late response.

Question about the forgone CARIP grant

I checked with my colleagues, and the estimated amount of CARIP grant forgone by local governments that have not signed the Climate Action Charter was a rough estimate based on CARIP grants received in previous years by communities of similar size and populations. The rough estimate for the Alberni-Clayoquot RD was \$187,470 (forgone from 2009-15).

As part of the CARIP grant process, local government signatories fill out a carbon tax calculation form, attesting to the amount of fuel purchased during the year. The CARIP grant is calculated based on the amount of carbon tax the local government has paid.

To get a more accurate picture of the potential grant that would be available to the regional district if it became a Charter signatory, you may want to review your actual fuel purchases for the year to help estimate the amount of carbon tax you pay in any particular year. For reference, here is a link to the calculation form that signatories were asked to fill out last year: http://www.cscd.gov.bc.ca/lgd/library/2015_Carbon_Tax_Calculation_Form.xls

SMARTTool Support

Thank you for identifying the broken link for SMARTTool. Here is the proper link
- <http://www.toolkit.bc.ca/Program/SMARTTool-Carbon-Emissions-Inventory-and-Reporting>

You will note in the link above, that there is a fee to use SMARTTool. I double checked with the SMARTTool staff at the Ministry of Environment and they confirmed that the following support is provided as part of the SMARTTool membership:

What is included?

In addition to 24 hour access to the software, local government users of SMARTTool receive a range of services including:

- orientation and training in how to use SMARTTool
- initial SMARTTool set up
- one-on-one advanced level support during business hours
- 24-7 first level help desk support
- support for addressing data collection gaps

Also, at anytime, RD staff can contact myself or one of my colleagues and we can try to answer their questions or direct them to the proper person.

Charter signatories who want to measure their carbon emissions, but do not want to use SMARTTool or another tool, can consider quantifying the emissions on their own, but would need to follow the guidelines established in the [B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions](#), available on the Ministry of Environment webpage. Local governments would require a certain amount of expertise to measure their own emissions without the assistance of a tool such as Smarttool. Currently, about 75 local government are using Smarttool.

Please let me know if I can provide you with any other information. I am happy to give you a call as well, if you would like.

Regards,
Urszula

Urszula Mezynska
Senior Policy Analyst
Intergovernmental Relations and Planning Branch
Ministry of Community, Sport and Cultural Development
Phone: 250 952-6582

From: Josie Osborne [<mailto:osborne@tofino.ca>]
Sent: Friday, September 2, 2016 1:31 PM
To: Mezynska, Urszula CSCD:EX
Subject: Re: Climate Action Charter Information for Alberni-Clayoquot RD

Dear Urszula,

Thank you very much for this e-mail, I really appreciate it.

On the phone, MLA Reimer mentioned that by not being a signatory, the ACRD had missed out on an amount of CARIP funding. Can you provide that amount to me, or more information?

One of the objections raised by some Board members when our Board last spoke about signing onto the CAC was the cost of staff time to monitor and report the GHG emissions profile. What kind of assistance is there for staff members to learn how to use the SMARTTool? (BTW the link provided, <http://www.toolkit.bc.ca/smarttool-recommendation>, doesn't appear to work.)

Warm regards,

Josie Osborne
| Mayor | **District of Tofino** | 121 3rd Street, Box 9, Tofino BC V0R 2Z0 | www.tofino.ca
| Chair | **Alberni-Clayoquot Regional District** | 3008 Fifth Ave, Port Alberni BC V9Y
2E3 | www.acrd.bc.ca
Mobile: 250.266.5229
E-mail: osborne@tofino.ca

Please consider the environment before printing this e-mail.

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On Aug 29, 2016, at 5:55 PM, Mezynska, Urszula CSCD:EX <Urszula.Mezynska@gov.bc.ca> wrote:

Dear Chair Osborne:

I am following up on your conversation last week with Parliamentary Secretary Linda Reimer about the Alberni-Clayoquot Regional District's participation in the Climate Action Charter (Charter). Parliamentary Secretary Reimer sincerely appreciated speaking with you, and has requested that I provide you with some additional information about the Charter commitments and the process for signing.

BC local governments are key partners in the fight against climate change and with the Province looking ahead to the next phase of climate action under the BC Climate Leadership Plan, Ministry staff are happy to assist in any way we can as your community considers becoming a Charter signatory.

Attached for your review is some background information, as well as a copy of the Charter. If you or your staff have questions about the signing process, or require additional information about any other matter related to local government climate action, please do not hesitate to contact me.

Sincerely,

Urszula Mezynska

Senior Policy Analyst

Intergovernmental Relations and Planning Branch

Ministry of Community, Sport and Cultural Development

Phone: 250 952-6582

<Information - BC Climate Action Charter.docx><THE BRITISH COLUMBIA CLIMATE ACTION CHARTER.pdf>



REQUEST FOR DECISION

To: Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: November 9, 2016
Subject: Tabled Resolution – Blue Dot Initiative Project – Right of a Healthy Environment

Recommendation:

THAT the Blue Dot Initiative Project – Right of a Healthy Environment resolution tabled at the October 12, 2016 Regular Board of Directors meeting be lifted from the table.

VOTE ON MOTION TO LIFT FROM THE TABLE, if the vote is in the affirmative, the following motion is back on the table for consideration by the Board:

WHEREAS the Alberni-Clayoquot Regional District understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

THEREFORE BE IT RESOLVED THAT the Alberni-Clayoquot Regional District recognizes its responsibility, within its jurisdiction, and in so doing will continue to implement and improve its strategic plans and by-laws to protect the local environment and supports a healthy environment by undertaking actions such as, but not limited, to the following:

- *Consideration of the precautionary principle, with cost-effective measures, where threats of serious or irreversible damage to human health or the environment exist;*
- *Taking into consideration full cost accounting which includes costs to human health and environment, when evaluating reasonably foreseeable costs of proposed actions and alternatives;*
- *Ensuring infrastructure and development projects to protect the environment, including water quality and landfill diversion plans;*
- *Selection criteria in evaluation of future contracts would obtain environmental impacts that allow for potential benefits of environmentally sound business practices;*
- *Addressing climate change by investigating further reductions in corporate greenhouse gas emissions and implementing adaptation measures;*
- *Promoting appropriate and responsible development, including responsibly increasing density, in accordance with the Official Community Plan;*
- *Prioritizing trail and parks and public transit as modes of transportation in accordance with the ACRD Health Network transportation;*

- Promoting access to food that is locally and sustainably sourced through our regional agriculture plan;
- Working with member municipalities and electoral areas to improve waste diversion, including recycling and composting, and waste reduction; and
- Establishing a unified Regional Parks Plan and maintaining accessible green spaces by providing high quality active and community parks.

The Alberni-Clayoquot Regional District shall review these objectives, targets, timelines and actions regularly, and evaluate progress towards fulfilling this declaration.


The Alberni-Clayoquot Regional District shall consult with residents as part of this process.

Background:

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on October 12, 2016, considered the attached report from the Manager of Environmental Services regarding the Blue Dot Initiative Project. The above motion was tabled by the ACRD Board of Directors.

Prior to considering this resolution, a motion of the Board is required to lift the tabled motion.

Attached is a letter to the ACRD Board of Directors from the Bamfield Community Affairs Society regarding the Blue Dot declaration.

Submitted by: 

 Wendy Thomson, Manager of Administrative Services

Approved by: 

 Russell Dyson, Chief Administrative Officer

MEMORANDUM

To: Board of Directors

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

Meeting Date: October 12, 2016

Subject: Blue Dot Initiative Project - Right to a Healthy Environment Resolution

Background

The David Suzuki Foundation began a campaign in 2014 called the Blue Dot Movement which seeks to include within Canadian Charter of Rights and Freedoms a guarantee for every Canadian's right to a healthy environment. The Blue Dot Movement has asked volunteers to approach local governments and request that declarations are made to build support for provincial and federal governments to make this change and include environmental rights within Canadian Charter of Rights and Freedoms. Link to the Blue Dot website - <http://bluedot.ca/the-plan/>

The David Suzuki Foundation states that there are 102,536 Canadians that have joined the movement and there are 142 municipal governments have made the declaration in Canada. The three ACRD member municipalities have signed on to the declaration (according to Blue Dot website); The District of Ucluelet (March 24, 2015) and District of Tofino (April 14, 2015) and Port Alberni (February 15, 2016). Throughout the world there are 110 nations that recognize their citizens' right to a healthy environment.

On June 24, 2015 the board considered a Notice of Motion - Right to a Healthy Environment Resolution

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

Financial Implications of environmental legislation and the proposed resolution

The vision of supporting a healthy environment would be consistent with good modern governance. The implications of changing environmental legislation are not clear. It may result in increased local government responsibilities and costs, or costs to the public. A blanket declaration of support for an Environmental Bill of Rights may expose the Regional District to new costs or constraints, or create the expectation that ACRD supports environmental legislation without fully understanding the actual impact of such support. The resolution includes a number of responsibilities for the regional district if adopted. Some of these activities are being initiated by the regional district such as the initiatives of the Agriculture Plan. But there are others that we do not presently have the staff resources or expertise to implement. The Board would need further examination of the implications to fully understand any financial impacts.

Possible Declaration

WHEREAS the Alberni-Clayoquot Regional District understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;
AND WHEREAS the David Suzuki Foundation Blue Dot Tour has inspired many Canadians to request that the right to a healthy environment be enshrined in the Canadian Charter of Rights and Freedoms;
THEREFORE BE IT RESOLVED THAT the Alberni-Clayoquot Regional District declares that:

All residents of the Alberni-Clayoquot Regional District have the right to live in a healthy environment, including:

- The right to breathe clean air;
- The right to drink clean water;
- The right to consume safe food;
- The right to access nature;
- The right to know about pollutants and contaminants released into the local environment; and
- The right to participate in government decision-making that will affect the environment.

The Alberni-Clayoquot Regional District recognizes its responsibility, within its jurisdiction, to respect, protect, and promote these rights and in so doing will continue to implement and improve its strategic plans and by-laws to protect the local environment and support its residents' right to a healthy environment by undertaking actions such as, but not limited, to the following:

- Consideration of the precautionary principle, with cost-effective measures, where threats of serious or irreversible damage to human health or the environment exist;
- Taking into consideration full cost accounting which includes costs to human health and environment, when evaluating reasonably foreseeable costs of proposed actions and alternatives;
- Ensuring infrastructure and development projects to protect the environment, including water quality and landfill diversion plans;
- Selection criteria in evaluation of future contracts would obtain environmental impacts that allow for potential benefits of environmentally sound business practices;
- Addressing climate change by investigating further reductions in corporate greenhouse gas emissions and implementing adaptation measures;
- Promoting appropriate and responsible development, including responsibly increasing density, in accordance with the Official Community Plan;
- Prioritizing trail and parks and public transit as modes of transportation in accordance with the ACRD Health Network transportation;
- Promoting access to food that is locally and sustainably sourced through our regional agriculture plan;
- Working with member municipalities and electoral areas to improve waste diversion, including recycling and composting, and waste reduction; and
- Establishing a unified Regional Parks Plan and maintaining accessible green spaces by providing high quality active and community parks.

The Alberni-Clayoquot Regional District shall review these objectives, targets, timelines and actions regularly, and evaluate progress towards fulfilling this declaration.

The Alberni-Clayoquot Regional District shall consult with residents as part of this process.

UBCM status update - information

In 2015, the Union of British Columbia Municipalities passed a resolution calling on the BC government to enact environmental rights legislation. The resolutions and Provincial response are as follows:

A5 ENVIRONMENTAL BILL OF RIGHTS

WHEREAS municipalities and regional districts are the government nearest to people and the natural environment, and therefore share a deep concern for the welfare of the natural environment and understand that a healthy environment is inextricably linked to the health of individuals, families, future generations and communities;

AND WHEREAS fostering the environmental well-being of the community is a municipal purpose under section 7(d) of the Community Charter and regional district purpose under section 2(d) of the Local Government Act:

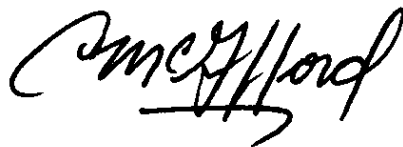
THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia enact a provincial environmental bill of rights that:

- a) Recognizes the right of every resident to live in a healthy environment, including the right to clean air, clean water, clean food and vibrant ecosystems;*
- b) Provides for public participation in decision-making respecting the environment and access to environmental information;*
- c) Provides access to justice when environmental rights are infringed; and*
- d) Has whistle-blower protection.*

RESPONSE: Ministry of Environment

Government is strongly committed to maintaining a healthy environment for British Columbians. As noted in the Ministry of Environment Service Plan, protecting the environment, along with sustainable economic growth, are top government priorities.

