



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 12, 2016, 1:30 pm

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

### AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Traditional Territories.

2. **WELCOME & INTRODUCTIONS**

Welcoming Remarks – Toquaht Nation Joining the Alberni-Clayoquot Regional District

3. **OATH OF OFFICE**

Nicole Munroe, Manager of Court Administration, Province of BC to conduct Oath of Office:

- Director Kirsten Johnsen, Member of Council, Toquaht Nation
- Alternate Director Noah Plonka, Member of Council, Toquaht Nation

4. **APPROVAL OF AGENDA**

*(motion to approve, including late items required 2/3 majority vote)*

- a. **Late Business: Director Cote requests a letter of support for Rogers Mobility to proceed with the proposed cell tower at Sproat Lake.**

5. **DECLARATIONS**

*(conflict of interest or gifts)*

6. **ADOPTION OF MINUTES**

- a. **Board of Directors Meeting – September 14, 2016**

9-17

*THAT the minutes of the Board of Directors meeting held on September 14, 2016 be adopted.*

- b. **West Coast Committee Meeting – September 21, 2016**

18-22

*THAT the minutes of the West Coast Committee meeting held on September 21, 2016 be adopted.*

- c. **Fisheries Resource Committee Meeting – September 14, 2016**

23-29

*THAT the minutes of the Fisheries Resource Committee meeting held on September 14, 2016 be adopted.*

- d. **Electoral Area Directors Meeting – October 5, 2016** **30-32**

*THAT the minutes of the Electoral Area Directors meeting held on October 5, 2016 be adopted.*

- e. **Alberni Valley & Bamfield Services Committee Meeting – October 5, 2016** **33-35**

*THAT the minutes of the Alberni Valley & Bamfield Service Committee meeting held on October 5, 2016 be adopted.*

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

- a. **Ms. Rachelle McElroy, Executive Director, Coastal Invasive Species Committee regarding Invitation to Engage in Efficient Cooperative Management of Invasive Species on Vancouver Island.** **36-37**
- b. **Mr. Al Harley regarding Animal Herding Law**
- c. **Mr. Chris Bird, Long Beach Golf Club, regarding Long Beach Golf Club Tax Exemption.** **38-39**

8. **CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR PARTICIPATION** **40-46**  
Ministry of Community, Sport and Cultural Development, September 30, 2016 regarding the Climate Action Charter.

*(Board Direction Requested)*

9. **CORRESPONDENCE FOR INFORMATION**

- a. **ISLAND COASTAL ECONOMIC TRUST** **47-48**  
Bursaries Available for Tuition and Travel Support for Economic Development Training and Education  
Life on Mars: Wildlife Rescue and Rehab Centre Adds Tourism Element **49-51**  
Moving from Planning to Action: North Island Quick Start Projects Funded **52-54**
- b. **ENVIRONMENT AND CLIMATE CHANGE CANADA** **55**  
Species at Risk Act
- c. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT** **56-70**  
Ride Sourcing Consultation Summary Report

- |    |   |              |
|----|---|--------------|
| d. | <b>HUMAN TRAFFICKING/SEXUAL EXPLOITATION IN BC</b>  | <b>71-74</b> |
|    | Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction |              |
| e. | <b>BC ROAD BUILDERS &amp; HEAVY CONSTRUCTION ASSOCIATION</b>                                  | <b>75-85</b> |
|    | 2016 Strategic Work Plan  |              |
| f. | <b>FISHERIES AND OCEANS BC</b>  | <b>86</b>    |
|    | Proposal Presented by Trawl Representatives to the Groundfish Integrated Advisory Board       |              |
| g. | <b>MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE</b>  | <b>87-88</b> |
|    | Nominations for New Stop of Interest Signs  |              |
| h. | <b>YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY</b>                                    | <b>89</b>    |
|    | British Columbia Youth Parliament, 88 <sup>th</sup> Parliament                                |              |
| i. | <b>CANADIAN UNION OF POSTAL WORKERS</b>   | <b>90-92</b> |
|    | Another Opportunity to Have Your Say in Canada Post Review                                    |              |
| j. | <b>ISLAND HEALTH</b>  | <b>93-96</b> |
|    | Operating Permit for the Bamfield Water System  |              |
| k. | <b>ALBERNI-CLAYOQUOT REGIONAL DISTRICT &amp; TOQUAHT NATION</b>                               | <b>97</b>    |
|    | Toquaht Nation Joins the Alberni-Clayoquot Regional District Board                            |              |

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

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

- |  |  |                |
|--|--|----------------|
| a.   | <b>REQUEST FOR DECISION</b>  | <b>98-129</b>  |
|  | Finance Warrant No. 569  |                |
| <br>   |  |                |
| <i>THAT the Board of Directors approves Finance Warrant Number 569 in the amount of \$1,440,666.15 dated September 30, 2016.</i> |  |                |
| b.   | <b>REQUEST FOR DECISION</b>  | <b>130-133</b> |
|  | Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption |                |

*THAT the Alberni Clayoquot Regional District Board of Directors instruct staff to prepare a 2017 property tax exemption bylaw including the Alberni Valley Golf Club and the Long Beach Recreation Cooperative for consideration by the Board.*

- |    |  |                |
|----|--|----------------|
| c. | <b>REQUEST FOR DECISION</b>                  | <b>134-138</b> |
|    | Tofino-Ucluelet Airport Fees Bylaw Amendment |                |

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".*

- d. **REQUEST FOR DECISION** **139-140**  
Boating Safety Contribution Program Application

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

- e. **REQUEST FOR DECISION** **141-145**  
Proposed Building Inspection Agreement with Toquaht Nation

*THAT the Board of Directors enter 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.*

- f. **REQUEST FOR DECISION** **146-152**  
Bylaw E1052-3, Beaver Creek Protection Service Area Amendment, 2016

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

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

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

- g. **REQUEST FOR DECISION** **153**  
Request for a West Coast Based Session and Funding to attend Parliamentary Standing Committee for the Federal Fisheries Act Review Consultation Process



*THAT the Board of Directors forward a letter to the Parliamentary Standing Committee for the Federal Fisheries Act Review requesting both a West Coast based session and funding for non-First Nation groups to attend the Fisheries Act Review Sessions.*

- h. **REQUEST FOR DECISION** **154**  
Province of BC – Importance of BC's Fishing Industry

*THAT the Board of Directors forward a letter to the Minister of Agriculture reinforcing how important the Fishing Industry is to the Province of BC and requesting a Provincial representative be re-appointed to sit on the Alberni-Clayoquot Regional District's Fisheries Resource Committee.*

- i. **REQUEST FOR DECISION** **155**  
Letter of Support – West Coast Aquatic Restoration Project Phase 1 Model

*THAT the Board of Directors forward a letter of support to West Coast Aquatic regarding their Restoration Project Phase 1 model including the Barkley and Clayoquot.*

- j. **REQUEST FOR DECISION** **156**  
T'aaq-wiihak Fisheries

*THAT the Board of Directors forward a letter to the Department of Fisheries and Oceans asking why the T'aaq-wiihak Fisheries is being so heavily monitored and the enforcement tightened.*

- k. **REQUEST FOR DECISION** **157**  
Province of BC – Need for More Fisheries Habitat Restoration

*THAT the Board of Directors forward a letter to the Minister of Agriculture advising of the need for more fisheries habitat restoration and highlighting the Somass River Integrated Fish Habitat Restoration Overview by West Coast Aquatic.*

- l. **REQUEST FOR DECISION** **158-187**  
Island Corridor Foundation – Governance and Financial Review

*THAT the Board of Directors of the Alberni Clayoquot Regional District receive a report from Directors Banton and Cote regarding the meeting with ICF October 6 and the attached Governance and Financial Review of the Island Corridor Foundation for AVICC to Hupacasath First Nation and Judith Sayer for their comments before responding to the report.*

- m. **REQUEST FOR DECISION** **188-190**

West Coast Multiplex – Updated Business Plan Review & Update

*THAT the Alberni-Clayoquot Regional District Board of Directors engage the services of Recreation Excellence to review and update the Business Plan conducted in 2008 for the West Coast Multiplex facility for a cost of 18,537.50 plus taxes.*

n. **REQUEST FOR DECISION**

**191-192**

Alberni Valley Drag Race Association (AVDRA) Lease Area at Alberni Valley Regional Airport

*THAT the Alberni-Clayoquot Regional District Board of Directors enter 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 \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.*

o. **ADMINISTRATIVE MEMORANDUM**

**193-195**

Blue Dot Initiative Project – Right to a Healthy Environment Resolution

*(Board Direction Requested)*

**11. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

a. **RF16002, BROWN, 3745 MOUNTAIN VIEW ROAD**

**196-205**

Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1343

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

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

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1343 be read a second time.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1343 be read a third time.*

b. **TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD**

**206-209**

Temporary Use Permit Application – Memorandum and Permit

*THAT the Board of Directors issue temporary use permit TUP16001.*

## 9.2 ALL DIRECTORS

- a. **MISC16014, HUPACASATH FIRST NATION, DOG MOUNTAIN SALVAGE** **210-214**  
Miscellaneous Referral – Request for Decision

*THAT the Alberni-Clayoquot Regional District Board of Directors provide support for the Hupacasath First Nations' plans to salvage damaged timber from Dog Mountain.*

- b. **UPDATED CROWN LAND REFERRAL PROCEDURES** **215-216**  
Request for Decision

*THAT the Board of Directors 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.*

## 12. REPORTS

### 12.1 STAFF REPORTS

- a. Planning & Development Manager Report – October 6, 2016 **217**  
b. Financial Manager Report – October 3, 2016 **218-219**  
c. Staff Action Items Report – October 6, 2016 **220-226**

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

### 12.2 COMMITTEE REPORTS

### 12.3 OTHER REPORTS

- a. **Vancouver Island Regional Library**
- Letter **227**
  - Adopted 2017-2021 Financial Plan **228-283**
  - Budget Information **284-285**
  - News Release **286**
  - From the Board Table **287-293**

*THAT the Board of Directors receives this report.*

## 13. UNFINISHED BUSINESS

## 14. LATE BUSINESS

- a. **Request for letter of support for rogers to proceed with the proposed cell tower at Sproat Lake – P. Cote**

**15. QUESTION PERIOD**

**16. RECESS**

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

**17. RECOVENE**

**18. IN CAMERA**

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

- i. The acquisition, disposition or expropriation of land or improvement, if the Regional District considers that disclosure could reasonably be expected to harm the interests of the Regional District,*
- ii. Litigation or potential litigation affecting the Regional District.*

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

**20. ADJOURN**

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



## Alberni-Clayoquot Regional District

### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 14, 2016, 1:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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#### **DIRECTORS**

#### **PRESENT:**

Josie Osborne, Chairperson, District of Tofino  
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)  
John Jack, Councillor, Huu-ay-aht First Nation  
Mike Ruttan, Mayor, City of Port Alberni  
Jack McLeman, Councillor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it'ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

#### **STAFF PRESENT:**

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

#### **1. CALL TO ORDER**

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

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

#### **2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Jack*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### **3. DECLARATIONS**

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

##### **a. Board of Directors Meeting – August 24, 2016**

*MOVED: Director Cootes*

*SECONDED: Director McLeman*

*THAT the minutes of the Board of Directors meeting held on August 24, 2016 be adopted.*

**CARRIED**

##### **b. Salmon Beach Committee Meeting – August 25, 2016**

*MOVED: Director Bennett*

*SECONDED: Director Cootes*

*THAT the minutes of the Salmon Beach Committee Meeting held on August 25, 2016 be adopted*

**CARRIED**

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

##### **a. John Thomas, Environmental Services Technician, 10 Years of Service**

The Chairperson presented Mr. Thomas with a gift of recognition for ten years of service with the Alberni-Clayoquot Regional District.

##### **b. Myrna Moore, BC Transit and Phil Atkinson, Diversified Transportation, Annual Performance Summary for Alberni-Clayoquot Custom Transit Services for 2015/2016 Fiscal Year.**

Ms. Moore provided the Board with a power point presentation on the annual performance summary for the Alberni-Clayoquot Regional District 2015/2016 Custom Transit Services.

#### **6. CORRESPONDENCE FOR INFORMATION**

##### **a. THE CORPORATION OF THE VILLAGE OF NEW DENVER**

Support for resolution (B-5) at UBCM

##### **b. ALBERNI VALLEY RESCUE SQUAD**

60<sup>th</sup> Anniversary Open House Invitation

MOVED: Director Bennett  
SECONDED: Director Kokura

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

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Wyton

*THAT the Alberni-Clayoquot Regional District forward the correspondence from the Corporation of the Village of New Denver regarding support for their resolution at UBCM requesting assistance in opening a meaningful dialogue with the Fire Underwriters Survey to Dan Holder, ACRD Fire Services Coordinator and Fire Chiefs in the region asking for input on this issue.*

**CARRIED**

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

### **a. Request for Decision regarding Finance Warrant 568**

MOVED: Director Bennett  
SECONDED: Director McLeman

*THAT the Alberni-Clayoquot Regional District Board of Directors approves Finance Warrant number 568 in the amount of \$1,302,630.38 dated August 31, 2016.*

**CARRIED**

### **b. Request for Decision regarding the appointment of Chief and Deputy Chief Election Officer – Referendum – Bamfield Water System Treatment Plant**

MOVED: Director Wyton  
SECONDED: Director Kokura

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Wendy Thomson, Chief Election Officer and Shelli Lyle, Deputy Chief Election Officer for the purposes of conducting the Bamfield Water System Treatment Plant referendum in the fall/winter of 2016.*

**CARRIED**

MOVED: Director Wyton  
SECONDED: Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the following question for the Bamfield Water System Treatment Plant referendum:*

***Alberni-Clayoquot Regional District***

***Referendum – 2016***

***Bamfield Water System Treatment Plant***

*(within a portion of Electoral Area “A” Bamfield, Bamfield Water System Service Area)*

***QUESTION:***

***Are you in favour of the Alberni-Clayoquot Regional District (ACRD) adopting Bylaw F1126, “Bamfield Water System Treatment Plant Loan Authorization, 2016” to enable the ACRD to borrow \$600,000 for the construction of a Water Treatment Plant for the Bamfield Water System?***

***YES/NO***

***CARRIED***

- c. Request for Decision regarding Huu-ay-aht First Nation, Anacla – Bamfield Walking Trail.**

MOVED: Director Ruttan  
SECONDED: Director Cootes

*THAT the Board of Directors direct staff to provide a letter of support to the Huu-ay-aht First Nation for an Island Coastal Economic Trust grant application.*

***CARRIED***

- d. Request for Decision regarding AVRA Runway Expansion and Northwest Industrial Road Tender.**

MOVED: Director Ruttan  
SECONDED: Director Cote

*THAT the Board of Directors of the Alberni-Clayoquot Regional District endorse the attached engineering services agreement for Tetra Tech to complete the design, tendering and project oversight for the North West Industrial Road relocation for the realization of Obstacle Limitations for the Alberni Valley Regional Airport Runway Expansion at an estimated cost of \$34,613.*

***CARRIED***



MOVED: Director Ruttan  
SECONDED: Director Cote

*THAT the Board of Directors of the Alberni-Clayoquot Regional District direct staff to proceed with the tendering of the Northwest Road relocation as outlined in the September 14, 2016 report of the CAO, subject to approval to proceed from the Ministry of Forests, Lands and Natural Resource Operations.*

**CARRIED**

## **8. PLANNING MATTERS**

### **8.1 ELECTORAL AREA DIRECTORS ONLY**

- a. DVF16008, MADILL, PARCEL G DURHAM STREET**  
Development Variance Application – Memorandum and Permit

MOVED: Director Banton  
SECONDED: Director Cote

*THAT the Board of Directors issue development variance permit DVF16008.*

**CARRIED**

- b. RF16005, BUELOW, 550 FRANKLIN RIVER ROAD**  
Rezoning Application – Report and Bylaws P1344 and P1345

MOVED: Director Banton  
SECONDED: Director Cote

*THAT Bylaw P1344, Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw be read a first time.*

**CARRIED**

MOVED: Director Banton  
SECONDED: Director Bennett

*THAT Bylaw P1345, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

MOVED: Director Banton  
SECONDED: Director Cote

*THAT the public hearing for Bylaws P1344 and P1345 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

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

*THAT the Board of Directors confirm that adoption of Bylaws P1344 and P1345 are subject to:*

- Access to each proposed lot being approved and supported by the Ministry of Transportation and Infrastructure.*
- Meeting technical referral agency requirements.*

**CARRIED**

**c. TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD**  
Temporary Use Permit Application – Report

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

*THAT the Board of Directors consider issuing temporary use permit TUP16001 following notification to residents and property owners as required by the Local Government Act.*

**CARRIED**

**9. REPORTS**

**9.1 STAFF REPORTS**

- a. Building Inspector's Report – August 2016**
- b. Staff Action Items Report – September 8, 2016**
- c. Meeting Schedule – October 2016**

*MOVED: Director Bennett*  
*SECONDED: Director Jack*

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

**CARRIED**

**9.2 OTHER REPORTS**

- a. Fisheries Resource Committee – September 14, 2016, D. St. Jacques (Verbal)**

Director St. Jacques reported on the Fisheries Resource Committee meeting held earlier today.

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

*THAT the Board of Directors receives the verbal report.*

**CARRIED**

**9.3 MEMBER REPORTS**

- a. 911 Corporation – No Report
- b. Vancouver Island Regional Library - No Report
- c. Central West Coast Forest Society - No Report
- d. Emergency Planning Committee – No Report
- e. Alberni Valley Chamber of Commerce – No Report
- f. Coastal Community Network – No Report
- g. West Island Woodlands Advisory Group – No Report
- h. Island Coastal Economic Trust – No Report
- i. Air Quality Council – No report
- j. West Cost Aquatic Board – No Report
- k. Association of Vancouver Island & Coastal Communities – No Report
- l. Beaver Creek Water Advisory Committee – No Report
- m. Other Reports

Director Cote circulated invitations for the Island Agricultural Show being held in Port Alberni, Feb 3 – 4, 2017.

Director Bennett reported on a meeting he attended with Toquaht Nation representatives. Agreements have been made between the RCMP and the Maa-nulth First Nations. A ten person police force will be hired to work with the Maa-nulth First Nations and local RCMP detachments.

**10. UNFINISHED BUSINESS**

**11. LATE BUSINESS**

**12. QUESTION PERIOD**

**13. RECESS**

*MOVED: Director Jack*  
*SECONDED: Director McCarthy*

*THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.*

**CARRIED**

The meeting was recessed at 2:28 pm

**14. RECOVENE**

The meeting was reconvened at 2:45 pm

**15. IN-CAMERA**

*MOVED: Director Cote*  
*SECONDED: Director Jack*

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

- i. the acquisition, disposition or expropriation of land or improvements, if the Regional District considers that disclosure could reasonably be expected to harm the interests of the Regional District;*
- ii. information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

**CARRIED**

The meeting was closed to the public at 2:46 pm.

The meeting was re-opened to the public at 3:46 pm.

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

The following motion was reported out in open meeting:

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

*THAT the Alberni-Clayoquot Regional District supports BC Transit in its discussions with the transit operating company surrounding the option of granting a three-year extension to their current contract.*

**CARRIED**

**17. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT this meeting be adjourned at 3:46 pm*

***CARRIED***

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Alberni-Clayoquot Regional District

### MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, SEPTEMBER 21, 2016, 10:30 AM Tofino Council Chambers, 121 3<sup>rd</sup> Street, Tofino, BC

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<b>MEMBERS</b>	Dianne St. Jacques, Chairperson, Mayor, District of Ucluelet
<b>PRESENT:</b>	Josie Osborne, Mayor, District of Tofino Tony Bennett, Director, Electoral Area "C" (Long Beach) Alan McCarthy, Member of Legislature, Yuułu?it̓at̓ Government Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)
<b>OTHERS</b>	West Coast Multiplex Society: Jeff Lyons, Ryan Orr
<b>PRESENT:</b>	Parks Canada Representatives: Jessie Hannigan, Morag Hutcheson
<b>STAFF PRESENT:</b>	Russell Dyson, CAO Andrew McGifford, CPA, CGA, Manager of Environmental Services Wendy Thomson, Manager of Administrative Services Mark Fortune, Airport Superintendent

#### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:30 am.

The Chairperson recognized the meeting is being held in the Tla-o-qui-aht First Nation Traditional Territories.

#### 2. **APPROVAL OF AGENDA**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the agenda be approved as circulated with the addition of the following late items: Correspondence from Scott Kenny regarding West Coast Multiplex Project and Tla-o-qui-aht First Nation regarding support for Tofino Airport Zoning.*

**CARRIED**

#### 3. **ADOPTION OF MINUTES**

a. **West Coast Committee Meeting – June 15, 2016.**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

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

**CARRIED**

#### **4. CORRESPONDENCE FOR ACTION**

**a. Scott Kenny – West Coast Multiplex Project Consulting**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the West Coast Committee accept the proposal from Mr. Scott Kenny to provide consulting services for the West Coast Multiplex project for a total cost of \$15,000.00.*

**CARRIED**

#### **5. REPORTS**

**a. Long Beach Airport Update – M. Fortune (verbal)**

The Airport Superintendent provided an update on the Long Beach Airport. The landing lights project has been completed and they are looking at mid-November for certification from Transport Canada.

**b. Long Beach Airport Advisory Committee Report**

The CAO reported that the Committee met this morning and have requested staff to come back with implications of renaming the Airport.

**c. Land Use/Zoning Constraints at YAZ – R. Dyson (verbal) and Late Item: Letter from Tla-o-qui-aht First Nations supporting rezoning of the Tofino Airport.**

The CAO reported on the letter received from Tla-o-qui-aht First Nation supporting the rezoning of the Long Beach Airport.

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT a letter be forwarded 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.*

**CARRIED**

*MOVED: Director McCarthy*

*SECONDED: Director Bennett*

*THAT the West Coast Committee receive reports a-c.*

**CARRIED**

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

**a. Request for Decision regarding curbside recycling program, purchase of standardized recycling containers.**

MOVED: Director Bennett

SECONDED: Director Osborne

*THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to include for the West Coast Waste Service the purchase of 77 litre garbage containers up to a maximum of \$20,000 in 2017.*

**CARRIED**

MOVED: Director Osborne

SECONDED: Director Bennett

*THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District board of Directors to amend the "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017.*

**CARRIED**

**b. Request for Decision regarding CYAZ Airport Fees**

MOVED: Director Bennett

SECONDED: Director McCarthy

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors amend Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014, to remove the discount for early payment from the Airport Passenger User Fees.*

**CARRIED**

**c. Request for Decision regarding Land lease request from Rods's Power Marine.**

MOVED: Director Bennett

SECONDED: Director Osborne

*THAT the West Coast Committee direct 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.*

**CARRIED**

MOVED: Director Bennett

SECONDED: Director Osborne



*That the West Coast Committee instruct staff to include the following for consideration during 2017 budget deliberations: public engagement process around development of the Long Beach Airport lands (non-airside).*

**CARRIED**

**d. Request for Decision regarding Hanger lease request from Derek Tisdelle.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee direct staff to proceed with Steller Management's letter of intent for the development plan for Lots C & D at the Long Beach Airport.*

**CARRIED**

**7. LATE BUSINESS**

Ms. Hutcheson, Pacific Rim National Park reported that Mr. Hannigan will be working full-time on the Pacific Traverse trail project. Mr. Hannigan provided an update on the trail project and circulated a map and assessments of the proposed route. They are making some progress on the project. A Traditional Use Study with area First Nations should be completed by the end of November 2016.

The CAO reported that the Regional District has received notice from the Province that effective October 1, 2016 the Toquaht Nation will be a voting member on the Alberni-Clayoquot Regional District Board of Directors.

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the Regional District send flowers of condolence to the family of the late John Fraser, former Mayor of Tofino.*

**CARRIED**

**8. IN-CAMERA**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

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

- i. labour relations or other employee relations;*
- ii. the acquisition, disposition or expropriation of land or improvements, if the committee considers that disclosure could reasonably be expected to harm the interests of the Regional District.*

The meeting was closed to the public at 11:17 am.

The meeting was re-opened to the public at 12:31 pm.

**10. ADJOURN**

*MOVED: Director*

*SECONDED: Director*

*THAT this meeting be adjourned at 12:32 pm.*

***CARRIED***

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Alberni-Clayoquot Regional District

### MINUTES OF THE REGIONAL FISHERIES RESOURCE COMMITTEE MEETING HELD ON SEPTEMBER 14, 2016, 9:30AM

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

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#### **DIRECTORS**

Dianne St. Jacques, Chairperson, Mayor, District of Ucluelet

#### **PRESENT:**

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

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

Sheena Falconer, West Coast Aquatic Management

Andrea Goruk, DFO, South Coast Division

Don Hall, Nuuchah-nulth Tribal Council

#### **REGRETS:**

Josie Osborne, Mayor, District of Tofino, Jack McLeman, Councillor, City of Port Alberni, Dennis Chalmers, Province of BC

#### **STAFF PRESENT:**

Robert Gunn, Contractor

Tracy Bond, Administrative Assistant

#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 9:35 am.

**The Chair 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 BY: T. Bennett*

*SECONDED: D. Hall*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### **3. ADOPTION OF MINUTES**

a. **Regional Fisheries Resource Committee Meeting – April 13, 2016.**

*MOVED: D. Hall*

*SECONDED: T. Bennett*

*THAT the minutes of the Regional Fisheries Resource Committee held on April 13, 2016 be received as amended.*

**CARRIED**

#### **4. CORRESPONDENCE FOR ACTION/INFORMATION**

- a. **LETTER OF SUPPORT FROM ACRD TO FEDERAL MINISTERS, MAY 11, 2016**  
Re: The Aboriginal Fishing Rights of Five Nuu-chah-nulth First Nations
- b. **THANK YOU LETTER FROM NTC TO ACRD, JULY 7, 2016**  
Re: The Aboriginal Fishing Rights of Five Nuu-chah-nulth First Nations
- c. **LETTER FROM ACRD TO FISHERIES AND OCEANS CANADA, JULY 5, 2016**  
Re: Negotiations of the new PST Chinook Annex
- d. **LETTER FROM ACRD TO FISHERIES AND OCEANS CANADA/MINISTER OF AGRICULTURE, AUG 2, 2016**  
Re: Vessel Processing of Hake by Domestic Harvesters
- e. **MINISTER OF JUSTICE AND ATTORNEY GENERAL OF CANADA, AUG 12, 2016**  
Re: Response to Alberni-Clayoquot Regional District letter concerning the fishing rights of five Nuu-chah-nulth Nations
- f. **WEST COAST AQUATIC, AUG 29, 2016 & SEPT 2, 2016**  
Re: Pacific Salmon Treaty – Region Wide Forum & Tentative Date
- g. **AVICC MEMBER UPDATE, SEPTEMBER 6, 2016**  
Re: Review of Changes to the Fisheries Act and Public Engagement
- h. **ALEX DYER, PLANNER, ACRD, SEPTEMBER 8, 2016**  
Islands Agriculture Show, Port Alberni-February 3-4, 2016

MOVED: T. Bennett

SECONDED: D. Hall

*THAT correspondence a-h be received.*

**CARRIED**

MOVED: T. Bennett

SECONDED: P. Cote

*THAT members of the Alberni-Clayoquot Regional District Fisheries Resource Committee attend the Roundtables and the West Coast Vancouver Island wide forum to document community interest related to the renegotiation of the Pacific Salmon Treaty scheduled for Monday, October 31, 2016, 10:00 am to 4:00 pm in Port Alberni, location to be announced.*

**CARRIED**

T. Bennett to advise Committee on further details.

## **5. REPORTS**

### **a. Department of Fisheries & Oceans Update – A. Goruk (Verbal)**

- Barkley Sound Sockeye fishery was successful – total catch approximately 670,000 Sockeye
- Chinook and Coho fisheries are now taking place. The Chinook run was re-forecasted downward in-season by over 50%, but is still in the moderate zone (50,000)
- In Nootka the run size for Chinook was also re-forecasted downward in-season by 75%, however the escapement target was exceeded; commercial fishery is complete. Chum fishery is planned
- Chum fishery is also planned in Nitinat area
- Offshore Chinook – Area G troll fishery in ongoing. The total catch to date is 49 k (TAC 65 k), however it is unlikely TAC will be achieved.
- Wide spread closures in fresh water systems in Region 1 due to low water with the exception being the Nitinat area which re-opened September 2<sup>nd</sup> due to improved conditions.

The Pacific Herring Renewal Initiative is in the planning stages and is a long term initiative. It has 3 elements; 1) management framework, 2) fisheries management reforms, and 3) data collection and survey program. The goal is to have a new management framework that is sustainable, robust to change and will meet the various interests and objectives related to herring.

The Fisheries Act Review is being led by the Fisheries Protection Program in National Headquarters. Regional staff will be included. The scope of the review is focused on the “serious harm to fish prohibition” and does not include section 10 (Use of Fish).

WCVI Shrimp – closed June 21<sup>st</sup> as a result of the eulachon by-catch threshold for Area 124 and 125 being reached. Subsequently the survey showed low shrimp biomass there. 3.6 million obs. Of shrimp were landed before the June 21<sup>st</sup> closure. Still open in Barkley Sound but no one is fishing. The WCVI will not open until next May 15, 2017. The pilot to test the use of lights to reduce by-catch did not get organized before the west coast was closed. Not sure if this will go ahead. The old shrimp trawl fishery organization has dissolved and two new organizations are being started, representing different aspects of the industry.

### **b. Ministry of Agriculture, Fisheries Update – (Verbal)**

D. St. Jacques advised that Dennis Chalmers has retired.

*MOVED: D. St. Jacques*

*SECONDED: T. Bennett*

*THAT the Fisheries Committee send a letter to Mr. Chalmers wishing him well in his retirement and thanking him for his assistance to the Alberni-Clayoquot Regional District Fisheries Resource Committee with a copy going to the Minister of Agriculture.*

**CARRIED**

**c. Nuu-chah-nulth Tribal Council Update – D. Hall (Verbal)**

D. Hall advised that he and others traveled to Ottawa in June 2016 and met with Ministers of Fisheries, Justice and Indigenous and Northern affairs to discuss the T'aaq-wiihak Fisheries Justification Trial and stalled negotiations. The hour meeting went very well and the contingent left feeling cautiously optimistic. Unfortunately, nothing has changed subsequently and the Nations are pursuing other means to move the negotiations ahead.

Update on Justification Trial – The oral arguments are set to begin on September 21, 2016 and should take about three weeks. A decision is not expected before spring 2017.

T'aaq-wiihak fisheries - This summer's fishery had increased enforcement from the Department of Fisheries and was heavily monitored. It is the Department of Fisheries policy to have 3<sup>rd</sup> party monitoring so the Department is paying for redundant 3<sup>rd</sup> party monitoring and the Nation's monitoring. The Somass Fishery is being monitored by the Nations monitors with no requirement from DFO for 3<sup>rd</sup> party monitoring.

Herring – a technical working group is working with DFO on the 2016 WCVI herring assessment and forecast for 2017. The final assessment will be coming out next week. Although abundance appears to have increased slightly from the previous low years unlikely that there are enough fish for a commercial fishery in 2017.

*MOVED: P. Cote*

*SECONDED: T. Bennett*

*THAT the Fisheries Committee recommend that the Alberni-Clayoquot Regional District forward a letter to the Department of Fisheries and Oceans asking why the T'aaq-wiihak fisheries is being so heavily monitored and enforcement tightened.*

**CARRIED**

**d. West Coast Aquatic Update – S. Falconer (Verbal)**

Habitat restoration - West Coast Aquatic will be asking for funding from federal government. This is based on the report entitled Somass River Integrated Fish Habitat Restoration Overview. A link to this report has been sent to the Regional District.

West Coast Aquatic is requesting a Letter of Support from the Regional District regarding a request for 15 million (1.5 million a year) from the Department of Fisheries and Oceans for Somass Habitat Restoration.