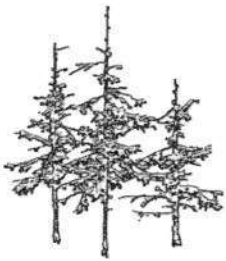
The Ministry's position is that an environmental bill of rights is not needed in BC because the province's existing and continually evolving environmental and natural resource regulatory regimes protect the public interest. The government sets and enforces requirements, prohibitions and standards designed to protect public health and safety and the environment – the air, land, water and all other external conditions or influences under which humans, animals and plants live.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



BAMFIELD COMMUNITY AFFAIRS SOCIETY

*Bamfield, British Columbia
Canada, V0R 1B0*

22 October 2016

Board of the Alberni-Clayoquot Regional District

Subject: Blue Dot - Letter from BCAS to ACRD regarding Blue Dot Declaration

To Whom It May Concern,

At a regular monthly meeting on May 19, 2015 the Bamfield Community Affairs Society passed the following motion:

*Whereas the David Suzuki Foundation Blue Dot Tour has inspired many Canadians to request the right to a healthy environment be enshrined in the Canadian Charter of Rights and Freedoms (www.bluedot.ca); Whereas over thirty communities in Canada have passed municipal declarations in support of the right to a healthy environment including, Montreal and Victoria; Be it resolved that Keith Wyton ask ACRD Board to make a declaration recognizing the right to a healthy environment, similar to the one carried by the District of Saanich on January 26, 2015. And that this declaration request that the Province of British Columbia enact a provincial bill of rights to fulfill the right of every resident to live in a healthy environment by ensuring access to information, public participation in decision making and to have whistleblower protection. M/S S. Ochman/ L. Druehl. Carried unanimously.
See: bluedot.ca*

On June 24, 2015 Director Wyton presented this matter to the ACRD Board and the following resolution was passed:

*THAT the Alberni-Clayoquot Regional District Board of Directors consider adopting the Declaration of the Right to a Healthy Environment, based on the Blue Dot Declaration and modified as appropriate, and after sufficient review and discussion by the Board. MOVED: Director Wyton SECONDED: Director St. Jacques
CARRIED*

On October 17, 2016 Director Wyton reported to the Bamfield Community Affairs that the Board is considering a declaration which removes any reference to the David Suzuki Foundation and which removes any reference to environmental rights.

The intent and purpose of the Blue Dot Declaration campaign is to have environmental rights enshrined in the policies and legislation of higher levels of government including enshrining those rights in the Canadian Charter of Rights and Freedoms.

The removal of any reference to those rights will restrict our communities' ability to join in common cause and support the goals of the Blue Dot campaign. The changes to the Declaration in the proposed motion at your table will alter the meaning and intent of the document to such an extent that it is incompatible with the purpose and intent of the campaign.

To date 143 local governments have made the Declaration accounting for 15,401,251 Canadians. In the ACRD Port Alberni, Ucluelet, and Tofino have made the Declaration accounting for approximately 90% of the population of the Regional District. The remaining 10% of the population of the area should have the opportunity of having their environmental rights considered also.

The Bamfield Community Affairs Society requests that the Board of the ACRD consider the Declaration including the reference to the David Suzuki Foundation Blue Dot campaign and including the declaration of environmental rights as delineated in the Blue Dot presentation document.

The appropriate version of the Declaration is contained on page 194 of the Agenda package for your October 12 Board meeting.

Thank-you for the opportunity to share this concern with you. We look forward to a clear statement of support for the David Suzuki Foundation Blue Dot Declaration from the Alberni-Clayoquot Regional District.

Sincerely yours,

A handwritten signature in cursive script that reads "Sheryl Mass".

Sheryl Mass , Co-chair BCAS



REQUEST FOR DECISION

To: Board of Directors

cc: Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department
Dan Holder, ACRD Fire Service Coordinator

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 9, 2016

Subject: Bylaw 856-10, Sproat Lake Fire Protection Service Area Amendment, 2016

Recommendation:

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

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

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

Desired Outcome:

To amend the boundaries of the Sproat Lake Fire Protection Service area to include two provincially owned parks.

Background:

The Fire Chief of the Sproat Lake Volunteer Fire Department has requested the boundaries of the Sproat Lake Fire Protection Service Area be expanded to include Sproat Lake and Taylor Arm Provincial Parks. The provincial government has agreed in writing to the inclusion of these parks within the Sproat Lake Fire Protection Service Area.

In order to include these parks within the service area an amendment is required to Bylaw 856, Sproat Lake Fire Protection Conversion and Establishment Bylaw. Director Cote, Electoral Area "D" (Sproat Lake) consents to the ACRD Board amending the service area bylaw.

As per the *Local Government Act* voting on amendments to establishing bylaws are one Director, one vote. The bylaw will require 2/3 majority to adopt. There must be one clear day between 3 reading and adoption.

Staff recommends the ACRD Board of Directors give three readings to Bylaw 856-10, Sproat Lake Fire Protection Service Area Amendment, 2016. If three readings is received by the Board on November 9th, the Bylaw will be presented for consideration of adoption at the November 23rd Board of Directors meeting.

Time Requirements – Staff & Elected Officials:


Minimal

Financial:

There will be no increase in the taxable assessments for the service as the province is exempt from taxation.

Policy or Legislation:

Local Government Act applies.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer

Consented to on behalf of the electors on the day of , 2016.

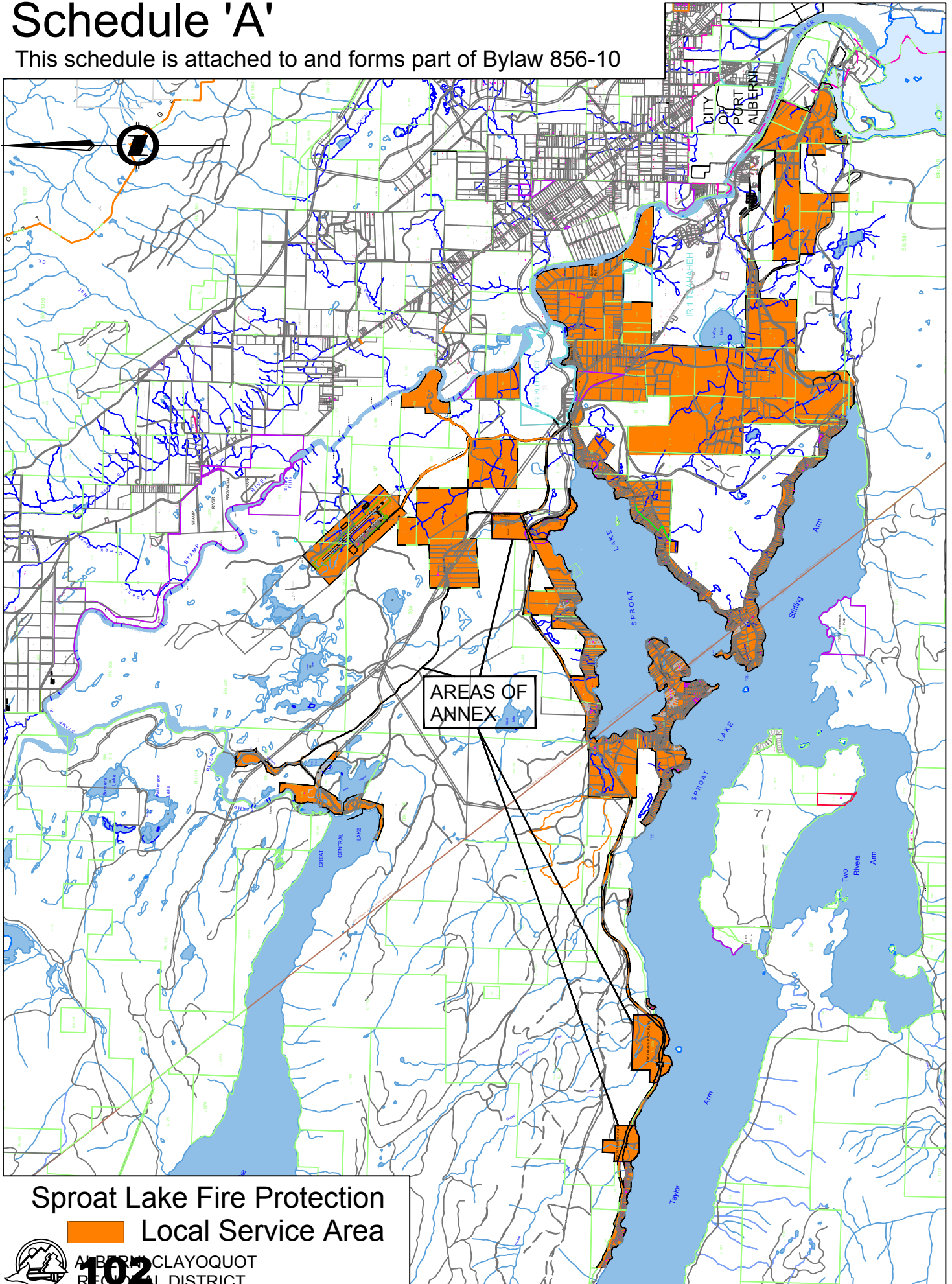
ADOPTED this day of , 2016.

Russell Dyson,
Chief Administrative Officer

Josie Osborne,
Chairperson

Schedule 'A'

This schedule is attached to and forms part of Bylaw 856-10



Sprout Lake Fire Protection
Local Service Area



REQUEST FOR DECISION

To: Board of Directors

cc: Mark Kelly, Fire Chief, Bamfield Volunteer Fire Department
Dan Holder, ACRD Fire Service Coordinator

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 9, 2016

Subject: **Bylaw 24-1, Bamfield Fire Protection Specified Area Amendment, 2016**

Recommendation:

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

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

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

Desired Outcome:

To expand the boundaries of the Bamfield Volunteer Fire Department (BVFD) specified area.

Background:

It has been recommended by the ACRD's Fire Services Coordinator and the Bamfield Fire Chief, that the boundaries of the Bamfield Fire Protection Specified area be expanded to include the crown land portion of road from Anacla to Bamfield. The BVFD received a first responder call on this portion of road last month. This will allow the Bamfield Volunteer Fire Department to provide first responder and fire services to this area.

In order to include this portion of road within the specified area, an amendment is required to Bylaw 24, Bamfield Specified Area Establishment and Loan Authorization, 1972. Director Wyton, Electoral Area "A" (Bamfield) consents to the ACRD Board amending the specified area bylaw.

As per the *Local Government Act* voting on amendments to establishing bylaws are one Director, one vote. The bylaw will require 2/3 majority to adopt. There must be one clear day between 3 reading and adoption.

Staff recommends the ACRD Board of Directors give three readings to Bylaw 24-1, Bamfield Specified Area Establishment and Loan Authorization, 1972. If three readings are received by the Board on November 9th, the Bylaw will be presented for consideration of adoption at the November 23rd Board of Directors meeting.

Time Requirements – Staff & Elected Officials:


Minimal

Financial:

There will be no increase in the taxable assessments for the service as crown land is exempt from taxation.

Policy or Legislation:

Local Government Act applies.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw 24-1

A Bylaw to Alter the Boundaries of the Bamfield Fire Protection Specified 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 Bamfield Volunteer Fire Department as a service described in Bylaw 24, “Bamfield Specified Area Establishment and Loan Authorization, 1972”;

AND WHEREAS the Regional District Board wishes to expand the boundaries of the Bamfield Fire Protection Specified Area to include the portion of road from Anacla to Bamfield as defined in Schedule “A” to this Bylaw;

AND WHEREAS the Director for Electoral Area “A” (Bamfield) has consented in writing 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 24 cited as, “Bamfield Specified Area Establishment and Loan Authorization, 1972” is hereby amended by replacing Schedule “A” with the new Schedule “A”, attached to and forming part of this Bylaw.
2. This Bylaw may be cited as **“Bylaw 24-1, Bamfield Fire Protection Specified 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.