MOVED BY: T. Bennett

SECONDED: P. Cote

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter of support be sent to West Coast Aquatic regarding their Restoration Project Phase 1 model including the Barkley and Clayoquot.*

**CARRIED**

MOVED BY: T. Bennett

SECONDED: P. Cote

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter be sent to the Minister of Agriculture advising of the need for more fisheries habitat restoration and highlighting the project by West Coast Aquatic.*

**CARRIED**

MOVED BY: S. Falconer

SECONDED: P. Cote

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter be written to the Parliamentary Standing Committee for the Federal Fisheries Act Review requesting funding for community groups to attend this review.*

**CARRIED**

MOVED BY: T. Bennett

SECONDED: P. Cote

*THAT the above noted motion be amended as follows:*

**CARRIED**

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter be sent to the Parliamentary Standing Committee for the Federal Fisheries Act Review requesting both a West Coast based session and funding for non-First Nation groups to attend the Fisheries Act Review Sessions.*

The motion as amended was

**CARRIED**

**e. Alberni Valley Update – P. Cote, (verbal)**

P. Cote report that there are many bull frogs and huge tadpoles on Sproat Lake. Landslides continue on Dog mountain. The Marine Patrol did level one testing for turbidity in the water. The Ministry of Environment has been contacted requesting they test the water in Sproat Lake. Planning continues for a clean-up day on Sproat Lake scheduled for October 2<sup>nd</sup>. Great Central Lake residents are also planning a clean-up day in conjunction with Sproat Lake. Docks on Crown Land continue to be an issue.

**f. West Coast Update – D. St. Jacques, T. Bennett (verbal)**

The price of Fish was high this year for Area G fishers.

D. St. Jacques provided an update on the Groundfish Development Authority – IVQ process. Hake and Groundfish processors and fishers were present. Based on the presentation they get a certain percent of the 10 per cent. Still managing to hang together and make a difference. Included in this group are three coastal representatives, union representation, the Department of Fisheries and Oceans sits in an advisory role as does the Province. It was a good season for Hake until three weeks ago. The Hake quota was large and the activity good. Processor ships have applied pilot project to process more Hake at sea.

D. St. Jacques met with the Minister of Agriculture for an hour. The Fisheries department of the Ministry now only includes two staff members. Retirees have not been replaced and there is no succession planning. This is a Billion-dollar industry and Province is not participating.

**MOVED BY:** D. St. Jacques

**SECONDED:** P. Cote

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter be sent to the Minister of Agriculture reinforcing how important the Fishing Industry is to the Province of BC and requesting a Provincial representative be re-appointed to sit on the Alberni-Clayoquot Regional District Regional Fisheries Resource Committee.*



**CARRIED**

The Committee would like a reminder noted in the Minutes regarding a community based marine strategy and provincial port strategy for the next Association of Vancouver Island and Coastal Communities Annual General Meeting.

MOVED BY: P. Cote

SECONDED: D. Hall

*THAT the Fisheries Resource Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter be forwarded to the Department of Fisheries and Ocean requesting an explanation on the oversight on third party monitoring of the Somass Fishery.*

**CARRIED**

D. Hall offered to help with this letter.

MOVED: Tony

SECONDED: Penny

*THAT the Regional Fisheries Resource Committee receives verbal Reports a-f.*

**CARRIED**

**7. LATE BUSINESS**

**8. ADJOURN**

MOVED: Director

SECONDED: Director

*THAT this meeting be adjourned at 11:34 am.*

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson



## Alberni-Clayoquot Regional District

### MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

#### MEETING HELD ON OCTOBER 5, 2016, 10:00 AM

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

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#### **DIRECTORS**

#### **PRESENT:**

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

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

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

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

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

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

#### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

Alex Dyer, Planner

#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 10:00 am.

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

#### **2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### **3. ADOPTION OF MINUTES**

##### **a. Electoral Area Directors Committee Meeting – March 22, 2016.**

*MOVED: Director Wyton*

*SECONDED: Director Bennett*

*THAT the minutes of the Electoral Area Directors Meeting held on March 22, 2016 be received.*

**CARRIED**

#### **4. CORRESPONDENCE FOR ACTION/INFORMATION**

- a. **Correspondence dated August 25, 2016 from Association of Vancouver Island and Coastal Communities regarding a request for Input for an Electoral Area Forum at AVICC Convention.**

*MOVED: Director Wyton*

*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee endorse the recommendations identified in the AVICC Executive Summary and request an update on the recommendations and support continued discussion at the 2017 AVICC convention.*

**CARRIED**

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

- a. **Request for Decision regarding Update on Short Term Vacation Rentals.**

*MOVED: Director Bennett*

*SECONDED: Director Wyton*

*THAT the Electoral Area Directors Committee direct staff to conduct public input sessions to garner community input into options for dealing with short term vacation rentals.*

**CARRIED**

- b. **Request for Decision regarding Building Inspection Update.**

*MOVED: Director Wyton*

*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee receive the staff report and request staff to report back to the Committee in three months.*

**CARRIED**

#### **6. REPORTS**

- a. **Update on Zoning Bylaw Project**

*MOVED: Director McNabb*

*SECONDED: Director Wyton*

*THAT the Electoral Area Directors Committee receives this report.*

**CARRIED**

**7. LATE BUSINESS**

**8. IN-CAMERA**

*MOVED: Director Banton*

*SECONDED: Director Kokura*

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

- i. Litigation or potential litigation affecting the Regional District*
- ii. Law enforcement, if the Regional District considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

**CARRIED**

The meeting was closed to the public at 10:50 am.

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

**9. RECOMMENDATIONS FROM IN-CAMERA**

The Committee reported out that correspondence received from a concerned citizen regarding burning in Cherry Creek will be forwarded to the Air Quality Council.

**10. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned 11:14 am.*

**CARRIED**

Certified Correct:

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Lucas Banton,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Alberni-Clayoquot Regional District

### MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON OCTOBER 5, 2016, 2016, 1:30 PM

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

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#### **DIRECTORS**

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

#### **PRESENT:**

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

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)

Josie Osborne, Mayor, District of Ucluelet (via teleconference)

#### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer

Mike Irg, Manager, Planning & Development

Wendy Thomson, Manager of Administrative Services

Mark Fortune, Airport Superintendent

Heather Adair, Planner

#### **1. CALL TO ORDER**

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

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

#### **2. APPROVAL OF AGENDA**

*MOVED: Director Ruttan*

*SECONDED: Director McLeman*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### **3. ADOPTION OF MINUTES**

##### **a. Alberni Valley & Bamfield Services Committee Meeting held June 29, 2016**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on June 29, 2016 be received.*

**CARRIED**

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

- a. **Request for Decision regarding Alberni Valley Drag Race Association (AVDRA) Lease Area at Alberni Valley Regional Airport.**

*MOVED: Director Ruttan*

*SECONDED: Director Banton*

*THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors enter 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 \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.*

**CARRIED**

- b. **Request for Decision regarding Letter of Understanding – Suncoast Waste Services – Bailing Incentives.**

*MOVED: Director Banton*

*SECONDED: Director Cote*

*THAT this report be referred to the October 12<sup>th</sup> Board of Directors meeting.*

**CARRIED**

- c. **Request for Decision regarding 3<sup>rd</sup> Avenue Depot and Update and Required Upgrades.**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Alberni Valley and Bamfield Services Committee receive the following report and confirm support for capital expenditures at the 3rd Avenue 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.*

**CARRIED**

#### **5. REPORTS**

**6. LATE BUSINESS**

**7. IN-CAMERA**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

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

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

**CARRIED**

The meeting was closed to the public at 1:41 pm.

The meeting was re-opened to the public at 2:48 pm.

The CAO and Airport Superintendent provided a brief update on the AVRA expansion project. The project is proceeding well.

**8. RECOMMENDATIONS FROM IN-CAMERA**

**9. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the meeting be adjourned at 2:52 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Coastal Invasive Species Committee

P.O. Box 30039  
Courtenay, BC V9N 9H8  
250-871-5117  
[info@coastalisc.com](mailto:info@coastalisc.com)  
[www.coastalisc.com](http://www.coastalisc.com)

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Chair Person Josie Osborne  
and Members of the Committee  
**Alberni-Clayoquot Regional District**  
3008 5th Ave  
Port Alberni, BC  
V9Y 2E3

October 5, 2016

Dear Chair Person Josie Osborne and Members of the Committee,

**RE: FUNDING REQUEST TO REGIONAL DISTRICT PARTNERS – COASTAL INVASIVE SPECIES COMMITTEE**

The Coastal Invasive Species Committee (Coastal ISC) respectfully requests financial contributions from regional districts in the Coastal ISC service area to update the [2010 invasive plant management strategy](#) that is regional in scope, to an invasive plant management area operational framework. This new guiding document is proposed to cover nine invasive plant management areas delineated by regional district boundaries.

The goal of the framework is to provide direction to resource managers on invasive plant species of highest management priority for control, inventory, and monitoring. To reflect local priorities of invasive plant management within a five-year time frame. The scope of this framework is terrestrial and riparian invasive plant species that have the potential to impact the ecological, economic or social well-being of the region.

This letter is specific to regional district partners, but letters of request are also going out to relevant stakeholders in each regional district.

## **Background**

The Coastal Invasive Species Committee is a registered non-profit organization (established in 2005) that works to support collaborative and ecologically sound invasive alien species management through efficient use of available resources.

Coastal ISC service area covers Vancouver Island, the Gulf Islands and the Mainland Coast; a total of nine regional districts and 37 municipalities.

Coastal ISC have experienced technical staff on hand to help facilitate this level of engagement and development of an operational framework. Coastal ISC is part of an extensive network. More than 60 agencies and groups are working in partnership with the Coastal ISC to achieve more effective management of invasive alien species in the Coastal service area. This includes local governments, land conservancies, federal and provincial agencies, First Nations, land managers, and stewardship groups. Developing an operational framework by invasive plant management area has been identified as one of five strategic focus



areas in the Coastal ISC 2015 Strategic Plan: *Taking a collaborative approach to managing invasive alien species.*

### **What is included in the operational planning framework?**

Introduction, description of invasive plant management areas, an outline of the priority for invasive plant management (how we effectively manage invasive plants in the region) and how we evaluate for success. An invasive plant management list by invasive plant management area, treatment considerations and maps of containment lines.

It will be revised every one or two years.

### **How will it benefit the Regional District?**

The purposes of the framework are to enhance existing efforts and create new opportunities for protecting natural resources and ecosystems from invasive plants, and to ensure that invasive plant management activities are collaborative, coordinated, and cost-effective.

It will reflect local priorities for invasive plant management within a five-year time frame.

The framework will provide the basis for organizations to develop work plans for their own land that are consistent with the goals of other agencies as well as their own land management objectives.

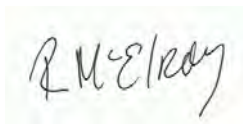
### **Current Funding Request**

Coastal ISC is seeking funding (before February 2017) between \$1,000 - \$1,500 from regional districts to go towards staff time to facilitate a one-day workshop with key land managers to revise the plan. The final report would then be presented to the Regional District Board in March (2017), if that is of interest.

Funding will be received by the Coastal ISC and its use restricted to the coordination, facilitation and development of the framework.

Please contact me at your convenience if you would like a presentation or other support towards your decision-making process.

Sincerely,



On behalf of Dan Williams, President and the Coastal ISC Board of Directors

Rachelle McElroy,  
Executive Director, Coastal ISC

September 2, 2016

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

Dear Board of Directors of the West Coast Committee:

Re: Tax Exemption for Long Beach Recreation Co-op

Long Beach Recreation Co-op (Longbeach Golf Course) is once again requesting that the Board of the Alberni-Clayoquot Regional District grant the golf course a property tax exemption under the provisions of the Local Government Act for the 2017 year.

The Long Beach Recreation Co-op continues to operate the golf course as a non-profit organization. As part of our mandate, we exist to provide the West Coast community with a valuable recreation resource as well as a supplement to the tourism industry.

Long Beach Rec. Co-op is entering a new phase as our GM of 15 years, Keith Gibson, will be passing the reins back to the board, as he has moved to Comox. This next year will bring some changes as new people join the LBRC and bring some new energy and support to the Co-op. We will continue to create opportunities for youth with some free golf and lessons.

As a supplement to the tourism business, local hotels and resorts continue to recommend our facility to their guests. Our course is renowned as challenging and unique. We place a great deal of emphasis on great service and a friendly atmosphere. With the addition of our mini-putt course, and with our driving range, we provide the out-of-town guest with added alternatives to the tourism trade.

All of this, of course, provides employment and generates cash flow in and around the community. We continue to improve and add to our services as we strive to make the experience for the local or out of town visitor more enjoyable. The tax exemption is a tremendous help to our operations, and we would be grateful for your continued support.

Here are some of the events and fundraisers that support our communities on the coast.

- The Fall Scramble to raises funds for the West Coast Multiplex.
- The Officials Sports Bar Tournament raises over \$1,500 for the Food Bank.

- The new West Coast Classic, sponsored and with prizes donated by the Tofino and Ucluelet Consumer Co-op's, raises money for various local programs.
- The Wick Inn Pro Am has raised approximately \$20,000 per year for the school athletics programs.
- The Hospitality challenge brings together staff from many of our tourist based business.
- The Long Beach Amateur Open and the Pro-Am bring in a couple hundred visitors during the weekend of each tournament , staying and supporting many of the local businesses.

Here are some of the other organizations that have been supported by our fundraising efforts.

- ALS Society
- Cancer Society
- Tofino Hospice Society
- BC Lung Association
- Ucluelet Aquarium
- MS Society of BC
- Whale Festival
- Ukee Days
- Tofino and Ucluelet fishing Derby

As you can see, we are committed to being the community's golf course. We recognize our responsibility to be ambassadors to young children and tourists along with novice and veteran golfers.

We look forward to addressing you at the October 12, 2016 Council meeting.

On behalf of the west coast golfers, current and future, we thank you in advance for your consideration.

Sincerely,

Chris Bird  
President, Long Beach Recreation Co-op



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](mailto:Urszula.Mezynska@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, reading "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](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](mailto: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](mailto:osborne@tofino.ca)>  
**Cc:** "Farley, Rejan E CSCD:EX" <[Rejan.Farley@gov.bc.ca](mailto: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](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](http://www.tofino.ca)  
| Chair | **Alberni-Clayoquot Regional District** | 3008 Fifth Ave, Port Alberni BC V9Y  
2E3 | [www.acrd.bc.ca](http://www.acrd.bc.ca)  
Mobile: 250.266.5229  
E-mail: [osborne@tofino.ca](mailto:osborne@tofino.ca)

**Please consider the environment before printing this e-mail.**

*This e-mail is confidential and is intended for the above-named recipient(s) only. Any unauthorized use or disclosure of this e-mail is prohibited. If you are not the intended recipient, please notify the sender immediately and securely destroy the communication. The District of Tofino is subject to the Freedom of Information and Protection of Privacy Act.*

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



FOR IMMEDIATE RELEASE

September 15, 2016

***BURSARIES AVAILABLE FOR TUITION AND TRAVEL SUPPORT FOR ECONOMIC DEVELOPMENT  
TRAINING AND EDUCATION***

COURTENAY – For the past 10 years, the Island Coastal Economic Trust (ICET) has invested in economic infrastructure and planning throughout the region, delivering on its mission to diversify and grow the regional economy.

One lesser known aspect of ICET’s mandate is its support for the cultivation of economic development knowledge and leadership in the region.

“Our Bursary Program was developed to help offset costs for travel and registration for targeted economic development training and events,” said Mayor Phil Kent ICET Chair. “It was important to us to remove any financial barriers that may be preventing the ‘doers’ and leaders, from smaller and more remote communities and First Nations, from accessing the economic development training they need.”

Throughout the year, ICET accepts applications on a rolling basis for bursaries targeting economic development courses and workshops such as the BCEDA Western Economic Development Course, EDAC Economic Development Certification Program, Aboriginal Business Match and Aboriginal Community Economic Development Foundations workshops.

A major event in the ICET region is the VIEA Economic Summit. This year, ICET will provide bursaries for up to 20 attendees, with 10 of those reserved for participants under age 40.

“Encouraging and supporting young people to take an active role in economic development is one of our priorities,” said ICET CEO Line Robert. “The feedback from past participants is validation that these bursaries really help connect and integrate younger people into economic development initiatives in their communities.”

For more information about ICET’s bursaries, eligibility, application forms and deadlines please visit <http://www.islandcoastaltrust.ca/bursaries>.

## About the Island Coastal Economic Trust

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

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

Through a community-centred decision-making process, ICET has approved \$49 million for over 160 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have generated over \$278 million in incremental funding into the region. A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca).

-end-

### For further information:

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

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

September 18, 2016

***LIFE ON MARS: WILDLIFE RESCUE AND REHAB CENTRE ADDS TOURISM ELEMENT***

COURTENAY – After more than 20 years of rehabilitating sick and injured wildlife from across northern Vancouver Island, the Mountaineer Avian Rescue Society (MARS) is about to embark on a major expansion, adding educational tourism to the services it provides.

MARS has experienced significant growth in its caseload, and purchased a 4.4 hectare site in 2014 between Courtenay and Campbell River. With new zoning from the Comox Valley Regional District in hand, MARS is beginning the process of building a Wildlife Eco Centre along with a new hospital facility.

The Island Coastal Economic Trust is supporting the project with \$236,000 of the total budget.

“The business case for the creation of the ECO Centre is clear: a very conservative estimate is 10,000 visitors annually, leading to the creation of between six and ten local jobs,” said ICET Chair Phil Kent. “Beyond the tremendous impact MARS has on the wildlife they save, this project is going to be a significant driver of tourism-based economic activity.”

The ECO Centre will include an interpretive building with displays, a theatre, closed-circuit cameras showing ‘patients’ in the wildlife hospital, meeting rooms, a gift shop, and more.

“Wildlife viewing is a significant and growing tourism activity, with people interested in authentic, educational experiences,” said Warren Warttig, President of MARS and professional biologist. “From our educational or ambassador birds, unable to leave due to injuries, to the Flight Pen where large birds including eagles, swans cranes, and other large birds are rehabilitated, to trails and viewing ponds, visitors will have an immersive experience with the wildlife at our centre.”



*MARS Wildlife Rescue Interpretive Centre – Concept Drawing*



Studies show that more than 30% of Canadians included wildlife viewing as part of their vacation experiences, and that they tended to have higher-than-average incomes and education levels, meaning that they are prime targets for destination marketing initiatives.

“ICETs own research into the visitors who will come to the ECO Centre shows that the average per-day spending is about \$155,” Kent explained.

MARS is already an established presence on the island, with 20,000 fans on Facebook, and numerous media stories that have gone viral, reaching international audiences.

“We’re ready to really reach our potential with this project, building the facilities that will allow us to bring visitors in for a first-hand insight to what we do,” said Pearl McKenzie, Vice-President of MARS. “From the moment they arrive on site when they’re greeted by a volunteer for an orientation, to the conclusion of their self-guided visit, we’re going to be providing visitors with an experience unlike any other.”

Fully staffed with both employees and volunteers, the ECO Centre will encourage guests to ask questions and have conversations to deepen their understanding of the wildlife and the rehabilitation efforts they go through.

Each habitat within the facility will lead the visitors through displays highlighting the flora and fauna of the regions of BC from which the birds arrive: the North Island, the Discovery Islands, and the inlets and fjords of the Coastal Mainland.

“This accessible ‘trail’ meanders and winds through the simulated environments, complete with the sounds one would hear in nature, giving visitors a sense of the wildlife’s environment,” said Pearl McKenzie.

Interpretive signs and story boards will describe the historical importance of each habitat to First Nations as well as the values inherent for people today.

For sections of the facility not accessible to the public - like the wildlife hospital - closed-circuit cameras will be placed throughout the buildings to allow visitors to see the patients and the work being done in the rehab centre. Volunteers and staff will relay the story of each patient, including where and how it was rescued, the cause of injury or illness, prognosis, and other information.

The project is expected to be complete by August, 2017.

## 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 collaborate 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](http://www.islandcoastaltrust.ca).

-end-

### For further information:

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

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

Pearl McKenzie, MARS Vice President  
Tel. 250-337-1934  
[pearl\\_mckenzie@telus.net](mailto:pearl_mckenzie@telus.net)

FOR IMMEDIATE RELEASE

September 23, 2016

***Moving from planning to action: North Island Quick Start projects funded***

COURTENAY – For the past decade, the Island Coastal Economic Trust has provided funding to economic infrastructure and economic development planning projects throughout the region. At its most recent Board meeting, ICET approved three new ‘Quick Start’ projects in Port Alice, Sayward, and on Cormorant Island.

ICET’s ‘Quick Start’ funding is the newest addition to the Economic Development Readiness Program. It provides up to \$15,000 to help communities with limited staff and resources “kick start” new economic development strategies. The funding can be used to implement easy-to-realize initiatives arising from a recent economic development strategy or to bridge the planning gap for more complex initiatives. As the name implies, the goal of the program is to quickly turn concepts into action, with deliverables often completed in a matter of weeks.

On Cormorant Island, the ‘N̓amgis First Nation and the Village of Alert Bay completed a joint, award winning, economic development strategy with support from the Economic Development Readiness Program.

This joint strategy recognizes the importance of ‘micro-entrepreneurs’. ‘N̓amgis Chief Debra Hanuse explains, “This Quick Start project will allow us to support new and existing entrepreneurs, by creating kiosks for vendors as well as enhancing the Island’s tourism potential with historic and cultural signage.”

Tourism is one of the strategies identified to diversify the economy in the Village of Port Alice, in its recently completed economic development strategy, jointly funded by the Province of BC and ICET.

“Port Alice has the natural amenities that visitors to the North Island are seeking,” explains Mayor Jan Allen of Port Alice. “A refreshed marketing presence is our first step in drawing more visitors to our community. The ‘Quick Start’ project funding will enable us to take those first steps and create some momentum by improving signage and information about recreational opportunities.”

The program also enables communities to implement planning activities required to move longer-term strategic objectives from concept to funding application.



ICET Chair Phil Kent sees this as one of the key benefits of the framework. “The Quick Start program helps communities show early results by completing tangible projects and these results can make it easier to attract other funders or investors,” says Kent.

In Sayward, the economic development strategy involves embracing the ‘working waterfront’ as a tourism element. The ‘Quick Start’ funding will be used to prepare a business case and project plan that will support access to the capital funding required to implement the strategy.

“For the Village of Sayward, this is a natural progression from the Economic Development Strategy we completed in 2014,” said Mayor John McDonald. “That ICET funded strategy has helped us attract important new investors to our waterfront, complete additional harbour industry productivity planning, and now will enable us to create a unique tourism draw.”

### **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](http://www.islandcoastaltrust.ca).

-end-

**For further information:**

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

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
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Jo Mrozewski  
'Namgis First Nation  
Tel. 260-974-3599  
[jo@runninglight.ca](mailto:jo@runninglight.ca)

Darren Kiedyk, CAO/CFO  
Village of Sayward  
250-282-5512  
[cao@saywardvalley.net](mailto:cao@saywardvalley.net)

Mayor Jan Allen  
Village of Port Alice  
Tel. 250-284-3391  
[mayor@portalice.ca](mailto:mayor@portalice.ca)



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

**RE: Seeking your input on the Government of Canada's draft policies on the implementation of the *Species at Risk Act***

On September 19<sup>th</sup>, 2016, the Government of Canada posted seven draft policies on the Species at Risk Public Registry ([sararegistry.gc.ca](http://sararegistry.gc.ca)). These policies listed below support the predictable, clear and consistent implementation of the *Species at Risk Act*. As an individual, community, or organization which may be directly affected by these policies, we wanted to notify you of the opportunity to provide input.

We would welcome any comments you may have and are particularly interested in your response to the following:

- Do you find the policies clear and understandable?
- Do you have any concerns or recommendations regarding these policies?

The seven draft policies include:

1. [Policy on Critical Habitat Protection on Non-federal Lands](#)
2. [Policy on Protecting Critical Habitat with Conservation Agreements under Section 11 of the \*Species at Risk Act\*](#)
3. [Policy on Survival and Recovery](#)
4. [Policy Regarding the Identification of Anthropogenic Structures as Critical Habitat under the \*Species at Risk Act\*](#)
5. [Approach to the Identification of Critical Habitat under the \*Species at Risk Act\* when Habitat Loss is Not Believed to be a Significant Threat to the Survival or Recovery of the Species](#)
6. [Species at Risk Act Permitting Policy](#)
7. [Listing policy for Terrestrial Species at Risk](#)

You are invited to submit your feedback to the Species at Risk Public Registry at the following address: [ec.registrelep-sararegistry.ec@canada.ca](mailto:ec.registrelep-sararegistry.ec@canada.ca) by November 18<sup>th</sup>, 2016 or by contacting:

**Conservation Planning Unit**

Canadian Wildlife Service, Pacific Region  
Environment and Climate Change Canada  
5421 Robertson Road, Delta, BC, V4K 3N2  
[ec.ep.rpy-sar.pyr.ec@canada.ca](mailto:ec.ep.rpy-sar.pyr.ec@canada.ca)  
604-350-1900

For your information, related to the seven draft policies, the Government of Canada also posted the following final documents:

1. [Range Plan Guidance for Woodland Caribou, Boreal Population \(Final\)](#)
2. [The Species at Risk Act Policy Principles \(Final\)](#)

Should you have any questions regarding these materials, please contact us at the e-mail address provided above.  
Thank you for taking the time to provide us with your input.

Yours sincerely,

**Randal Lake**

Unit Head, Conservation Planning  
Canadian Wildlife Service, Pacific Region  
Environment and Climate Change Canada  
5421 Robertson Road, Delta, BC, V4K 3N2

**From:** Minister, CSCD CSCD:EX [<mailto:CSCD.minister@gov.bc.ca>]  
**Sent:** Thursday, September 22, 2016 4:15 PM  
**Subject:** 169059: Ride Sourcing Consultation Summary Report  
**Importance:** High

September 22, 2016

Ref: 169059

Dear Friend:

As you may know, over the last several months Minister Stone and I met with a number of stakeholders across the province to discuss the challenges and opportunities of ride sourcing in British Columbia's passenger transportation sector.

Through these consultations, we heard a range of valuable comments and recommendations, which are reflected in the attached Stakeholder Engagement Summary for your review. Please note that the themes and recommendations outlined in this report reflect the views of those who provided feedback, and do not reflect a provincial position.

The feedback we receive will help to inform any decisions that our government may make with respect to this important issue. If you have any comments on the findings of this consultation, please email them to: [RideSourcing@gov.bc.ca](mailto:RideSourcing@gov.bc.ca).

Sincerely,

Peter Fassbender  
Minister of Community, Sport and Cultural Development  
and Minister Responsible for TransLink



The background of the entire page is a photograph of a city street. In the foreground, there are several cars, including a yellow taxi and a red car, which are slightly blurred. In the background, there are trees with autumn-colored leaves (orange and yellow) and a building with large windows. The overall scene is a busy urban environment.

# **RIDE SOURCING IN B.C. STAKEHOLDER ENGAGEMENT SUMMARY**

**September 2016**

**The Honourable Peter Fassbender**

**Minister of Community, Sport and  
Cultural Development and  
Minister Responsible for TransLink**



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# MESSAGE FROM THE MINISTER

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In today's modern world, app-based technologies have transformed the day-to-day lives of consumers and the way we access services. The advent of transportation network companies (TNCs), specifically, presents consumers with opportunities for new

passenger transportation services through the use of technology. Our government understands that British Columbians want choice and convenience, and as a government, we encourage innovation and competition. We embrace change and are excited to look to the future.

However, while new services can provide consumers with more transportation options, they cannot come at the expense of passenger and driver safety. It is also important to recognize the investments and jobs created by those individuals who already provide passenger transportation services in our province.

Our government believes that before we can have a productive conversation about any changes to passenger transportation services, we must first have a clear understanding of the perspectives of British Columbians regarding the role that passenger transportation plays in their lives. And, we must be informed by a clear understanding of the regulatory environment within which these services are currently delivered.

To help us gain this understanding, the Honourable Todd Stone, Minister of Transportation and Infrastructure has clarified the nature of the current regulatory environment, and I was pleased to lead consultations on behalf of the Government of British Columbia, in collaboration with Minister Stone. The conversations took place across the province, and I heard from a diverse group of stakeholders. These included representatives from the taxi and limousine industry,

transportation network companies, local governments, business and tourism associations, accessibility groups and industries that are affected by commercial passenger transportation regulations, such as insurance and consumer protection groups. In doing so, I was able to hear first-hand a range of insightful comments related to the opportunities and challenges of our Province's vehicle for hire industry.

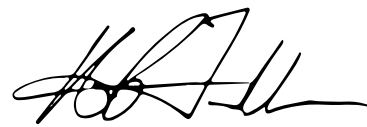
The following report provides an overview of the:

- current vehicle-for-hire industry in B.C. and the regulatory framework in which it operates;
- methodology of the consultations undertaken since spring 2016; and,
- feedback from the many stakeholders who participated in the consultations.

I wish to thank the participants who took part in the productive consultations that will help to inform our government in determining possible next steps for a "Made in B.C." approach that takes into account the interests of sector participants and consumers. At the end of the day, the path we take will balance the interests of all stakeholders, protect passenger safety and address the public's desire for more choice, convenience and competition.

Our government looks forward to any additional comments that you may have relating to ride sourcing and would be pleased to receive your feedback at:

[RideSourcing@gov.bc.ca](mailto:RideSourcing@gov.bc.ca)



Peter Fassbender

Minister of Community, Sport and Cultural  
Development and Minister Responsible for TransLink



# I. B.C.'S TAXI INDUSTRY - REGULATORY FRAMEWORK & BACKGROUND

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## Regulatory Framework

The taxi/limousine sector is an important contributor to local economies. Across British Columbia there are currently more than 390 taxi/limousine licensees operating over 3,600 vehicles in about 110 municipalities. The sector employs more than 10,000 drivers, in addition to dispatch, vehicle maintenance and operations staff.

Unlike most other provinces, in B.C. the taxi industry is regulated at both the provincial and municipal levels, through six statutes (see Appendix II). The provincially mandated Passenger Transportation Board (PTB) determines the number of taxis that can operate within a municipality, sets the areas those taxis can operate in and determines fare structures. It may also implement policies and programs to address the personal safety of drivers and passengers, and accessibility for all riders, including those with disabilities.

Provincial legislation addresses passenger safety, vehicle safety and insurance. All vehicle-for-hire operators in B.C. must hold a National Safety Code Certificate. The National Safety Code (NSC) is a set of national standards supported by provincial regulations and administered through the Commercial Vehicle Safety and Enforcement Branch in the Ministry of Transportation and Infrastructure. The NSC standards establish minimum safety standards for commercial vehicles and drivers that must be met by all commercial carriers.

Provincial legislation also authorizes local governments to write by-laws that establish the requirements for commercial/business licensing, which may include how many and what types of vehicles can operate, and which can provide specific permitting requirements for drivers in each jurisdiction (Appendix II).

The Registered Owner of a passenger directed vehicle (i.e. vehicles-for-hire, taxis, limousines) must purchase the mandatory Basic vehicle insurance from ICBC. The Registered Owner may purchase additional insurance coverage over and above mandatory ICBC Basic insurance (e.g., extended liability protection, collision and comprehensive insurance) from ICBC or from private insurers in a competitive environment. Currently, there are no insurance coverage options for TNCs with ICBC.



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## What Makes Ride Sourcing Unique

Ride sourcing connects passengers to vehicles-for-hire through the use of a mobile smartphone app. Passengers who wish to access the services of a TNC vehicle must download a ride sourcing app on their smart phone and have a credit card on file. Using Global Positioning System technology (GPS), the passenger's location is catalogued when the passenger requests a ride through the app and the nearest driver partner is matched with the passenger.

Typically, the app will provide information to riders to help driver and passenger connect including the first name and a photo of the driver and the vehicle type and licence plate number. The app will also offer options for estimating the cost of the ride, rating drivers and paying the trip fare. TNC drivers are often non-professional drivers who use personal vehicles to provide rides for a fare.

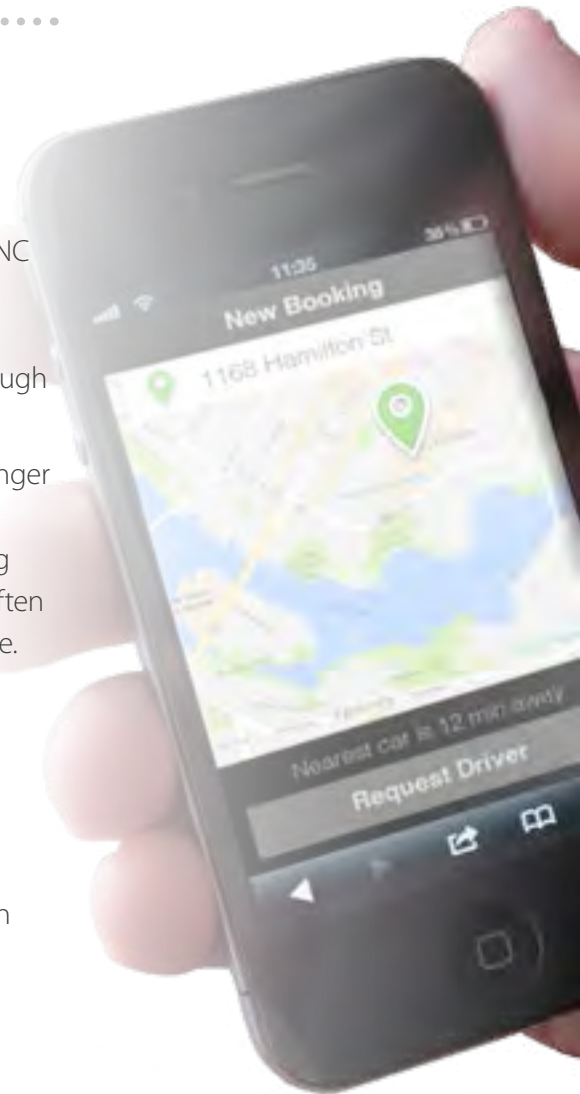
TNCs differ from taxis in a number of ways. For example, TNCs allow drivers to use their personal vehicles to provide part-time, vehicle-for-hire services, whereas taxis operate as full-time vehicles-for-hire.