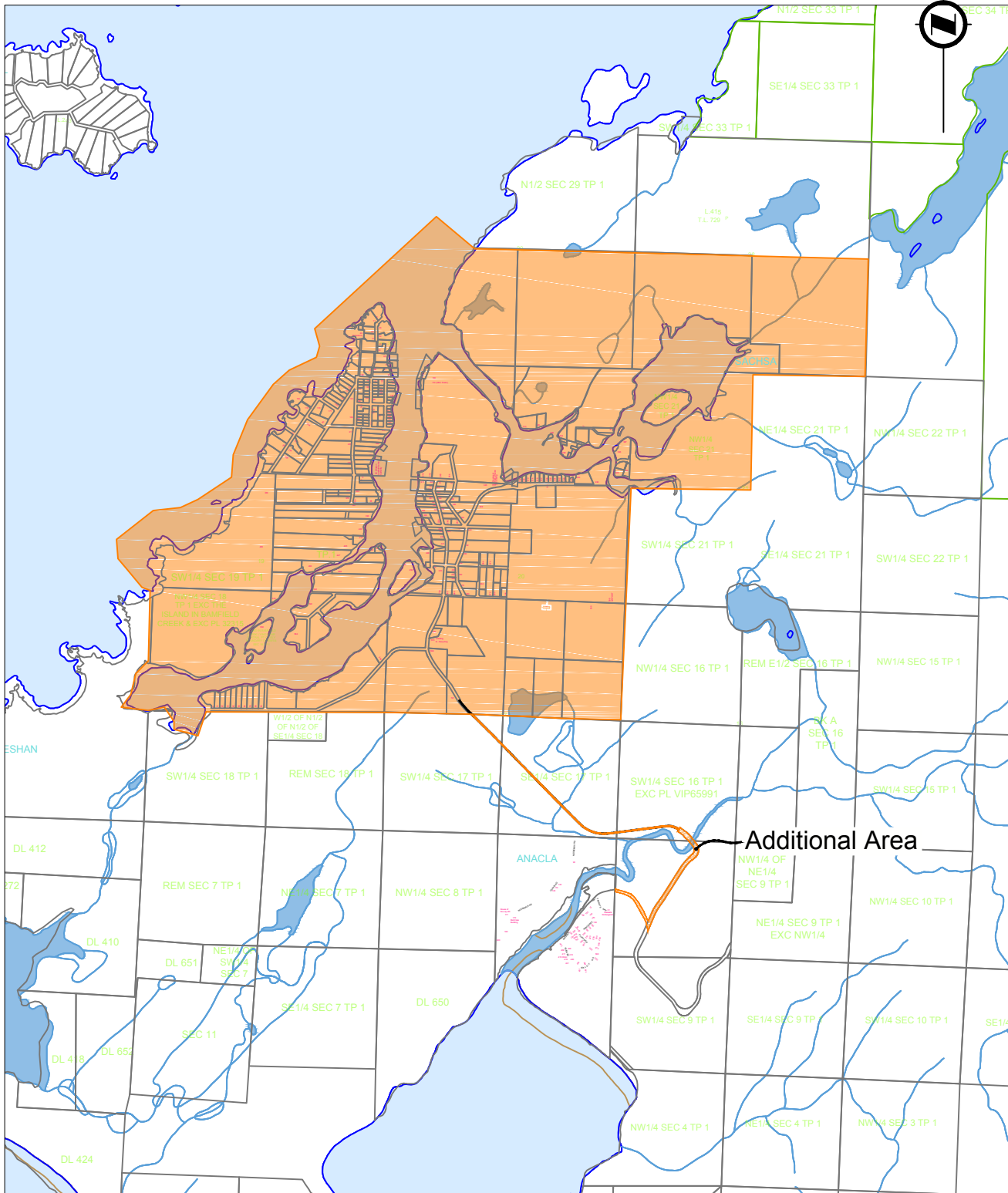
ADOPTED this day of , 2016.

Russell Dyson,
Chief Administrative Officer

Josie Osborne,
Chairperson

Schedule 'A'

This schedule is attached to and forms part of Bylaw 24-1 Bamfield Fire Protection Specified Area



Bamfield Fire Protection Service Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, Telephone (250) 720-2700 Fax (250) 723-1327
CANADA V9Y 2E3

Rezoning Application

DATE: November 3, 2016

ACRD FILE NO.: RE16007

APPLICANTS: Valmond Pelletier & Marion Crawford

LEGAL DESCRIPTION: LOT 8, DISTRICT LOT 162, ALBERNI DISTRICT, PLAN 1502 EXCEPT PARTS IN PLANS 12426, 17107 AND 20722

LOCATION: 6770 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

APPLICANTS INTENTION: The applicants intend to build up to four (4) cottages on the property, each having a living area of +/- 500 square feet, to allow for short term vacation rental. The existing house and shop would remain and the cottage rental business would be operated by the property owners.

Recommendation:

The following are recommendations of the staff report:

- THAT Bylaw P1346, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.
- THAT Bylaw P1347, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaws P1346 and P1347 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaw P1346 and P1347 are subject to:
 - i. A covenant being registered on the property title which restricts the use of cottages to vacation rental and limits the number of days a cottage may be rented in one calendar year to 180 days; and
 - ii. Meeting all technical referral agency requirements.

RE16007

Note: The Beaver Creek Advisory Planning Commission considered this rezoning application at their October 24, 2016 meeting. The APC passed a motion to support the rezoning subject to the short term vacation rental of each cottage being limited to 180 days in one calendar year with clarification that the cottages are intended for short term vacation rental use and not to be rented as a permanent residence. Bylaw P1346 has been amended to include a clarity statement on the use of the cottages and the staff recommendation is to register a restrictive covenant on title limiting the number of days a cottage may be rented to 180 days in one calendar year.

Observations:

- i. **Status of Property:** The 1.1 hectare (2.72 acre) property is accessed via panhandle driveway from Beaver Creek Road. The long driveway extends approximately 450 feet into the property where it opens up into a cleared area where the house was constructed in 2010. On the north side of the property is an 1,800 square foot shop which was built in 2011 and added onto in 2013. The lot is relatively level and bordered by second growth forest on all sides.
- ii. **Services**
 - a. **Sewage Disposal:** A new sewage disposal system was installed in 2010 when the house was constructed. The septic filing indicates that the system is designed to accommodate a 3-bedroom house. In order to accommodate the construction of any cottage, either a second sewage disposal system on the property or an addition to the existing system to accommodate any increase capacity will be required. This will be regulated at the building permit stage where confirmation of a septic filing from Island Health will be required.
 - b. **Water Supply:** The property is located within the Beaver Creek Water Service Area. The existing house and shop are connected to the water system. Any new cottage construction will require either a permitted second water use or a dedicated separate connection to the water main as determined by the ACRD Environmental Services department. This will also be regulated at the building permit stage.
 - c. **Fire Protection:** Beaver Creek Volunteer Fire Department
 - d. **Access:** The property is accessed off Beaver Creek Road via panhandle driveway access that extends approximately 450 feet into the property down a 50 foot wide panhandle. The access has good visibility on a straight stretch of the road and appears to be suitable to accommodate an increase in traffic from up to four rental cottages on the property. There is enough width to the existing access to allow vehicle traffic to pass one another if required.

RE16007

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Beaver Creek OCP designates the property as “Residential Use”. The Residential Use designation supports cottage residential as a permitted use provided that residential remains the principal use. There are no Development Permit Areas which impact development on this property.

The proposal meets the policies and objectives of the Beaver Creek Official Community Plan.

- c. **Zoning:** The property is zoned Small Holdings (A1) District. The property owners are applying to rezone to Cottage Residential (RC-1) District to allow for the addition of up to four (4) rental cottages in addition to the existing single family dwelling on the property.

	Current Zoning	Proposed Zoning
Bulk and Site Regulations	Small Holdings (A1) District	Cottage Residential (RC-1) District
Minimum Lot Area:	2 acres	0.6 acres
Minimum Lot Width:	165 feet	90 feet
Lot Coverage:	-	30%
Minimum Setbacks		
Front:	25 feet	40 feet
Rear:	30 feet	30 feet
Side:	5 feet	15 feet

The Cottage Residential (RC-1) District allows for the following permitted uses:

- i. One single family dwelling.
- ii. Cottages, subject to the conditions of use set out in Section 110D.
- iii. Home Occupations, subject to Section 6.7.
- iv. Accessory Buildings and Use, subject to Section 6.5.

The conditions of use for the RC-1 District zone are set out as follows:

- i. For single family dwellings, the minimum floor area on the main floor shall be 83.6 square metres (900 square feet).
- ii. For cottages, the minimum floor area on the main floor for each cottage shall be 27.8 square metres (300 square feet) and the maximum floor area on the main floor shall be 46.5 square metres (500 square feet).
- iii. No cottage shall be constructed within a required front, rear or side yard.
- iv. There shall be a separation distance of at least 9.14 metres (30 feet)

RE16007

between cottages and between cottages and a permitted single family dwelling on the same legal parcel.

- v. There shall be a maximum of five units per legal parcel or a density of one unit per 1,000 square metres (10,763 square feet) of lot area, whichever is the lesser. For the purposes of this section, a “unit” refers to both single family dwellings and cottages.
- vi. In no circumstances shall Section 110D apply to any lot not having a single family dwelling constructed and located thereon; nor shall Section 110D apply to any lot less than 2 acres in area having 2 separate single family dwellings constructed thereon by virtue of Section 6.1(3) or Section 6.5(2)(h) of the Zoning Bylaw.

The Zoning Bylaw defines cottages as a *“separate single family dwelling unit built upon continuous and full foundations and intended to be occupied on a short term temporary basis only by visitors or seasonal workers. A cottage is not, however, for the purposes of Section 110, a Mobile Home or a Bachelor Unit or a Temporary Building.”*

The applicant has proposed to build up to four (4) cottages each having +/- 500 square feet of living area. The size of the property being 2.72 acres would allow for a density of up to five units which would include the existing single family dwelling and the proposed cottages. The existing floor area of the house and the floor areas and siting of the proposed rental cottages would comply with the conditions of use in the zone. The cottages would be rented on a short term basis as the zoning would not allow for permanent residency within any cottage.

The proposal complies with the permitted uses, conditions of use and minimum lot size in the proposed Cottage Residential (RC-1) District.

Comments:

The Cottage Residential (RC-1) District is a new zone that was drafted to be consistent with the minimum lot size set in the OCP. The new zone would have the same permitted uses and conditions of use as the RC zone but the RC-1 zone will require a minimum lot size of 0.4 hectares (0.6 acres). This discrepancy in reconciling minimum lot sizes in the OCPs with different zones will be cleaned up and simplified with the Zoning Bylaw rewrite which is currently underway. The new RC-1 District zone will allow this rezoning application to comply with the OCP in the meantime.


The proposal for short term vacation cottage rentals is unique in this area. There are a number of bed and breakfast operations within Beaver Creek where rooms are rented to boarders however there are no comparable properties in the vicinity that currently have zoning that would allow for a house as a principal use and rental cottages as a secondary use. There are a number of cottage residential properties in Long Beach south of the highway junction and within Bamfield. This


RE16007

proposal would provide a unique opportunity to visitors or seasonal workers to enjoy a diverse form of rental accommodation.

The tree-lined privacy of the subject property and the proposed siting of the cottages would be such that the cottages would be minimally visible from any neighbouring property. Issues that have come up with short term vacation rentals in the past include noise, traffic, parking and inadequate sewage disposal. Noise issues would be limited by the fact that the property owners will reside on site within the existing house. There would be an increase in traffic accessing/egressing the property but in theory it would be limited to a maximum of 4-6 vehicles at full build out and capacity. Sewage disposal, water connection and building code requirements will all be regulated through the building permit process for the proposed cottages.

Planning staff is supportive of the proposal as it will provide a diversity in rental accommodation and tourism opportunities within the Alberni Valley while minimizing the impact on neighbouring properties. While the density would increase to allow for up to four new cottages, it should be noted that with the existing A1 zoning, the property owners can already add either a mobile home or an Accessory Dwelling Unit as a second permanent dwelling.