## Approaches to Ride Sourcing in Canada

Across Canada, TNCs have begun to operate in local jurisdictions. Edmonton was the first Canadian city to approve and regulate ride sourcing through a city by-law on March 1, 2016. Its new regulatory framework for vehicles-for-hire supports consumer choice and passenger safety while complying with provincial regulations that legalize TNCs.

In the following months local governments in Calgary, Ottawa and Toronto also passed by-laws to regulate TNCs in their respective jurisdictions. In June 2016, Quebec passed legislation requiring TNC companies to purchase a taxi permit, and continues discussions with the taxi and ride sourcing industry on the final structure of its regulatory framework. Other jurisdictions across Canada have undertaken stakeholder engagements, consultations and/or surveys to explore potential approaches to taxi and TNC regulations.

B.C.'s current safety and economic regulatory framework for passenger transportation does not make provisions for today's technology and service options. In addition, there is no insurance product provided by ICBC that is priced for part-time, flexible vehicles-for-hire. Under the existing insurance regime, vehicle owners are required to purchase taxi or limousine insurance which is priced to reflect full time, higher risk commercial use.



## II. STAKEHOLDER ENGAGEMENT OVERVIEW

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### Commitment to Stakeholder Engagement

The potential entry of ride sourcing into the province has implications for the B.C. economy, the taxi and limousine industry, local governments, consumers, the hospitality industry and other stakeholders. Consequently, it is important that government understands and carefully weighs the potential economic and social impacts of any new entrants to the province's passenger transportation sector.

To this end, the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development and the Honourable Todd Stone, Minister of Transportation and Infrastructure, engaged in comprehensive, multi-stakeholder consultations over the spring, summer and fall of 2016. Through a targeted engagement process, the Ministers have had the opportunity to hear and understand a range of perspectives on the challenges and benefits that ride sourcing offers for British Columbians. Feedback was received from a wide range of stakeholders including representatives from:

- the taxi/limousine industry;
- TNCs;
- local governments;
- business and tourism associations;
- accessibility groups; and,
- industries affected by vehicle-for-hire regulations, such as insurance and consumer protection groups.

Ensuring that stakeholders were heard through this dialogue is critical to government's analysis of ride sourcing, and provides important information for any future decisions.

### Emerging Principles

Over the course of the consultations, a number of frequently articulated principles emerged. These principles, along with associated recommendations, reflect the views and opinions of stakeholders with whom the Ministers consulted, and are provided for information. This input will be a key aspect of government's consideration of this issue, but does not reflect a provincial position.

## Principle 1—*Ensuring Passenger Safety and Vehicle Safety*

A large number of stakeholders indicated that the physical safety of passengers should be a priority in any consideration of changes to the passenger transportation framework in B.C. Paired with this, ensuring the safety of passenger vehicles was also identified as a critical issue.

Stakeholder recommendations on how to achieve this included:

- requiring all vehicle-for-hire drivers to complete a background check that includes a criminal record and safe driving check;
- ensuring that drivers have safe driving training;
- requiring adequate liability insurance for all vehicles-for-hire to ensure that passengers and drivers are protected in the event of a vehicle accident and/or injuries; and,
- requiring all vehicles to be newer models and pass regular inspections.

Some stakeholders also observed that the entry of additional vehicles into the market could lead to lower fares. In turn, this increases the likelihood that individuals will choose to use vehicles-for-hire rather than driving under unsafe conditions, leading to an overall increase in road safety.

The issue of leased vehicles for vehicles-for-hire operations was also raised as a consideration. More specifically, in a situation where a leasing company owns a vehicle that is used as a taxi, bus, or limousine, that company remains fully liable for any claims that could arise from a vehicle-related accident.

## Principle 2—*Meeting Consumer Demand*

The need to ensure that there are enough vehicles on the road to meet consumer demand for services was raised by a number of stakeholders. Several noted difficulties in accessing taxis quickly in urban centres, particularly during peak hours, holidays and special events. By extension, these types of shortages were also perceived by some as an issue of unsatisfactory customer service.

To address consumer demand, some stakeholders suggested that the Province should consider:

- increasing the number of taxi licenses, particularly in urban centres to meet customer demand in a timely manner; and,
- allowing TNCs to operate in B.C. to meet the growing consumer demand for passenger transportation services that can be secured easily and quickly through app-based technology.

### WHAT STAKEHOLDERS SAID...

*Remove red tape to improve transportation affordability and flexibility.*

**TOURISM INDUSTRY**

*The greatest potential benefactor of ridesharing would be consumers.*

**BUSINESS ASSOCIATION**

*New transportation service should adhere to the current regulations.*

**TAXI INDUSTRY STAKEHOLDER**

*Adopt a regulatory framework that ensures public safety, fairness, equity.*

**MUNICIPALITY**

*Insurance premiums for vehicles and inspections should apply to everyone in the industry.*

**TAXI INDUSTRY STAKEHOLDER**

*Choice, competition and innovation are the cornerstones of a vibrant business-friendly economy.*

**BUSINESS ASSOCIATION**



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### Principle 3—*Guaranteeing Accessibility*

A number of stakeholders highlighted the need to ensure that any new entrants to the passenger transportation sector are able to meet the needs of residents and visitors with accessibility issues. Specific feedback addressed a range of associated issues including:

- not compromising the supply of accessible vehicles and ensuring that there are sufficient vehicles to meet the needs of seniors and people with disabilities;
- requiring that all vehicles-for-hire provide a range of booking and payment options; and,
- ensuring that drivers are trained to work with people with disabilities and that high quality services are provided for passengers.

Some stakeholders also suggested that there may be an opportunity for government to develop incentives and establish requirements for TNCs that would support ongoing delivery of accessible services for seniors and people with disabilities.

### Principle 4—*Ensuring a Fair and Level Playing Field*


Many stakeholders cautioned against creating a two-tier regulatory framework with different rules for TNCs and the existing passenger transportation sector, and expressed the view that all passenger transportation service providers, including TNCs, taxis and limousines, should be subject to similar regulatory requirements. This would ensure fairness across the sector (a level playing field) and a balanced, safe environment for consumers and industry service providers.

Some respondents were concerned that the entry of large numbers of TNCs to the passenger transportation sector could result in a reduction in the value of existing taxi shares. This could negatively impact the livelihood of sector participants, many of whom have made significant investments in the industry, within the parameters of the existing regulatory environment.

Some suggestions from stakeholders to address these issues include:

- implementing consistent regulatory requirements for all passenger transportation providers in the areas of insurance, passenger and vehicle safety requirements, licensing and accessibility standards;
- requiring that all new entrants to the passenger transportation sector pay applicable federal and provincial taxes including Goods and Services, personal or corporate taxes;



- 
- 
- enforcing the same fare structures and rules for TNCs, taxis and limousines; and,
  - amending the framework that regulates the passenger transportation sector industry to allow for greater competition between existing and new service providers —many stakeholders suggested that current passenger transportation service providers could satisfy consumer demand for app-delivered services if provided with a modernized regulatory framework.

### **Principle 5— *Building a Streamlined and Modernized Passenger Transportation Sector***

Some stakeholders suggested that B.C.'s passenger transportation sector is overregulated, and hampered by overlapping provincial and municipal regulatory requirements. They suggest that this has resulted in a complex and unwieldy sector where participants must interact with two levels of government, and in a regulatory structure that is challenged to respond to changing consumer interests.

Several also expressed the view that the current regulatory framework has led to lengthy delays in licensing applications and to supply caps that unnecessarily restrict the number of vehicles-for-hire. It was suggested that the resulting disconnect between supply and demand can negatively affect service standards and the ability for providers to meet the full scope of consumer interests.

A number of stakeholders suggested these challenges could be addressed by modernizing B.C.'s passenger transportation licensing structure, including by:

- amending and streamlining existing industry requirements in the vehicle licensing structure to reduce complexity and overlap in regulatory requirements between the province and municipalities; and,
- considering a regulatory model that requires all vehicles-for-hire to meet uniform, provincially-specified driver safety requirements to operate in B.C. This could enable consistent inter-municipal regulations and reduce duplicative or unique permitting requirements prescribed by individual municipalities.

Several stakeholders also suggested that existing passenger transportation providers could enhance their services through the use of value-added app based services, including through features such as providing passengers with trip costs in advance of their securing a ride.



### III. MOVING FORWARD

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Government is committed to transparent and open consultation with British Columbians on issues that affect them. Stakeholders have provided valuable and thoughtful feedback on ride sourcing and their perspectives of associated issues and opportunities. This study is intended to provide an overview of what was heard through that process.

The information provided by stakeholders will be an important part of government's consideration of this issue, and its assessment of the possible impacts of potentially allowing new entrants into the passenger transportation sector.

Feedback on the findings of this consultation can be provided at:  
[RideSourcing@gov.bc.ca](mailto:RideSourcing@gov.bc.ca)

# APPENDIX I

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## DEFINITIONS FOR THE PURPOSE OF THIS STUDY

**“app based”** is a term used to describe a type of software that can be used for a variety of purposes. In this study this term is used to describe the phone application software used to match up a driver partner with a passenger or passengers.

**“driver partners”** is a term used by ride sourcing companies to describe the individuals who drive for the ride sourcing company as independent contractors.

**“Passenger Transportation Board”** is an independent tribunal in British Columbia, established under the Passenger Transportation Act, whose primary responsibility is to make decisions on applications relating to the licensing of vehicles-for-hire and inter-city buses in B.C.

**“ride sourcing”** is a means of connecting riders with drivers via a website or smart phone app. A passenger uses a website or smart phone app, provided by a third party facilitator, to request or hail a ride. The driver typically uses a personal vehicle to transport the passenger for payment (a fare).

**“transportation network companies”** means companies that provide ride sourcing through app based software.

**“vehicle-for-hire”** means any vehicle that is used for the transportation of passengers for payment and includes taxis, limousines and ride sourcing vehicles. This term is synonymous with passenger transportation vehicles.





## APPENDIX II

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### CURRENT STATUTES REGULATING B. C. TAXI INDUSTRY

- **Passenger Transportation Act - 2004**

The Act requires any vehicle operated by a person who charges or collects compensation for transporting passengers to hold a passenger transportation licence.

- **Commercial Transport Act - 1959**

The Act sets out the safety rules and standards for the mechanics of the vehicles including inspections, vehicle configuration and safety standards. The Minister of Transportation and Infrastructure is responsible for commercial vehicle safety and enforcement.

- **Insurance (Vehicle) Act - 2007**

The Act establishes the vehicle-related basic and optional insurance products that can be provided by ICBC and private insurers. Vehicle owners are required to purchase insurance specific to the activities/risks of the vehicle.

- **Motor Vehicle Act - 1924**

The Act defines requirement for Class 4 (restricted) driver's licence, which are the responsibility of ICBC, under the administration of the Minister of Public Safety and Solicitor General. The Act also covers vehicle safety standards, semi-annual inspections and enforcement tools.

- Class 4 (Restricted) Requirements – must have or be eligible for a class 5, minimum age is 19, no more than 4 penalty points in past 2 years, no motor vehicle related criminal code convictions in past 3 years and must pass a medical exam every 5 years.

- **Local Government Act - 2000 and Community Charter - 2003**

Under the Community Charter, councils are given a broad power, subject to limitations, to licence. The specific regulation of carriers and licensing of commercial vehicles is found in the Local Government Act.

- **Vancouver Charter - 1953**

The Vancouver Charter allows the City of Vancouver to issue commercial vehicle licences and set conditions on the operation of passenger transportation vehicles in Vancouver, including the supply of vehicles.



NOTES



Notes section with multiple horizontal dotted lines for writing.





*Chair Osborne, Alberni-Clayquot R.D.,*

Dear Mayors, Councillors, Regional District Directors      September 14, 2016.

We have been "raising awareness" to the issue of **Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction** with civic leaders in BC for the past 4 years.

This culminated in 2 UBCM Resolutions last September B53 on Human Trafficking and B80 on Rape Culture (see yellow sheet). We are encouraging civic leaders to implement and fund these resolutions.

We are also encouraging the implementation of Bill C-36 "The Protection of Communities and Exploited Persons Act" (see yellow sheet).

Human trafficking/sexual exploitation is the fastest growing crime in the world, in Canada and locally. It is a "low risk, high return" crime that has been "invisible" to the public. However, as the demand for commercial paid sex increases, due to an unhindered internet, the supply must increase, making our youth and children vulnerable and targets.

We have included 10 strategies for Councils to consider in stopping this egregious crime.

Please let us know what you are doing in your communities. Please let us know if you need more information. Please let me know if I can present to your Council.

Most Sincerely, Mrs. Cathy Peters; former inner city high school teacher, volunteer for 2 Federal MP's (John Weston- West Vancouver, BC & Joy Smith-St. Paul/Kildonan, Manitoba), speaker and advocate addressing Human Trafficking/Sexual Exploitation in BC.

#302-150 W. 15th St., North Vancouver, BC V7M 0C4      ca.peters@telus.net

*Cathy Peters*

## 10 strategies for cities and municipalities to consider:

1. Learn about the issue. Read the books "Invisible Chains" by UBC law professor Benjamin Perrin, "Pornland" by Dr. Gail Dines (world expert on porn research), have staff take the OCTIP (Office to Combat Trafficking in Persons) free online course. Encourage police to take HT course on the Police Knowledge Network.
2. Incorporate the United Nations 4 Pillars to stop Human trafficking/sexual exploitation: **Prevention, Protection, Prosecution, Partnerships.**
3. **Prevention:** raise awareness in community. "Education is our greatest weapon". ie. Children of the Street Society does school programs.
4. Encourage "Men end exploitation" movements: ie. Moosehide Campaign, Fortress Foundation (in Victoria).
5. Use communications to support a cultural mindshift. Ontario has "Saving the girl next door program", the RCMP has the "I'm Not for Sale" campaign.
6. **Protection:** help victims, have exit strategies in place for them, consider 24-7 "wrap-around programs" ie. Salvation Army "Deborah's Gate", Covenant House, Servants Anonymous.
7. **Prosecution:** increase policing budget, training and priorities. Have "john" deterrents in place, **enforce Bill C-36 "Protection of Communities and Exploited Persons Act" which addresses "demand" ie. perpetrators, johns, facilitators.**
8. Train community stakeholders: Health care workers, fire department, municipal business licensing managers to recognize human trafficking/sexual exploitation ie. Fraser Health Authority has a human trafficking protocol, Surrey Fire department is trained to recognize HT indicators.
9. **Partnerships: Collaboration:** with other cities and municipalities at local government associations, Police agencies and RCMP, 3 levels of government (civic, provincial, federal); UBCM, FCM with Resolutions.
10. No decriminalization of prostitution because the vulnerable (aboriginal girls/women, youth, children) in our communities will be targets to be lured, groomed and exploited for the sex trade. **Goal: safe communities.**



**B53**

**HUMAN TRAFFICKING;** NCLGA Executive

WHEREAS human trafficking is a real and devastating issue in British Columbia;

AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report ("NO MORE' Ending Sex -Trafficking In Canada") as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

**B80**

**RAPE CULTURE IN CANADA;** NCLGA Executive

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the "rape culture" that is pervasive in schools, universities, workplaces and elsewhere across Canada;

AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION



## **Canadian Federal Bill C-36: "The Protection of Communities and Exploited Persons Act"**

(versus the New Zealand Model of Decriminalization):

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized
2. Recognizes the seller of sex is a victim; usually female and is not criminalized
3. Exit strategies put in place to assist the victim out of the sex trade.

### **Reasons to say NO to legalization/decriminalization:**

- human trafficking, juvenile/child prostitution, and organized crime explodes
- sex tourism explodes (USA to Canada)
- international crime syndicates move in
- the sex industry grows and becomes legitimized and normalized in the culture
- porn/prostitution/rape culture are a toxic mix and all become normalized. Every girl and woman will become vulnerable and a possible target. Canada becomes a pimp and prey culture.
- significant violence against girls and women will increase. Prostituted girls and women currently experience extreme violence, torture, degrading and brutal acts.
- the health and the community /public safety all become compromised in our communities to the point they will not be safe, vibrant, healthy or working.
- once children are involved in the sex industry our society breaks down.
- aboriginal girls and women are the first casualties.



## VISION

The BC Road Builders and Heavy Construction Association is the recognized advocate for the development and maintenance of core infrastructure and a balanced, safe transportation system that promotes economic growth and a sustainable environment.

## MISSION

We communicate strong, clear industry positions and expectations to governments and stakeholders.

We promote awareness, innovative solutions and value for investment in core infrastructure.

We provide training, safety awareness, support, fellowship, ethical leadership and a strong voice for our members.

## BC ROAD BUILDERS & HEAVY CONSTRUCTION ASSOCIATION

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info@roadbuilders.bc.ca

[www.roadbuilders.bc.ca](http://www.roadbuilders.bc.ca)

August 31, 2016

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



Dear Board Chair,

Every year the BC Road Builders and Heavy Construction Association's Board of Directors develops strategic goals and government asks based on feedback from our membership and various industry partners. Members, directors and staff work diligently to achieve and make progress on these important priorities.

It is my pleasure to share with you a copy of the Association's 2016 Strategic Work Plan highlighting our goals and asks for this year (enclosed).

In addition, we have recently worked with the Canadian Construction Association to publish a brochure entitled, "*Standardization of Construction Specifications and Contract Language*" (enclosed). This document highlights the many benefits of working together to standardize contract language and specs.

Please review these documents and do not hesitate to contact me directly if you have questions, require additional information about these initiatives or wish to share ideas on how we can work together to achieve a better deal for taxpayers across British Columbia. We look forward to working with you soon.

Sincerely,

Jack W. Davidson  
President

Enclosure.



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# 2016 STRATEGIC WORK PLAN

## VISION

The BC Road Builders & Heavy Construction Association is the recognized advocate for the development and maintenance of core infrastructure and a balanced, safe transportation system that promotes economic growth and a sustainable environment.

## MISSION

We communicate strong, clear industry positions and expectations to governments and stakeholders.

We promote awareness, innovative solutions and value for investment in core infrastructure.

We provide training, safety awareness, support, fellowship, ethical leadership and a strong voice for our members.

## ABOUT US

The BC Road Builders & Heavy Construction Association was established in 1966 by twelve founding firms. In 1989, the maintenance sector joined the association's construction and service and supply sectors in order to provide a single, unified voice for the industry. Since that time, the association has grown to include over 250 member companies representing over 10,000 workers including privatized highway maintenance contractors, construction contractors, underground/utility contractors, paving contractors and various service and suppliers.

The BC Road Builders is a non-profit organization that is registered under the Societies Act and is governed by its constitution and bylaws.

We pride ourselves in bringing the industry together to discuss issues, to find solutions to challenges, to maximize business opportunities and to celebrate our successes.

In British Columbia and indeed in all of Canada, the strength of our economy has always been tied to a strong transportation infrastructure program. In order to provide the excellent healthcare, education and other important social benefits that British Columbia and Canada are envied for, we must continue to have a strong and growing economy. Transportation has a significant impact on jobs, trade, quality of life and the overall economy.





## CHAIR'S MESSAGE



The BC Road Builders and Heavy Construction Association is proudly celebrating its 50th anniversary in 2016. It's hard to believe that it was five decades ago that 12 founding firms formed the Association because they realized the benefit of working together to work with government, unions and other industry stakeholders. Some of those companies, including Columbia Bitulithic, Dawson Construction, Emil Anderson Construction and Peter Kiewit Infrastructure, are all still active, contributing members along with our 250 member companies from our construction, maintenance

and service and supply sectors.

Through all of the years, the Association has prided itself on the strong relationships we have built with the Ministry of Transportation and Infrastructure (MOTI) and governments that understand that infrastructure development is the key to growing our economy. Together, we have found an effective way of working collaboratively with the MOTI, as well as our other industry customers, that has brought great benefit to the taxpayers of British Columbia through innovation and competitive processes.

Our Association is also especially proud of our role in advocating a strong safety culture to not only our industry but to the entire construction industry in BC. It was in 2001 when the BC Road Builders first established the BC Road Construction and Maintenance Safety Network, which today as the BC Construction Safety Alliance, provides over 40,000 employers with the best in safety programs, no-cost safety training, consultation services and resources to help them improve safety for approximately 180,000 workers in BC.

Over the years, the Association has worked hard to identify key strategic goals, priorities and government asks, which has assisted in providing the Association with an excellent work plan for our board of directors, various committees and membership.

The 2016 board of directors worked hard on a strategic work plan for this year that will continue to advocate for sustained investment in core infrastructure by working closely with all levels of government, industry stakeholders and partners. Three of our important strategic goals include: 1) to continue to make great efforts in nurturing the strong working relationships we have with industry partners such as the MOTI and BC Hydro; 2) to make efforts to foster closer working relationships and partnerships with municipalities by establishing a forum to meet and address municipal works issues; and 3) to conduct a member survey to ensure that we are addressing the current needs of our members and to receive feedback on ways to improve our member services.

Finally, we plan on recognizing the significance of our 50th anniversary throughout the year at all of our member events, through the launch of our Association's history book and at an elaborate celebration at this year's AGM Conference Gala Dinner.

We appreciate your continued support and look forward to celebrating our Association's successes with you throughout the coming year.

*Chad Tenney*

Vice President, Hall Constructors

2016 Chair, BC Road Builders & Heavy Construction Association

## MUNICIPAL GOVERNMENT

### GOAL

**Build stronger working relationships with municipalities**

### STRATEGY

BC Road Builders to demonstrate to municipalities that they will receive a better value for tax dollars with higher quality finished projects by consistently using standard contract specifications, processes and contract terms

### ACTION ITEMS

1. Promote association members as better, more knowledgeable, higher quality builders
2. Work with the Association of Consulting Engineering Companies of BC to develop solutions to municipal issues
3. Work with the Municipal Engineers Division of Association of Professional Engineers and Geoscientists to develop solutions to municipal issues
4. Improve procurement practices and advocate for fair, open and transparent public tendering practices
5. Support Master Municipal Construction Documents Association (MMCD) programs and documents
6. Implement regional meetings
7. Attend and present at the Public Works Association of BC's conference (partner with MMCD)
8. Develop contractor prompt payment best practices

### PROVINCIAL GOVERNMENT ASKS

1. Adopt a contractor payment best practices policy and impose that policy on all municipal contracts containing provincial funding
2. Impose the use of fair, open, transparent tendering practices on municipal contracts containing provincial funding



## PROVINCIAL GOVERNMENT

### GOAL

Support sustained government investment in core infrastructure

### STRATEGIES

BC Road Builders will demonstrate to the Provincial Government that sustained investment in provincial infrastructure that promotes trade will benefit the economy and provide a real return on investment

BC Road Builders will demonstrate to the Provincial Government that we will support a free-enterprise government which understands that an efficient transportation system is the key to building a strong economy

### ACTION ITEMS

1. Support the Provincial Government's *"BC on the Move"* 10 year transportation infrastructure plan
2. Support the Canadian Construction Association's *"Canadian Infrastructure Report Card"* program
3. Support pro-transportation and infrastructure platforms in the 2017 provincial election
4. Advocate for sustained infrastructure funding to protect our existing skilled workforce

### PROVINCIAL GOVERNMENT ASKS

1. Increase investment in core infrastructure
2. Support pipeline construction while ensuring the implementation of the 5 pipeline conditions
3. Legislate a BC One Call Program
4. Improve access to the Provincial Nominee Program
5. Improve access to critical aggregate resources
6. Increase the Blue Book Equipment Rental Rate Guide allowance for northern/isolation work from 10% to 25%
7. Reduce 'Red Tape'
8. Ensure all provincial infrastructure funding is spent through a fair, open and transparent tendering process
9. Be prepared to take advantage of all federal funding opportunities

## INDUSTRY PARTNERS

### GOAL

Build stronger working relationships with industry partners and stakeholders

### PRIORITY

The Association will meet with and continue to develop relationships with key partners involved in the industry

### BC HYDRO

1. Work with BC Hydro to improve contract language and fairly assign risk

### ACTION ITEMS

1. Set up a joint working committee
2. Initiate round 2 of the contract committee meetings
3. Monitor utility relocation protocol between BC Hydro and MOTI

## FEDERAL GOVERNMENT

### GOAL

Through CCA, support sustained government investment in core infrastructure

### STRATEGY

Through CCA, BC Road Builders will demonstrate to the Federal Government that sustained investment in British Columbia's infrastructure that promotes trade will benefit the national economy and provide a real return on investment

### ACTION ITEMS

1. Through CCA, become partners with the Federal Government in delivering infrastructure construction
2. Have the Federal Government consult with us on civil infrastructure issues
3. Influence legislation and have the Federal Government act to promote and sustain economic growth in Canada
4. Have the Federal Government practice and encourage fair, open tendering practices
5. Work with local MPs to support sustained infrastructure funding

### FEDERAL GOVERNMENT ASKS

1. Increase investment in core infrastructure
2. Support pipeline construction while ensuring the implementation of BC's 5 pipeline conditions
3. Improve access to the Temporary Foreign Worker Program
4. Ensure all federal infrastructure funding is spent through a fair, open and transparent tendering process
5. Change the capital cost allowance rate on Class 38 equipment
6. Legislate a BC One Call Program



## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

### GOAL

Build stronger working relationships with the Ministry of Transportation and Infrastructure (MOTI)

### PRIORITY

To assist MOTI and maintenance sector members in developing a fair and open competition for the new maintenance contracts (including facilitating and assisting with government-industry meetings related to the new contracts)

### STRATEGIES

BC Road Builders to establish stronger working relationships with MOTI personnel at all levels

BC Road Builders to demonstrate to the MOTI that good roads cost less

### ACTION ITEMS

1. Support working committees
2. Meet with the MOTI executive on a regular basis
3. Develop a joint award program to recognize best community projects and collaborative solutions to construction issues
4. Present contractors' issues at 'Field Services' annual meeting
5. Conduct regional meetings with local MOTI directors and managers
6. Support pre-tender and pre-construction meetings
7. Develop a 'cross training' program with MOTI

## WORKER SAFETY

### GOAL

Support the development of effective programs that promote worker safety and reduce injury rates and duration

### PRIORITY

To support BC One Call legislation

- » Support BC Common Ground Alliance's efforts in promoting the need for improved BC One Call services and programs
- » Advocate the need for BC One Call legislation to the government

### STRATEGIES

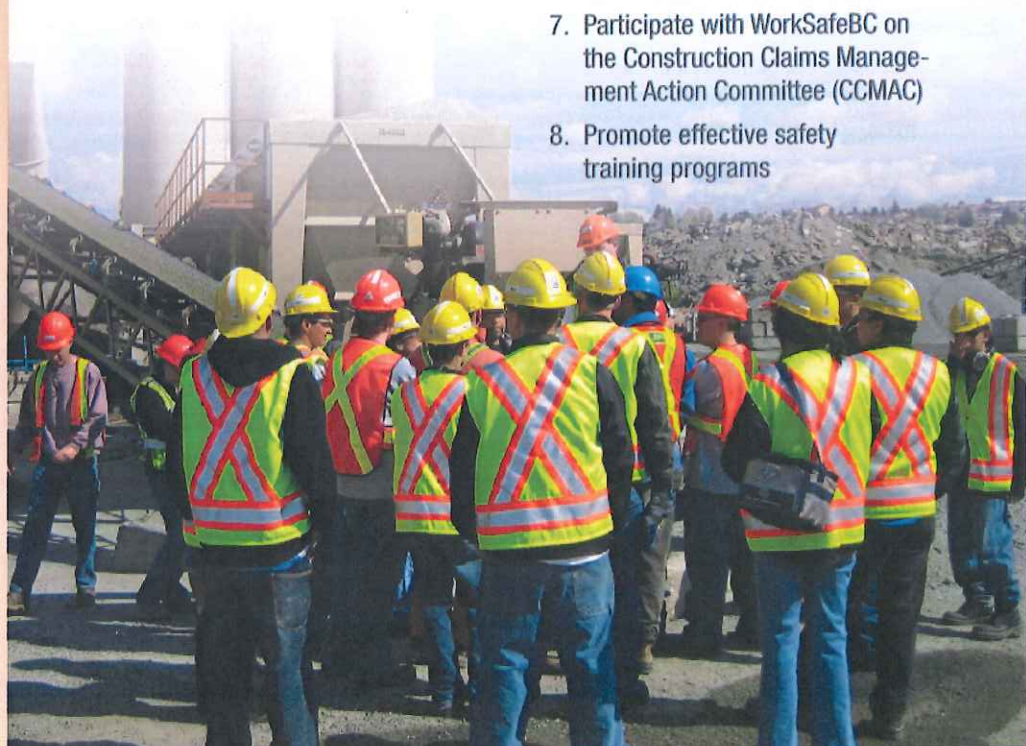
BC Road Builders to maintain a strong working relationship with the BC Construction Safety Alliance (BCCSA)

BC Road Builders will continue to support the Certificate of Recognition (COR) program and the creation of a strong safety culture within our industry

BC Road Builders will demonstrate to our members that safe sites cost less

### ACTION ITEMS

1. Continue to support the BCCSA with active participation on its board of directors and committees
2. Promote and support the BCCSA's research and sharing of information on industry-related safety issues
3. Support re-instatement of the rebate for a qualified "Return to Work" program
4. Support the formation of a unified construction industry employer's advocacy organization (Council of Construction Associations - COCA)
5. Support the development of a risk assessment and harm mitigation toolkit for silica dust exposure
6. Support the research and analysis of the Traffic Control Persons claims history to identify areas and processes for improvement
7. Participate with WorkSafeBC on the Construction Claims Management Action Committee (CCMAC)
8. Promote effective safety training programs





## SKILLED WORKFORCE

### GOAL

Ensure effective programs are in place to assist member companies in dealing with labour and skilled worker shortages

### PRIORITY

To develop a proposal and business plan to support the BC Road Builders in supporting/offering training programs

- » Explore the idea of managing training programs related to the road building and heavy construction industries

### STRATEGIES

BC Road Builders will identify the members' needs to establish a BC Road Builders Training Program

BC Road Builders will support the development of the Construction Industry Training Network (CITN)

BC Road Builders will establish strong working relationships with the Industry Training Authority (ITA)

BC Road Builders will advocate for better access to foreign workers

BC Road Builders will promote the advantages of working in the road building and heavy civil industry

### ACTION ITEMS

1. Support the "Canada First" policy while advocating for easier access to the Temporary Foreign Worker and Provincial Nominee Programs
2. Support completion and expansion of existing BC Road Builders' training programs, including:
  - a. Heavy Equipment Operator
  - b. Asphalt Laydown Technician
  - c. Plant Operator
  - d. Utility Gradesperson
3. Promote career opportunities in the road building and heavy construction industry
4. Offer training based on the CCA Ethics Paper and the CCA First Nations Relationships Paper
5. Create an opportunity for members to access BC Road Builders managed training programs related to the road building, road maintenance and heavy civil construction industries

## MEMBER SERVICES

### GOAL

Support member companies' operations by offering networking opportunities and communicating business opportunities, new legislation/regulation/ruling information, industry best practices and new innovations

### PRIORITY

To consult with the membership to determine member needs

To plan an exceptional BC Road Builders 50th anniversary celebration for 2016

### STRATEGIES

BC Road Builders will host first class networking events throughout the year

BC Road Builders will meet with members

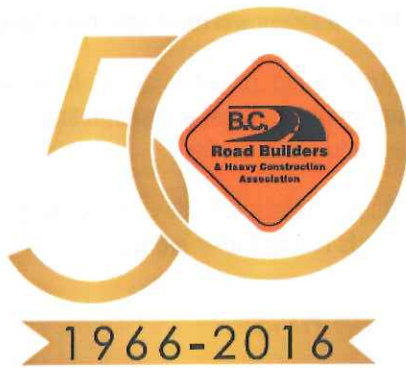
BC Road Builders will communicate with members via meetings, e-mail bulletins, newsletters and social media

BC Road Builders will offer members group discounts on consumer products

### ACTION ITEMS

1. Develop and implement a membership consultation program
2. Complete and publish a book which will outline the association's history
3. Develop a slide show review of the positive projects BC Road Builders have built over the past 50 years
4. Plan a memorable and unique 50<sup>th</sup> AGM & Winter Celebrations Gala Ball
5. Recognize the association's current 50 year founding members
6. Conduct regional 'Town Hall Meetings' inviting local members



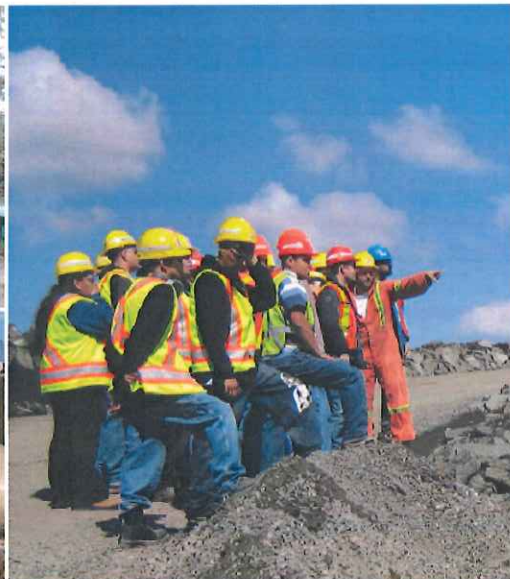


**BC Road Builders &  
Heavy Construction Association**

Suite 307, 8678 Greenall Avenue  
Burnaby, BC V5J 3M6

Tel 604.436.0220  
Fax 604.436.2627

Email: [info@roadbuilders.bc.ca](mailto:info@roadbuilders.bc.ca)  
Web: [www.roadbuilders.bc.ca](http://www.roadbuilders.bc.ca)







# Standardization of Construction Specifications and Contract Language

A Better Deal for Taxpayers







## The Opportunity

Public resources to support infrastructure modernization are limited. Most governments are struggling to keep pace with the need to modernize and expand these assets.