Submitted by: 
 Alex Dyer, Planner


 Reviewed by: _____
 Mike Irg MCIP RPP, Manager of Planning and Development



 Per: Russell Dyson, Chief Administrative Officer

RE16007



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

APPLICATION FOR DEVELOPMENT

RE16007
PL20160047

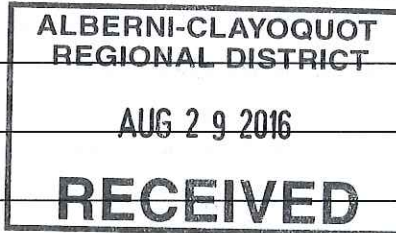
- | | |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment | <input type="checkbox"/> Minimum Parcel Frontage Waiver |
| <input checked="" type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Board of Variance Application |
| <input type="checkbox"/> Zoning Text Amendment | <input type="checkbox"/> Temporary Commercial Use Permit |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Temporary Industrial Use Permit |
| <input type="checkbox"/> Development Variance | <input type="checkbox"/> Other: _____ |

Applicant/Property Owner Information	Agent Information (if applicable)
Name: VALMOND Pelletier	Name:
Mailing Address: 6770 Beaver Creek Rd. Port-ALBERNI, British Columbia V9Y-8M2	Mailing Address:
Telephone: 250-720-5568	Telephone:
Fax:	Fax:
Cell:	Cell:
Email: creekers@hotmail.ca	Email:

• Legal Description: Rem. Lot 8, D.L. 162, plan 1502

• Particulars of Proposed Development:

- Existing OCP Designation: Residential
- Proposed OCP Designation: NA
- Text Amendment: NA
- Existing Zone: A-1
- Proposed Zone: RC
- Within the Agricultural Land Reserve (ALR)?: No Yes
- Within a Development Permit Area?: No Yes
- Method of Sewage Disposal: Community System Onsite Septic System Other
- Method of Water Supply: Community System Onsite Water System Other



• Other (explain): _____

• Describe the existing land use of the subject property: Residential

- Describe the existing land use of lands adjacent to the subject property:

North: Residential

South: Same

East: Same

West: Same

- Describe the proposed development of the subject property (attach additional pages if necessary):

Country Cottages 500 sq feet (4 cottages)

- Reasons and comments in support of the application (attach additional pages if necessary):

Employment opportunity, Increase tourism,

- The following information is required. Failure to provide any of the following may delay the application.

A sketch/plan of the subject property showing:

- the legal boundaries and dimensions of the subject property;
- boundaries, dimensions, and area of any proposed lot (if subdivision is being proposed);
- the location of permanent building and structures on the subject property with distances to property lines;
- the location of any proposed building, structures, or additions hereto, with distances to property lines;
- the location of any existing sewage disposal systems and/or property water source; and
- topographic features (rock outcroppings, etc.).

- Additional or more detailed information may be requested by the Regional District following review or your application.

If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.

I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.

I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and

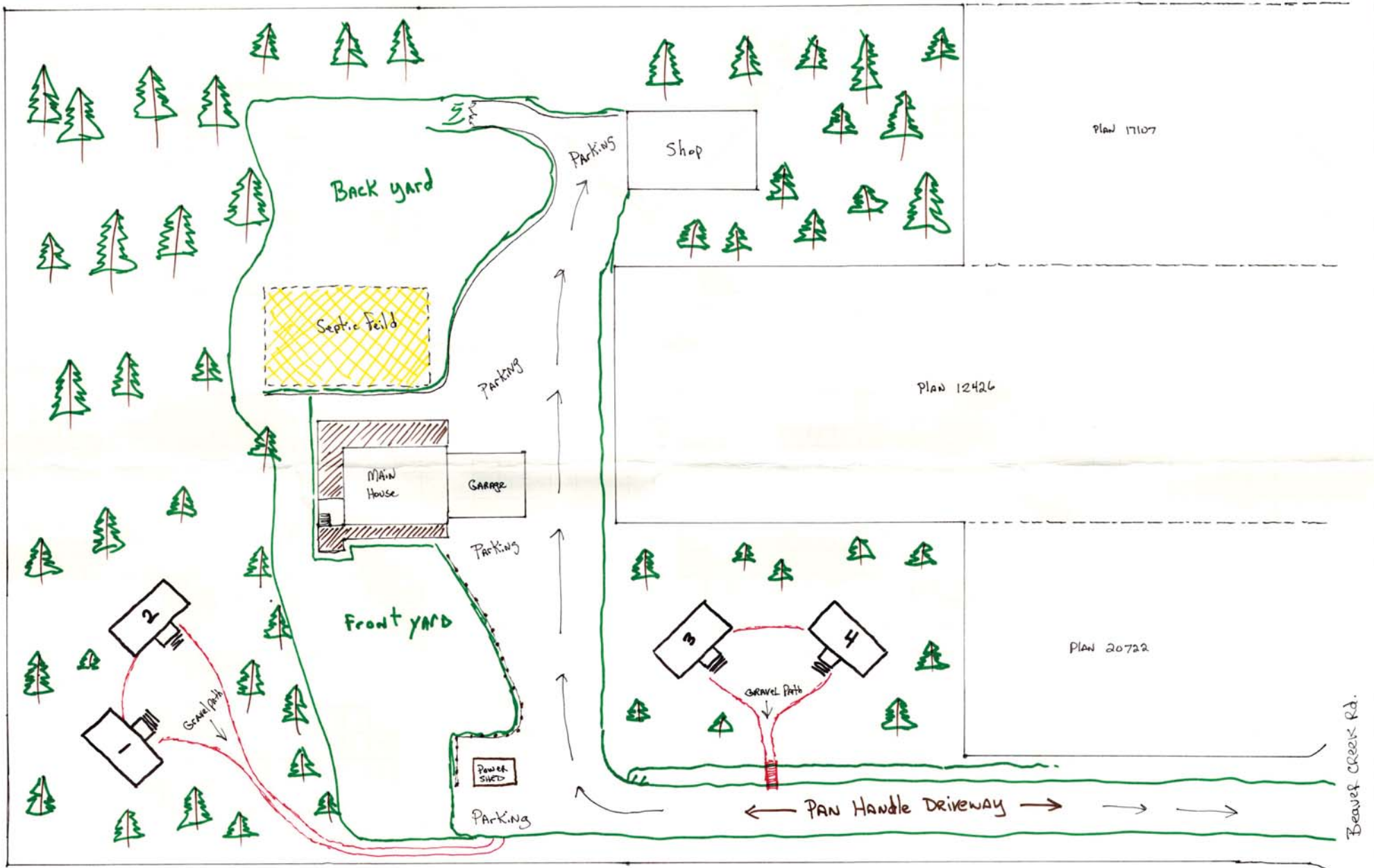
I/We hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.

NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: 

Applicant/Owner Signature: _____

Date: Aug. 29, 2016

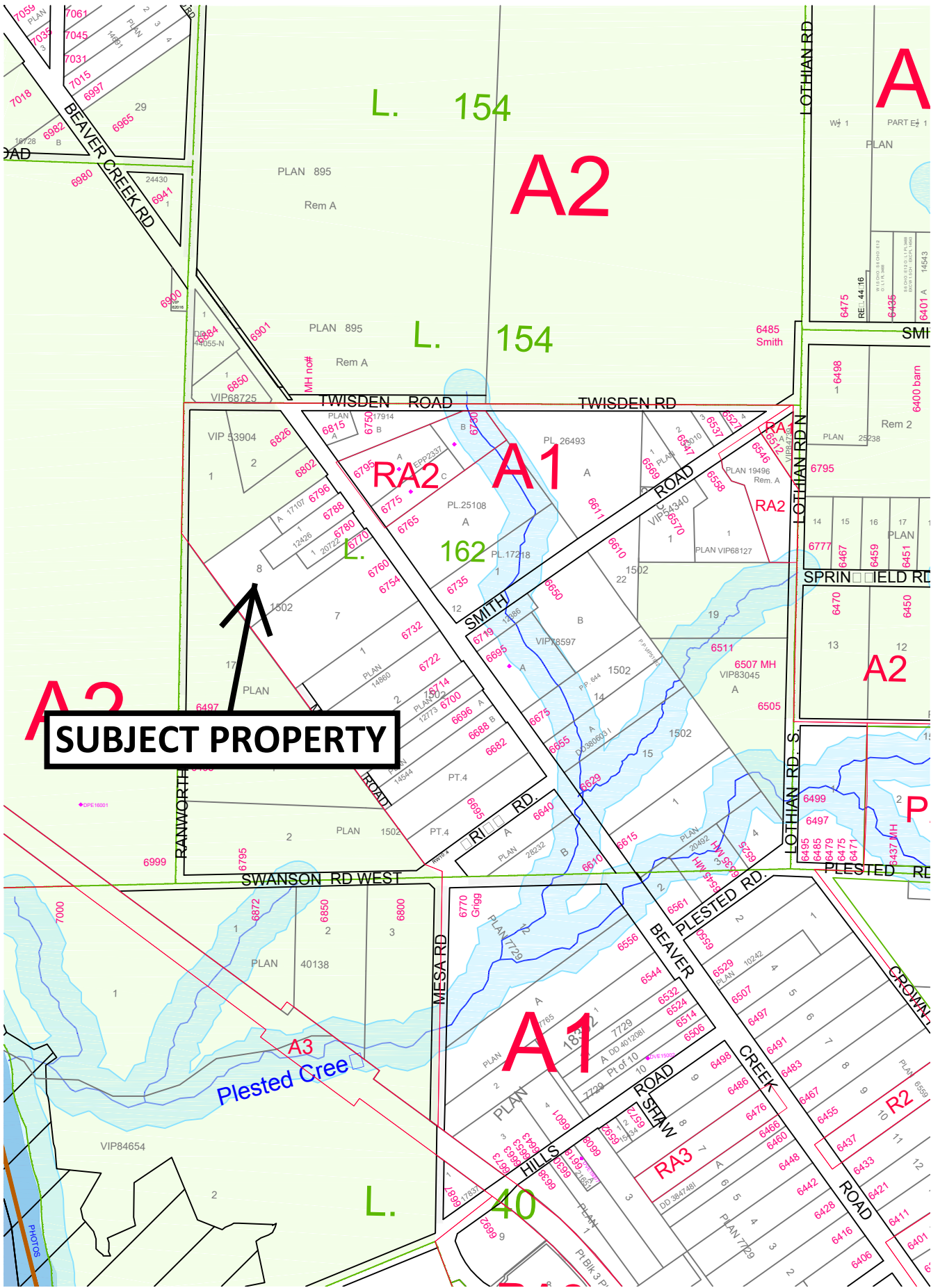


Scale: 1cm = 10' feet

Lot 8, Plan 1502 PID 007 338 252
2.79 ACRES

6770 Beaver Creek Rd
V. Palletier





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1346

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1346.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. Adding section “110D Cottage Residential (RC-1) District” and subsections to read as follows:

110D Cottage Residential (RC-1) District

This district provides for small scale cottage development, compatible with residential neighbourhoods, and primarily intended to provide temporary accommodation on a short term basis to visitors and seasonal workers.

110D.1 Uses Permitted

- (1) One single family dwelling
- (2) Cottages, subject to section 110D.2, below
- (3) Home occupations, subject to section 6.7
- (4) Accessory buildings and uses subject to Section 6.5

110D.2 Conditions of Use

- (1) For single family dwellings, the minimum floor area on the main floor shall be 83.6 square metres (900 square feet).
- (2) For cottages, the minimum floor area on the main floor shall be 27.8 square metres (300 square feet) and the maximum floor area on the main floor shall be 46.5 square metres (500 square feet).
- (3) No cottage shall be constructed within a required front, rear or side yard.
- (4) There shall be a separation distance of at least 9.14 metres (30 feet) between

cottages and between cottages and a permitted single family dwelling on the same legal parcel.

- (5) There shall be a maximum of five units per legal parcel or a density of one unit per 1,000 square metres (10,763 square feet) of lot area, whichever is the lesser. For the purposes of this section, a “unit” refers to both single family dwellings and cottages.
- (6) In no circumstances shall Section 110D apply to any lot not having a single family dwelling constructed and located thereon; nor shall Section 110D apply to any lot less than 2 acres in area having 2 separate single family dwellings constructed and located thereon by virtue of Section 6.1(3) or Section 6.5(2)(h) of the Bylaw 15.
- (7) For clarity, cottages permitted under Section 110D.1(2) are intended to be occupied on a short term temporary basis only by transient visitors. Cottages are not intended to be occupied as the permanent residence of one or more persons.

b. By amending Section 200, Schedule II – Bulk and Site Regulations, to include the following line item:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
RC-1	90	0.6 acres	30%	40	30	15	35

c. By amending Section 4.3, Interpretation, to include “RC-1” on the line that references “R districts”.

d. By amending Section 5.1, Designation of Districts, to include “110D Cottage Residential (RC-1) District” in the Residential Section.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2016
 Public Hearing held this day of , 2016
 Read a second time this day of , 2016
 Read a third time this day of , 2016

Adopted this day of , 2016

Russell Dyson, CAO

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1347

OFFICIAL ZONING ATLAS AMENDMENT NO. 689

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1347.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 8, DISTRICT LOT 162, ALBERNI DISTRICT, PLAN 1502 EXCEPT PARTS IN PLANS 12426, 17107 AND 20722 from Small Holdings (A1) District to Cottage Residential (RC-1) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2016
Public Hearing held this day of , 2016
Read a second time this day of , 2016
Read a third time this day of , 2016

Adopted this day of , 2016

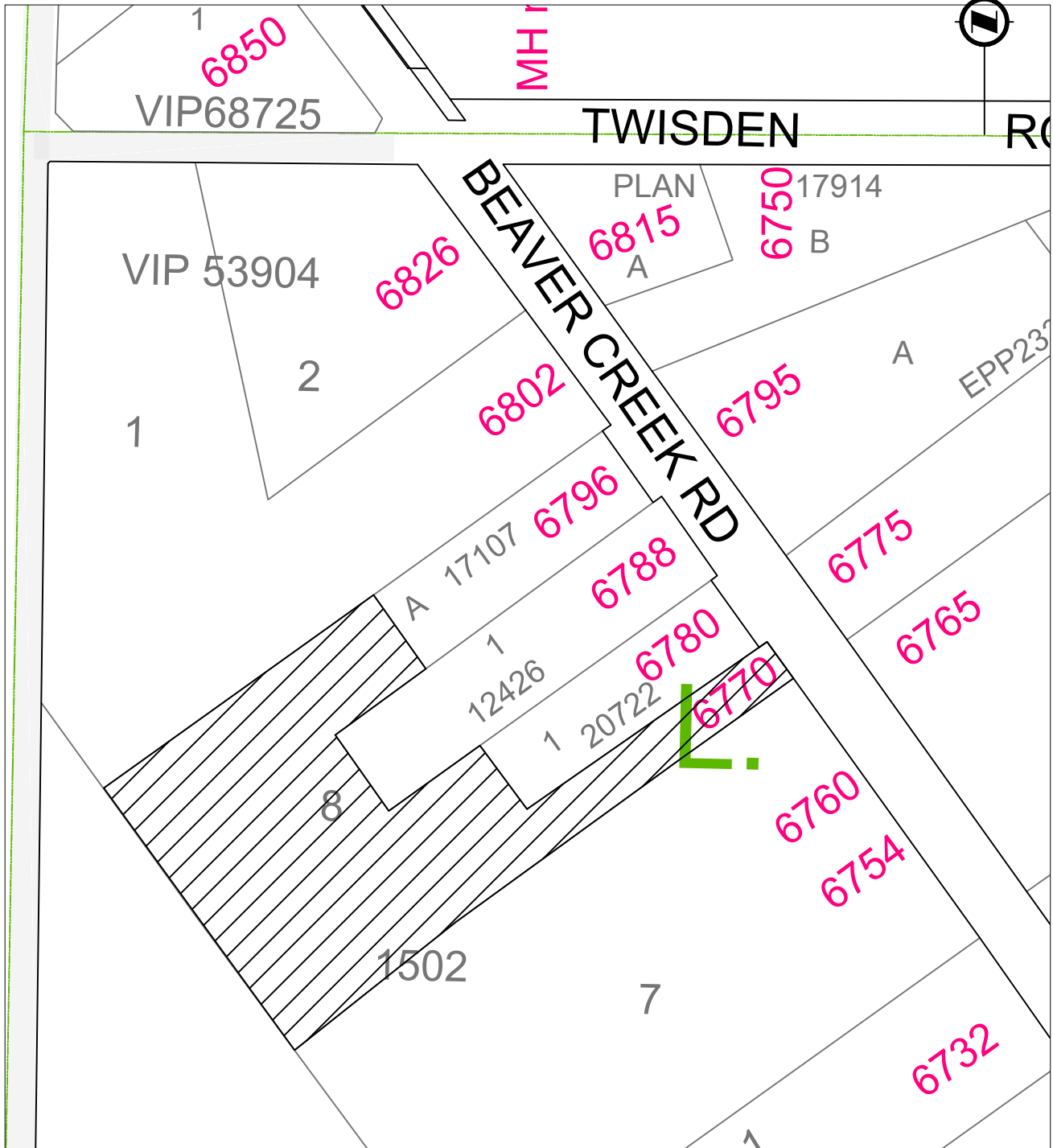
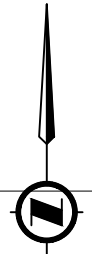
Russell Dyson, CAO

Chair of the Regional Board

RE16007

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1347



Legal Description: LOT 8 DISTRICT LOT 162 ALBERNI DISTRICT PLAN
1502 EXCEPT PARTS IN PLANS 12426 17107 AND 20722



To be rezoned from Small Holdings (A1) District to Cottage Residential (RC-1) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



MEMORANDUM

To: ACRD Board of Directors

From: Russell Dyson, Chief Administrative Officer/
Wendy Thomson, Manager of Administrative Services

Date: November 3, 2016

Subject: **Administration Department Monthly Staff Report**

In addition to daily activities, the Administration Department has been working on the following for the month of October/November 2016:

Alberni Valley Regional Airport Runway Expansion Project

The Alberni Valley Regional Airport runway expansion project has progressed to the final stages. As of October 31, 2016 an initial lift of pavement has been installed for all surfaces including the runway extension, widening and the taxiway expansion. This follows extensive earthwork on site to accommodate the expanded runway. The runway has been ground down and prepared for the final surface. The next step – the final paving lift is a critical stage for the future of the runway. This work has been postponed until warmer drier weather. We will evaluate conditions in late February – early March. The airport runway will remain closed to fixed wing traffic.

Due to the above normal rainfall experienced in October, the prime contractor is incorporating extensive sediment control devices on the airport earth works.

The offsite works to satisfy Obstacle Limitations for the runways, including the relocation of the Industrial Road to the Northwest will be tendered shortly. Work will commence when weather conditions are favorable.

The medium intensity runway lighting project is underway but site works will start in January 2017.

Bamfield Water System Treatment Plant Project

Assent Vote (Referendum) - Staff have been busy preparing for the Bamfield Water System Treatment Plant Referendum on Saturday, November 5th. Qualified electors within the Bamfield Water System Service Area are being asked if they are in favour of the ACRD adopting a bylaw to enable the ACRD to borrow \$600,000 for the construction of a water treatment plant for the Bamfield Water System. Qualified electors within the service area have several options for voting including two advanced opportunities, mail ballot and general voting day.

Proposed West Coast Multiplex Facility

Staff continue to work with the West Coast Multiplex Society and the Tla-o-qui-aht First Nation on the next steps for the multiplex facility on the west coast. The ACRD has retained the services of Scott Kenny to assist all parties in this process. Recreation Excellence has been retained to review and update the business plan that was conducted in 2008 for the West Coast Multiplex Facility.

Volunteer Fire Department Boundary Extensions

Regional District staff have been working on amendments to the service area bylaws for the Bamfield Volunteer Fire Department, Sproat Lake Volunteer Fire Department and Beaver Creek Volunteer Fire Department to expand the boundaries of the service areas. Some of the boundary extensions are housekeeping, others are by petition from property owners requesting service coverage.

Clerks & Corporate Officers Forum

The Manager of Administrative Services attended the forum on October 27th and 28th in Parksville. The conference was well attended by clerks and corporate officers from across the province. Conference topics included: The Role of Clerks and Corporate Officers in Building an Ethical Local Government Culture, Growing and Motivating Team Morale, Effective Communications and Report Writing, Update from the Office of the Information of Privacy Commissioner and Case Law Update from Young Anderson. This annual educational conference focuses on emerging trends and legal and legislative changes of relevance to clerks and corporate officers in BC local government. This is a great opportunity to network with other local governments and share ideas/issue/concerns etc.

Board Strategy Session

The CAO is working with the Chairperson on a one-day Strategy Session with the Board of Directors in December. This will be a good opportunity to reflect on where the organization is at, the status of services and significant projects, current direction and reflection on organization capacity. In addition, this will be a good opportunity for Directors to review their priorities and identify key services and initiatives. The process will assist with the upcoming 2017 budget process.

Committee for Appointment of Fire Chiefs

Dan Holder, Emergency/Fire Services Coordinator is working with staff to arrange a meeting of the Special Committee that was formed by the ACRD Board with the purpose of bringing forward recommendations on appointments of fire chiefs and officers of the Regional Districts volunteer fire departments.

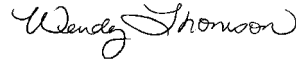
Exercise Coastal Response (ECR)

Local groups and participants including the CAO and Emergency Coordinator attended the province's ECR Improvement Plan Workshop November 3rd & 4th. The CAO collaborated with the province to provide presentations about the exercise at UBCM and the Emergency Preparedness and Business Continuity Conference November 10th.

Submitted by:



Russell Dyson, CAO



Wendy Thomson, Manager of Admin. Svs.

MEMORANDUM

To: Board of Directors

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

Date: November 2, 2016

Subject: Finance Department Staff Report

In addition to the day-to-day activities, the finance department has been working on the following in October 2016:

- Alberni Valley Emergency Planning – attended an Exercise Coastal Response meeting with EOC section chiefs to review recommendations coming out of the exercise. Also worked with Dan Holder, Emergency Coordinator in developing a five-year budget plan.
- Vadim conference – Brenda Sauve, Accounting Clerk attended the annual client conference as Vadim has recently developed a new version of the software and therefore there have been some changes in the program.
- Procurement Webinars – participating in a series of procurement webinars delivered by the GFOA and LGMA based on a toolkit developed as a result of the Auditor General for Local Government findings in their recent audit reports. Will be making improvements to our procurement processes and implementing the best practices where possible.
- Asset Management – Attended National Asset Management Strategy (NAMS) training in Campbell River with Andrew McGifford, Manager of Environmental Services. NAMS is a set of templates based in excel and word that provide a basis for building an Asset Management Plan. Travelled with Cathy Rothwell, Director of Finance for the City of Port Alberni and discussed the status of the City's plan and the possibility of working together moving forward. Training was excellent with topics including:
 - Information needs and how to build an asset register
 - Asset management plan components and development
 - Risk register and plan
 - Expenditure template to assist in building long term financial plan
 - Asset management policy and strategy.

- Asset Management Steering Committee (AM Team) – held an initial meeting of the internal AM Team including staff that are stewards of the Regional District assets. Gave an overview of Asset Management and developed a plan to move forward.
- Asset Management Workshop – Organized for Christina Benty of Strategic Leadership Solutions to come to facilitate an Asset Management Policy and Planning Workshop with the Board and AM Team on November 30, 2016.
- Attended the Island Health Joint Regional Hospital District meeting with Director Cote. Discussion included Island Health's End of Life Strategy, community engagement, and a capital planning update.
- Beaver Creek Water Advisory Committee – prepared information for and met with the Committee to discuss asset management and plan to improve the compound shared with the Beaver Creek Volunteer Fire Department.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance

MEMORANDUM

To: Board of Directors

From: Environmental Services Department

Meeting Date: November 3, 2016

Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for September/October 2016.

Long Beach Airport

- Long Beach Airport Advisory Committee met on September 21st and October 24th.
- Raylec runway landing light installation oversight.
- Point Break Skydiving agreement with Nav Canada and ACRD completed.
- OLS clearing review Rwy 07 and 34 with Parks Canada (cut permit issued Oct 14)
- Caretakers roof quotes supplied for consideration.
- Field Electrical Centre (FEC) Commissioning (Sept 12) Raylec and ADB.
- Power test FEC with the Parks Canada mobile auxiliary generator.
- Pre threshold design review for possible Coulson inclusion into the runway paving project.
- Parks Canada transverse trail consideration on ACRD airport lands.
- Truck 86 - 6 month MVI completed.
- Flight test PAPI alignment with KD Air both runway 11 and 29.
- Assist with Corix hydrant servicing at CYAZ.
- Site review Vehla group for possible staff housing location at YAZ.
- Post storm event inspection and Repairs at YAZ.
- Moderate wildlife (Goose) management activity and control procedures at YAZ

AVRA

- Airfield Lighting project contract prepared
- Review with and establish alternate storage location for the AVDRA assets.
- Numerous Sediment control procedures meetings with stakeholders and engineers.
- NW industrial road layout with numerous stakeholder inputs.
- Christmas tree layout design with SD70 representatives. (Roads and building).
- Discover that taxiway C only has single lift asphalt requires upgrading for code D aircraft operations.
- Participated in numerous post storm event emergency measures to control sedimentation releases. Continued with sedimentation control plans moving forward.

West Coast Landfill

- New recycling containers and will source and arrange delivery to convenient location for delivery.
- Two meetings with MMBC representatives for curb side issues with MMBC related with the West Coast service.

Alberni Valley Landfill

- AVLF Access Road repaving project nearing completion, testing scheduled early November.
- 3rd Avenue Depot upgrades continue – Canada 150 grant completion projects progressing.

Bamfield

- Restarted flushing program for improved water quality.
- Four leaks repaired in September and three substantial leaks in October for the Bamfield water system, galvanized fittings were responsible for all leaks in October.
- The BWS Committee Meeting was on October 3rd & 7th.
- Public information meeting for the Assent voting process was attended by staff and representatives from Island Health, and Koers Engineering on October 17th in Bamfield.
- Annual Hydrant Service was performed with Pacific Hydrants on October 22nd and 23rd.
- Sugsaw Lake was visited on October 27th, and the screens were cleaned. The lake was full to the brim and the height was recorded at 1.45 meters.