Solutions to stretch limited public resources exist, but to achieve them, we must embrace a new way of doing business. Harmonization and standardization of both specifications and contracts language is by far the most cost-effective means of achieving this goal.

## The Needs

According to the 2016 Canadian Infrastructure Report Card, adequate investment in repair and maintenance is essential to increasing the usable life of infrastructure assets. Despite continued efforts by municipal governments, the report card uncovered that re-investment rates are well below minimum levels, and if this trend continues, the overall cost of maintaining infrastructure will increase substantially.

// In the end, it is not a question of investing or not investing, it's a question of **cost and good infrastructure management**. The bottom line is that the longer we wait to act on these repairs, the more expensive it will get. Canada needs to start planning for the future by re-investing in our existing assets now."

*Raymond Louie, President of the Federation of Canadian Municipalities*

## So What Can We Do?

In order to provide effective infrastructure, public owners need to achieve efficiencies to capitalize on the funding that is available.

One way to achieve this goal is to embrace the inherent efficiencies of **standardized specifications and standard contract language**.



## Standardized Specifications Provide Cost Savings

### *What Are Standardized Specifications?*

Construction specifications describe both the materials and workmanship required to complete a project. Standardization of specifications means taking all of the great work being done by various governments across Canada to create "a best of the best" set of standard specifications.

Currently, different specifications are being maintained and utilized by each level of government. Specifications from different documents are often pieced together to create a new specification, but they weren't designed to work together and often produce conflicts within the specifications. This creates confusion, different expectations, and increased risk resulting in increased costs.

The solution is to take all of the proven specification work already in existence and summarize it into a master, collaborative, harmonized document which covers various conditions and projects. Each jurisdiction would then be able to use the specification that best applies to their specific conditions for climate, soil, and usage.

With limited public resources available to fund the modernization of government infrastructure, taxpayers can ill afford to have money wasted on contractors having to re-invent the wheel to bid each level of government's projects. This savings would benefit the actual construction of infrastructure.





## Standard Contract Language Helps Reduce Costs

Through the use of standard contracts, all parties become familiar with the main framework that is used over and over again; this leaves the team time to focus on the unfamiliar supplementary conditions, and to ensure clarity of the agreed-upon terms. This reduces construction risk which ultimately reduces costs.

The best example of standard contracts on a national level comes from the Canadian Construction Documents Committee (CCDC) and in British Columbia, the Master Municipal Construction Documents Association (MMCD). In both cases the contract documents are developed through a committee of volunteers representing public owners, private owners, architects, engineers, contractors, and legal counsel. The objective is to be fair to all parties, to minimize risk and to provide an equitable means for resolving disputes.



- **Familiarity breeds efficiencies**

When contractors understand the specifications and contract through repeated and consistent usage, they are able to price the project more accurately and competitively. Many private sector owners have adopted standard building design specifications and contracts to reduce costs and accelerate project construction.

*Lack of familiarity with specifications increases risk and can lead contractors to either increase their price or ignore the tender altogether. If contractors choose not to bid, owners (and taxpayers) have fewer competitive bids from which to choose.*

- **Receive better pricing**

When estimators have standard specifications, they can build their bidding software to reflect these standards which reduces the risk factors and allows for better, more confident pricing.

- **Eliminate waste of our most valuable commodity—time**

Time to read, time to understand, time to plan, time to build...time is an expensive commodity! The goal of standardization is to give more time in our schedules to focus on the nuances of the project; as opposed to trying to understand the multitude of specifications and contract clauses.

- **Reduce training costs**

With the retirement of so many professionals in our industry, the experience of our workforce is decreasing for all construction industry partners, including owners, architects, engineers, and contractors. Standard specifications and contracts will allow repeated, frequent, and focused training that will develop the required skills and expertise. Knowledgeable and experienced employees will allow for more practical versus theoretical inspection techniques, and the confidence to explore innovative cost savings and environmentally-friendly concepts.

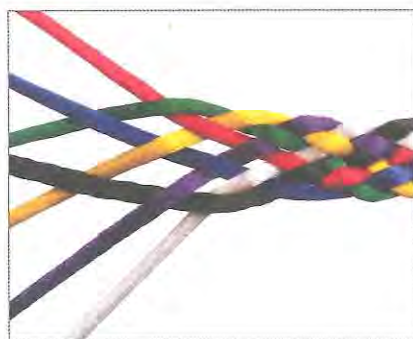
- **Minimize costly disputes**

The construction world is complicated and disputes are fostered from inconsistencies and modifications. Uncertainty and lack of clarity equals opportunities for disputes. Disputes have an impact on total project costs and schedules.

- **Improve quality**

In many cases, specifications and contracts are 20 years old and have been pieced together from many different sources. When specified products don't match the execution specifications, it is wasteful and costly to make corrections. Standardization will put trust back into knowing what is needed to complete the project to the highest standards and improve quality control enabling bidders to better know what to include.





- **Improve purchasing power**  
Standardized specifications allow contractors to bulk purchase materials and avoid the expensive one-off purchases whether for new construction or maintenance. This equates to better purchasing power for taxpayer dollars.
- **Enhance trust**  
Utilizing standard specifications and contracts means that all parties can trust knowing what is stated and what it means. Trust is an important component for the success of any project.
- **Reduce injuries**  
Safety is everyone's responsibility. Familiarity of products and execution allows contractors to spend more time on honing and fostering safer work practices in the performance of their work. Safety starts at the top and is everyone's responsibility.

## Making Standardization Work

### *One Size Does Not Fit All*

It is recognized that any one specification may not fit all circumstances, but with a "database of choices" or through the use of supplementary conditions to the contract, project-specific modifications can be made simpler.

## Maintenance of Standards

Through collaborative efforts of organizations like the CCDC, input is gathered from users, and discussions are held to modify contract clauses as necessary reflecting the goal of efficiency and innovation. It is far more effective to share the job collaboratively among many for a united purpose, rather than independently across the country. Today, there is no group assembling construction specification best practices.

## Where Do We Go from Here?

The status quo is simply not good enough. With finite government resources under increasing pressure, the time has never been better to abandon existing practices in favour of a new approach. In British Columbia, the Master Municipal Construction Documents Association facilitates the development and publication of Master Municipal Construction Documents (MMCD). The Province of British Columbia encourages BC Municipalities to use the Master Municipal Construction Documents for the construction of municipal infrastructure.

In Canada, there are two organizations in place to facilitate the standardization of specifications and contracts:

1. Transportation Association of Canada (TAC) – TAC provides a neutral forum to exchange ideas and information on technical guidelines and best practices related to the Canadian transportation and roadways sectors.
2. Canadian Construction Document Committee (CDCC) – CCDC is a national joint committee responsible for the development, production, and review of standard Canadian construction contracts, forms, and guides.

It will take strong leadership and a commitment to collaboration; however, the results will lead to leaner operations, a reduction of wasted time and resources, and an industry that has trust in its specifications and contracts. Most importantly, it will provide savings to taxpayers and additional funding for much needed construction projects.



Fisheries and Oceans  
Canada

Regional Director General  
Pacific Region  
Suite 200 – 401 Burrard Street  
Vancouver, British Columbia  
V6C 3S4

Pêches et Océans  
Canada

Directrice générale régionale  
Région du Pacifique  
Pièce 200 – 401 rue Burrard  
Vancouver C.-B.  
V6C 3S4

*Your file    Votre référence*

*Our file    Notre référence*

2016-501-00194

**SEP 29 2016**

Ms. Penny Cote, Vice-Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Ms. Cote:

Thank you for your September 6, 2016, correspondence regarding the proposal presented by trawl representatives to the Groundfish Integrated Advisory Board (GIAB) to increase the on-vessel processing of hake by domestic harvesters.

Fisheries and Oceans Canada (DFO) appreciates your taking the time to provide your input on the proposal. I have noted your concerns regarding potential impacts to shoreside processing if the proposal is adopted, which will be considered along with input received from other stakeholders.

DFO is currently collating all comments from representatives of the GIAB and others on the Groundfish Trawl Advisory Committee (GTAC) proposal. These comments and concerns will be presented to the GTAC for their consideration in the finalizing of their proposal. I anticipate that GTAC will submit a written recommendation to DFO regarding the proposed pilot at its December meeting. At that time we will make a determination on whether additional consultation should be undertaken.

Thank you for writing.

Yours sincerely,

Rebecca Reid  
Regional Director General  
Pacific Region

cc     Honourable Norm Letnick, Minister of Agriculture





September 26, 2016

Reference: 260872

Dear Union of B.C. Municipalities and Local Governments:

**Re: Nominations for New Stop of Interest Signs**

Following my announcement at the 2016 Union of BC Municipalities (UBCM) Convention this morning, I am pleased to invite you and your representatives to participate in the Province of British Columbia's Stop of Interest sign engagement and nomination process, taking place this fall and winter.

The Province is proud to announce the addition of up to 75 new Stop of Interest signs throughout British Columbia, bringing further awareness and recognition to our collective history and provincial heritage. This process augments our work to rejuvenate approximately 100 of the 139 existing Stop of Interest signs province-wide.

In order to ensure a well-rounded and comprehensive complement of new signs, we are asking local governments, First Nations, tourism associations, stakeholders and the public to nominate people, places or events of provincial significance they would like to see commemorated. Please share this invitation with businesses in your community and anyone else who would be interested.

The nomination period will be open from September 26, 2016, to January 31, 2017, after which we will evaluate the submissions on criteria such as the impact that the person, place or event has had on the lives of British Columbians.

For more information on Stops of Interest and associated signs currently in place across the province, or to access the nomination form to suggest a new sign, please visit our engagement web site at <http://engage.gov.bc.ca/stopsofinterest/>

Should you have any questions, please do not hesitate to contact Sandra Toth Nacey, the ministry's Director of Business Management Services. She can be reached in Victoria at 250 356-9768 or at [Sandra.TothNacey@gov.bc.ca](mailto:Sandra.TothNacey@gov.bc.ca) and would be pleased to assist you.

.../2

- 2 -

I encourage you to take this opportunity to highlight more of your local history and connect your community and its visitors to British Columbia's captivating past.

Sincerely,



Todd G. Stone  
Minister

Copy to: Sandra Toth Nacey, Director  
Business Management Services Branch



# Youth Parliament of British Columbia



# Alumni Society

509 – 1383 Marinaside Cr  
Vancouver, BC V6Z 2W9

(604) 604-646-6623  
registrar@bcyp.org

8 September 2016



Dear Sir or Madam:

**Re: British Columbia Youth Parliament, 88th Parliament**

The British Columbia Youth Parliament's 88th Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2016. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$310** registration fee. Thanks to fundraising efforts, a portion of the cost of transportation and accommodation is covered for all members. Financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html)).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html), along with soft copies of the brochure and a promotional poster.

**All applications must be received by October 27, 2016.** Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Rhonda Vanderfluit  
Registrar, Youth Parliament of B.C. Alumni Society



September 7, 2016

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



Dear Josie Osbourne,

**Re: Another Opportunity to Have Your Say in Canada Post Review**

I am following up on our June 6<sup>th</sup> correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21<sup>st</sup> century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,



Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives,  
Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225



### **Public review on future of Canada Post**

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

**Whereas** a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

**Therefore be it resolved** that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise 2) Attend the public consultations being held across the country



### Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e). During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Ses=0&DocId=8391013> (Note: Information on western and northern locations to come)

You can get information on the process and key issues in the weeks to come at [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview).

### What to say

Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland  
Sydney and Halifax, Nova Scotia  
Charlottetown, Prince Edward Island  
Bathurst, New Brunswick  
Levis, Quebec City, Blainville and Montreal, Quebec  
Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario  
(Following locations to be confirmed)  
Surrey, British Columbia  
Edmonton and Calgary, Alberta  
Yellowknife, Northwest Territories  
Regina and Moose Jaw, Saskatchewan  
Winnipeg, Manitoba

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3



September 30, 2016

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



Dear Mr. Dyson,

**Re: Operating Permit for the Bamfield Water System**

Enclosed is the water system operating permit for the Bamfield Water System issued under Section 8 of the *Drinking Water Protection Act* (the Act). Section 8 of the Act allows for terms and conditions to be included in the operating permit. Further to my letter dated July 29, 2016, the following terms and conditions have been added to the operating permit and are included as Appendix A of the permit.


1. On or before January 31, 2018 the Bamfield Community Water System must meet the treatment objectives established in the *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia (version 1.1/November 2012)*. The general objectives are:
  - 4-log reduction or inactivation of viruses.
  - 3-log reduction or inactivation of *Giardia* and *Cryptosporidium*.
  - Two treatment processes for surface water.
  - Less than or equal to one nephelometric turbidity unit (NTU) of turbidity.
  - No detectable *E.coli*, fecal coliform and total coliforms.
2. On or before January 31, 2018 the Bamfield Community Water System must provide a treatment system that is designed to maintain total trihalomethanes to <0.1 mg/L and total haloacetic acids to <0.08 mg/L based on a locational running annual average of a minimum of quarterly samples taken at a location or locations acceptable to the Environmental Health Officer.
3. The ACRD must adhere to the Bamfield Water Treatment Plant Preliminary Project Schedule dated July 22, 2016 or the most recent revision approved by the Drinking Water Officer for progressing towards compliance with Conditions 1 and 2.

In addition to the above terms and conditions, the Alberni Clayoquot Regional District is required to ensure that all work associated with meeting these terms and conditions is approved by Island Health's Public Health Engineer and that the appropriate construction permits are obtained.

Please also note that water suppliers have various responsibilities under the Act and *Drinking Water Protection Regulation* (the Regulation) beyond those set out in the terms and conditions of the operating permit. It is your responsibility to familiarize yourself with the Act and Regulation.

If you have any questions regarding the above, please do not hesitate to contact me at 250.731.1315.

Yours sincerely,

  
Stephanie Bruvall  
Environmental Health Officer

c.c: Andrew McGifford, Manager of Environmental Services, ACRD  
Dr. Paul Hasselback, Medical Health Officer, Island Health  
Charlene MacKinnon, Senior Environmental Health Officer, Island Health  
Murray Sexton, Public Health Engineer, Island Health  
Lynne Magee, Drinking Water Consultant, Island Health

Encl: Operating Permit for the Bamfield Water System

# PERMIT

## to OPERATE

### A WATER SUPPLY SYSTEM

Water System Name: **BAMFIELD WATER SYSTEM**  
Premises Number: 1310834

Premises Address: 305 Grappler Road  
Bamfield, BC  
V0R 1B0

Water System Owner: Alberni-Clayoquot Regional District

Alberni-Clayoquot Regional District is hereby permitted to operate the above potable water supply system and is required to operate this system in accordance with the Drinking Water Protection Act and in accordance with the conditions set out in this operating permit and conditions established as part of any construction permit.

The water supply system for which this operating permit applies is generally described as:

Service Delivery Area: Bamfield  
Source Water: Sugsaw Lake  
Water Treatment methods are: None  
Water Disinfection methods are: Chlorine

Number of Connections 15-300 Connections - DWC

Operating conditions specific to this water supply system are in Appendix A.

Date: July 1, 1992

Issued By:   
Environmental Health Officer

**This permit must be displayed  
in a conspicuous place and is not transferable**





## APPENDIX A

### WATER SYSTEM OPERATING CONDITIONS FOR

#### BAMFIELD WATER SYSTEM

305 Grappler Road

Bamfield, BC, V0R 1B0

The permit holder is advised that the following Terms and Conditions are in addition to other legislated responsibilities and obligations. Ensure familiarity with the *Drinking Water Protection Act* and the *Drinking Water Protection Regulation*.

1. On or before January 31, 2018 the Bamfield Community Water System must meet the treatment objectives established in the *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia (version 1.1/November 2012)*. The general objectives are:
  - 4-log reduction or inactivation of viruses.
  - 3-log reduction or inactivation of *Giardia* and *Cryptosporidium*.
  - Two treatment processes for surface water.
  - Less than or equal to one nephelometric turbidity unit (NTU) of turbidity.
  - No detectable *E.coli*, fecal coliform and total coliforms.
2. On or before January 31, 2018 the Bamfield Community Water System must provide a treatment system that is designed to maintain total trihalomethanes to <0.1 mg/L and total haloacetic acids to <0.08 mg/L based on a locational running annual average of a minimum of quarterly samples taken at a location or locations acceptable to the Environmental Health Officer.
3. The ACRD must adhere to the Bamfield Water Treatment Plant Preliminary Project Schedule dated July 22, 2016 or the most recent revision approved by the Drinking Water Officer for progressing towards compliance with Conditions 1 and 2.

Date: September 30, 2016



Environmental Health Officer

## News Release

For Immediate Release

Thursday, October 6, 2016

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### Toquaht Nation Joins the ACRD Board

The Alberni-Clayoquot Regional District (ACRD) and Toquaht Nation are pleased to announce that effective October 1, 2016, the Toquaht Nation joined the ACRD Board as a full member.

The Toquaht Nation is the final of the four Maa-nulth Treaty Nations within the Alberni-Clayoquot Regional District to join the Board. With the addition of the Huu-ay-aht First Nation, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation, the ACRD Board has grown from 10 to 14 members. The ACRD is the only Regional District in BC to have more than a single First Nation as a member.

Toquaht Nation Member of Council Kirsten Johnsen has been attending and observing the ACRD meetings since May 11, 2016. She has now been formally appointed to represent the Nation at the Board table. Member of Council Noah Plonka has been appointed Alternate Director to the Board.

*“Toquaht is looking forward to building stronger relationships with our neighboring communities as we work toward our shared vision and goals”* said taayii ḥawil Anne Mack.

*“We are grateful to have the Toquaht Nation join the Alberni-Clayoquot Regional District. Such strong First Nations presence at the Regional District enriches dialogue and decision-making, enabling more collaboration, cooperation and a truly shared vision for the region’s future”* said Regional District Chair Josie Osborne.

The first official Board meeting with all 14 directors will be held on **Wednesday, October 12, 2016 at 1:30 pm** in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC. The meeting will start with welcoming remarks and a Commissioner for Taking Affidavits will conduct the oath of office for the new Treaty First Nation Director and Alternate.

Russell Dyson  
Chief Administrative Officer  
Alberni-Clayoquot Regional District  
250.720.2705 [www.acrd.bc.ca](http://www.acrd.bc.ca)

Angela Polifroni  
Director of Operations  
Toquaht Nation  
250.730.4230 | [www.toquaht.ca](http://www.toquaht.ca)

## MEMORANDUM

**TO:** Board of Directors

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

**DATE OF MEETING:** October 12, 2016

**RE:** Finance Warrant No.569

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 569 in the amount of \$1,440,666.15 dated September 30, 2016.

### **Chief Administrative Officer Comments:**

Concur

---

## IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATIONS ISSUES - none

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



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## Cheque Register - Detail - Supp.



AP5100

Date : Oct 03, 2016

Page : 1

Time : 9:20 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Sep-2016 To 30-Sep-2016  
 Cheque Date : 01-Sep-2016 To 30-Sep-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					
<b>0019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>						
000149-0001	29-Sep-2016		Issued	257	T		331.80
102-2601	01-4-2500-000	PAYABLES - TRADE				331.80	
Invoice Description --> BCWS - WATER SYSTEM REPAIR							
<b>Total :</b>						331.80	0.00
							331.80
<b>Supplier Total :</b>						331.80	0.00
							331.80
<b>0076</b>	<b>666082 BC LTD (ALBERNI VALLEY BULLDOGS)</b>						
39650	14-Sep-2016		Issued	246	C		10985.63
2291	01-4-2500-000	PAYABLES - TRADE				10985.63	
Invoice Description --> AVLF - ADVERTISING - BULLDOGS							
<b>Total :</b>						10985.63	0.00
							10985.63
<b>Supplier Total :</b>						10985.63	0.00
							10985.63
<b>0016</b>	<b>ACE COURIER SERVICES</b>						
000149-0002	29-Sep-2016		Issued	257	T		131.42
14180506	01-4-2500-000	PAYABLES - TRADE				131.42	
Invoice Description --> WCLF - WATER MONITORING \$68.67, BCWS - \$56.49							
<b>Total :</b>						131.42	0.00
							131.42
<b>Supplier Total :</b>						131.42	0.00
							131.42
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
000146-0001	16-Sep-2016		Issued	245	T		1094.85
9203396495	01-4-2500-000	PAYABLES - TRADE				11.81	
Invoice Description --> BCFVD - EQUIPMENT							
9203396453	01-4-2500-000	PAYABLES - TRADE				12.32	
Invoice Description --> BCFVD - EQUIPMENT							
91967855226	01-4-2500-000	PAYABLES - TRADE				17.55	
Invoice Description --> SLVFD - EQUIPMENT							
9203396461	01-4-2500-000	PAYABLES - TRADE				24.64	
Invoice Description --> BCFVD - EQUIPMENT							
9203396487	01-4-2500-000	PAYABLES - TRADE				27.67	
Invoice Description --> BCFVD - EQUIPMENT							
9206404486	01-4-2500-000	PAYABLES - TRADE				29.42	
Invoice Description --> LBA - OFFICE SUPPLIES							
9201027985	01-4-2500-000	PAYABLES - TRADE				75.03	
Invoice Description --> BCWS - VALVE EXERCISE PROGRAM							
9196855218	01-4-2500-000	PAYABLES - TRADE				127.15	
Invoice Description --> SLVFD - EQUIPMENT							
9203396479	01-4-2500-000	PAYABLES - TRADE				137.53	
Invoice Description --> BCFVD - EQUIPMENT							
9201623627	01-4-2500-000	PAYABLES - TRADE				272.36	
Invoice Description --> SLVFD - EQUIPMENT							
9204175963	01-4-2500-000	PAYABLES - TRADE				359.37	

## Cheque Register - Detail - Supp.



AP5100

Date : Oct 03, 2016

Page : 2

Time : 9:20 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Sep-2016 To 30-Sep-2016  
 Cheque Date : 01-Sep-2016 To 30-Sep-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	
Invoice Description --> LBA - OFFICE SUPPLIES						
Total :				1094.85	0.00	1094.85
000149-0003	29-Sep-2016	Issued	257	T		411.69
9216796012	01-4-2500-000	PAYABLES - TRADE		27.63		
Invoice Description --> LBA - OFFICE SUPPLIES						
9211407086	01-4-2500-000	PAYABLES - TRADE		46.24		
Invoice Description --> SLVFD - EQUIPMENT						
9215060261	01-4-2500-000	PAYABLES - TRADE		50.59		
Invoice Description --> SLVFD - EQUIPMENT						
9216681669	01-4-2500-000	PAYABLES - TRADE		100.49		
Invoice Description --> SLVFD - EQUIPMENT						
9230161417	01-4-2500-000	PAYABLES - TRADE		186.74		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				411.69	0.00	411.69
Supplier Total :				1506.54	0.00	1506.54
-----						
0059	ADELHARDT CONCRETE PLUS					
000146-0002	16-Sep-2016	Issued	245	T		3517.50
054182	01-4-2500-000	PAYABLES - TRADE		3517.50		
Invoice Description --> ACRD - OFFICE- CAPITAL						
Total :				3517.50	0.00	3517.50
Supplier Total :				3517.50	0.00	3517.50
-----						
0031	AGAT LABORATORIES					
000146-0003	16-Sep-2016	Issued	245	T		2856.00
16295489E	01-4-2500-000	PAYABLES - TRADE		799.58		
Invoice Description --> WCLF - WATER MONITORING						
16286954E	01-4-2500-000	PAYABLES - TRADE		1020.86		
Invoice Description --> AVFL - WATER MONITORING						
16295496E	01-4-2500-000	PAYABLES - TRADE		1035.56		
Invoice Description --> WCLF - WATER MONITORING						
Total :				2856.00	0.00	2856.00
Supplier Total :				2856.00	0.00	2856.00
-----						
0056	AIRGAS CANADA INC.					
339647	14-Sep-2016	Issued	246	C		54.47
294491	01-4-2500-000	PAYABLES - TRADE		25.31		
Invoice Description --> BCVFD - OXYGEN						
294552	01-4-2500-000	PAYABLES - TRADE		29.16		
Invoice Description --> SLVFD - OXYGEN						
Total :				54.47	0.00	54.47



## Cheque Register - Detail - Supp.



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Date : Oct 03, 2016

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
Supplier Total :				54.47	0.00
					54.47

<b>0034</b>	<b>AL BROWN ROOFING</b>				
39646	14-Sep-2016	Issued	246	C	2205.00
2263	01-4-2500-000	PAYABLES - TRADE		2205.00	
Invoice Description --> ACRD - OFFICE RENO'S - TORCH ON ROOF ABOVE GENERATOR - CAPITAL					
Total :				2205.00	0.00
					2205.00
Supplier Total :				2205.00	0.00
					2205.00

<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>				
00146-0004	16-Sep-2016	Issued	245	T	1633.25
21938	01-4-2500-000	PAYABLES - TRADE		44.25	
Invoice Description --> SLVFD - EQUIPMENT					
21982	01-4-2500-000	PAYABLES - TRADE		49.28	
Invoice Description --> SLVFD - EQUIPMENT					
222114	01-4-2500-000	PAYABLES - TRADE		66.08	
Invoice Description --> BCFVD - EQUIPMENT					
21917	01-4-2500-000	PAYABLES - TRADE		161.00	
Invoice Description --> SLVFD - EQUIPMENT					
222058	01-4-2500-000	PAYABLES - TRADE		1312.64	
Invoice Description --> BCFVD - EQUIPMENT					
Total :				1633.25	0.00
					1633.25
00149-0004	29-Sep-2016	Issued	257	T	284.48
222165	01-4-2500-000	PAYABLES - TRADE		24.64	
Invoice Description --> SLVFD - EQUIPMENT					
222135	01-4-2500-000	PAYABLES - TRADE		38.08	
Invoice Description --> SLVFD - EQUIPMENT					
222129	01-4-2500-000	PAYABLES - TRADE		221.76	
Invoice Description --> SLVFD - EQUIPMENT					
Total :				284.48	0.00
					284.48
Supplier Total :				1917.73	0.00
					1917.73

<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>				
39645	14-Sep-2016	Issued	246	C	254.73
SLVFD - JUL/16	01-4-2500-000	PAYABLES - TRADE		254.73	
Invoice Description --> SLVFD - JULY 2016 - FUEL COSTS					
Total :				254.73	0.00
					254.73
39694	27-Sep-2016	Issued	258	C	1649.64
SLVFD - AUG/16	01-4-2500-000	PAYABLES - TRADE		53.36	
Invoice Description --> SLVFD - AUG 2016 FUEL COSTS					
BCVFD - AUG/16	01-4-2500-000	PAYABLES - TRADE		156.47	
Invoice Description --> BCFVD - AUG 2016 FUEL COSTS					
ACRD - AUG/16	01-4-2500-000	PAYABLES - TRADE		687.98	

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Supplier : 0002 To Z4209  
 Trans. Date : 01-Sep-2016 To 30-Sep-2016  
 Cheque Date : 01-Sep-2016 To 30-Sep-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	
Invoice Description --> ACRD - AUG 2016 FUEL COSTS						
BCWS - AUG/16	01-4-2500-000	PAYABLES - TRADE		751.83		
Invoice Description --> BCWS - AUG 2016 FUEL COSTS						
Total :				1649.64	0.00	1649.64
Supplier Total :				1904.37	0.00	1904.37
-----						
<b>0069</b>	<b>ALBERNI FIRST AID</b>					
39649	14-Sep-2016	Issued	246	C		126.00
3809	01-4-2500-000	PAYABLES - TRADE		126.00		
Invoice Description --> ACRD - WCB OFA 1 FIRST AID COURSE						
Total :				126.00	0.00	126.00
Supplier Total :				126.00	0.00	126.00
-----						
<b>0032</b>	<b>ALBERNI LANDSCAPING</b>					
00146-0005	16-Sep-2016	Issued	245	T		3363.15
6153	01-4-2500-000	PAYABLES - TRADE		257.25		
Invoice Description --> AVRA - WEEDEATING						
6154	01-4-2500-000	PAYABLES - TRADE		472.50		
Invoice Description --> AVL F - FLAGGING & SPRAYING KNOTWEED FOR CONTRACTORS						
6152	01-4-2500-000	PAYABLES - TRADE		2633.40		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
Total :				3363.15	0.00	3363.15
Supplier Total :				3363.15	0.00	3363.15
-----						
<b>0380</b>	<b>ALBERNI SEPTIC TANK SERVICE</b>					
39654	14-Sep-2016	Issued	246	C		302.40
13675	01-4-2500-000	PAYABLES - TRADE		134.40		
Invoice Description --> SLCP - SEPT TOILET RENTAL - DIXON PARK						
A6978	01-4-2500-000	PAYABLES - TRADE		168.00		
Invoice Description --> BCVFD - BUILDING MAINTENANCE - PUMP SEPTIC						
Total :				302.40	0.00	302.40
Supplier Total :				302.40	0.00	302.40
-----						
<b>0103</b>	<b>ALBERNI VALLEY ENHANCEMENT ASSOCIATION</b>					
39653	14-Sep-2016	Issued	246	C		4000.00
2016 - GIA	01-4-2500-000	PAYABLES - TRADE		4000.00		
Invoice Description --> GIA - LOG TRAIN TRAIL						
Total :				4000.00	0.00	4000.00
Supplier Total :				4000.00	0.00	4000.00

## Cheque Register - Detail - Supp.



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Supplier : 0002 To Z4209  
 Trans. Date : 01-Sep-2016 To 30-Sep-2016  
 Cheque Date : 01-Sep-2016 To 30-Sep-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	
39695	27-Sep-2016	Issued	258	C		409.50
20166778	01-4-2500-000	PAYABLES - TRADE		409.50		
Invoice Description --> LBA - HEATING & COOLING SYSTEM MAINTENANCE						
Total :				409.50	0.00	409.50
Supplier Total :				409.50	0.00	409.50
-----						
0095	ALBERNI VALLEY CHAMBER OF COMMERCE					
39652	14-Sep-2016	Issued	246	C		1000.00
AUG24/16	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> TRI-CONIC CHALLENGE SPONSORSHIP						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00
-----						
0068	ALBERNI VALLEY SOCIAL PLANNING COMMITTEE					
39648	14-Sep-2016	Issued	246	C		10000.00
2016-GIA-PARTIAL	01-4-2500-000	PAYABLES - TRADE		10000.00		
Invoice Description --> 2016 GIA PARTIAL - AV STAKEHOLDERS INITIATIVE TO END HOMELESSNESS						
Total :				10000.00	0.00	10000.00
Supplier Total :				10000.00	0.00	10000.00
-----						
0091	ALBERTA FIRE CHIEFS ASSOCIATION					
39651	14-Sep-2016	Issued	246	C		200.43
IN16-340	01-4-2500-000	PAYABLES - TRADE		200.43		
Invoice Description --> BCVFD - TRAINING						
Total :				200.43	0.00	200.43
Supplier Total :				200.43	0.00	200.43
-----						
0207	ALPORT INSURANCE AGENCIES INC.					
39693	19-Sep-2016	Issued	250	C		284.00
SEPT.13/16	01-4-2500-000	PAYABLES - TRADE		284.00		
Invoice Description --> LBA - INSURANCE FOR KUBOTA TRACTOR						
Total :				284.00	0.00	284.00
Supplier Total :				284.00	0.00	284.00
-----						
0270	ANDREW SHERET LTD.					
00146-0006	16-Sep-2016	Issued	245	T		1100.33
03-076226	01-4-2500-000	PAYABLES - TRADE		1100.33		
Invoice Description --> AVRA - COUGAR SMITH PARK SPLIT - UV FILTER						
Total :				1100.33	0.00	1100.33
Supplier Total :				1100.33	0.00	1100.33
-----						
00149-0005	29-Sep-2016	Issued	257	T		395.64