Salmon Beach

- Documented brush piles outside of Salmon Beach.
- Documented properties in question of violating a bylaw and sent report to bylaw enforcement department
- Attempt to pump #2 well dry. Record results and provide report to ES department
- Create a grading Schedule for contractor and receive approval/agreement from SB Committee and ACRD supervisors
- Reviewed monthly/weekly checklists (General, Playground and Boat Ramp) with SB Maintenance and Services contractor.
- Updated gate codes. Deleted old user codes from gate system and added new users to system. Worked with the gate repair contractor on this.
- Contacted the Groundwater Protection Officer of the Ministry of Forests, Lands and Natural Resource Operations, regarding letter sent to SB well owners. Compiled and sent information to those concerned.
- Communicated with Ministry of Forests, Lands, and Natural Resource Operations, Rick Schafer and Toquaht Nation regarding the replacement of Wendy Creek Bridge. Drafted and issued community Notice.
- Began conversation with the Toquaht Nation about the brush dumps on their land. Received permission to install a temporary sign on their land pending their approval of language and sign proof. Discussed communication/educational plan and keeping in contact with each other.
- Discussed parameters of Deer Bay Contracting's contract with owner and supervisors. Directed Deer Bay to provide quotes for work tree trimming internally.

- Technical reconfiguration of computer to receive mapping files.
- Worked on design of proposed no dumping signs.
- De-brief with maintenance contractor and Deer Bay contracting about dock and porta-potty removal.
- Set up meeting with maintenance contractor and Deer Bay Contracting at SB for Fall brushing and ditching work.

Beaver Creek Water

September 2016

- September-summer staff finished for the season
- Responded to 67 work orders. Including 3 service repairs
- Responded to 30+ VT Scada Alarms
- Marked out 6 BC1 calls from the public/private users.
- Monitored and assisted with water main contractors as needed
- Beaver Creek main finished, waiting for paving and final cleanup
- Arvay. Peirce, Mersey main started, pipe laid waiting for bug test to finish tie-ins
- Quarterly sensor cleaning/calibration complete
- Quarterly meter reads complete
- Installed a brand new service on Grandview/Horne Park, coordinated with 2 on Arvay
- Monthly flushing summer break over, flushing complete for September
- Ready for the windy/rainy season

October 2016

- Responded to 15 work orders.
- Responded to 22 VT Scada Alarms
- Marked out 5 BC1 calls from the public/private users.
- Monitored and assisted with water main contractors as needed
- Beaver Creek main finished /Arvay finished
- Installed a brand new transmitter for Kitsusksis CL2 sensor
- Call outs due to stormy weather and water quality requirements
- Continuous CL2 monitoring and testing-more than normal
- Training for Vadim
- Small upgrades in shop-storage and organizing

General

- Funding application submitted to Transport Canada's Office of Boating Safety for the Sproat Lake Marine Patrol boating safety program.
- Staff attended a communication working group meeting for the AVICC Special Committee on Solid Waste.
- Staff attended Coast Waste Management Conference.
- Staff attended the October 29th AV Bulldogs game to promote proper curb side and depot recycling and the use of reusable water bottles.
- Organized a book recycling program at the 3rd Ave Recycle Depot.
- Arranged for the addition of the Return-it Electronics Recycle program to be included at the 3rd Ave. Recycle Depot.
- Asset Management training in Campbell River.

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of November 4, 2016

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?iŋ?ath Government possible participation in the South Long Beach Multi-Purpose Bike Path in the future.	Russell	Yuułu?iŋ?ath to respond
2.	July 10/15 Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	In Progress
3.	April 9/15 Recon. Comm.	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings.	Reconcil. Committee	Committee to review status
4.	May 27/15 Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	Met Aug. 4, Ongoing TFN to report
5.	Sept. 16/15 AV & Bamfield Services Comm.	A 3-person committee made up of the CAO, Chairperson Osborne and Director McNabb was established to continue to meet with the Tseshaht First Nation to discuss tenure at the AV Landfill.	Russell	Met with Chief Dick Aug.4 waiting response Sept. 2016
6.	March 22/16 EA Directors Comm.	Dialogue with the City of Port Alberni to discuss a possible future funding contribution from the Gas Tax Allocation for the Alberni Valley Regional Airport improvements.	Russell	Letter sent to the City of PA
7.	May 31/16 West Coast Comm.	Proceed with Phase 1 of the business plan for the proposed multiplex facility on the West Coast which includes the long term viability of the project and a pre-design plan for the proposed facility. Receive input on the process from the Tla-o-qui-aht First Nation, West Coast Multiplex Society and West Coast Committee.	Russell	In Progress
8.	May 31/16 West Coast Comm.	Investigate what other communities do for regional emergency planning including contractual arrangements and funding.	Russell	November 2016 With ECR Report
9.	June 22/16 Board	The Board requested staff review the implications of the Fire Safety Act regulations coming into effect.	Dan Holder	Reviewing
10.	August 24/16 Board	The Board authorized the implementation of a First Responder Program for Bamfield and Anacla.	Dan Holder/ Wendy	In Progress
11.	Sept. 14/16 RHD	Staff investigate and report back to the Hospital Board on implications of entering into an arrangement with Mr. Joe Murphy for technical expertise for the Bamfield helipad.	Dan/Mark	In progress

#	Date	Action Item	Assigned to	Target Date/Update
12.	Oct. 26/16 Board	Advise AVICC that the ACRD Board of Directors supports the continued work of the Special Committee on Solid Waste and the proposed cost-sharing formula – Forward Regional District’s share of \$1,492.19 to AVICC.	Wendy	Done
13.	Oct. 26/16 Board	Send a letter to the British Columbia Utilities Commission indicating the Board disagrees with the residential two-tier system as many of our residents do not have access to other energy and the threshold for the first tier is very low – post link on ACRD website to BC Utilities Commission regarding the two-tier system	Russell	Done
14.	Oct. 26/16 Board	The ACRD Board received the Governance and Financial Review of the Island Corridor Foundation commissioned by AVICC and the response to the report issued by the Island Corridor Foundation and referred them to Hupacasath First Nation for their information and that the Board of Directors endorse recommendations 2 and 11 for the AVICC report	Russell	Done
15.	Oct. 26/16 Board	A special committee was formed for the purpose of bringing forward recommendations to the Board regarding the appointment of the Fire Chiefs and officers of the Regional Districts Fire Departments, the committee to consist of the Directors of Bamfield, Sproat Lake and Beaver Creek, the current Fire Chief and Deputy of each department and the Fire Services Coordinator	Dan/ Wendy	Coordinating first meeting
16.	Oct. 26/16 Board	The Board of Directors adopted Bylaw E1052-3 cited as Beaver Creek Fire Protection Service Area Amendment, 2016 to include Boyko property located at 1082 Wellham Road – Prepare bylaw for signatures, send copy to BC Assessment and other agencies, advise 911 Corporation and the property owner	Wendy	Done
17.	Oct. 26/16 Board	Path Project Resolution – Include on next Board agenda with a report	Russell	Nov. 9 Board Agenda
Finance Department				
18.	March 9/16 Board	Create an Emergency Plan 5 year Budget in 2017	Teri	Working with Emerg. Plan Coordinator

#	Date	Action Item	Assigned to	Target Date/Update
19.	Sept. 21/16 WC Committee	The WC Committee instructed staff to meet with the Long Beach Recreation Cooperative to discuss the lease at the Long Beach Airport and outstanding water fees.	Teri/Wendy Andrew	Arranging
20.	Oct. 12/16 Board	Prepare a report for consideration by the Board regarding signing onto the Climate Action Charter (refer to previous report).	Teri/ Russell	Nov. 9 th Board
21.	Oct. 12/16 RHD	Draft a letter to Island Health asking why the Alberni-Clayoquot Region is not being considered for additional hospice beds given the need in the region.	Teri	Report & recomm. to Nov. 9 Hospital Board
22.	Oct. 26/16 Board	The Board of Directors adopted Bylaw F1127 "2017 Tax Exemption Bylaw" providing a tax exemption to the Alberni Valley Golf Club and Long Beach Recreation Cooperative in 2017 – Send copy of Bylaw to BC Assessment & advise golf clubs	Teri	Done
Environmental Services Department				
23.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill.	Russell	In progress
24.	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
25.	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
26.	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
27.	March 16/16 Special Board	The Board of Directors directed staff to complete waste reduction strategies as presented in the March 16 th Report at a cost of \$95,000.	Andrew/ Janice	In Progress Report forthcoming
28.	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	Met with stakeholders information provided

#	Date	Action Item	Assigned to	Target Date/Update
29.	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
30.	June 22/16 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	WC Committee to review Sept. 21
31.	July 27/16 Board	The Board approved entering 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. Enter into the agreements	Andrew	Expression of Interest Millstream tag on LBA until Scope of work changes
32.	July 27/16 Board	The Board confirmed 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.	Andrew/ Wendy/ Teri	Awaiting Nov.5/16 Assent Vote
33.	August 24/16 Board	Award the Access Road Paving tender to Bowerman Excavating Ltd. in the amount of \$246,316.83 including GST.	Andrew	Done
34.	August 24/16	Award the AVRA Lighting Tender to Raylec Power LP in the amount of \$1,187,727.15 including GST.	Andrew	Awarded
35.	Sept. 14/16 Board	The Board of Directors directed staff to proceed with the tendering of the Northwest Road relocation as outlined in the September 14, 2016 report of the CAO, subject to approval to proceed from the Ministry of Forests, Lands and Natural Resource Operations.	Russell/ Mark	In Progress
36.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board include the purchase of 77 litre garbage containers up to a maximum of \$20,000 in 2017 for the West Coast Waste Service. Include in 2017 Budget.	Andrew/ Janice	Currently sourcing cans

#	Date	Action Item	Assigned to	Target Date/Update
37.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board amend "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017. Prepare RFD and amendment bylaw for consideration of the Board.	Andrew/ Janice	Prepare for Nov. 23/16 Board meeting
38.	Sept. 21/16 WC Committee	The West Coast Committee directs staff to proceed with a Request for Proposals to lease a 2-acre section of land at the Long Beach Airport at the corner of Lysander and Airport Road. Draft RFD and amending bylaw for consideration by the ACRD Board.	Andrew/ Janice	In Progress
39.	Sept. 21/16 WC Committee	The WC Committee directs staff to proceed with Steller Management's letter of intent for the development plan for Lots C & D at the Long Beach Airport.	Andrew/ Janice	In Progress
40.	Sept. 21/16 WC Committee	The WC Committee instruct staff to develop a strategy to move towards increasing lease rates to match the market values developed by Pacific Rim appraisals with timelines of expiration of leases where possible.	Andrew	In Progress
41.	Sept. 21/16 WC Committee	Invite the Chairperson and WC Committee members to attend the next Salmon Beach Committee meeting in October 2016.	Andrew	Meeting Oct. 26/16 @ 10:30 am
42.	Oct. 5/16 AV & Bamfield Services Committee	The Letter of Understanding – Suncoast Waste Services Bailing Incentive report was referred to the October 12 th Board of Directors meeting.	Andrew/ Janice	Further information at Nov. 23/16 Board Meeting
43.	Oct. 5/16 AV & Bamfield Services Committee	The AV and Bamfield Services Committee received the 3 rd Avenue Depot report and confirmed support for capital expenditures at the Depot to be completed within the \$160,000 budget in 2016 and allocate \$140,000 for further capital upgrades in the 2017-2021 Financial plan.	Andrew/ Janice	In Progress
44.	Oct. 12/16 Board	Submit a funding application to Transport Canada's Boating Safety Contribution Program to support the Sproat Lake Marine Patrol's activities for the 2017-2019 inclusive.	Janice	Done
45.	Oct. 12/16 Board	Forward a letter of appreciation to the Transport Canada for past contributions to the Sproat Lake Marine Patrol Boating Safety Program, highlighting the value of this educational program.	Janice	Done
46.	Oct. 12/16 Board	The Board approved entering into a lease agreement with the Alberni Valley Drag Race Association to lease 100' x 100' foot portion of land at the Alberni Valley Regional Airport for	Janice/ Mark	Awaiting signatures

#	Date	Action Item	Assigned to	Target Date/Update
		\$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis – Enter into lease agreement.		
47.	Oct. 12/16 Board	The Blue Dot resolution was tabled – Report to be prepared with the Climate Action Charter Report for consideration by the Board.	Russell	Nov. 9 th Board Agenda
48.	Oct. 12/16 Board	The ACRD Board passed a resolution to request the Air Quality Council to develop an education bulletin on effectively burning organic waste & the ACRD will distribute – Contact Air Quality Council.	Janice/ Andrew	AQQ Developing bulletin
Planning Department				
49.	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
50.	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
51.	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
52.	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
53.	May 27/15 Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.	Mike	Complete Fall 2016

#	Date	Action Item	Assigned to	Target Date/Update
54.	April 13/16 Board	Review ACRD Fire Department recent truck repairs and investigate Fire Departments use of maintenance contract for light vehicles.	Luc	Investigating
55.	Sept. 21/16 WC Committee	Draft a letter for Dianne's signature (Chair WC Comm) to the Tla-o-qui-aht First Nation thanking them for providing the Regional District with a letter of support for rezoning the Long Beach Airport.	Mike	In Progress
56.	Oct. 5/16 EA Committee	The EA Committee directed staff to conduct public input sessions to garner community input into options for dealing with short term vacation rentals.	Mike	In Progress
57.	Oct. 5/16 EA Committee	The EA Committee received the Building Inspection Update and request staff report back to the Committee in three months.	Mike	Done
58.	Oct. 12/16 Board	Send in papers nominating Battleship Island on Highway 4 for a new Stop of Interest Sign through the Ministry of Transportation and Infrastructure.	Mike	In Progress
59.	Oct. 12/16 Board	The Board of Directors approved entering into a two (2) year agreement with Toquaht Nation to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT – Arrange for signatures.	Mike	Prepared for signature
60.	Oct. 12/16 Board	The Board passed a resolution to update the Crown land referral procedures to allow Area Directors the option to forward Crown land referrals to the Board of Directors, when the Director is of the opinion that it is in the best interest of the ACRD for the Board to review and provide a resolution – Update the procedures.	Mike	In Progress
61.	Oct. 12/16 Board	Draft a letter of support to Rogers Mobility to proceed with the proposed cell tower at Sproat Lake.	Alex	In Progress
62.	Oct. 12/16 Board	Invite wireless communication providers in the region to meet with the ACRD Board of Directors and provide an update on their plans in the region.	Alex	In Progress

Issued: November 4, 2016

October 26th, 2016

Province of British Columbia
Rural Secretariat
P.O. Box 9352 Stn Prov Govt
Victoria, British Columbia CANADA V8W9M1

Re: Application for \$10,000 for the Coastal Sustainability Charter program stage 1.

Dear Rural Secretariat Leadership,

I write to you on behalf of the Coastal Community Network of Local Government Regional Districts and Tribal Councils on Canada's Pacific Coast to inform you that the following resolution was consented to by the Board of Directors at its Regular Business meeting held September 29th 2016 in Victoria, British Columbia:

"THAT the Coastal Community Network Board of Directors approve the draft Rural Dividend Fund Application and Scope of Work for the Pacific Coast Basin Sustainability Charter Stage I literature review and community engagement strategy."

ENDORSED

Sincerely,
Coastal Community Network



Tony Bennett
CCN Chair
Electoral Area Director Long Beach
Alberni Clayoquot Regional District
250 726-1224
tonben1 <a5a85528@telus.net>

For More information on this important letter please contact:

North Coastal Range Contact:

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Coastal Community Network Secretariat Contact:

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Sustaining Organizations

Alberni Clayoquot Regional District
City of Richmond

Mt. Waddington Regional District
North Coast Regional District

Corresponding Organizations and Individuals

Ahousaht Nation
BoKeCen Pauquachin Nation
Bowen Island Municipality
Capital EDC Economic
Central Coast Regional District
Chemainus Nation
City of Campbell River
City of Colwood
City of Courtenay
City of Duncan
City of Langford
City of Nanaimo
City of Parksville
City of Port Alberni
City of Powell River
City of Prince Rupert
City of Terrace
City of Victoria
City of White Rock
Comox Valley R.D.
Council of Haida Nations
Cowichan Valley R.D.
Da'naxda'xw Awaetlala Nation
District of Central Saanich
District of Delta
District of Highlands
District of Kitimat
District of Lantzville
District of Metchosin
District of North Cowichan
District of North Saanich
District of Oak Bay
District of Port Edward
District of Port Hardy
District of Saanich
District of Sayward
District of Sechelt
District of Sooke
District of Squamish
District of Stewart
District of Tofino
District of Ucluelet
Ditidaht Nation
Dzawada'enuxw Nation
Ehattesah Nation
Esquimalt Nation
First Nation Summit
Gingolx Village Nisga'a
Gitga'at Nation
Gitlaxt'aamix Village Nisga'a
Gitwinksihkw Village Nisga'a
Gitxaala Nation
Gwa'sala Nakwaxda'xw Nation
Gwawaenuk Tribe

Haisla Nation
Halalt Nation
Heiltsuk Nation
Hesquiaht Nation
Hul'qumi'num Treaty Group
Hupacasath Nation
Huu'ay'aht Nation
Huu'ay'aht Treaty Office
Ka:'yu:'K't'h' Che: K'tles7et'h' Nation
Kaska Dena Council
Katzie Nation
Kitimat-Stikine Regional District
Kitselas Nation
Kitsumkalem Nation
Klahoose Nation
K'ómox Nation
Kwakiutl District Council
Kwakiutl Nation
Kwa'Wa'Aineuk Nation
Kwia'ka Nation
Kwicksutaineuk Ah'kwaw'ah'mish Nation
Kwikwetlam Nation
Laich'kwil'tach (Hamatla) Treaty Society
Lake Cowichan Nation
Lax Kw'alaams Nation
Laxgaltsap Village Nisga'a
Lyackson Mustimuhw Nation
Malahat Nation
Malahat Treaty Office
Mamaleqala Qwe'Qwa'Sot'Em Nation
Metlakatla Nation
Mowachaht Muchalaht Nation
Musgamagw Tsawataineuk Tribal Council
Musquem Nation
Namgis Nation
Nanaimo R.D.
Naut'sa Mawt Tribal Council
Nisga'a Nation
Nuchatlaht Nation
Nuxalk Nation
Ocean Initiatives British Columbia
Opetchesaht Nation
Oweekenuiukinuxw Nation
Pacheedaht Nation
Penelakut Tribe
Powell River R.D.
Qualicum Nation
Quatsino Nation
Quw'utsun Nation
Scia'new Nation
Shíshálh Nation
Sliammon Nation

Snaw'naw'as Nation
Snaw'naw'as Treaty Group
Snuneymuxw Nation
Songhees Nation
Squamish-Lillooet R.D.
Strathcona R.D.
Stz'uminus Nation
Sunshine Coast R.D.
Te'mexw Treaty Association
Tlatla'sikwala Nation
Tloquiaht Nation
Tlowitsis Mumtagila Nation
Toquaht Nation
Town of Comox
Town of Gibsons
Town of Ladysmith
Town of Lake Cowichan
Town of Port McNeill
Town of Qualicum Beach
Town of Sidney
Town of View Royal
Township of Esquimalt
Tsartlip Nation
Tsawout Nation
Tseshaht First Nation
Tseshaht Nation
Tseycum Nation
T'souke Nation
Uchucklesaht Nation
Ucluelet Nation
Village of Alert Bay
Village of Cumberland
Village of Gold River
Village of Lions Bay
Village of Masset
Village of Port Alice
Village of Port Clements
Village of Queen Charlotte
Village of Sayward
Village of Tahsis
Village of Zeballos
We Wai Kai Nation
Wei'Wai'Kum
Nation Nuu-chah-nulth Tribal Council
Whe'la'la'u Area Council
Winalagalis Treaty Group
Xwemalhkwa Nation



Request for Decision

To: Board of Directors
From: Patrick Marshall, Capital EDC Volunteer CCN Facilitator
Meeting Date: September 26th 2016
Subject: **Application to BC Rural Dividend Fund to complete Stage 1 Literature Review for a Pacific Coastal Sustainability Charter**

Recommendation

THAT the Coastal Community Network Board of Directors approve the draft Rural Dividend Fund Application and Scope of Work for the Pacific Coast Basin Sustainability Charter Stage I literature review and community engagement strategy; and;

THAT the Coastal Community Network Board of Directors send a letter to the Chair and Board of Directors for the Alberni Clayoquot Regional District asking for their assistance in serving as the Host applicant to the Rural Dividend Fund.

Summary:

There are more than 186 Union of BC Municipalities resolutions that pertain to the Coast [attached]. There is no count on the number of government policies and procedures with respect to governing the Pacific Coast Basin.

The Coastal Sustainability Charter Scope of Work [attached] is designed to bring together the Coast Community Network alongside:

- Alberni Clayoquot Regional District
- Mt. Waddington Regional District
- Skeena Queen Charlotte Regional District; and the;
- West Coast Aquatic Management Board

In a strategic alliance along with the remaining 11 Regional Districts and 14 Tribal Councils governing locally in the Coastal Basin, to complete an enumeration of sustainability policies and practices with a view to identifying common values to build a coordinated Pacific Coast Sustainability Charter that can be shared with local and region indigenous leadership.

The October 2017 application will be for \$10,000.00 in matching cash to donated hours of the Regional District to supervise the project with the Coastal Community Network and West Coast Aquatic doing the work. The outcomes of which will form the basis for a second round application for funding to complete a coordinate community engagement strategy to IAP2 standards designed to secure local input, collaboration and approval of a Pacific Coastal Sustainability Charter.

Coastal Sustainability Charter Scope of Work September 2016

1.0 Project Name

The project will be referred to as Coastal Sustainability Charter program stage 1. This will result in the completion of a literature search, identification of tools and resources, and a new approach to results oriented governance for the across the Coastal Community Network comprised of 14 Regional Districts and 14 Tribal Councils.

1.1 Vision

To write a vision statement, focus on the basics of your mission statement and extrapolate; where is your part of the organization going to be five years from now? What will your relationships have accomplished?

The Coastal Basin of British Columbia is a place where social well-being is supported by a vibrant economy and sustained by a healthy environment

1.2 Mission

A mission statement is a brief description of our fundamental purpose. It answers the question, "Why do we exist?"

The Coastal Community Network Society exists so that staff, ratepayers, and councils of regional districts and tribal councils know and understand that the Coastal Sustainability Charter a) achieves appropriate results, with appropriate resources, for appropriate persons at an appropriate cost; and; b) avoids unacceptable actions and situations.

The mission statement articulates the organizations purpose both for those in the organization and for the public.

1.3 Value Proposition

This describes the unique value a facility offers to its Citizens. It's why our Citizens and prospective partners will want to do business with in the Region. Knowing our common value proposition is key to many steps we will take while we are processing the relationship, in our day-to-day activities and when it comes time to expand our relationships or borrow money. If we know the value proposition for our relationship, we are much more likely to succeed because it separates us from other environmentally sensitive regions, with vast resources, diverse communities and many layers of governance.

The Pacific Coastal Basin is a region that is known for the quality of its environment, caliber of people, diversity of its communities, richness of resources and economical values.

1.4 Purpose

The purpose of this Project is to construct a Pacific Coastal Charter terms of reference and tools for sustaining the Pacific Coastal Basin of British Columbia. The second part of the project is to provide the Board of Directors, regional districts and tribal councils with an assessment of policies, procedures, active files and current position of the Pacific Coastal Basin in terms of its sustainability. This will include the construction of plans and tools including the definition of measures of activity, description of standards, peer group comparisons based on proximity, scale and population.

In consultation with the Board of Directors and responsible for the Coastal Community Network, build a Business Plan, complete with data compilation demonstrating authentic and tangible activities and the description of a standard that can be applied to other relationships in the region.

1.5 Objectives

The objectives of the Pacific Coastal Sustainability Charter Stage 1 include:

- 1.5.1 To provide data on the fundamental elements of sustainability policy and procedures operating in the Pacific Coastal Basin so that a Charter can be constructed that reflects:



- a. Strengths and gaps in performance areas that are illuminated and accounted for;
 - b. Comparisons to peer municipal operations based on proximity, scale and population can be made; and;
 - c. Targets for improvement can be discussed, qualified and presented for consideration.
- 1.5.2 To provide justification and business cases for:
- a. The identification of Essential Services, Important Functions and Discretionary Programming;
 - b. The definition of efficiencies, effectiveness and moderated influencing factors in standards of practice based on proximity, scale, and population; and;
 - c. The capture of opportunities for significant improvement in services and resourcing.
- 1.5.3 To increase investor and community confidence and trust in the future of the Pacific Coastal Basin, and build trust within the operation by ensuring that a future Charter stage II and its corresponding performance measures feed properly into the Strategic Plan for the Charter which the Operating Plan, monitoring and performance processes are sustained.
- 1.5.4 To build sustainable structures and practices within the Coastal Community Network that can be applied to the remaining functions and relationships in a timely manner, also taking into account the opportunity to collaborate with other local, aboriginal, provincial and national processes with a view to either contributing to the effort or saving money by collaborating.
- 1.5.5 To prepare the organization and community of interest for future challenges; and;
- 1.5.6 To recommend revisions to operations resulting in effectiveness and efficiencies.