## Cheque Register - Detail - Supp.



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Date : Oct 03, 2016

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Time : 9:20 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Sep-2016 To 30-Sep-2016  
 Cheque Date : 01-Sep-2016 To 30-Sep-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	
03-079332	01-4-2500-000	PAYABLES - TRADE		395.64		
Invoice Description --> BCWS - STRICK RD PUMPHOUSE MAINTENANCE						
Total :				395.64	0.00	395.64
Supplier Total :				1495.97	0.00	1495.97
-----						
<b>0394</b>	<b>ASSOCIATED FIRE SAFETY EQUIPMENT</b>					
00149-0006	29-Sep-2016	Issued	257	T		246.12
15463	01-4-2500-000	PAYABLES - TRADE		246.12		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				246.12	0.00	246.12
Supplier Total :				246.12	0.00	246.12
-----						
<b>0440</b>	<b>AZALEA FLOWERS AND GIFTS</b>					
39655	14-Sep-2016	Issued	246	C		72.45
AZ-ACRD-08-16	01-4-2500-000	PAYABLES - TRADE		72.45		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				72.45	0.00	72.45
Supplier Total :				72.45	0.00	72.45
-----						
<b>0508</b>	<b>BAMFIELD BUILDERS SUPPLY</b>					
00146-0007	16-Sep-2016	Issued	245	T		38.64
179982	01-4-2500-000	PAYABLES - TRADE		6.17		
Invoice Description --> BWS - MAINTENANCE SUPPLIES						
179980	01-4-2500-000	PAYABLES - TRADE		32.47		
Invoice Description --> BWS - MAINTENANCE SUPPLIES						
Total :				38.64	0.00	38.64
Supplier Total :				38.64	0.00	38.64
-----						
<b>0503</b>	<b>BAMFIELD CENTENNIAL PARK</b>					
39696	27-Sep-2016	Issued	258	C		4499.83
AUG2016POS	01-4-2500-000	PAYABLES - TRADE		4499.83		
Invoice Description --> AUGUST 2016 NET REVENUES BCP POS						
Total :				4499.83	0.00	4499.83
Supplier Total :				4499.83	0.00	4499.83
-----						
<b>0660</b>	<b>BC HYDRO</b>					
39656	14-Sep-2016	Issued	246	C		9658.28
400002704676	01-4-2500-000	PAYABLES - TRADE		9658.28		
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
Total :				9658.28	0.00	9658.28

## Cheque Register - Detail - Supp.



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Date : Oct 03, 2016

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
Supplier Total :				9658.28	0.00
					9658.28

<b>0700</b>	<b>BC TRANSIT</b>				
39657	14-Sep-2016	Issued	246	C	17069.00
716602	01-4-2500-000	PAYABLES - TRADE		17069.00	
Invoice Description --> JULY 2016 CUSTOM TRANSIT					
Total :				17069.00	0.00
					17069.00
Supplier Total :				17069.00	0.00
					17069.00

<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>				
00146-0008	16-Sep-2016	Issued	245	T	301.51
1608-143184	01-4-2500-000	PAYABLES - TRADE		-50.47	
Invoice Description --> SLVFD - CREDIT - MINOR EQUIPMENT					
1607-891409	01-4-2500-000	PAYABLES - TRADE		-27.80	
Invoice Description --> BCWS - CREDIT BUILDING MAINTENANCE					
CREDIT1607-880401	01-4-2500-000	PAYABLES - TRADE		-9.27	
Invoice Description --> SLVFD - CREDIT - BUILDING MAINTENANCE					
1607-891411	01-4-2500-000	PAYABLES - TRADE		2.75	
Invoice Description --> BCWS - BUILDING MAINTENANCE					
1608-915980	01-4-2500-000	PAYABLES - TRADE		33.37	
Invoice Description --> SLVFD - FIRE PREVENTION					
1608-900235	01-4-2500-000	PAYABLES - TRADE		39.89	
Invoice Description --> BCWS - BUILDING MAINTENANCE					
1608-909867	01-4-2500-000	PAYABLES - TRADE		54.24	
Invoice Description --> SLVFD - EQUIPMENT					
1608-917968	01-4-2500-000	PAYABLES - TRADE		69.00	
Invoice Description --> SLVFD- SUPPLIES FOR TRAINING SITE					
1607-891379	01-4-2500-000	PAYABLES - TRADE		75.77	
Invoice Description --> BCWS - BUILDING MAINTENANCE					
1608-917746	01-4-2500-000	PAYABLES - TRADE		114.03	
Invoice Description --> SLVFD - TRAINING SITE SUPPLIES					
Total :				301.51	0.00
					301.51
Supplier Total :				301.51	0.00
					301.51

<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>				
00148-0001	23-Sep-2016	Issued	251	T	6838.68
151061	01-4-2500-000	PAYABLES - TRADE		134.97	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE					
30865	01-4-2500-000	PAYABLES - TRADE		894.23	
Invoice Description --> SLVFD - TRUCK #45 - MAINTENANCE					
30842	01-4-2500-000	PAYABLES - TRADE		1081.81	
Invoice Description --> SB - SEWAGE - MAINTENANCE					
30816	01-4-2500-000	PAYABLES - TRADE		1130.99	
Invoice Description --> SLVFD - TRUCK #47 - MAINTENANCE					
30855	01-4-2500-000	PAYABLES - TRADE		3596.68	

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 Cheque No. : All  
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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	
Invoice Description --> SLVFD - TRUCK #46 - MAINTENANCE						
Total :				6838.68	0.00	6838.68
00149-0007	29-Sep-2016	Issued	257	T		680.07
30837	01-4-2500-000	PAYABLES - TRADE		680.07		
Invoice Description --> SLVFD - TRUCK #48 - MAINTENANCE						
Total :				680.07	0.00	680.07
Supplier Total :				7518.75	0.00	7518.75
-----						
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>					
00146-0009	16-Sep-2016	Issued	245	T		224496.43
1953	01-4-2500-000	PAYABLES - TRADE		39086.59		
Invoice Description --> WCLF - AUG CONTRACT - \$34,893.52, FREON \$156, OTHER \$2175.80						
1952	01-4-2500-000	PAYABLES - TRADE		67690.72		
Invoice Description --> AVL F - AUG CONTRACT - \$62804.56, FREON \$723, MMBC \$806.18, OTHER \$133.61						
1961	01-4-2500-000	PAYABLES - TRADE		117719.12		
Invoice Description --> BCWS - PROGRESS CLAIM #1 - BC RD WATERMAIN REPLACEMENT - CAPITAL						
Total :				224496.43	0.00	224496.43
Supplier Total :				224496.43	0.00	224496.43
-----						
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>					
00149-0008	29-Sep-2016	Issued	257	T		1617.21
32971392	01-4-2500-000	PAYABLES - TRADE		566.62		
Invoice Description --> SLMP - \$41.13, BWS - \$99.45, BCWS - \$198.90, AVRA - \$92.97, MWS - \$107.19						
32947202	01-4-2500-000	PAYABLES - TRADE		1050.59		
Invoice Description --> ACRD \$768.66, BWS \$231.90 -						
Total :				1617.21	0.00	1617.21
Supplier Total :				1617.21	0.00	1617.21
-----						
<b>0914</b>	<b>BOWERMAN EXCAVATING LTD</b>					
00147-0001	16-Sep-2016	Issued	248	T		512411.18
8647	01-4-2500-000	PAYABLES - TRADE		512411.18		
Invoice Description --> AVRA - RUNWAY EXTENSION - PROGRESS CLAIM #4 - CAPITAL						
Total :				512411.18	0.00	512411.18
Supplier Total :				512411.18	0.00	512411.18
-----						
<b>0950</b>	<b>BRETT, KENNETH</b>					
00146-0011	16-Sep-2016	Issued	245	T		1000.00
BRE175727	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00

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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	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Supplier Total :</b>					1000.00	0.00	1000.00
<hr/>							
<b>0853</b>	<b>BROCK, STEVE</b>						
039658	14-Sep-2016	Issued	246	C			250.00
2016-1025	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> ACRD - WOODSTOVE EXCHANGE PROGRAM - BROCK							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
<hr/>							
<b>1035</b>	<b>BUTLER, LES</b>						
00146-0012	16-Sep-2016	Issued	245	T			3780.00
2016-08	01-4-2500-000	PAYABLES - TRADE			3780.00		
Invoice Description --> BWS - AUG 2016 CONTRACTOR							
<b>Total :</b>					3780.00	0.00	3780.00
<b>Supplier Total :</b>					3780.00	0.00	3780.00
<hr/>							
<b>1058</b>	<b>C. BOWNE ENTERPRISES</b>						
039659	14-Sep-2016	Issued	246	C			111.10
9133	01-4-2500-000	PAYABLES - TRADE			55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
9150	01-4-2500-000	PAYABLES - TRADE			55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
<b>Total :</b>					111.10	0.00	111.10
<b>Supplier Total :</b>					111.10	0.00	111.10
<hr/>							
<b>1074</b>	<b>CALEDONIA FIRE PROTECTION</b>						
039660	14-Sep-2016	Issued	246	C			145.95
17134	01-4-2500-000	PAYABLES - TRADE			145.95		
Invoice Description --> SLVFD - HYDROSTATIC TESTING							
<b>Total :</b>					145.95	0.00	145.95
<b>Supplier Total :</b>					145.95	0.00	145.95
<hr/>							
<b>1270</b>	<b>CDW CANADA INC</b>						
00146-0013	16-Sep-2016	Issued	245	T			266.40
FHP9266	01-4-2500-000	PAYABLES - TRADE			40.98		
Invoice Description --> AVEP - COMPUTER EXPENSE							
FCM4165	01-4-2500-000	PAYABLES - TRADE			225.42		
Invoice Description --> BCWS - COMPUTER EXPENSE							
<b>Total :</b>					266.40	0.00	266.40



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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	
<b>Supplier Total :</b>				266.40	0.00	266.40
<hr/>						
<b>1316</b>	<b>CERTITECH IT SERVICES</b>					
00146-0014	16-Sep-2016	Issued	245	T		7455.00
00191	01-4-2500-000	PAYABLES - TRADE		7455.00		
Invoice Description --> AUG 2016 - IT SUPPORT \$5,500, BCWS \$1,150, FIRE DEPT'S \$400						
<b>Total :</b>				7455.00	0.00	7455.00
<b>Supplier Total :</b>				7455.00	0.00	7455.00
<hr/>						
<b>1343</b>	<b>CHERRY CREEK COMMUNITY HALL</b>					
39662	14-Sep-2016	Issued	246	C		25.00
APCSEP12/16	01-4-2500-000	PAYABLES - TRADE		25.00		
Invoice Description --> PLANNING - SEPT 12/16 - APC MEETING						
<b>Total :</b>				25.00	0.00	25.00
<b>Supplier Total :</b>				25.00	0.00	25.00
<hr/>						
<b>1363</b>	<b>CITY OF NANAIMO</b>					
39698	27-Sep-2016	Issued	258	C		152.25
AR004967	01-4-2500-000	PAYABLES - TRADE		152.25		
Invoice Description --> SLVFD - TRAINING - SEPT 14 HAZMAT AWARENESS						
<b>Total :</b>				152.25	0.00	152.25
<b>Supplier Total :</b>				152.25	0.00	152.25
<hr/>						
<b>1342</b>	<b>CITY OF PORT ALBERNI</b>					
00149-0009	29-Sep-2016	Issued	257	T		593.31
AUG31/16-AVLF	01-4-2500-000	PAYABLES - TRADE		119.75		
Invoice Description --> AVLF - 3620 3RD AVE WATER & SEWAGE MAY 1 - AUG 31/16						
AUG31/16-GARBAG	01-4-2500-000	PAYABLES - TRADE		133.34		
Invoice Description --> ACRD - GARBAGE - MAY TO AUG 2016						
AUG31/16-ACRD	01-4-2500-000	PAYABLES - TRADE		340.22		
Invoice Description --> ACRD - OFFICE - WATER & SEWER FEES - MAY 1 TO AUG 31/16						
<b>Total :</b>				593.31	0.00	593.31
<b>Supplier Total :</b>				593.31	0.00	593.31
<hr/>						
<b>1382</b>	<b>COAST BC CATERING 2010</b>					
00146-0015	16-Sep-2016	Issued	245	T		673.79
#51 - 2016	01-4-2500-000	PAYABLES - TRADE		322.25		
Invoice Description --> ACRD - COMMITTEE LUNCH						
#50 - 2016	01-4-2500-000	PAYABLES - TRADE		351.54		
Invoice Description --> ACRD - COMMITTEE LUNCH						
<b>Total :</b>				673.79	0.00	673.79

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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		
<b>Supplier Total :</b>				673.79	0.00	673.79	
<hr/>							
<b>1650</b>	<b>CUPE - LOCAL 118</b>						
00146-0016	16-Sep-2016	Issued	245	T		839.31	
DUESAUG16	01-4-2500-000	PAYABLES - TRADE		839.31			
Invoice Description --> AUGUST 2016 UNION DUES LESS JULY OVERPAYMENT							
<b>Total :</b>				839.31	0.00	839.31	
039699	27-Sep-2016	Issued	258	C		1912.18	
DUESSEPT16	01-4-2500-000	PAYABLES - TRADE		1912.18			
Invoice Description --> SEPTEMBER 2016 UNION DUES							
<b>Total :</b>				1912.18	0.00	1912.18	
<b>Supplier Total :</b>				2751.49	0.00	2751.49	
<hr/>							
<b>1672</b>	<b>D.A.S.T WELDING INC.</b>						
039700	27-Sep-2016	Issued	258	C		254.72	
4848	01-4-2500-000	PAYABLES - TRADE		254.72			
Invoice Description --> GIA - LOG TRAIN TRAIL - GATE							
<b>Total :</b>				254.72	0.00	254.72	
<b>Supplier Total :</b>				254.72	0.00	254.72	
<hr/>							
<b>1681</b>	<b>D.K.I SERVICES LTD</b>						
039701	27-Sep-2016	Issued	258	C		1155.00	
2939	01-4-2500-000	PAYABLES - TRADE		1155.00			
Invoice Description --> AVL F - LINE PAINTING -							
<b>Total :</b>				1155.00	0.00	1155.00	
<b>Supplier Total :</b>				1155.00	0.00	1155.00	
<hr/>							
<b>1703</b>	<b>DALEY, D.J.</b>						
039663	14-Sep-2016	Issued	246	C		1963.71	
274402	01-4-2500-000	PAYABLES - TRADE		1963.71			
Invoice Description --> AUG 2016 - LBA & MILLSTREAM WATER CONTRACTOR							
<b>Total :</b>				1963.71	0.00	1963.71	
<b>Supplier Total :</b>				1963.71	0.00	1963.71	
<hr/>							
<b>1709</b>	<b>DEER BAY CONTRACTING</b>						
039702	27-Sep-2016	Issued	258	C		1984.50	
2720	01-4-2500-000	PAYABLES - TRADE		1984.50			
Invoice Description --> SB - TRANSPORTATION - GRADING							
<b>Total :</b>				1984.50	0.00	1984.50	

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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		
<b>Supplier Total :</b>				1984.50	0.00		1984.50
<hr/>							
<b>1727</b>	<b>DES DESIGN LTD</b>						
339664	14-Sep-2016	Issued	246	C			7455.00
N16039	01-4-2500-000	PAYABLES - TRADE		7455.00			
Invoice Description --> AVL F - 3RD AVE DEPOT - SPRINKLER SYSTEM - CAPITAL							
<b>Total :</b>				7455.00	0.00		7455.00
<b>Supplier Total :</b>				7455.00	0.00		7455.00
<hr/>							
<b>1847</b>	<b>DUPERE, JOHANNE</b>						
000146-0017	16-Sep-2016	Issued	245	T			200.00
DUP175728	01-4-2500-000	PAYABLES - TRADE		200.00			
Invoice Description --> SPROAT PARKS CARETAKER							
<b>Total :</b>				200.00	0.00		200.00
<b>Supplier Total :</b>				200.00	0.00		200.00
<hr/>							
<b>0940</b>	<b>DUVALL, EDITH</b>						
000145-0001	09-Sep-2016	Issued	238	T			1750.00
EDUVALL75522	01-4-2500-000	PAYABLES - TRADE		1750.00			
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
<b>Total :</b>				1750.00	0.00		1750.00
<b>Supplier Total :</b>				1750.00	0.00		1750.00
<hr/>							
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>						
000146-0018	16-Sep-2016	Issued	245	T			176.40
282	01-4-2500-000	PAYABLES - TRADE		44.10			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
285	01-4-2500-000	PAYABLES - TRADE		44.10			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
284	01-4-2500-000	PAYABLES - TRADE		88.20			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
<b>Total :</b>				176.40	0.00		176.40
<b>Supplier Total :</b>				176.40	0.00		176.40
<hr/>							
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>						
339703	27-Sep-2016	Issued	258	C			840.00
#1AUG16	01-4-2500-000	PAYABLES - TRADE		840.00			
Invoice Description --> PLANNING - AGRICULTURAL SUPPORT							
<b>Total :</b>				840.00	0.00		840.00

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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	
<b>Supplier Total :</b>				840.00	0.00	840.00
<hr/>						
<b>1950</b>	<b>ENEX FUELS</b>					
39665	14-Sep-2016	Issued	246	C		36264.92
202890	01-4-2500-000	PAYABLES - TRADE		13759.41		
Invoice Description --> AVRA FUEL						
202890	01-4-2500-000	PAYABLES - TRADE		22505.51		
Invoice Description --> AVRA FUEL						
<b>Total :</b>				36264.92	0.00	36264.92
<b>Supplier Total :</b>				36264.92	0.00	36264.92
<hr/>						
<b>1990</b>	<b>EVITT ELECTRIC</b>					
00146-0019	16-Sep-2016	Issued	245	T		42.96
95504A	01-4-2500-000	PAYABLES - TRADE		42.96		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				42.96	0.00	42.96
<b>Supplier Total :</b>				42.96	0.00	42.96
<hr/>						
<b>2013</b>	<b>FANTASTIC EVENTS &amp; PARTY RENTALS</b>					
39704	27-Sep-2016	Issued	258	C		156.45
EMERPREP - 2016	01-4-2500-000	PAYABLES - TRADE		156.45		
Invoice Description --> AVEP - COASTAL RESPONSE EXERCISE						
<b>Total :</b>				156.45	0.00	156.45
<b>Supplier Total :</b>				156.45	0.00	156.45
<hr/>						
<b>2034</b>	<b>FIVE STAR UNIFORMS</b>					
39705	27-Sep-2016	Issued	258	C		584.64
2102	01-4-2500-000	PAYABLES - TRADE		584.64		
Invoice Description --> BCVFD - UNIFORMS						
<b>Total :</b>				584.64	0.00	584.64
<b>Supplier Total :</b>				584.64	0.00	584.64
<hr/>						
<b>2099</b>	<b>FOOTPRINTS SECURITY PATROL INC.</b>					
00146-0020	16-Sep-2016	Issued	245	T		1554.53
66735	01-4-2500-000	PAYABLES - TRADE		1554.53		
Invoice Description --> SL PARKS - DICKSON PARK - SECURITY						
<b>Total :</b>				1554.53	0.00	1554.53
<b>Supplier Total :</b>				1554.53	0.00	1554.53

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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	
39687	14-Sep-2016	Issued	246	C		1927.87
000623465	01-4-2500-000	PAYABLES - TRADE		609.95		
Invoice Description --> BCWS - NEW SERVICE - HORNE PARK RD						
000623464	01-4-2500-000	PAYABLES - TRADE		1317.92		
Invoice Description --> BCWS - 2 NEW SERVICES - ARVAY RD						
Total :				1927.87	0.00	1927.87
Supplier Total :				1927.87	0.00	1927.87
-----						
<b>2140</b>	<b>GEDDES, RICHARD D.</b>					
00146-0021	16-Sep-2016	Issued	245	T		55.00
RG-SLVFD0175730	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
Total :				55.00	0.00	55.00
Supplier Total :				55.00	0.00	55.00
-----						
<b>2233</b>	<b>GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC</b>					
39706	27-Sep-2016	Issued	258	C		420.00
PROCUREMENT/20	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> ACRD - TERI FONG - PROCUREMENT TOOLKIT & 4 WEBINARS						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00
-----						
<b>2312</b>	<b>GRIFFITHS, DENNIS</b>					
39666	14-Sep-2016	Issued	246	C		250.00
2016-1023	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - GRIFFITHS						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00
-----						
<b>2322</b>	<b>GUILLEVIN INTERNATIONAL CO.</b>					
00146-0022	16-Sep-2016	Issued	245	T		342.94
0406-553255	01-4-2500-000	PAYABLES - TRADE		342.94		
Invoice Description --> SLVFD - EQUIPMENT MAINTENANCE						
Total :				342.94	0.00	342.94
Supplier Total :				342.94	0.00	342.94
-----						
<b>2499</b>	<b>HOMETOWN AUTOMOTIVE LTD.</b>					
000149-0010	29-Sep-2016	Issued	257	T		48.81
5248	01-4-2500-000	PAYABLES - TRADE		48.81		
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						



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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				48.81	0.00	48.81
Supplier Total :				48.81	0.00	48.81
<hr/>						
<b>2521</b>	<b>HORNET EXCAVATING</b>					
39668	14-Sep-2016	Issued	246	C		525.00
436	01-4-2500-000	PAYABLES - TRADE		525.00		
Invoice Description --> BCFVD - PARKING LOT IMPROVEMENTS - CAPITAL						
Total :				525.00	0.00	525.00
Supplier Total :				525.00	0.00	525.00
<hr/>						
<b>2750</b>	<b>IRWIN AIR LTD</b>					
39670	14-Sep-2016	Issued	246	C		1302.30
33720	01-4-2500-000	PAYABLES - TRADE		1302.30		
Invoice Description --> BCFVD - EQUIPMENT						
Total :				1302.30	0.00	1302.30
Supplier Total :				1302.30	0.00	1302.30
<hr/>						
<b>2748</b>	<b>ISLAND BEVERAGE SERVICES</b>					
39669	14-Sep-2016	Issued	246	C		217.56
15902	01-4-2500-000	PAYABLES - TRADE		217.56		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				217.56	0.00	217.56
39708	27-Sep-2016	Issued	258	C		108.78
15943	01-4-2500-000	PAYABLES - TRADE		108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				108.78	0.00	108.78
Supplier Total :				326.34	0.00	326.34
<hr/>						
<b>2787</b>	<b>JACKSON, ROBERT</b>					
000146-0023	16-Sep-2016	Issued	245	T		75.02
CSPNOV1275729	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
<hr/>						
<b>2840</b>	<b>JUSTICE INSTITUTE OF BC</b>					
39671	14-Sep-2016	Issued	246	C		3831.42
20046437	01-4-2500-000	PAYABLES - TRADE		3831.42		
Invoice Description --> LBA - AIRCRAFT EMERGENCY RESPONSE AWARENESS COURSE						

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
Total :				3831.42	0.00
Supplier Total :				3831.42	0.00
-----					
<b>1075</b>	<b>KEVIN P. SMITH HOLDINGS LTD. (CANADIAN TIRE #488)</b>				
339661	14-Sep-2016	Issued	246	C	455.59
810725	01-4-2500-000	PAYABLES - TRADE		15.10	
Invoice Description --> GIA - LOG TRAIN TRAIL					
518845	01-4-2500-000	PAYABLES - TRADE		28.07	
Invoice Description --> BCWS - SMALL TOOLS					
810705	01-4-2500-000	PAYABLES - TRADE		31.73	
Invoice Description --> GIA - LOG TRAIN TRAIL					
518784	01-4-2500-000	PAYABLES - TRADE		80.55	
Invoice Description --> BCWS - BUILDING MAINTENANCE					
518780	01-4-2500-000	PAYABLES - TRADE		116.43	
Invoice Description --> BCWS - SMALL TOOLS					
710489	01-4-2500-000	PAYABLES - TRADE		183.71	
Invoice Description --> SLMP - SUPPLIES					
Total :				455.59	0.00
Supplier Total :				455.59	0.00
-----					
<b>2893</b>	<b>KLEHKOOT MARINA</b>				
00149-0011	29-Sep-2016	Issued	257	T	194.98
2016-38	01-4-2500-000	PAYABLES - TRADE		44.84	
Invoice Description --> SLMP - BOAT FUEL					
2016-40	01-4-2500-000	PAYABLES - TRADE		73.44	
Invoice Description --> SLMP - BOAT FUEL					
2016-39	01-4-2500-000	PAYABLES - TRADE		76.70	
Invoice Description --> SLMP - BOAT FUEL					
Total :				194.98	0.00
Supplier Total :				194.98	0.00
-----					
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>				
00146-0024	16-Sep-2016	Issued	245	T	18244.69
1619-006	01-4-2500-000	PAYABLES - TRADE		619.11	
Invoice Description --> BCWS - ARVAY/PIERCE/MERSEY WATERMAIN - CAPITAL					
1634-004	01-4-2500-000	PAYABLES - TRADE		5438.09	
Invoice Description --> BWS -WATER TREATMENT PLANT - CAPITAL					
0933-029	01-4-2500-000	PAYABLES - TRADE		12187.49	
Invoice Description --> BCWS - BEAVER CREEK RD WATERMAIN - CAPITAL					
Total :				18244.69	0.00
Supplier Total :				18244.69	0.00

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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	
<b>2903</b>	<b>KUNCIO, DAVE</b>					
339710	27-Sep-2016	Issued	258	C		250.00
2016-1020	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - KUNCIO						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<b>2892</b>	<b>L.A. MARINE LTD.</b>					
339709	27-Sep-2016	Issued	258	C		71.16
20755	01-4-2500-000	PAYABLES - TRADE		71.16		
Invoice Description --> SLMP - BOAT - SERVICE & WINTERIZE						
<b>Total :</b>				71.16	0.00	71.16
<b>Supplier Total :</b>				71.16	0.00	71.16
<b>2890</b>	<b>L.B. WOODCHOPPERS LTD.</b>					
000146-0025	16-Sep-2016	Issued	245	T		20.16
250103	01-4-2500-000	PAYABLES - TRADE		20.16		
Invoice Description --> ACRD - MAINTENANCE SUPPLIES						
<b>Total :</b>				20.16	0.00	20.16
000149-0012	29-Sep-2016	Issued	257	T		247.00
251455	01-4-2500-000	PAYABLES - TRADE		247.00		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				247.00	0.00	247.00
<b>Supplier Total :</b>				267.16	0.00	267.16
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>					
000149-0013	29-Sep-2016	Issued	257	T		3530.51
2010-22105	01-4-2500-000	PAYABLES - TRADE		12.08		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-22181	01-4-2500-000	PAYABLES - TRADE		12.08		
Invoice Description --> ACRD - OFFICE SUPPLY						
2010-21993	01-4-2500-000	PAYABLES - TRADE		31.27		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-21990	01-4-2500-000	PAYABLES - TRADE		125.58		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-22029	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22055	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22096	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22169	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						

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 Cheque Date : 01-Sep-2016 To 30-Sep-2016  
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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	
2010-22180	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22208	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22255	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22294	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22329	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22410	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22440	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT						
Total :				3530.51	0.00	3530.51
Supplier Total :				3530.51	0.00	3530.51
-----						
<b>3040</b>	<b>LIDSTONE &amp; COMPANY</b>					
39711	27-Sep-2016	Issued	258	C		120.96
13836	01-4-2500-000	PAYABLES - TRADE		120.96		
Invoice Description --> LEGAL FEES						
Total :				120.96	0.00	120.96
Supplier Total :				120.96	0.00	120.96
-----						
<b>3117</b>	<b>LORDCO</b>					
00146-0026	16-Sep-2016	Issued	245	T		66.90
344935	01-4-2500-000	PAYABLES - TRADE		66.90		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				66.90	0.00	66.90
Supplier Total :				66.90	0.00	66.90
-----						
<b>3147</b>	<b>M &amp; D AUTO PART LTD.</b>					
39672	14-Sep-2016	Issued	246	C		143.63
6183810	01-4-2500-000	PAYABLES - TRADE		143.63		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				143.63	0.00	143.63
Supplier Total :				143.63	0.00	143.63
-----						
<b>3214</b>	<b>MARCIE DEWITT</b>					
39673	14-Sep-2016	Issued	246	C		7000.00
AUG31/16	01-4-2500-000	PAYABLES - TRADE		7000.00		
Invoice Description --> ACN - COORDINATOR - AUG 2016						

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 Cheque No. : All  
 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				7000.00	0.00	7000.00
<b>Supplier Total :</b>				7000.00	0.00	7000.00
<hr/>						
<b>1210</b>	<b>MAXXAM ANALYTICS</b>					
000146-0027	16-Sep-2016	Issued	245	T		778.05
VA996581	01-4-2500-000	PAYABLES - TRADE		778.05		
Invoice Description --> BCWS - WATER MONITORING						
<b>Total :</b>				778.05	0.00	778.05
<b>Supplier Total :</b>				778.05	0.00	778.05
<hr/>						
<b>3270</b>	<b>MCCOY LAKE EXCAVATING LTD</b>					
000149-0014	29-Sep-2016	Issued	257	T		1998.56
SEPT21/16	01-4-2500-000	PAYABLES - TRADE		599.43		
Invoice Description --> SLVFD - OUTSTANDING FROM DRY HYDRANT PROJECT						
3700	01-4-2500-000	PAYABLES - TRADE		1399.13		
Invoice Description --> BCWS - NEW SERVICE - HORNE PARK DR						
<b>Total :</b>				1998.56	0.00	1998.56
<b>Supplier Total :</b>				1998.56	0.00	1998.56
<hr/>						
<b>3280</b>	<b>MCGILL &amp; ASSOCIATES ENGINEERING</b>					
000146-0028	16-Sep-2016	Issued	245	T		6645.72
15604	01-4-2500-000	PAYABLES - TRADE		303.19		
Invoice Description --> SB - TRANSPORTATION - DRAINAGE PLAN - CAPITAL						
15597	01-4-2500-000	PAYABLES - TRADE		6342.53		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
<b>Total :</b>				6645.72	0.00	6645.72
<b>Supplier Total :</b>				6645.72	0.00	6645.72
<hr/>						
<b>3287</b>	<b>McLEAN &amp; HIGGINS LTD.</b>					
339674	14-Sep-2016	Issued	246	C		172.68
42817	01-4-2500-000	PAYABLES - TRADE		86.10		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
42660	01-4-2500-000	PAYABLES - TRADE		86.58		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
<b>Total :</b>				172.68	0.00	172.68
<b>Supplier Total :</b>				172.68	0.00	172.68
<hr/>						
<b>3340</b>	<b>MINISTER OF FINANCE</b>					
339675	14-Sep-2016	Issued	246	C		2166.00
MSPSEPT/16	01-4-2500-000	PAYABLES - TRADE		2166.00		
Invoice Description --> MSP PREMIUMS FOR SEPT 2016						



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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	
Total :				2166.00	0.00	2166.00
Supplier Total :				2166.00	0.00	2166.00
<hr/>						
<b>3376</b>	<b>MINISTER OF FINANCE</b>					
339676	14-Sep-2016	Issued	246	C		953.08
WS1253877	01-4-2500-000	PAYABLES - TRADE		139.58		
Invoice Description --> BCWS - WATER PERMIT - CLIENT NO. 009937						
WS1253876	01-4-2500-000	PAYABLES - TRADE		813.50		
Invoice Description --> BCWS - WATER PERMIT - CLIENT NO. 009937						
Total :				953.08	0.00	953.08
Supplier Total :				953.08	0.00	953.08
<hr/>						
<b>3478</b>	<b>MTS MAINTENANCE TRACKING SYSTEMS INC.</b>					
339712	27-Sep-2016	Issued	258	C		1104.08
4748	01-4-2500-000	PAYABLES - TRADE		1104.08		
Invoice Description --> JOHN THOMAS - WATER & WASTEWATER RENEWAL COURSE - BCWS - BWS - AVL - WCLF -						
Total :				1104.08	0.00	1104.08
Supplier Total :				1104.08	0.00	1104.08
<hr/>						
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>					
EFT-9	25-Sep-2016	Issued	262	E		12851.90
64-2/2016	01-4-2500-000	PAYABLES - TRADE		12851.90		
Invoice Description --> DEBENTURE DEBT						
Total :				12851.90	0.00	12851.90
EFT-10	02-Sep-2016	Issued	262	E		4.66
KUBAUGINT	01-4-2500-000	PAYABLES - TRADE		4.66		
Invoice Description --> LBA KUBOTA TRACTOR - AUGUST PARTIAL INTEREST ON LEASE						
Total :				4.66	0.00	4.66
Supplier Total :				12856.56	0.00	12856.56
<hr/>						
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>					
EFT-18	08-Sep-2016	Issued	229	E		10669.23
PP#17 - 2016	01-4-2500-000	PAYABLES - TRADE		10669.23		
Invoice Description --> PAYPERIOD #17 - 2016 PENSION REMITTANCE						
Total :				10669.23	0.00	10669.23
EFT-19	22-Sep-2016	Issued	242	E		10792.76
PP#18 - 2016	01-4-2500-000	PAYABLES - TRADE		10792.76		
Invoice Description --> PAYPERIOD #18 - 2016 PENSION REMITTANCE						
Total :				10792.76	0.00	10792.76

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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	
<b>Supplier Total :</b>				21461.99	0.00	21461.99
<hr/>						
<b>3627</b>	<b>NEXCAR SALES LTD.</b>					
000146-0029	16-Sep-2016	Issued	245	T		111.90
E7772	01-4-2500-000	PAYABLES - TRADE		55.95		
Invoice Description --> ACRD - 2011 FORD RANGER - DETAIL						
E7774	01-4-2500-000	PAYABLES - TRADE		55.95		
Invoice Description --> BUILDING INSPECTION - CHEROKEE - DETAIL						
<b>Total :</b>				111.90	0.00	111.90
<b>Supplier Total :</b>				111.90	0.00	111.90
<hr/>						
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>					
EFT-9	01-Sep-2016	Issued	243	E		7359.19
387675	01-4-2500-000	PAYABLES - TRADE		7359.19		
Invoice Description --> SEPTEMBER 2016 - HEALTH, DENTAL & DISABILITY PREMIUMS						
<b>Total :</b>				7359.19	0.00	7359.19
<b>Supplier Total :</b>				7359.19	0.00	7359.19
<hr/>						
<b>3868</b>	<b>PAYNE, SCOTT</b>					
39713	27-Sep-2016	Issued	258	C		250.00
2016-1031	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - PAYNE						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>3996</b>	<b>PHEE, HUGH</b>					
39714	27-Sep-2016	Issued	258	C		250.00
2016-1029	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - PHEE						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>3797</b>	<b>PITEAU ASSOCIATES</b>					
000149-0015	29-Sep-2016	Issued	257	T		2859.94
18068	01-4-2500-000	PAYABLES - TRADE		1414.88		
Invoice Description --> AVLF - MONITORING PROGRAM						
18069	01-4-2500-000	PAYABLES - TRADE		1445.06		
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
<b>Total :</b>				2859.94	0.00	2859.94

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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		Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description			Debit	Credit
Supplier Total :					2859.94	0.00
						2859.94
<b>4131</b>	<b>PRIMAL COMMUNICATIONS LTD</b>					
000146-0030	16-Sep-2016		Issued	245	T	2625.00
6659	01-4-2500-000	PAYABLES - TRADE			2625.00	
Invoice Description -->		LBA - MARKETING PLAN				
Total :					2625.00	0.00
						2625.00
Supplier Total :					2625.00	0.00
						2625.00
<b>4155</b>	<b>PROFIRE EMERGENCY EQUIPMENT INC</b>					
000146-0031	16-Sep-2016		Issued	245	T	463.42
INV013917	01-4-2500-000	PAYABLES - TRADE			463.42	
Invoice Description -->		SLVFD - FIRE EQUIP - REPAIR				
Total :					463.42	0.00
						463.42
Supplier Total :					463.42	0.00
						463.42
<b>4170</b>	<b>PUBLIC WORKS ASSOCIATION OF B.C.</b>					
39677	14-Sep-2016		Issued	246	C	5800.00
E-1052	01-4-2500-000	PAYABLES - TRADE			5800.00	
Invoice Description -->		ACRD - ASSET MANAGEMENT TRAINING				
Total :					5800.00	0.00
						5800.00
39715	27-Sep-2016		Issued	258	C	378.00
NOV3-4/16-FONG	01-4-2500-000	PAYABLES - TRADE			378.00	
Invoice Description -->		ACRD - ASSET MANAGEMENT - NOV3-4/16 - FONG				
Total :					378.00	0.00
						378.00
Supplier Total :					6178.00	0.00
						6178.00
<b>4180</b>	<b>PUROLATOR COURIER SERVICE</b>					
39716	27-Sep-2016		Issued	258	C	55.29
6011773460	01-4-2500-000	PAYABLES - TRADE			-18.31	
Invoice Description -->		BCWS - CREDIT - WATER SYSTEM SUPPLIES - FREIGHT				
432207250	01-4-2500-000	PAYABLES - TRADE			73.60	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES - FREIGHT				
Total :					55.29	0.00
						55.29
Supplier Total :					55.29	0.00
						55.29
<b>4250</b>	<b>RAYLEC POWER LTD.</b>					
39692	14-Sep-2016		Issued	247	C	227420.15
0167709	01-4-2500-000	PAYABLES - TRADE			227420.15	
Invoice Description -->		LBA - LIGHTING PROJECT - PROGRESS #4 - CAPITAL				

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				227420.15	0.00	227420.15
Supplier Total :				227420.15	0.00	227420.15
<b>4220</b>	<b>RAYNER &amp; BRACHT LTD</b>					
39678	14-Sep-2016	Issued	246	C		4281.20
2016191	01-4-2500-000	PAYABLES - TRADE		4281.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - AUG 2016						
Total :				4281.20	0.00	4281.20
Supplier Total :				4281.20	0.00	4281.20
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>					
39679	14-Sep-2016	Issued	246	C		41550.09
PP#18 - 2016	01-4-2500-000	PAYABLES - TRADE		20579.57		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #18 - 2016						
PP#17 - 2016	01-4-2500-000	PAYABLES - TRADE		20970.52		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #17 - 2016						
Total :				41550.09	0.00	41550.09
Supplier Total :				41550.09	0.00	41550.09
39717	27-Sep-2016	Issued	258	C		18937.59
PP#19 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE		931.58		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #19 - 2016 - DIRECTORS						
PP#19 - 2016	01-4-2500-000	PAYABLES - TRADE		18006.01		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #19 - 2016						
Total :				18937.59	0.00	18937.59
Supplier Total :				18937.59	0.00	18937.59
<b>4491</b>	<b>ROMPRE, SUZANNE</b>					
00146-0032	16-Sep-2016	Issued	245	T		850.00
AUG31/16	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description --> AUGUST BAMFIELD TRANSFER STATION CONTRACTOR						
Total :				850.00	0.00	850.00
Supplier Total :				850.00	0.00	850.00
<b>4888</b>	<b>SEVIGNY, SHELLEY</b>					
00146-0033	16-Sep-2016	Issued	245	T		445.00
AUG/2016	01-4-2500-000	PAYABLES - TRADE		445.00		
Invoice Description --> SLVFD - OFFICE ADMIN						
Total :				445.00	0.00	445.00
Supplier Total :				445.00	0.00	445.00

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 Cheque Date : 01-Sep-2016 To 30-Sep-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	
39719	27-Sep-2016	Issued	258	C		895.76
01-SEP-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
<hr/>						
<b>4646</b>	<b>SHAW CABLESYSTEMS G.P.</b>					
39682	14-Sep-2016	Issued	246	C		125.71
AUG.12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD - FABER RD - CABLE SERVICES						
AUG12/16	01-4-2500-000	PAYABLES - TRADE		37.97		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES						
AUG16/16	01-4-2500-000	PAYABLES - TRADE		49.77		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES						
Total :				125.71	0.00	125.71
Supplier Total :				221.93	0.00	221.93
<hr/>						
39720	27-Sep-2016	Issued	258	C		96.22
SEPT.01/16	01-4-2500-000	PAYABLES - TRADE		6.72		
Invoice Description --> AVEP - CABLE						
SEP01/16	01-4-2500-000	PAYABLES - TRADE		89.50		
Invoice Description --> AVLF - 3RD AVE RECYCLING DEPOT - CABLE						
Total :				96.22	0.00	96.22
Supplier Total :				221.93	0.00	221.93
<hr/>						
<b>4589</b>	<b>SIGMA SAFETY</b>					
39680	14-Sep-2016	Issued	246	C		69.16
4355	01-4-2500-000	PAYABLES - TRADE		69.16		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				69.16	0.00	69.16
Supplier Total :				69.16	0.00	69.16
<hr/>						
<b>4610</b>	<b>SIGNWORKS</b>					
39681	14-Sep-2016	Issued	246	C		812.00
5292	01-4-2500-000	PAYABLES - TRADE		252.00		
Invoice Description --> SLVFD - DECALS						
5295	01-4-2500-000	PAYABLES - TRADE		560.00		
Invoice Description --> SLVFD - FIRE PREVENTION - PARADE FLOAT BANNERS/DECALS						
Total :				812.00	0.00	812.00
Supplier Total :				2800.00	0.00	2800.00
<hr/>						
39718	27-Sep-2016	Issued	258	C		2800.00
5298	01-4-2500-000	PAYABLES - TRADE		2800.00		
Invoice Description --> BCEP - EMERGENCY AWARENESS MAP						
Total :				2800.00	0.00	2800.00



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 Cheque Date : 01-Sep-2016 To 30-Sep-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	
<b>Supplier Total :</b>				3612.00	0.00	3612.00
<hr/>						
<b>4717</b>	<b>SMITH, RYAN</b>					
000146-0034	16-Sep-2016	Issued	245	T		5694.17
PCAUG/16	01-4-2500-000	PAYABLES - TRADE		144.48		
Invoice Description --> SALMON BEACH SEWAGE						
AUG31/16	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
<b>Total :</b>				5694.17	0.00	5694.17
<b>Supplier Total :</b>				5694.17	0.00	5694.17
<hr/>						
<b>4735</b>	<b>SNC-LAVALIN</b>					
339683	14-Sep-2016	Issued	246	C		525.00
1263282	01-4-2500-000	PAYABLES - TRADE		525.00		
Invoice Description --> LBA - OBSTACLE LIMITATIONS - SURVEY - CAPITAL						
<b>Total :</b>				525.00	0.00	525.00
<b>Supplier Total :</b>				525.00	0.00	525.00
<hr/>						
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>					
000146-0035	16-Sep-2016	Issued	245	T		13630.41
26142	01-4-2500-000	PAYABLES - TRADE		13630.41		
Invoice Description --> AUGUST 2016 WC GARBAGE & RECYCLING						
<b>Total :</b>				13630.41	0.00	13630.41
<b>Supplier Total :</b>				13630.41	0.00	13630.41
<hr/>						
<b>4742</b>	<b>SONORA CONTRACTING</b>					
339684	14-Sep-2016	Issued	246	C		446.25
969927	01-4-2500-000	PAYABLES - TRADE		446.25		
Invoice Description --> BWS - WATERMAIN REPAIR - PACHENA RD						
<b>Total :</b>				446.25	0.00	446.25
<b>Supplier Total :</b>				446.25	0.00	446.25
<hr/>						
<b>4752</b>	<b>SOUTHSIDE AUTO SUPPLY LTD.</b>					
339685	14-Sep-2016	Issued	246	C		34.84
505519	01-4-2500-000	PAYABLES - TRADE		34.84		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				34.84	0.00	34.84
<b>Supplier Total :</b>				34.84	0.00	34.84
<hr/>						
<b>4788</b>	<b>STAPLES ADVANTAGE</b>					

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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	
39686	14-Sep-2016	Issued	246	C		601.76
42168016	01-4-2500-000	PAYABLES - TRADE		72.52		
Invoice Description --> ACRD - OFFICE SUPPLIES						
42189782	01-4-2500-000	PAYABLES - TRADE		125.62		
Invoice Description --> ACRD - OFFICE SUPPLIES						
42250100	01-4-2500-000	PAYABLES - TRADE		403.62		
Invoice Description --> ACRD - OFFICE SUPPLIES \$208.68, BCWS - \$151.69						
<b>Total :</b>				601.76	0.00	601.76
<b>Supplier Total :</b>				601.76	0.00	601.76
-----						
<b>4845</b>	<b>STAPLES BUSINESS DEPOT #321</b>					
39721	27-Sep-2016	Issued	258	C		19.33
2121658	01-4-2500-000	PAYABLES - TRADE		19.33		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
<b>Total :</b>				19.33	0.00	19.33
<b>Supplier Total :</b>				19.33	0.00	19.33
-----						
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>					
00149-0016	29-Sep-2016	Issued	257	T		171.05
160821539101	01-4-2500-000	PAYABLES - TRADE		171.05		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - SEPTEMBER 2016						
<b>Total :</b>				171.05	0.00	171.05
<b>Supplier Total :</b>				171.05	0.00	171.05
-----						
<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>					
00148-0002	23-Sep-2016	Issued	251	T		5990.34
73725	01-4-2500-000	PAYABLES - TRADE		465.92		
Invoice Description --> LEGAL FEES						
73724	01-4-2500-000	PAYABLES - TRADE		1314.05		
Invoice Description --> LEGAL FEES						
73956	01-4-2500-000	PAYABLES - TRADE		4210.37		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				5990.34	0.00	5990.34
<b>Supplier Total :</b>				5990.34	0.00	5990.34
-----						
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>					
00146-0036	16-Sep-2016	Issued	245	T		23970.83
150219	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> AUGUST 2016- AV RECYCLING CONTRACT						
<b>Total :</b>				23970.83	0.00	23970.83
00148-0003	23-Sep-2016	Issued	251	T		23970.83

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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	
142041	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> AV RECYCLING CONTRACT						
Total :				23970.83	0.00	23970.83
Supplier Total :				47941.66	0.00	47941.66

<b>5410</b>	<b>TD VISA</b>					
39731	27-Sep-2016	Issued	258	C		2647.83
SEPT06/16	01-4-2500-000	PAYABLES - TRADE		2647.83		
Invoice Description --> ACRD - \$1170.28, WCLF \$54.87, AVL F \$1049.05, AVEP \$38.57, LBA \$166.46, BCWS \$168.60						
Total :				2647.83	0.00	2647.83
Supplier Total :				2647.83	0.00	2647.83

<b>5402</b>	<b>TD VISA (BCVFD)C. STARRATT</b>					
39730	27-Sep-2016	Issued	258	C		714.61
SEPT06/16	01-4-2500-000	PAYABLES - TRADE		714.61		
Invoice Description --> BCVFD - EQUIPMENT \$426.77, TRAINING \$82.24, COMPUTER\$5.60						
Total :				714.61	0.00	714.61
Supplier Total :				714.61	0.00	714.61

<b>5397</b>	<b>TD VISA (CANN)</b>					
39729	27-Sep-2016	Issued	258	C		371.31
SEPT06/16	01-4-2500-000	PAYABLES - TRADE		371.31		
Invoice Description --> SLVFD - FREIGHT \$14.37, TRAVEL \$356.94						
Total :				371.31	0.00	371.31
Supplier Total :				371.31	0.00	371.31

<b>4984</b>	<b>TELUS</b>					
39723	27-Sep-2016	Issued	258	C		2199.29
SEP07/16	01-4-2500-000	PAYABLES - TRADE		2199.29		
Invoice Description --> ACRD CONSOLIDATED						
Total :				2199.29	0.00	2199.29
Supplier Total :				2199.29	0.00	2199.29

<b>4983</b>	<b>TELUS MOBILITY (BC)</b>					
39722	27-Sep-2016	Issued	258	C		1912.89
20322435188	01-4-2500-000	PAYABLES - TRADE		1912.89		
Invoice Description --> ACRD CELLPHONES						
Total :				1912.89	0.00	1912.89

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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	
<b>Supplier Total :</b>				1912.89	0.00	1912.89
<hr/>						
<b>1890</b>	<b>TETRA TECH EBA INC.</b>					
00148-0004	23-Sep-2016	Issued	251	T		45597.78
60513612	01-4-2500-000	PAYABLES - TRADE		2970.60		
Invoice Description --> LBA - AIRFIELD LIGHT PROJECT - CAPITAL						
60513223	01-4-2500-000	PAYABLES - TRADE		19420.58		
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
60513225	01-4-2500-000	PAYABLES - TRADE		23206.60		
Invoice Description --> AVRA - AIRFIELD LIGHT PROJECT - CAPITAL						
<b>Total :</b>				45597.78	0.00	45597.78
<b>Supplier Total :</b>				45597.78	0.00	45597.78
<hr/>						
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>					
39667	14-Sep-2016	Issued	246	C		641.76
23854	01-4-2500-000	PAYABLES - TRADE		84.00		
Invoice Description --> LBA - ASBESTOS SIGN						
23864	01-4-2500-000	PAYABLES - TRADE		166.88		
Invoice Description --> GIA - LOG TRAIN TRAIL - WELCOME SIGN						
23869	01-4-2500-000	PAYABLES - TRADE		390.88		
Invoice Description --> AVLF - 3RD AVE DEPOT - RECYCLING DECALS						
<b>Total :</b>				641.76	0.00	641.76
<b>Supplier Total :</b>				1153.43	0.00	1153.43
<hr/>						
39707	27-Sep-2016	Issued	258	C		511.67
23926	01-4-2500-000	PAYABLES - TRADE		77.28		
Invoice Description --> PLANNING - OFFICE SUPPLIES - CARDS - IRG						
23819	01-4-2500-000	PAYABLES - TRADE		109.76		
Invoice Description --> AVLF - 3RD AVE DEPOT - NO SCAVENGING SIGNS						
23925	01-4-2500-000	PAYABLES - TRADE		324.63		
Invoice Description --> ACRD - UBCM - NAME TAGS						
<b>Total :</b>				511.67	0.00	511.67
<b>Supplier Total :</b>				1153.43	0.00	1153.43
<hr/>						
<b>5002</b>	<b>THOMPSON, HEATHER</b>					
39725	27-Sep-2016	Issued	258	C		250.00
2016-1027	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - THOMPSON						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>4996</b>	<b>TIM'S TRIMMING</b>					
39724	27-Sep-2016	Issued	258	C		1417.50
338	01-4-2500-000	PAYABLES - TRADE		1417.50		
Invoice Description --> BC PARKS - TRIM, MOW						

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
Total :				1417.50	0.00
Supplier Total :				1417.50	0.00
<b>5070</b>	<b>TOTEM TREE OPERATIONS - (0906866 BC LTD.)</b>				
39688	14-Sep-2016	Issued	246	C	525.00
496281	01-4-2500-000	PAYABLES - TRADE		525.00	
Invoice Description --> MWS - TREE MAINTENANCE AT PUMP HOUSE					
Total :				525.00	0.00
Supplier Total :				525.00	0.00
39726	27-Sep-2016	Issued	258	C	1575.00
045360	01-4-2500-000	PAYABLES - TRADE		1575.00	
Invoice Description --> BCWS/BCVFD - SPLIT - TREE FALLING					
Total :				1575.00	0.00
Supplier Total :				2100.00	0.00
<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>				
39697	27-Sep-2016	Issued	258	C	201.25
SEPT21/16	01-4-2500-000	PAYABLES - TRADE		201.25	
Invoice Description --> ACRD - GEN OFFICE \$171.25, SLMP - \$30					
Total :				201.25	0.00
Supplier Total :				201.25	0.00
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>				
00149-0017	29-Sep-2016	Issued	257	T	78.75
7767	01-4-2500-000	PAYABLES - TRADE		78.75	
Invoice Description --> ACRD COMPUTER - MONTHLY WEB HOSTING					
Total :				78.75	0.00
Supplier Total :				78.75	0.00
<b>5131</b>	<b>TSESHAHT MARKET</b>				
39727	27-Sep-2016	Issued	258	C	549.81
2200974	01-4-2500-000	PAYABLES - TRADE		14.09	
Invoice Description --> SLVFD - TRAINING SITE					
2210442	01-4-2500-000	PAYABLES - TRADE		20.78	
Invoice Description --> SLVFD - TRAINING SITE					
2195100	01-4-2500-000	PAYABLES - TRADE		60.00	
Invoice Description --> SLVFD - FUEL TRUCK #41					
2159964	01-4-2500-000	PAYABLES - TRADE		66.00	
Invoice Description --> SLVFD - FUEL TRUCK #41					
2148836	01-4-2500-000	PAYABLES - TRADE		69.83	
Invoice Description --> SLVFD - FUEL TRUCK # 43					
2176236	01-4-2500-000	PAYABLES - TRADE		103.62	



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 Cheque No. : All  
 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> SLVFD - FUEL TRUCK #47						
22213133	01-4-2500-000	PAYABLES - TRADE		106.89		
Invoice Description --> SLVFD - FUEL TRUCK #47						
2190876	01-4-2500-000	PAYABLES - TRADE		108.60		
Invoice Description --> SLVFD - FUEL TRUCK \$48						
<b>Total :</b>				549.81	0.00	549.81
<b>Supplier Total :</b>				549.81	0.00	549.81
<hr/>						
<b>5184</b>	<b>UCHUCKLESAHT TRIBE GOVERNMENT</b>					
39689	14-Sep-2016	Issued	246	C		19.00
SEPT.12/16	01-4-2500-000	PAYABLES - TRADE		19.00		
Invoice Description --> REQUISITION REFUND DUE TO CHANGE IN ASSESSED VALUES						
<b>Total :</b>				19.00	0.00	19.00
<b>Supplier Total :</b>				19.00	0.00	19.00
<hr/>						
<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>					
00146-0037	16-Sep-2016	Issued	245	T		2073.75
24139	01-4-2500-000	PAYABLES - TRADE		2073.75		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING AND BIN RENTAL & RINCE						
<b>Total :</b>				2073.75	0.00	2073.75
<b>Supplier Total :</b>				2073.75	0.00	2073.75
<hr/>						
<b>5263</b>	<b>VADIM COMPUTER MANAGEMENT GROUP LTD</b>					
00149-0018	29-Sep-2016	Issued	257	T		399.00
I-VC13272	01-4-2500-000	PAYABLES - TRADE		399.00		
Invoice Description --> ACRD - COMPUTER EXPENSE						
<b>Total :</b>				399.00	0.00	399.00
<b>Supplier Total :</b>				399.00	0.00	399.00
<hr/>						
<b>5314</b>	<b>VISSERS SALES CORP</b>					
39728	27-Sep-2016	Issued	258	C		262.16
IN00075010	01-4-2500-000	PAYABLES - TRADE		262.16		
Invoice Description --> BCWS - NORTH RESERVOIR PUMPHOUSE - MAINTENANCE						
<b>Total :</b>				262.16	0.00	262.16
<b>Supplier Total :</b>				262.16	0.00	262.16
<hr/>						
<b>5454</b>	<b>WATSON, ERICA</b>					
39690	14-Sep-2016	Issued	246	C		100.00
AUG25/16	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> ARTS - 3RD AVE RECYCLING DEPOT - ADVERTISING						

# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

## Cheque Register - Detail - Supp.



AP5100

Date : Oct 03, 2016

Page : 31

Time : 9:20 am

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Sep-2016 To 30-Sep-2016  
**Cheque Date :** 01-Sep-2016 To 30-Sep-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	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Total :</b>					100.00	0.00	100.00
<b>Supplier Total :</b>					100.00	0.00	100.00
<hr/>							
<b>5481</b>	<b>WESTCOAST HOME HARDWARE LTD</b>						
39691	14-Sep-2016	Issued	246	C			54.84
94013	01-4-2500-000	PAYABLES - TRADE			8.41		
Invoice Description --> SLMP - KEYS							
95544	01-4-2500-000	PAYABLES - TRADE			9.49		
Invoice Description --> ALVF - RECYCLING DEPOT MAINTENANCE SUPPLIES							
94392	01-4-2500-000	PAYABLES - TRADE			36.94		
Invoice Description --> SLMP - SUPPLIES							
<b>Total :</b>					54.84	0.00	54.84
<b>Supplier Total :</b>					54.84	0.00	54.84
<hr/>							
<b>5537</b>	<b>WINDSOR PLYWOOD</b>						
00146-0038	16-Sep-2016	Issued	245	T			127.96
94594A	01-4-2500-000	PAYABLES - TRADE			127.96		
Invoice Description --> LBA - BUILDING MAINTENANCE							
<b>Total :</b>					127.96	0.00	127.96
<b>Supplier Total :</b>					127.96	0.00	127.96
<hr/>							
<b>4156</b>	<b>WSP CANADA INC.</b>						
00146-0039	16-Sep-2016	Issued	245	T			1249.13
586143R	01-4-2500-000	PAYABLES - TRADE			1249.13		
Invoice Description --> LBA - JULY - SEPT 2016 - LANDING FEE SOFTWARE							
<b>Total :</b>					1249.13	0.00	1249.13
<b>Supplier Total :</b>					1249.13	0.00	1249.13
<hr/>							
<b>Total Computer Paid :</b>	456,349.16	<b>Total EFT PAP :</b>	41,677.74	<b>Total Paid :</b>	1,440,666.15		
<b>Total Manually Paid :</b>	0.00	<b>Total EFT File Transfer :</b>	942,639.25				

## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** October 12, 2016

**Subject:** Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

---

**Recommendation:**

***THAT the Alberni Clayoquot Regional District Board of Directors instruct staff to prepare a 2017 property tax exemption bylaw including the Alberni Valley Golf Club and the Long Beach Recreation Cooperative for consideration by the Board.***

**Desired Outcome:**

To provide for property tax exemption in 2017 as has been done in prior years.

**Summary:**

The Alberni Valley Golf Club letter requesting tax exemption for 2017 has been included and a representative from the Club, Ken Sander, was a delegation at the August 24, 2016 Board of Directors meeting. The Long Beach Recreation Cooperative is a delegation at the October 12, 2016 meeting and their letter requesting tax exemption for 2017 has been included with the delegation earlier in the agenda package.

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

Some staff time is required to create and process the bylaw.

**Financial:**

The following is the amount of property taxes that would have been paid in 2016 without the exemption:

- Alberni Valley Golf Course \$20,643.73
- Long Beach Recreation Cooperative \$7,716.90

This amount includes all components of property taxes including police tax, school tax, etc. and does not just represent the Regional District portion.

**Policy or Legislation:**

Section 391 of the Local Government Act permits the Regional District to provide tax exemptions by bylaw to organizations providing public athletic or recreation purposes. The bylaw must be adopted by October 31 to provide exemption for the next calendar year and is adopted by at least 2/3 of the votes cast.

**Options Considered:**

If the Board of Directors is hesitant on providing tax exemption status to either of these organizations please provide staff direction to create the bylaws separately, otherwise they will be presented as a single bylaw.



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



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



## Alberni Golf Club Ltd.

6449 Cherry Creek Road, Port Alberni, BC V9Y 8T3

Phone (250) 723-7111 Fax (250) 723-7010

www.albernigolf.com (email) albernigolf@shaw.ca

August 16<sup>th</sup>, 2016

Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, B.C.  
V9Y 2E3

Dear Board Members,

It is time again for the Alberni Golf Club to request consideration from the Board of the Alberni-Clayoquot Regional District relative to granting a property tax exemption for the golf course under the provisions of the Local Government Act. The Alberni Golf Club has requested this tax exemption since learning of its existence 14 years ago, and we are extremely appreciative that the Board of the Alberni Clayoquot Regional District has recognized the merits in granting it, and has been supportive and granted it in all 14 years. We have been scheduled to make a presentation to the Board at the August 24<sup>th</sup>, 2016 Board Meeting, and appreciate the opportunity to attend and update the Board on our Club's activities, and answer any questions you might have.

As you know, the Alberni Golf Club operates as a non-profit limited company, governed by a volunteer board and executive, and is supported by many volunteers. We are in a very competitive industry and are operating on an extremely conservative and fiscally responsible budget. Our ongoing success and survival is dependent upon the efforts of conscientious staff and volunteers, as well as the continued support of our tax exemption request from this Board. Support from the Regional District is vital to our efforts to provide a quality venue which attracts contestants and tourists, allows local and visiting adults to enjoy 40,000 rounds of golf each year, hosts numerous tournaments and raises money for local charities, provides the facility for our local school district to introduce the game of golf at no cost to all local children, and cultivates one of the best and most active junior programs in the province.

As we have done since the first year in this process, we will include in our budget a provision for the Cherry Creek Fire Department. I have enclosed a letter from the Cherry Creek Waterworks District which supports our request for this exemption.

We request your support again this year. I look forward to seeing you at the Board Meeting, and should you have any questions, I would be pleased to address them.

Sincerely,

Ken Sander, President Alberni Golf Club



# **CHERRY CREEK WATERWORKS DISTRICT**

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

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

Phone 250-723-2214

Fax 250-723-0225

August 16, 2016

Alberni Golf Club Ltd.  
6449 Cherry Creek Road  
Port Alberni, B.C. V9Y 8T3

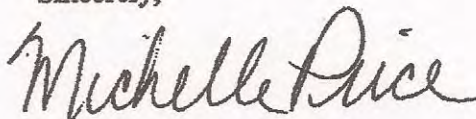
Attention: Ken Sander

Dear Ken:

The Board of Trustees, Cherry Creek Waterworks District, discussed your request for support in applying for exemption from property taxes again this year. Please be advised the Board wishes to lend their support to your request. The District is satisfied with the amount you contribute each year to the Fire Department.

Thank you for your attention to this matter.

Sincerely,



Michelle Price  
Administrator



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services  
West Coast Committee

**Meeting Date:** October 12, 2016

**Subject:** Tofino-Ucluelet Airport Fees Bylaw Amendment

---

### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".***

***THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".***

***THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016".***

### Desired Outcome:

To remove the discount for early payment from the Airport Passenger User Fees, to correct the misuse of the 10% discount for early remittance.

### Summary:

In January of 2014, Bylaw No. R1016 was amended to include fees for aircraft parking and passenger user fees. The two scheduled airlines are to remit \$5.00 for every passenger that commences or terminates at the airport. The Bylaw states that if the airline operator remitted the fees to the ACRD within thirty (30) days they could pay 10% less in consideration of the administrative costs of the Operator. The operators are continuing to remit their fees with the 10% discount even though they are paying well after the 30-day allowance period. Staff feel that removing this discount can provide better clarity of fees owed and staff time will be reduced dealing with the short payments when operators take ineligible discounts.


The Long Beach Advisory and West Coast Committees discussed this issue earlier in 2016 and concurred with staff recommendation to remove the discount provision.

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

Minimal staff time to amend bylaw.

**Financial:**

Small increase to the fees collected.

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

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



## **Regional District of Alberni Clayoquot**

### **BYLAW NO. R1016-2**

A Bylaw to Amend Fees for  
the Tofino-Ucluelet Airport

**WHEREAS** the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

**AND WHEREAS** the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

**AND WHEREAS** the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to remove the early payment discount for Aircraft Passenger Fees;

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

1. **CITATION**

This bylaw may be cited for all purposes as “Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-2, 2016.”

2. Bylaw R1016 cited as “Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004” is hereby amended by replacing Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

3. **EFFECTIVE DATE**

This bylaw will come into effect November 1st, 2016.

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

RECONSIDERED AND ADOPTED THIS DAY OF

---

Chairperson

---

Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**SCHEDULE “A” – BYLAW NO. R1016-2**  
**FEES**

**All charges do not include applicable tax.**

**1. Aircraft Landing Fees**

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg                      \$3.20
- b. 10,001 to 45,000 kg                      \$4.05
- c. Over 45,000 kg                              \$5.08

The minimum aircraft landing fee for commercial aircraft is \$15.00

**2. Aircraft Parking Fees**

<u><b>Aircraft Weight</b></u>	<u><b>Daily Fee</b></u>	<u><b>Monthly Fee*</b></u>	<u><b>Annual Fee*</b></u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. \*Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.