2.0 Deliverables

The deliverables for this assignment will include:

- a. Community Engagement Plan and corresponding Communications Plan for the assignment;
- b. A completed application to the Rural Dividend Fund from the Province of British Columbia;
- c. A survey of existing policies, processes, major project lists and jurisdictional contact list for agencies operating in the Basin; and;
- d. A final report on next steps and implementation of stage II on remaining relationships and functions.

3.0 Policies and Processes Selected for Review

- 3.1 We will facilitate a discussion with the appropriate people to establish the Pacific Coastal Charter Terms of Reference and SMART metrics to be used in the comparative analysis;
- 3.2 We will establish a protocol for how the Technical Advisory Group will be formed and function throughout this assignment;
- 3.3 We will consult with other professional and institutional organizations to ensure that standards are supported by the industry and that they are common enough across different sizes, shapes and forms of business practice.
- 3.4 We will discuss how to establish peer frameworks for comparative performance analysis and reporting in formats that will support service and performance planning systems;
- 3.5 We will build tangible outcome frameworks that support sustainable practices based on best practices which will:
 - a. Establish criteria for essential, important and discretionary services; and;
 - b. Inventory, shape and refine service delivery within the organization.
- 3.6 We will add to frameworks that support Pacific Coastal Basin Sustainability performance benchmarks and standards of practice which will:



- a. Establish appropriate benchmarks for each sustainability subject matter area;
 - b. Shape and report formats for appropriate adjacent, population base and tax base comparable regional profiles;
 - c. Highlight the regional district and indigenous tribal council's level of participation in sustainability practices in comparison to peer group levels of service and provide third-party observations relevant to the service.
- 3.7 We will evaluate, assess and report on the regional district and tribal council organizational capacity including, but not limited to:
- a. Gap Analysis between existing performance and peer group standards;
 - b. A facilitated work shop with the Technical Advisory Group to match practice levels with organizational capacity, resource management and baselines.
- 3.8 We will develop the appropriate approaches for reconciling local and regional capacity with service profiles and develop strategies to delivery targeted adjustments and next steps.
- 3.9 We will provide monitoring tools designed to be used in strategic plan processes, operating plan processes and budget processes. [E.g. spreadsheets with structured data, infographics where appropriate and powerpoint based files that can be updated year to year using the most simple presentation ready software available.]
- 3.10 In-scope and out-of-scope data sets will be identified by the Technical Advisory Group [TAG] facilitated by a collaboration between the West Coast Aquatic Management Board and Capital EDC Economic Development Company. Corporate wide metrics will also be identified in this process.

4.0 Project Governance

This assignment will be coordinated by Patrick Marshall, Business and Economic Developer on behalf of the Coastal Community Network. The West Coast Aquatic Management Board will also participate on the technical Advisory Group. The Alberni-Clayoquot Regional District will serve as the host and be responsible to the management of the budget, expenditures and disbursements. The TAG will be comprised of representatives from:

- Appointed Regional District Department Head
- Regional District Director Responsible
- Representative from Capital EDC Economic Development Company
- Representative from the West Coast Aquatic Management Board
- Member of the Coastal Community Network North Coast
- Member of the Coastal Community Network Mid Coast Vancouver Island
- Member of the Coastal Community Network Mainland Coast
- [Ex-Officio], Regional District Chief Administrative Officer

Based on direction and feedback from the TAG, Capital EDC will prepare all tools and products for a consensus approval of the TAG prior to being submitted to the CAO for final review and approval.

5.0 Technical Advisory Group

5.1 Meeting Frequency

The TAG will meet at the call of the Facilitator as elements are completed for review and input.

5.2 Decision Making

The TAG will be facilitated by Patrick Marshall of Capital EDC. This will be a consensus driven process recorded for the benefit of future reference. Without 100% consensus, the subject of decision will not proceed, however, some



subjects will be recorded as “parked”. Final decisions are the sole responsibility of the Board of Directors of the Coastal Community Network as a Whole.

5.3 Communications

All Communications will be prepared in writing by Capital EDC in the form of briefing notes or briefing notes for decision as per Coastal Community Network procedures. Participation will be recorded as unattributed contributions.

6.0 Stakeholder Involvement

Stakeholders in this demonstration are defined as elected and appointed leadership of regional districts and tribal councils and they will participate at the “Collaborate” stage of the IAP2 Spectrum.

The TAG commitment to the Coastal Community Network and community is to:

To partner with the society staff, municipal staff and tribal council staff in each aspect of the decision including the development of alternatives and the identification of preferred solutions

From an organizational perspective, the promise is that:

We will work together to formulate solutions and incorporate all advice and recommendations into the decisions to the maximum extent possible.

7.0 Staff Involvement

Select staff have been identified to provide subject matter expertise, referrals to colleagues and other resources through the Technical Advisory Group. The Technical Advisory Group commitment to all staff is to:

- a. Provide timely and relevant information to all staff through a planned communication program;
- b. Provide opportunities for staff to participate in the assignment and provide their input;
- c. Ensure staff input is referenced so it is not possible to determine the source of the input; and;
- d. Work towards continually improving.
 - i. The sustainable policy and procedures in the Pacific Coastal Basin;
 - ii. Relationships within the organization with the community; and;
 - iii. Our contribution to the ratepayers and citizens of the coast.

8.0 Time Line

The work will commence in September of 2016 and is planned for substantive complete on or before March 31st 2017. Stages of the work are estimated to follow the following time line:

Table 1: Project Milestones and Timing			
Task	Title Description	Deliverable	Completed
Step 1 – Draft Engagement and Communications Strategy			
	Meet with technical advisory group in Port Alberni map out approach to short and long term priorities	Summative Meeting Notes	
	Determine SMART principles as end statements in a plan format	Formative Draft Plan	
	Determine Descriptions of Standards	Summative Meeting Notes	
	Develop sources of data in terms local, aboriginal, regional, provincial and national programs	Summative Meeting Notes	
Step 2 – Engage Technical Advisory Group to assist with the following functions			
	Establish Narrative for the Sustainability Charter context	Summative Meeting Notes	
	Define parameters for services based on proximity, scale, population and property tax base make-up	Summative Meeting Notes	
Step 3 – TAG builds Sustainability Charter including Metrics for TAG Review and Feedback			
	Data Compilation: Inventory of services, performance measures, Peer Group and comparable data.	Summative Meeting Notes	



Table 1: Project Milestones and Timing			
Task	Title Description	Deliverable	Completed
	Develop Business and Service Profiles, benchmark and standards, develop and select peer municipalities	Summative Meeting Notes	
	Deliver Workshop on Governance with Technical Advisory Group and Board	Summative Meeting Notes	
	Report out on Charter, Frameworks and Organizational Capacity Assessments.	Formative Draft Plan	

Notes to Program

http://www.communityindicators.net.au/results_based_accountability_training

<http://raguide.org/results-based-accountability-licensing/>

What is Results-Based Accountability™?

Results-Based Accountability™ (RBA), also known as Outcomes-Based Accountability™ (OBA), is a disciplined way of thinking and taking action that communities can use to improve the lives of children, youth, families, adults and the community as a whole. RBA is also used by organizations to improve the performance of their programs or services. Developed by Mark Friedman and described in his book *Trying Hard is Not Good Enough*, RBA is being used throughout the United States, and in countries around the world, to produce measurable change in people’s lives. Click here for Translation Helpful Version of Basic RBA Ideas)

What’s different about RBA?

RBA uses a data-driven, decision-making process to help communities and organizations get beyond talking about problems to taking action to solve problems. It is a simple, common sense framework that everyone can understand. RBA starts with ends and works backward, towards means. The “end” or difference you are trying to make looks slightly different if you are working on a broad community level or are focusing on your specific program or organization.

Creating Community Impact with RBA

Community impact focuses on conditions of well-being for children, families and the community as a whole that a group of leaders is working collectively to improve. For example: “Residents with good jobs,” “Children ready for school,” or “A safe and clean neighborhood”. In RBA, these conditions of well-being are referred to as results or outcomes.

It is critical to identify powerful measures to determine the progress a community is making towards achieving community well-being. For communities, the measurements are known as community indicators and are usually collected by public agencies. A community wanting to have residents with good jobs may look at “turning the curve” on the unemployment rate.

Performance Accountability

Organizations and programs can only be held accountable for the customers they serve. RBA helps organizations identify the role they play in community-wide impact by identifying specific customers who benefit from the services the organization provides.

For programs and organizations, the performance measures focus on whether customers are better off as a result of your services. These performance measures also look at the quality and efficiency of these services. RBA asks three simple questions to get at the most important performance measures:

- How much did we do?
- How well did we do it?
- Is anyone better off?

In answering these questions, a job training program might measure:



- The number of trainees in its program
- The ability of its trainers to explain concepts
- The percentage of its trainees who obtain and keep a job.

Turn the Curve Thinking

Once you identify the most powerful measure(s) to improve, RBA provides a step-by-step process to get from ends to means. This process is called “Turn the Curve” thinking.

Why use RBA?

RBA improves the lives of children, families, and communities and the performance of programs because RBA:

- Gets from talk to action quickly;
- Is a simple, common sense process that everyone can understand;
- Helps groups to surface and challenge assumptions that can be barriers to innovation;
- Builds collaboration and consensus;
- Uses data and transparency to ensure accountability for both the well-being of people and the performance of programs.

Fiscal Policy Studies Institute

Mark Friedman Director | 7 Avenida Vista Grande #140 Santa Fe, New Mexico 87508

Results Leadership Group | Adam Luecking CEO | info@resultsleadership.org | Phone 301-907-7541 | ResultsLeadership.org

End of Document



Pacific Coastal Basin Charter for Sustainability

The Pacific Coastal Basin Vision

We want to see the Pacific Coastal Basin as a place:

Where social well-being is supported by a vibrant economy and sustained by a healthy environment.

Understanding Sustainability

Where governments, community groups and individuals recognize why and how they can contribute to building vibrant communities, developing strong and diverse economies and maintaining the air, water, land and living species that make up our ecosystems.

Caring for Ecosystems

Where we are all stewards of resources such as water, forests, fish, wildlife and land.

As stewards, we conserve and enhance our ecosystems to maintain strong and diverse economies and to support growing communities. In this way, we not only enjoy our natural environment, but also conserve it to support our high quality of life.

Strengthening Communities

Where communities benefit from local experience, skills and values.

Strong communities are built on a diverse economy, an educated workforce, safe neighbourhoods, and accessibility to basic commodities, shared goals, local action and a sense of belonging.

Improving Decision-Making

Where decision-making is shared and we work together to reach creative agreements and achieve common goals that reflect the interests of a growing population mixed in gender, culture, religion, age and interest; and

Where Aboriginal rights and title now being defined are reconciled in a just and fair manner.

This Vision guides the goals of the Charter for Sustainability

Pacific Coastal Basin Principles for Sustainability

Mutual Dependence

Land, water, air and all living organisms including humans are integral parts of the ecosystem. Biodiversity must be conserved.

Accountability

Each of us is responsible for the social, economic and environmental consequences of our decisions and accountable for our actions.

Equity

All communities and regions must have equal opportunities to provide for the social, economic and environmental needs of residents.

Integration

Consideration of social, economic and environmental costs and benefits must be an integral part of all decision-making.

Adaptive Approaches

Plans and activities must be adaptable and able to respond to external pressures and changing social values.

Coordinated and Cooperative Efforts

Coordinated and cooperative efforts are needed among all government and nongovernment interests.

Open and Informed Decision-Making



Open decision-making depends on the best available information.

Exercising Caution

Caution must be exercised when shaping decisions to avoid making irreversible mistakes.

Managing Uncertainty

A lack of certainty should not prevent decisive actions for sustainability.

Recognition

There must be recognition of existing rights, agreements and obligations in all decision-making.

Aboriginal Rights and Title

We recognize that Aboriginal nations within the Pacific Coastal Basin assert Aboriginal rights and title. These rights and title, now being defined, must be acknowledged and reconciled in a just and fair manner.

Transition Takes Time

Sustainability is a journey that requires constant feedback, learning and adjustment. In the short term, the elements of sustainability may not always be in balance.

Adopted by the Coastal Community Network by Consent Resolution this 26th day of September 2016 at the Annual General Meeting held in the Esquimalt Room of the Victoria Conference Centre.