3. **Airport Passenger User Fees**

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- c. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Coordinator

**Meeting Date:** October 12, 2016

**Subject:** Boating Safety Contribution Program Application

---

**Recommendation:**

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

**Desired Outcome:**

To obtain funding support for the Sproat Lake Marine Patrol's Boating Safety Program.

**Summary:**

Transport Canada's Boating Safety Contribution Program is accepting funding applications with a deadline submission date of October 15, 2016.

**Background:**

The Sproat Lake Marine Patrol have been fortunate to receive funding support from the Boating Safety Contribution Program since 2011. This support allowed us to include a boating safety education program that is delivered to local schools. This occurs prior to July and August when the patrol is based out on Sproat Lake. This has also brought in additional safety awareness education to boaters that are heading out on the water. Staff feel that the full boating safety program is a valuable addition to the marine patrol.

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

Staff time to prepare and submit the application and work with Transport Canada and the Marine Patrol if funding is awarded.


**Financial:**

Transport Canada  
will pay 75% of the costs of the Boating Safety portion of the marine patrol costs.

**Options Considered:**

Not apply and be responsible for the full costs of the program.

Submitted by:   
\_\_\_\_\_  
Janice Hill, Environmental Services Coordinator

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



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

### REQUEST FOR DECISION

**To:** Russell Dyson, CAO  
and  
Board of Directors, Alberni-Clayoquot Regional District

**From:** Mike Irg, Manager of Planning and Development

**Meeting Date:** October 12, 2016

**Subject:** Proposed Building Inspection Agreement with Toquaht Nation

---

#### **Recommendation:**

That the Board of Directors enter 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.

#### **Desired Outcome:**

The Toquaht Nation requires a building inspector to provide building inspection services on their Treaty Settlement Lands and has requested the ACRD provide that service.

#### **Summary:**

The Toquaht Nation's current building inspection agreement with the ACRD has expired and staff have received a request to renew the agreement.

Under the agreement, Toquaht Nation establishes, charges, and collects all fees. The ACRD would bill Toquaht for the time spent on building permits and wood stove inspections.

#### **Background:**

Under treaty, one of the areas of responsibility that the Toquaht Nation has is building inspection and Toquaht has asked the ACRD to provide building inspection as a contract service.

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

The ACRD building inspection service has the capacity to provide this service and trips to Toquaht can be coordinated with scheduled inspections at Salmon Beach.

#### **Financial:**

The agreement proposes a cost recovery system based on the time spent on Toquaht Nation building permits and travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits, supervision, and administration. Vehicle mileage will be \$0.55/km. Where ever possible mileage and travel time will be shared with travel

to the West Coast and Salmon Beach. For example, if the travel time to Salmon Beach and Toquaht is three hours, Toquaht Nation will be billed 1.5 hours and half the mileage.

**Policy or Legislation:**

The proposed agreement is a renewal of the current agreement. The ACRD has the ability to enter into agreements with other governments. As the recommended term of this agreement is one year, the building inspection service arrangements can be reviewed and there is a clause that allows either party to provide notice and terminate the contract.

The proposed agreement includes an indemnity clause (section 2.1) and stipulates that the ACRD Building Inspector will only provide plan checks and inspect construction for compliance with the BC Building Code. The Toquaht Supervisor is responsible for confirming compliance with Toquaht Nation legislation and all Federal and Provincial Acts and Regulations.

**Options Considered:**

At this time the only options are for the ACRD to contract building inspection or for the Toquaht Nation to make other arrangements for building inspection.

Submitted by:




---

Mike Irg, MCIP, RPP  
Manager of Planning and Development

Approved by:




---

Russell Dyson, Chief Administrative Officer



THIS AGREEMENT MADE IN DUPLICATE THIS                      DAY OF                      , 2016.

**BETWEEN:**

**TOQUAHT NATION**

1971 Peninsula Road, P.O. Box 759, Ucluelet, BC, V0R 3A0

(hereinafter      called      **Toquaht  
Nation**)

**AND:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 5<sup>th</sup> Avenue, Port Alberni, Province of British Columbia, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the      “**BUILDING INSPECTION RESOURCE  
SHARING AGREEMENT**”

**WHEREAS**

Toquaht Nation wishes to occasionally retain the services of the Region’s building inspection staff to undertake building inspection work within the Toquaht Nations’ jurisdiction

The Region is willing to make their building inspection staff available to Toquaht Nation under the terms and conditions outlined in this agreement.

**THEREFORE** in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

**1.      Definitions**

“Toquaht Nation Supervisor” means the Director of Lands, Public Works and Resources

“Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region

“Regional Supervisor” means the Manager of Planning and Development

“Regional Collective Agreement” means the prevailing collective agreement in place between and the Region and the Canadian Union of Public

Employees Local 118.

## **2. Toquaht Nation Covenants**

- 2.1 Toquaht Nation assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the Region's Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at Toquaht Nation's request and within the jurisdiction of Toquaht Nation.
- 2.2 The Toquaht Nation Supervisor will be responsible for confirming that all construction complies with Toquaht Nation legislation and all other applicable Federal and provincial Acts and Regulations.

## **3. Region Covenants**

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to Toquaht when requested by the Toquaht Nation Supervisor.
- 3.2 The Regional Building Inspector will only conduct plan checks, inspect construction for compliance with the B.C. Building Code and provide woodstove inspections. The Toquaht Supervisor will be responsible for confirming that all construction complies with Toquaht Nation legislation and all other applicable Federal and Provincial Acts and Regulations.
- 3.3 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on Toquaht Nation inspections. The Region will subsequently invoice Toquaht Nation for all time the Regional Building Inspector spends on Toquaht Nation inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits, supervision, and administration.
- 3.4 The Region will provide a vehicle for the Regional Building Inspector's use for transportation to and from assigned Toquaht inspections and will subsequently invoice the Toquaht Nation for required mileage at a rate of \$0.55/km.

## **4. Term of Agreement:**

- 4.1 The term of this agreement shall be from the                      day of                      , 2016

to the 1<sup>st</sup> day of November, 2015 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.

- 4.2 Notwithstanding Section 4.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by mediation, either party may terminate the agreement following thirty days written notice.

**IN WITNESS WHEREOF** the Corporate Seals of the parties have hereunto been affixed in the presence of their duly authorized officers the day and year first above written.

THE CORPORATE SEAL OF THE  
**Toquaht Nation**  
WAS HEREUNTO AFFIXED  
IN THE PRESENCE OF:

---

Chief Anne Mack

---

Angela Polifroni,  
Director of Operations - Toquaht Nation

THE CORPORATE SEAL OF THE  
**ALBERNI CLAYOQUOT REGIONAL DISTRICT**  
WAS HEREUNTO AFFIXED  
IN THE PRESENCE OF:

---

Josie Osborne, Chairperson

---

Russell Dyson, CAO

## REQUEST FOR DECISION

**To:** Board of Directors  
**cc:** Charlie Starratt, Fire Chief, BCVFD  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** October 12, 2016  
**Subject:** Bylaw E1052-3, Beaver Creek Fire Protection Service Area Amendment, 2016

---

### **Recommendation:**

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

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

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

### **Desired Outcome:**

To expand the boundaries of the Beaver Creek Fire Department service area to include property located at 8102 Wellham Road.

### **Background:**

One of the roles of a Regional District is to provide services to its' electoral areas. As per the *Local Government Act*, the owners of parcels in an electoral area may sign and submit to the regional district a petitions for services.

The Regional District received a sufficient petition (certificate of sufficiency attached) from the owner of 1082 Wellham Road (Fred Boyko) requesting the boundaries of the Beaver Creek Fire Protection Service area be expanded to include his property legally described as:

- Lot A, District Lot 116, Alberni District, Plan VIP8822, Except Plan VIP86640

This property is within electoral area "B" (Beaufort) and borders on the current boundaries of the Beaver Creek Fire service area (see attached map). The Fire Chief of the Beaver Creek Volunteer Fire Department has confirmed the Department can provide this property with fire protection prevention and suppression coverage.

**Service Area Participants:** All of Electoral Area "E" (Beaver Creek) and portions of Electoral Area "B" (Beaufort) and "F" (Cherry Creek) participate in the Beaver Creek Fire Service Protection service area.

**Required consent for service area boundary extension bylaw:** At least 2/3 of the Directors participating in the service area must consent to the adoption of the bylaw.

Attached please find a copy of Bylaw E1052-3 for consideration of three readings by the ACRD Board of Directors which includes the property described above within the Beaver Creek Fire Protection service area.

If Bylaw E1052-3 receives three readings by the ACRD Board and participating electoral area directors consent is obtained, the bylaw will be presented for consideration of adoption by the Board at the October 26<sup>th</sup> regular meeting.

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

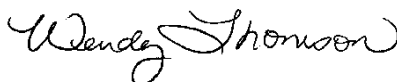
Minimal

**Financial:**

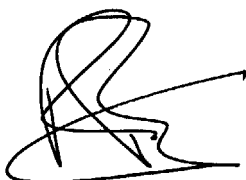
The costs for the provision of the service are borne by the service area participants.

**Policy or Legislation:**

*Local Government Act and Community Charter apply.*



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



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





Regional District of Alberni-Clayoquot

## **Bylaw E1052-3**

### **A Bylaw to Alter the Boundaries of the Beaver Creek Volunteer Fire Protection Service Area**

---

**WHEREAS** the Regional District may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District Board operates the Beaver Creek Volunteer Fire Department as a service as described in Bylaw E1052 cited as, “Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009”;

**AND WHEREAS** the Regional District Board has received a sufficient petition from an owner of real property within a portion of Electoral Area “B” (Beaufort), requesting an extension to the boundaries of the Beaver Creek Fire Protection Service Area in order to provide the property with fire prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm to persons or property;

**AND WHEREAS** the Regional District Board wishes to alter the boundaries of the Beaver Creek Volunteer Fire Protection Service Area to include this property;

**AND WHEREAS** the participants of the service area have consented to the adoption of this Bylaw;

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

1. Bylaw E1052 cited as, “**Beaver Creek Fire Protection Conversion and Establishment Bylaw, 2009**” is hereby amended as follows:

#### **Section 2 – Boundaries**

Replace Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

2. This Bylaw may be cited as “**Bylaw E1052-3, Beaver Creek Fire Protection Service Area Amendment, 2016**”.

Read a first time this                      day of                      2016.

Read a second time this      day of      2016.

Read a third time this      day of      2016.

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

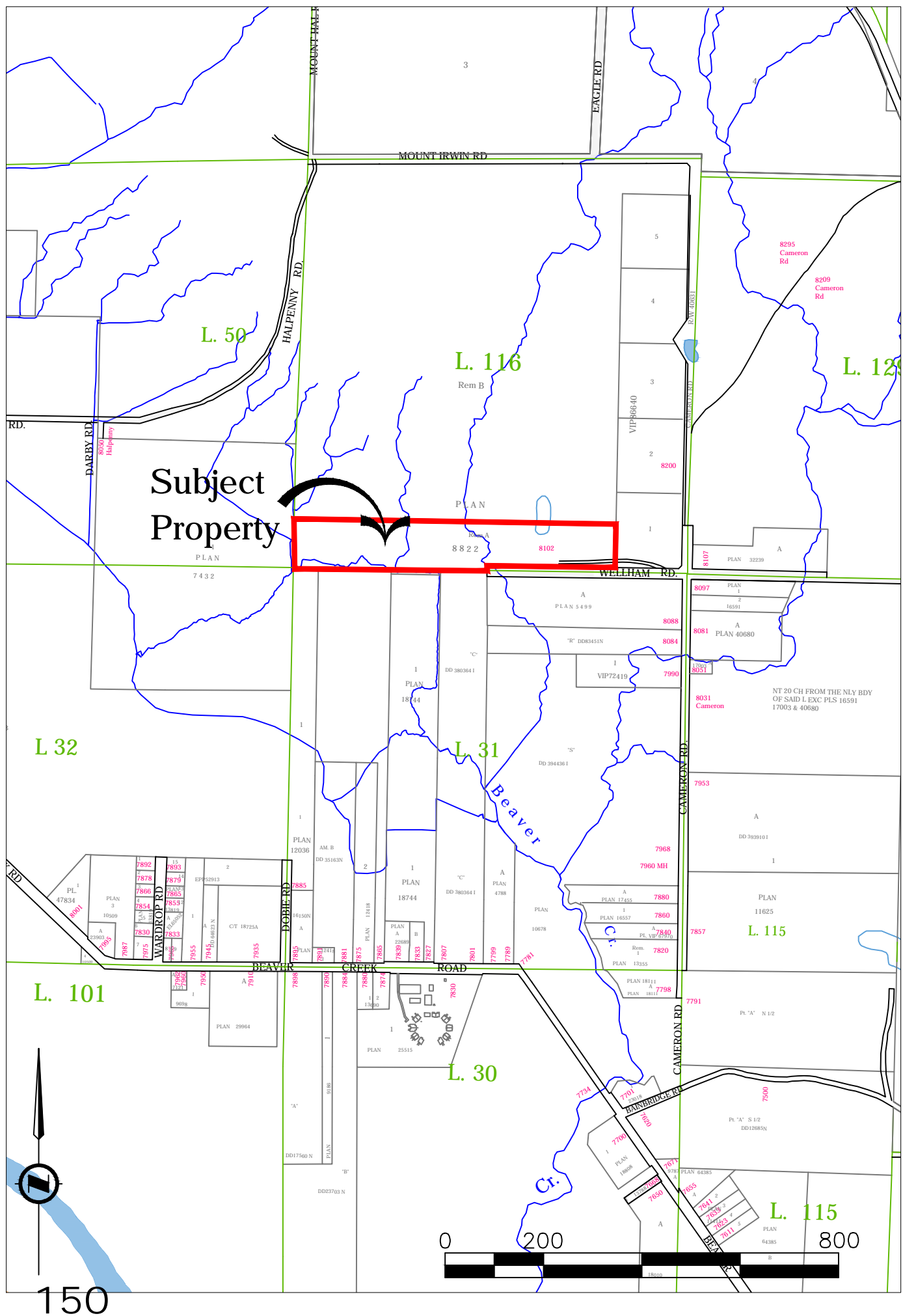
ADOPTED this      day of      , 2016.

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



This schedule is attached to and forms  
part of Bylaw E1052-3, Beaver Creek Fire Protection Service Area



1. **Introduction**  
 2. **Background**  
 3. **Methodology**  
 4. **Results**  
 5. **Conclusion**  
 6. **References**





## Alberni-Clayoquot Regional District

### Certificate of Sufficiency Petition for Services

Bylaw E1052, Beaver Creek Fire Protection Conversion and  
Establishment Bylaw, 2009

As per Section 212 (4) of the *Local Government Act*;

I, **Wendy Thomson, Manager of Administrative Services** for the Alberni-Clayoquot Regional District, hereby certify that a valid and sufficient petition was received requesting the boundaries of the Beaver Creek Fire Protection service area be expanded to include the following property:

- 8102 Wellham Road, Lot A, District Lot 116, Alberni District, Plan VIP8822, Except Plan VIP86640

Given under my hand this 6<sup>th</sup> day of  
October, 2016 in the City of Port  
Alberni.

A handwritten signature in cursive script that reads "Wendy Thomson".

---

Wendy Thomson,  
Manager of Administrative Services



**To:** Board of Directors

**From:** Tracy Bond/Fisheries Resource Committee

**Meeting Date:** October 12, 2016 Board of Directors Meeting

**Subject:** Request for a West Coast Based Session and Funding to attend Parliamentary Standing Committee for the Federal Fisheries Act Review Consultation Process

---

**Recommendation:**

*THAT the Board of Directors forward a letter to the Parliamentary Standing Committee for the Federal Fisheries Act Review requesting both a West Coast based session and funding for non-First Nation groups to attend the Fisheries Act Review Sessions.*

**Desired Outcome:**

Support for as many community groups as possible to attend the consultation process for the Fisheries Act Review to give their input to the Parliamentary Standing Committee.

**Summary:**

It is very important that groups and communities affected by the West Coast Fisheries have a voice in the Federal Fisheries Act Review Consultation.

**Background:**

The Federal Government has provided funding for First Nation groups to attend the Fisheries Act Review session. No funding is provided for non-First Nation groups. Fisheries is very important to the West Coast and having a West Coast session would enable more groups to become involved in the process.

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

Minimal

**Financial:**

Minimal

Submitted by:

Tracy Bond

Approved by:

Russell Dyson, Chief Administrative Officer





**To:** Board of Directors

**From:** Tracy Bond/Fisheries Resource Committee

**Meeting Date:** October 12, 2016 Board of Directors Meeting

**Subject:** Province of BC –Importance of BC's Fishing Industry

**Recommendation:**

*THAT the Board of Directors forward a letter to the Minister of Agriculture reinforcing how important the Fishing Industry is to the Province of BC and requesting a Provincial representative be re-appointed to sit on the Alberni-Clayoquot Regional District's Fisheries Resource Committee.*

**Desired Outcome:**

That the Ministry of Agriculture will assign more resources to the Fisheries section of the Ministry and that a Provincial representative be appointed to sit on the Fisheries Resource Committee to replace the retired representative.

**Summary:**

The Provincial government has not been significantly engaged in the Fisheries Industry in British Columbia in several years. Considering this is a billion-dollar industry in British Columbia the Fisheries Resource Committee feels it is imperative that the Provincial Government is involved.

**Background:**


The Fisheries Resource Committee's Provincial representative Mr. Dennis Chalmers has retired and the Province has not re-appointed a representative to sit on this Committee. The Fisheries Department in the Ministry of Agriculture is down two staff members. Retirees have not been replaced and there is no succession planning.


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

Minimal

**Financial:**

Minimal

Submitted by:   
Tracy Bond

Approved by:   
Russell Dyson, Chief Administrative Officer



**To:** Board of Directors

**From:** Tracy Bond/Fisheries Resource Committee

**Meeting Date:** October 12, 2016 Board of Directors Meeting

**Subject:** Letter of Support – West Coast Aquatic Restoration Project Phase 1 Model

**Recommendation:**

*THAT the Board of Directors forward a letter of support to West Coast Aquatic regarding their Restoration Project Phase 1 model including the Barkley and Clayoquot.*

**Desired Outcome:**

That West Coast Aquatic receive funding from the Department of Fisheries and Oceans for their Somass Habitat Restoration Project, and make their best efforts to include Clayoquot projects in their annual submissions and work plans.

**Summary:**

West Coast Aquatic has requested a letter of support from the Regional District to go with their request for funding from the Federal Government for 15 million dollars (1.5 million a year for a 10- year period) for Habitat Restoration based on the report entitled Somass River Integrated Fish Habitat Restoration Overview.

**Background:**

West Coast Aquatic is constantly having to apply to the Federal Government for funding for each small project they wish to do. Very often they are unable to find funding for projects that are of high priority and must apply for funding for projects that fit into the Federal Government's criteria. West Coast Aquatic would like a steady stream of funding for the work that must be done.

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

Minimal

**Financial:**

Minimal

Submitted by:

Tracy Bond

Approved by:

Russell Dyson, Chief Administrative Officer



**To:** Board of Directors

**From:** Tracy Bond/Fisheries Resource Committee

**Meeting Date:** October 12, 2016 Board of Directors Meeting

**Subject:** T'aaq-wiihak Fisheries

**Recommendation:**

*THAT the Board of Directors forward a letter to the Department of Fisheries and Oceans asking why the T'aaq-wiihak Fisheries is being so heavily monitored and the enforcement tightened.*

**Desired Outcome:**

To encourage the Department of Fisheries and Oceans (DFO) to reflect on the efficacy of their monitoring expenditures and the apparent different standards for different First Nations fisheries.

**Summary:**

The Nuu-chah-nulth Fisheries has requested this letter from the Regional District in the hope that it will result in some action on the part of the Department.

**Background:**

During the summer of 2016 the T'aaq-wiihak Fisheries experienced what appeared to be an increased enforcement and inspection effort from DFO. This took the form of air and surface monitoring of the fleet, and frequent inspections of the independent 3<sup>rd</sup> party catch monitoring already in place. The overall impression of the participants was that this very small fishery was being heavily targeted, at the same time as court action was in process. The T'aaq-wiihak Nations note the willingness of the Department to apply resources in these areas, at the same time as using the lack of budget as a reason to go slow in achieving the negotiated settlement the court has called for.

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

Minimal

**Financial:**

Minimal

Submitted by:

Tracy Bond

Approved by:

Russell Dyson, Chief Administrative Officer



**To:** Board of Directors

**From:** Tracy Bond/Fisheries Resource Committee

**Meeting Date:** October 12, 2016 Board of Directors Meeting

**Subject:** Province of BC -Need for More Fisheries Habitat Restoration

**Recommendation:**

*THAT the Board of Directors forward a letter to the Minister of Agriculture advising of the need for more fisheries habitat restoration and highlighting the Somass River Integrated Fish Habitat Restoration Overview by West Coast Aquatic.*

**Desired Outcome:**

Increased awareness by the Province and the willingness for the Province to participate in Fisheries Habitat Restoration.

**Summary:**

The Provincial government has not been very involved in Fisheries, and particularly in habitat restoration in British Columbia in several years. Fishing is a billion-dollar industry in our Province with salmon being of particular value, so it is extremely important that degraded salmon habitat is restored in order that these species, already under considerable pressure, have every chance to spawn and rear during their fresh water stage.

**Background:**

West Coast Aquatic has completed a report entitled Somass River Integrated Fish Habitat Restoration Overview. Their Restoration Project Phase 1 model including the Barkley and Clayoquot is essential in maintaining the Fisheries. Cooperation from the Federal and Provincial governments in restoring the Fisheries Habitat is imperative.

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

Minimal

**Financial:**

Minimal

Submitted by:

Tracy Bond

Approved by:

Russell Dyson, Chief Administrative Officer

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Russell Dyson, CAO

**CC:** Ken McRae, ICF Director appointed by ACRD

**Meeting Date:** October 12, 2016

**Subject:** Island Corridor Foundation – Governance and Financial Review

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*THAT the Board of Directors of the Alberni Clayoquot Regional District receive a report from Directors Banton and Cote regarding the meeting with ICF October 6 and the attached Governance and Financial Review of the Island Corridor Foundation for AVICC to Hupacasath First Nation and Judith Sayer for their comments before responding to the report.*

### Summary

The Island Corridor Foundation is a non-profit society incorporated in 2003 under Part II of the Canada Corporations Act, and registered as a charity under the Income Tax Act in December 2004. It is a partnership between First Nations and Local Governments along the historic E & N corridor. The Board is composed of 12 Directors. Five directors represent the Regional Districts and five directors represent First Nations. Membership is limited to local governments and First Nation governments whose territories are wholly or partly within the geographic area of the Corridor. There is also 2 at-large members. As a registered charity, it was able to provide a charitable tax receipt to Canadian Pacific Railway and RailAmerica to enable them to donate their corridor assets.

At the 2016 convention of the Association of Vancouver Island and Coastal Communities (AVICC) a resolution was passed asking for a review of the ICF. Kelly Daniels was contracted to undertake this review and his report is attached. It includes 18 recommendations.

There are two recommendations for the consideration of each regional district member:

#### **Recommendation #2:**

That in the future Regional District Boards consider nominating Board Members to the ICF Board from the community based on specific skill set requirements.

#### **Recommendation #11:**

That a regular agenda item for an ICF Update, be placed on Regional District Board agendas along with the ICF Board Meeting Notes when available.

It is important to note the following:

- The report is the result of consultation with the local government members of ICF only
- The local government representation on ICF is not the majority
- Hupacasath is a First Nation within the ACRD that is a member
- Judith Sayer is a member at large from our community
- Island Corridor Foundation has received the report and responded with a request to meet Thursday October 6. Directors Banton and Cote will be at this meeting and can report the results.

It is recommended that the Board of directors of the ACRD receive a report from Directors Banton and Cote regarding the meeting with ICF today and refer the report to Hupacasath First Nation and Judith Sayer for their comments before responding to the report.

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

Minimal

**Financial**

The Regional District has an interest in the overall success of the ICF, but there is no direct financial implication to the ACRD of these specific recommendations.



Submitted by:

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



---

**Subject:** AVICC Member Update - Resolution R18 Island Corridor Foundation Financial and Governance Review

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

At the 2016 AGM and Convention, the membership passed the following resolution directing the AVICC to conduct a financial and governance review of the Island Corridor Foundation:

Whereas the Island Corridor Foundation (ICF) was established in 2003 to oversee the management and operations of the Esquimalt and Nanaimo (E&N) rail line which has a direct impact on many municipalities on Vancouver Island but these same municipalities have no direct representation on the ICF board;

And whereas although the rail service has not been operating for the past several years, and the services provided to municipalities along the corridor by the management of ICF have not met the standard expected, the costs to local governments to support the ICF continue to be significant;

Therefore be it resolved that AVICC work with impacted local governments and the ICF board to conduct a financial and governance review of the Island Corridor Foundation.

The AVICC Executive Committee retained Kelly Daniels of aKd Resource to conduct the review. Mr. Daniels presented his report with 18 recommendations to the representatives from the five member regional districts on Monday, September 12th. A copy of the report is attached for the information of the membership.

The report will be forwarded to the Island Corridor Foundation, and the AVICC Executive is also planning a session on the ICF at the 2017 Convention.

Regards,

**Liz Cookson**  
Executive Coordinator, AVICC  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
(250) 356-5122

Governance and Financial Review  
of the Island Corridor Foundation  
for the  
Association of Vancouver Island  
and Coastal Communities

September 2, 2016

**aKd Resource**



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## **The Assignment**

At the 2016 convention of the Association of Vancouver Island and Coastal Communities (AVICC) a resolution (Attachment 1) was passed calling for a financial and governance review of the Island Corridor Foundation (ICF). To fulfill the objectives of the resolution the AVICC Executive contracted with Kelly Daniels to conduct the review with direction to:

- Clarify and confirm the issues, concerns and frustrations prompting the review;
- Review current bylaws and system structure to ensure the owners of the corridor are properly represented and their interests are protected;
- Conduct a high level review of ICF budget and 2015 financial statements; and
- Determine if the ICF's performance and accomplishments to date have been reasonable and if it is meeting the owners' expectations.

The First Nation members of ICF were not party to the resolution although it was intended to contact at least the ICF First Nation Board representatives for their perspectives.

The review was specifically not intended to mediate differences between the parties nor to evaluate or make recommendations as to the viability of providing rail service on Vancouver Island.

This report reflects the findings, analysis and recommendations to meet the deliverables as identified by the Executive.

## **Methodology**

The following activities were undertaken:

- All elected officials from the 5 member Regional Districts (RD) were contacted through their Chief Administrative Officers (CAO) and offered an opportunity to be interviewed. Each Regional District was given the choice to set up a process suitable for them resulting in a range of approaches including: a single joint meeting with all Directors from the Regional District; telephone interviews; individual face-to-face meetings at Regional District offices; and written submissions. Approximately 40 people were heard during this process;
- The CEO and Chair of the ICF were interviewed;
- Meetings with senior Provincial officials;
- A document review of:
  - minutes from the last ICF Annual General Meeting;
  - notes for the previous 12 months of Board Meetings;
  - the ICF's bylaws;

- the ICF 2016 budget and 2015 Audited Financial Statements;
- the Schlenker v. Torgrimson Court of Appeal ruling;
- a subsequent legal opinion obtained from Stewart McDannold Stuart (SMS) for this review (Attachment 2) as to how this decision would relate to participation of local government politicians on the ICF Board regarding the new Regulation and whether the fiduciary duty of directors of the ICF precludes them from discussing ICF matters with their respective Regional District Boards; and
- a review of ICF website material including context, organization structure, objects and intent as well as progress toward goals.

ICF would have preferred a process of responding to specific issues and complaints but the review was designed for an independent, high-level evaluation of its governance and finances, not potentially an on-going question and answer exchange between ICF and Regional District members. We did review with them some of the general themes that were emerging from our interviews.

In a two hour meeting, to explain the process and obtain information to provide context and a clear understanding of ICF's governance and finances, the Chair and CEO expressed the opinion that many of our questions were administrative in nature and that it was inappropriate for Regional Districts to be involved in ICF's day to day affairs. Further attempts resulted in only partial information being provided.

While the First Nations members were not party to the original resolution the intention was to contact at least the ICF First Nation Board representatives for their input. This approach, however, was not supported by the ICF. They did not provide contact information for them, and we were told it was not necessary to come to the ICF Board meeting in July as planned. This is unfortunate since the First Nation perspective could have provided a fuller picture.

## **Context**

When Rail America lost its largest freight customer in 2001 it announced that it intended to sell its assets and leave the island by the fall of 2003. In response a private organization calling itself the Vancouver Island Rail Corporation (VIRC), with Tanner Elton as its spokesperson, was formed to maintain rail on Vancouver Island and to operate the system. They initially worked with First Nation communities for support, particularly the Cowichan Tribes, and then approached AVICC with a proposal for a public-private partnership among the 5 Regional Districts and fourteen First Nations along the line.

The AVICC held a number of meetings to discuss the proposal from VIRC to enter into a public-private partnership to take ownership and operate the rail line. VIRC proposed the establishment of a Vancouver Island Corridor Foundation (a federally incorporated charitable foundation) made up of the affected regional governments and First Nations who would own and control the corridor. The Foundation would seek charitable status from Canada Customs and Revenue Agency and establish a Corridor Authority, a wholly owned subsidiary of the foundation, which would put into operation the objectives of the Foundation.

In 2003 AVICC passed a motion authorizing hiring a consulting firm to assess the proposal and make recommendations on:

- Whether a non-profit Foundation would be the most appropriate means to participate in this venture;
- The financial, business and other risks municipal governments and First Nations might face through participating in a private/public partnership of this nature; and,
- The financial requirements and exposure of member local governments within the following 6 years and in the long term.

The CAOs of the five Regional Districts were tasked with hiring the consultant and reporting to their respective Boards. Meyers Norris Penny (MNP) was retained to conduct the evaluation and in August of 2003 the CAOs forwarded the MNP report to their Boards with a covering report prepared by all five CAOs.

The result was that all five Boards approved the formation of a Foundation to own and manage the railway corridor. The Boards each appointed a representative to work on creating the foundation, including preparing “final documents, appraisals and environmental studies, and the business plan”. Those efforts essentially became the current bylaws and structure of the ICF.

## **Island Corridor Foundation Structure**

The ICF is the governing body made up from the five Regional Districts and fourteen First Nations who are along the corridor. As identified in its bylaws, the Foundation is governed by a Board of Directors made up of a representative nominated by each Regional District, five First Nation representatives who represent the eight First Nation groups supporting nominees to the Board, and two members at large. The Board is responsible for the administration of ‘the affairs of the Corporation in all things and [to] do all such other acts and things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other things as the Corporation is, by its articles or otherwise, authorized to exercise and do.’

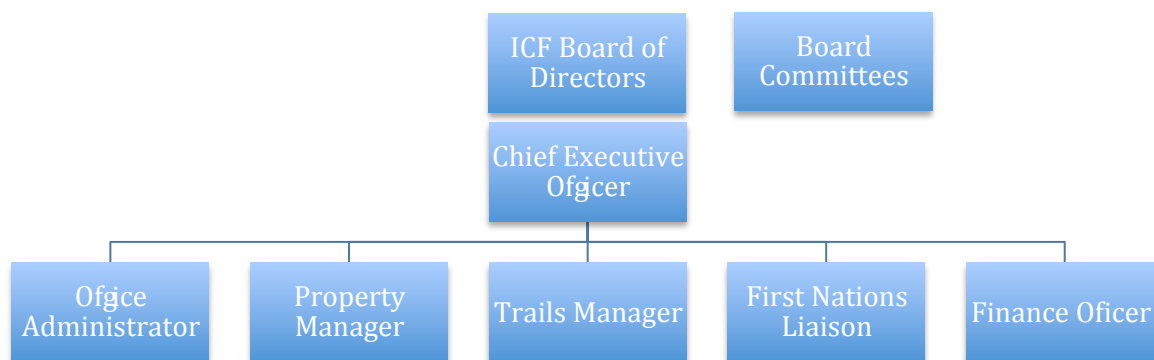


There is a Members Committee that is comprised of designated representatives from each Regional District and First Nation. The role of the Members Committee is rather vague in the ICF Bylaws (ie) “each member shall appoint a designated representative to exercise its rights, including voting rights, at any meeting of members.” To date Members generally attend the Annual General Meeting, and preside over the appointment of the Board of Directors, the appointment of the Auditors, and the election of the Chair and Vice-Chair of the Board of Directors.

From an administrative perspective, the Chief Executive Officer is the sole staff person reporting to the Board of Directors. Currently this position is contracted to Granneke Management and Consulting Services, which provides services such as land management, maintenance of assets in good condition, trail development, and presentation of an annual budget. The Corporate Secretary role is performed by the only direct ICF employee while the Finance Officer and First Nation Liaison Officer are paid an honorarium directly by ICF

We understand that there were initially a number of operating committees to assist in meeting the mandate of the ICF but they were disbanded some time ago. More recently we are aware of two committees the ICF has established to provide advice and direction to the Board and to improve communication with the members; a Local Government Liaison Committee (LGLC) and a First Nations Liaison Committee (FNLC). We were not able to review terms of reference for these Committees.

A schematic representation of the structure, largely taken from the ICF website, follows:



The Foundation’s by-laws provide a method for members to make changes to the bylaws by putting forward resolutions (section 2.6) at either a special meeting or the Annual General Meeting. The Board of Directors may, by resolution, make, amend or repeal any bylaws that regulate the activities or affairs of the Corporation. This process is outlined in section 14.1 of the Bylaws.

While the land within the corridor is legally owned by ICF, regional districts see themselves, along with First Nations, as owners of the corridor, partly because they are members of the Foundation, partly because of the efforts Regional Districts and First Nations made to save the corridor originally. As owners they feel they are entitled to more in-depth information than is provided on the ICF web-site.

## **Governance Review**

The governance structure of the ICF was originally established to accomplish three primary objectives:

- to limit the owners' financial exposure and liability both in running a rail line and in owning and maintaining a land corridor of this size;
- to limit political interference in a complex structure involving regional governments and First Nations; and
- to take advantage of charitable status, a requirement for the initial transfer of the corridor.

No one interviewed expressed dissatisfaction with the structure of the organization per se. Suggestions were made for working more effectively within the existing structure with minor changes to the bylaws.

One suggestion related to the qualifications of ICF Board Directors. Currently the Regional District Directors on the ICF Board are nominated by recommendation of their Regional Boards. They are often chosen because of their interest in the business of the Foundation and not necessarily because of any particular skill set they will bring to the Board. It was suggested that individual Board appointments could be made from the general public based on expertise required by the ICF Board. This would be similar to the process often used by Regional Districts for appointments to Airport Commissions.

The general feeling was that, while such a process may be valuable once the rail is operating, the current process for nominating political representatives from the Regional Boards should remain. However, the member-at-large representatives on the Board should be chosen for particular skills that strategically bring added value to the Board table, for example financial, legal, business planning, rail operations, or fund-raising expertise.

***Recommendation #1: That the ICF Board appoint members-at-large from the public based on a strategic evaluation of skill sets that will provide added value to the Board.***

***Recommendation #2: That in the future Regional District Boards consider nominating Board Members to the ICF Board from the community based on specific skill set requirements.***

Four categories of issues were raised during the review:

- 1) Communication and transparency
- 2) Loss of trust on behalf of politicians and the public
- 3) Lack of effort by Regional District Board members to become informed
- 4) Lack of basic corporate planning and performance monitoring tools

1) Communication and Transparency Issues

The most common theme we found in our interviews with politicians was frustration over the lack of communication between the ICF and Regional District members, who regard themselves as co-owners of the corridor. Regional District Board members feel uninformed of the current status of ICF progress on meeting corridor goals and frustrated when their Board representatives are not able to talk to them due in large part to interpretations of the Schlenker decision (see below). This was particularly true of the newer RD Board members in their first term of office who lack history with the organization. Without up-to-date information they are unable to answer questions from their electorate causing embarrassment and over time, a weakening of support for the objectives of the Foundation. It also resulted in a considerable amount of misinformation since, in a vacuum of information, people will fill in the gaps.

A lack of transparency regarding the business case for rail on Vancouver Island has resulted in the lack of trust and support from even some of the most staunch supporters of rail.

The lack of communication has been exacerbated by a lack of understanding of the complexity of the environment in which the Foundation works, involving not only different requirements of Regional District and First Nation members, legal and funding requirements of two senior governments, operating partners, and several regulatory authorities (see below).

The Foundation is statutorily a separate and independent entity for valid reasons. Although it is an independent body and has no legal requirement to be transparent or overly communicative about its affairs, we see no practical reason for them to operate in such a closed manner. It is hurting their credibility and reducing support from politicians and the public.

Simple changes to the bylaws such as permitting the public to attend the Annual General Meeting and regular meetings would help reduce mistrust and would increase transparency. All non-confidential agenda items should be open to the public.

***Recommendation #3: That the ICF Board amend section 4.1 of its bylaw to allow the public to attend the Annual General Meeting.***

***Recommendation #4: That the ICF Board amend its bylaw to designate a portion of each regular meeting as open to the public.***

The ICF board has most recently implemented a number of initiatives to address this issue by distributing notes from their Board meetings, initiating a Community Liaison Committee and increasing the number of times the CEO attends Regional District Board meetings. The Frequently Asked Questions (FAQ) section of the ICF web-site is also valuable and should be expanded and updated on a regular basis.

***Recommendation #5: That ICF schedule one regular, annual, presentation to the five Regional District Boards focusing on past year accomplishments and objectives for the coming year.***

***Recommendation #6: That AVICC schedule a regular session at their annual convention for ICF to hold a workshop that provides a business plan update and progress report, allows for a Q and A session to the Board of Directors and senior staff and incorporates interactive small group sessions where the ICF Board can receive input on specific topics/issues.***

***Recommendation #7: That ICF structure its Board agendas and minutes to allow for public, non-confidential portions of the minutes to be posted on their website and that section 7.7(c) of the ICF bylaws be amended to allow for such distribution.***

***Recommendation #8: That the FAQ section of the website be expanded and updated on a regular basis.***

We found that Regional District directors expect to hear about the dealings of the ICF from their representatives on the ICF Board. They are perplexed and frustrated to find that their representatives not only refuse to discuss these matters but also leave the Regional Board table when items pertaining to the ICF are raised. This appears to stem not from direction of the ICF Executive but largely from interpretation of the 2013 Schlenker V. Torgrimson BC Court of Appeal decision, which broadened the interpretation of a pecuniary interest subject to the conflict of interest provisions of the Community Charter. For many, this has been interpreted to mean that Regional District Directors cannot discuss any affairs of the society.

The Schlenker V. Torgrimson decision was referred to in the CEO's report at the 2015 Annual General Meeting indicating that it had "virtually eliminated directors from reporting about the ICF to their respective regional boards or councils due to the conflict of interest ruling. The Provincial Government enacted a Conflict of Interest Exceptions Regulation in 2016 to address some of the resulting problems faced by local government politicians in similar circumstances, but it is clear that

relief is afforded only to those who are appointed, rather than nominated, as are the ICF Regional District representatives.

Two questions remain: 1) does the new Provincial regulation solve this problem for the ICF Board of Directors; and 2) to what extent can Regional District Board representatives report to their Regional District Boards on the activities of the ICF.

To address these questions a legal opinion was sought from Stewart McDannold Stuart (SMS) (Attachment 2). In essence this opinion states that:

- The Conflict of Interest Exceptions Regulation does provide relief for Regional District representatives on the ICF Board. A key factor in this opinion was the requirement for Regional Districts to appoint their members directly to the corporation or society. SMS concluded that while the bylaws of the ICF state that Regional Districts nominate a candidate, in essence the candidates are deemed to be appointed. The wording of the ICF Bylaw states that once the nominees have been selected, "the members (through their designated representatives **shall** meet and **shall elect** the nominees to the Board" [my emphasis]. In effect, the bylaws of the ICF mandate the election by the Members of the person nominated by the Regional District Board. SMS further suggests that "any doubt about a regional board's intent could be clarified by the board of the nominating regional district confirming and ratifying its elected official as its appointment to the Board of the ICF."

***Recommendation #9: That Regional District use the wording "that (appointee) be confirmed and ratified as the (specific) Regional District's nominee to be appointed to the ICF Board."***

- On the second question of ICF Board members having limited to no ability to speak to their respective Regional District Boards on ICF matters, SMS found that "there are circumstances in which it is perfectly proper for a board of directors to communicate with its membership, and that organizations established to represent the interest of their members may need to maintain good communication with those who have an interest in the organization." SMS is also very clear, however, that this communication must be tempered with the fiduciary duty Board members have to the corporation.

While a member of a society board should be cautious when representing the society so as not to put the business interests of the organization in jeopardy, it is clear that the ICF Board members are acting with an over abundance of caution by not speaking on more general ICF issues. By structuring the ICF Board agenda as recommended above, and providing directors with clear policy or a code of conduct, the Board members will more clearly understand what they can reveal publicly and what must remain confidential.

***Recommendation #10: That ICF provide Board members with clear policy guidelines (Code of Conduct), based on the attached legal opinion, indicating the range of matters about which they can communicate to their Regional District Boards.***

By adopting the principles of an open and accountable governing body the ICF will take a major step toward resolving many complaints.

2) Loss of Trust

A recurring theme in the interviews with RD Board members was the lack of trust in, and credibility of, the Chief Executive Officer (CEO) and by association the ICF Board. Much of this dissatisfaction was generated in the last couple of years when expectations were raised by overly optimistic predictions and public promises of funding expectations, contracts or agreements which then did not materialize. While not all of these instances were within the control of the ICF (for example federal funding has not been provided as expected due to the Snaw-na-as First Nation's lawsuit regarding the corridor lands within their territory) there is a general perception of over-promising and under-delivering, particularly on the part of the CEO. The CEO and ICF Board members have identified this as an issue and they have curtailed making similar pronouncements or projections but the damage to the trust and credibility of the Board, and particularly the CEO, lingers.

While ICF has acted to improve communication issues with members, it is apparent that the CEO continues to be a lightning rod for Regional District politicians' discontent. Whether it is his salary, the perceived lack of performance in achieving a train service on Vancouver Island, the fact he was found to have been in violation of the federal lobbying code of conduct, or the perception of his controlling and non-transparent approach to management, in their minds, he is a major source of the discontent and loss of credibility with the ICF.

While some of these perceptions may be grounded in reality they are nonetheless by association damaging to ICF. This is particularly true for many of those interviewed who saw the recent contract extension of the CEO to be an example of the level and quality of oversight by the Board of Directors.

However, it must also be said that there have been some significant gains in the development of the corridor. To appreciate this fully one has to understand the complexities of dealing with at least eight federal and provincial regulatory bodies, a private rail operator, disaffected rail companies who don't want to discuss rail on Vancouver Island anymore, two senior levels of government and many local and First Nation governments. There are also, we understand, approximately 1000 agreements that exist to keep the line active as well as ongoing corridor land use requests, and issues with adjacent landowners.



Lack of understanding about the complex environment and the resulting lack of trust could be relieved in part, if ICF Board members were more active in informing their Regional District Board members about the complexities facing the Foundation in its day to day operation as they work toward the long term objective of running a train on the corridor. Having ICF Board members more front and centre in communicating with the Regional District Boards would increase trust while removing some of the negative focus on the CEO.

***Recommendation #11: That a regular agenda item for an ICF update be placed on Regional District Board agendas along with the ICF Board Meeting Notes when available.***

While there may often be nothing to report it would be a regular reminder and an opportunity for questions from the RD Board members.

3) Lack of effort by Regional District members to become informed

While there is a responsibility and political imperative on the part of ICF to communicate better to the Regional District Board members and the public, Regional Board members also have a responsibility to get and keep themselves informed by taking advantage of information that is provided. Regional District Board members could be more conscientious about reading the Board Meeting Notes distributed to them, attending the twice yearly meetings of the newly created Community Liaison Committee, reviewing the ICF website on a regular basis, and attending and asking questions at sessions offered at the AVICC Conference.

4) Lack of basic corporate planning and performance monitoring tools

Local politicians lack confidence and trust partly because of a perceived absence of transparency on the part of the ICF regarding the viability of rail. Responsible for the use of public funds and answerable to their constituents, they are reluctant to authorize expenditures for something about which they feel inadequately informed, and for which there is neither a supportable business case nor a public business plan.

The FAQ section of the ICF website makes reference to a business plan, prepared in 2014 and recently updated, that suggests the rail operation and ICF will have “financial success”. This business plan is not available on the ICF website, has not been provided in response to requests by members, and was not made available for this review. Such a plan could be developed without disclosing sensitive financial or proprietary information relating to the current operator, Southern Railway of Vancouver Island (SRVI) or of the ICF. If it does what the website suggests, it would be a strong document to support grant funding and to address the concerns of many who believe rail operations on Vancouver Island are not financially viable. A public business plan to address just these issues was recommended in the 2003 MNP report.

There has been a suggestion that because of the over-riding mandate of the ICF as a land manager of the corridor it is not appropriate or required for the ICF to show a business case for rail but that it is the responsibility of the rail operator. However, the politicians and the public look to ICF to justify the expenditure of funds on trying to secure rail on the corridor. For the ICF not to make public a business plan that confirms and supports their commitment to pursuing rail on the corridor is not acceptable nor in the best interests of the citizens of Vancouver Island.

The Province's 2010 E&N Corridor Study indicated that "the future success of the E&N rail line is dependent on a number of factors, including:

- Increased population growth and transit-oriented development near the E&N corridor.
- Increased industrial and commercial development along the E&N rail corridor that would benefit from rail.
- Improved economic conditions, particularly in forestry, mining and tourism.
- Transit service improvements and connections in communities near the E&N rail line."

It behooves ICF to address these issues in a business planning manner that is clear and transparent and lets the corridor members, and the public, know that there is an action plan that is viable. The business plan would also help each level of government understand and ascertain what is required from them to make rail on Vancouver Island viable.

The Foundation's bylaws state that implementing strategic planning is one of the responsibilities of the CEO. We are not aware that such a document currently exists. A longer term vision for the corridor and ICF in the form of a strategic plan would give Regional District Boards, First Nations and the public clarity for the future and confidence in the direction of ICF. An expanded role for the member representatives would be a positive step to including the Regional Districts and First Nations in the long range planning of the corridor. Consideration should be given to amending the role of the Member Representatives to work with the CEO to direct the strategic planning process and **recommend** a plan to the Board of Directors for approval.

It is hoped that in making a **recommendation** of a strategic plan to the ICF Board, the arms-length relationship, which is critical to maintaining charitable status, would not be jeopardized. Regardless, a legal opinion will likely be required to explore an expanded role for the Member Representatives.

***Recommendation #12: That ICF, with input from all stakeholders, develop a long term strategic plan to be reviewed annually and updated every three years and made public on the ICF website.***

***Recommendation #13: That ICF seek a legal opinion about expanding the role of the Member Representatives to direct the process of developing a strategic plan for recommendation to the ICF Board.***

Making public a credible business plan will greatly assist in creating the needed public and political support to invest in rail on Vancouver Island. If a credible positive plan is not possible then informed decisions cannot be made on the future of the corridor.

***Recommendation #14: That ICF make public a comprehensive business plan that addresses the strategic priorities of the ICF and the key components required to achieving a viable rail service on Vancouver Island.***

***Recommendation #15: That a review and update of the business plan be conducted annually and reported to the members at the Annual General Meeting.***

The performance of the CEO was a consistent topic of comment during the interview portion of the review. To ensure best practices are followed in the oversight of the Foundation by the Board of Directors an annual review of the CEO should be conducted and based on achieving measureable benchmarks in the strategic focus areas and business plan objectives set annually by the Board. Knowing that there is a regular process of evaluation based on tangible and measureable performance expectations would also help to improve the reputation of the CEO and the Board.

***Recommendation #16: That the CEO's annual performance review include an evaluation of progress toward measureable benchmarks in the strategic focus areas and business plan objectives set annually by the Board of Directors of the ICF.***

## **Financial Review**

A high level review of the finances of the Foundation was conducted by both the consultant and qualified outside sources. While the budget appears to be reasonable and appropriate for an organization of its size and complexity, there are concerns regarding the audited financial statements that need to be dealt with by the ICF Board and administration. It should be noted that an audit of the books was not undertaken but the comments below represent concerns that arose in a review of the 2015 financial statement. We were not able to confirm whether these concerns were being addressed through any strategy or financial plan. [Highlights are the author's.]

Specifically:

- Current assets of \$434,741 are insufficient to cover current liabilities of \$1,324,681, making liquidity a concern. A significant portion of the current liability is a debt to CIBC, which has the right to demand payment within one year. The **debt is secured by a first charge over all property owned by ICF**, registered assignment of rents and a \$1.1 million registered first charge over the Nanaimo Train Station property. The charge over all property limits ICF from obtaining other financing if needed;
- There is a current loan to SRVI of \$175,000 secured by a promissory note and a **second charge over all ICF's assets**. The new Long Term Operating Agreement, under negotiation, is expected to have a **general security agreement over all the present and after-acquired property, including accounts receivable**.
- The continued viable operations of ICF are dependent upon the continued support of the Canadian Pacific Railway which provides the primary source of revenue of \$329,940, although this is at odds with the 2016 budget which suggests the amount comes from a Telus lease. We assume this is a flow-through payment from CP due to a lease with Telus, but have not been able to confirm that.
- In addition to the credit and liquidity risks identified above, ICF debt has floating rates for interest resulting in interest rate risk.

***Recommendation #17: That the ICF Board ensure the business plan includes a strategy to address the financial issues noted in the 2015 Notes to the Financial Statements.***

As identified in section 8.2(e) of the ICF bylaws, and confirmed by the CEO, the Board of Directors receives at every Board meeting “an accounting of all transactions and a statement of the financial position of the Corporation” from the Treasurer of the Corporation. It is our understanding that the responsibilities of the Treasurer, as identified in the bylaws, is being undertaken by the position of Financial Officer as noted in the organization structure above.

Local governments are billed directly by SRVI for maintenance on the rail crossings within their jurisdictions. While the posted budget shows a minor amount of money committed to the maintenance of the Alberni Sub Station, a larger amount for crossings along the line does not appear in the budget.

We assume the contract with SRVI provides for SRVI to be the sole entity to provide maintenance to the crossings. If this is true ICF needs to be transparent in managing this work to ensure local governments can have confidence that the work performed

is billed out at a rate that is competitive in the market place and that the ICF books show the true cost of maintaining the rail line. The alternative would be to require municipalities to maintain the crossings themselves.

***Recommendation #18: That all financial transactions for line and crossing maintenance be shown in the annual budget as revenue and expense amounts and billing be managed by the ICF.***

## **Summary and Conclusions**

The governance structure was initially designed to ensure a balance of representation and power among First Nations and Regional Districts, as well as to allow for charitable status so that a tax receipt could be provided to CP and Rail America to compensate them for the transfer of land. The structure is therefore important and generally appears to be doing the job originally intended.

However, the ICF Board and Administration have taken an unnecessarily restrictive attitude towards the independent nature of the Foundation that, while legal, is not supportable or necessary to the extent they have implemented and in fact has been very damaging to their reputation with many Regional Districts. It has resulted in a loss of trust and political support for their efforts. The Board and management must adopt a much more open and transparent relationship with their members.

A significant majority of Regional District Board members interviewed expressed a high degree of disillusionment with the CEO and his management style as well as his ability to achieve rail on Vancouver Island. Early poor communication and unfulfilled promises have resulted in a significant loss of trust and confidence in the CEO that also reflects badly on the ICF Board. The damage to their reputation will be a significant hurdle to overcome in their efforts to gain back political support at the local level. The CEO's contract was extended in the spring of 2016 by the ICF Board for a further two years. Recent efforts to improve communication with, and awareness of, members have been positive and should continue. Further steps as identified in the recommendations need also to be implemented.

A legal opinion obtained as part of this review confirms that the new Provincial Regulation on Conflict of Interest Exceptions provides relief for Board Members of the ICF Board. Furthermore, that Board members can, and should, provide a stronger level of communication about the activities of the Foundation. It is recommended that a code of conduct be adopted to provide clear direction to Board members on this matter.

It is recognized that ICF in their regular dealings must walk a fine line to ensure their charitable status is monitored and liability risk is kept to a minimum. The need for transparency and accountability must be weighed against this risk and maximized whenever and wherever possible.

To reiterate, the structure is basically a sound one and with minor adjustments will guide the Board well. It is the day to day performance and attitude of the organization that has resulted in a loss of trust, confidence and credibility.

It is crucial, if ICF is ever to repair broad RD Board member support, that they make public a strategic plan for the corridor and a business plan for rail operations on Vancouver Island.



## **Recommendations:**

### To the Association of Vancouver Island and Coastal Communities:

***Recommendation #6: That AVICC schedule a regular session at their annual convention for the ICF to conduct a workshop that provides a business plan update and progress report, allows for a Q and A session to the Board of Directors and senior staff and incorporates interactive small group sessions where the ICF Board can receive input on specific topics/issues.***

### To the Island Corridor Foundation:

***Recommendation #1: That the ICF Board appoint members-at-large from the public based on a strategic evaluation of skill sets that will provide added value to the Board.***

***Recommendation #3: That the ICF Board amend section 4.1 of its bylaw to allow public attendance at the Annual General Meeting.***

***Recommendation #4: That the ICF Board amend its bylaw to designate a portion of each regular meeting as open to the public.***

***Recommendation #5: That ICF schedule one regular, annual, presentation to the five Regional District Boards focusing on the past years accomplishments and objectives for the coming year.***

***Recommendation #7: That ICF structure its Board agendas and minutes to allow for public, non-confidential portions of the minutes to be posted on their website and that section 7.7(c) of the ICF bylaws be amended to allow for such distribution.***

***Recommendation #8: That the FAQ section of the website be expanded and updated on a regular basis.***

***Recommendation #9: That Regional Districts use the wording “that (appointee) be confirmed and ratified as the (specific) Regional District’s nominee to be appointed to the ICF Board.”***

***Recommendation #10: That ICF provide Board members with clear policy guidelines (Code of Conduct), based on the attached legal opinion, indicating the range of matters about which they can communicate to their Regional District Boards.***

***Recommendation #12: That ICF, with input from all stakeholders, develop a long term strategic plan to be reviewed annually and updated every three years and made public on the ICF website.***

***Recommendation #13: That ICF seek a legal opinion about expanding the role of the Member Representatives to direct the process of developing a strategic plan for recommendation to the ICF Board.***

***Recommendation #14: That ICF make public a comprehensive business plan that addresses the strategic priorities of the ICF and the key components required to achieving a viable rail service on Vancouver Island.***

***Recommendation #15: That a review and update of the business plan be conducted annually and reported to the members at the Annual General Meeting.***

***Recommendation #16: That the CEO's annual performance review include an evaluation of progress toward measureable benchmarks in the strategic focus areas and business plan objectives set annually by the Board of Directors of the ICF.***

***Recommendation #17: That the ICF Board ensure the business plan includes a strategy to address the financial issues noted in the 2015 Notes to the Financial Statements.***

***Recommendation #18: That all financial transactions for line and crossing maintenance be shown in the annual budget as revenue and expense amounts and billing be managed by the ICF.***

To Regional District Boards:

***Recommendation #2: That in the future Regional District Boards consider nominating Board Members to the ICF Board from the community based on specific skill set requirements.***

***Recommendation #11: That a regular agenda item for an ICF Update, be placed on Regional District Board agendas along with the ICF Board Meeting Notes when available.***

**R18 Island Corridor Foundation City of Langford**

Whereas the Island Corridor Foundation (ICF) was established in 2003 to oversee the management and operations of the Esquimalt and Nanaimo (E&N) rail line which has a direct impact on many municipalities on Vancouver Island but these same municipalities have no direct representation on the ICF board;

And whereas although the rail service has not been operating for the past several years, and the services provided to municipalities along the corridor by the management of ICF have not met the standard expected, the costs to local governments to support the ICF continue to be significant;

Therefore be it resolved that AVICC work with impacted local governments and the ICF board to conduct a financial and governance review of the Island Corridor Foundation.



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## Email Transmission

### **PRIVILEGED AND CONFIDENTIAL**

August 12, 2016

File No.: 682 004

Email: [kapow2@shaw.ca](mailto:kapow2@shaw.ca)

aKd Resource  
Mr. Kelly Daniels  
5124 Brenton Page Road  
Ladysmith, BC V9G 1L6

Dear Mr. Daniels

### **RE: Island Corridor Foundation and Conflict of Interest Issues**

We have been asked to provide our opinion on matters relating to the Island Corridor Foundation and in particular, the role of elected officials who serve as appointees to the Board of Directors of the Island Corridor Foundation.

The particular questions we have addressed in this opinion are the following:

1. Would the Conflict of Interest Exceptions Regulation, BC Reg. 91/2016 (the "Regulation") recently enacted by the Province provide any relief to members of the Board of Directors of the Island Corridor Foundation who are elected officials serving on the boards of regional districts?; and
  2. Does the fiduciary duty that directors of the Island Corridor Foundation owe to the Island Corridor Foundation or the *Schlenker* decision preclude such persons from discussing ICF matters with their respective regional district boards?
1. **Would the Conflict of Interest Exceptions Regulation, BC Reg. 91/2016 (the "Regulation") recently enacted by the Province provide any relief to members of the Board of Directors of the Island Corridor Foundation who are elected officials serving on the boards of regional districts?**

The Province has recently enacted the Regulation in order to alleviate some of the concerns created by the decision of the BC Court of Appeal in *Schlenker v. Torgrimson* 2013 BCCA 9. The Regulation provides relief for elected officials who also sit as directors on the boards of societies and corporations in the following fairly limited circumstances:

1. In the case of societies (including extra-provincial societies), the relief extends to situations where a matter that falls within the definition of "specified interest" comes before the board of a local government and one (1) or more of the elected officials also

sit on the board of the society because of an appointment to the society board by the local government.

2. In the case of corporations, the matter must also be a “specified interest” as defined in the Regulation, the corporation must be one that was incorporated by a public authority and not only must the elected official have been appointed by the local government to the board of the corporation, but the corporation must also be providing a service to the local government.

As you can see from this, it is not every situation where a director sits on the board of a society or corporation that is the subject of a vote at a regional district board meeting that will be covered by the Regulation. Moreover, even for situations where the elected official has been appointed to the board of the society or corporation, it is not every vote on every matter that will be protected. The vote must involve a “specified interest” defined as follows:

- (a) an expenditure of public funds to or on behalf of an entity;
- (b) an advantage, benefit, grant or other form of assistance to or on behalf of an entity;
- (c) an acquisition or disposition of an interest or right in real or personal property that results in an advantage, benefit or disadvantage to or on behalf of an entity;
- (d) an agreement respecting a matter described in paragraphs (a), (b) or (c).

#### Is the ICF a Society or a Corporation?

In my opinion the ICF is likely a corporation.

“Society” is defined in the Regulation as having the same meaning as in the B.C. *Society Act*. The definition of “society” also includes an extra-provincial society.

In the *Society Act*, an extra-provincial society is defined as being “formed outside British Columbia”. The Island Corridor Foundation (“ICF”) was not technically formed “outside” British Columbia, but formed in British Columbia under federal legislation, the *Canada Not-For-Profit Corporations Act*. While the ICF resembles a society created under the *Society Act*, it likely does not meet the definition of “society” in the Regulation. In my opinion it is more likely that the ICF should be considered as a “corporation” for the purposes of the Regulation.

Therefore, the Regulation will only apply to the directors who are on the Board of the ICF if:

- (a) the members are “appointed” by the regional board as that term might be interpreted under the Regulation;
- (b) the ICF provides a service to the regional district that has appointed an elected official to the ICF board of directors; and
- (c) where the matter falls within the definition of “specified interest” under the Regulation.

Does the ICF Provide a Service to a Regional District?

Typically the ICF would not, in its role as the operator of a rail line, provide a service to a regional district.

Under the *Local Government Act* “service” in relation to a regional district is defined in part as:

- “(a) an activity, work or facility undertaken or provided by or on behalf of the regional district ...”

However, one of the purposes of the Island Corridor Foundation is stated to be creating trails, parks, gardens, greenways and other public areas for use of members of the public along the length of the Island corridor railway line on the southern part of Vancouver Island. If the ICF provides land for trails to a regional district for use and benefit to be managed through the regional district’s regional trail service, this would, in my opinion, likely be considered a service to a regional district in this context.

Given that, even if the Island Corridor Foundation does not qualify as an “extra-provincial society” as defined in the *Society Act* of British Columbia, in our opinion it would constitute a corporation to which the Regulation could apply in circumstances where it makes lands available to regional districts for public trail purposes.

Are ICF Directors appointed to the Board of the ICF by a regional district?

On the issue of the manner in which ICF directors are elected to the Board, there is some ambiguity about whether the phrase “appointed to” would actually cover the situation of the Island Corridor Foundation.

In the case of the ICF, Bylaw 5.1 provides that the “the board shall be comprised of an equal number of directors from Regional Governments (the “Regional Government Directors”)...”

However, the process for the ICF is that Bylaw 5.2(a) provides that “The Regional Government Members shall each nominate one (1) director for election to the board. Such persons need not be elected public officials”. There is no requirement in the bylaws that the person so nominated be an elected official. Under bylaw 5.2(d) once the nominees have been selected, “the members (through their designated representatives **shall** meet and **shall elect** the nominees to the board” (my emphasis). This process reflects the wording of the *Canada Not-for-profit Business Corporations Act* which provides for election of directors by the members and no provisions to reject the nominees. The ICF bylaws appear to leave the member representatives with no alternative but to “elect” the “nominees” to the Board but puts the authority for the selection of the actual director to represent each member squarely in the control of the nominating member itself. Accordingly a regional district putting forward the name of a nominee can be assured that such nominee is going to be that regional district’s appointee to the Board of the ICF.

The term “appoint” is not defined in the Regulation but there is case authority from the Federal Court in which it was given a broad reading to include a ‘designation’ and not just a formal



Ministerial appointment: *Houle v. Canada (Minister of Employment and Immigration)*, [1997] 2 F.C. 493.

At paragraph 22 of the decision, the court stated the following:

“22 I attach no particular significance to the use of the word “designate” in subs. 61(1) of the *Immigration Act*, 1976 and to the use of the words ‘appointed’ and ‘appointment’ in ss. 22 and 23 of the *Interpretation Act*. The effect of what was done by the Governor in Council on December 19, 1969 was that the plaintiff became a vice-chairman of the immigration appeal board, a public officer in the public service of Canada. Whether he was appointed, constituted, designated, named or called to that office would nevertheless, in my opinion, subject him to the limitations imposed by reason of s. 22 and 23 of the *Interpretation Act*.”

There is a reasonable argument that a regional board which puts forward the name of an elected official as its nominee is, for its purposes and within the meaning of the Regulation, “appointing” that person to be its representative on the ICF board, given the bylaws of the ICF which mandate the election by the members of the person nominated. To paraphrase the court in *Houle*, the effect of what is being done is that the director so nominated becomes that regional district’s appointment to the board of the ICF.

Given the nature of the Regulation (providing relief from disqualification), in my opinion it is not unreasonable to give the word “appoint” a broader rather than narrower interpretation.

Any doubt about a regional board’s intent could be clarified by the board of the nominating regional district confirming and ratifying its elected official as its appointment to the Board of the ICF, remembering that the intent of the Regulation is to empower elected officials to represent their boards and councils while sitting as the designated appointee on the boards of other entities—a reflection of the fact that there truly is no reasonable basis for holding such persons to be in positions of pecuniary conflict of interest. Then, if there were ever to be a challenge, the Board would have a resolution confirming that its nominee is to be the Board “appointed” ICF director within the intent of section 2 of the Regulation.

The best approach to eliminate any uncertainty would be for the bylaws of the Island Corridor Foundation to be amended to provide for a process of direct appointment by the regional district and First Nation members, but that may be problematic given the wording of the *Canada Not-for-profit Corporations Act* under which the ICF is incorporated, which does not appear to provide that flexibility.

## **2. Must local government appointees refrain from communicating any confidences of the ICF Board of Directors to their respective regional districts?**

As a general principle, directors of a corporation, including a corporation such as ICF incorporated under the *Canada Not For Profit Corporations Act*, owe fiduciary duties to the corporation of which they are appointed directors. This point was reiterated in the case of *Society Act* directors by the Court of Appeal in *Schlenker*. While the *Schlenker* decision does

not apply directly to the ICF which is not incorporated under the *Society Act*, the same principles would apply to ICF directors who also owe a fiduciary duty to the ICF as a separate corporate entity from their regional districts.

In the case of a not for profit society incorporated under the *Canada Not-for-profit Corporations Act*, the common law would impose fiduciary duties on such person. These common law duties would include a duty to preserve the confidences of the Board of directors.

However, that duty is not an absolute one. In some circumstances, the members of a not for profit corporation such as the ICF will have a legitimate interest in being kept aware of matters that materially affect the interests of the members. In some circumstances where there is no apparent prejudice to the ICF, it may not be considered a breach of fiduciary duty on the part of directors to make information available.

In *Wang v. British Columbia Medical Association* 2014 BCCA 162, a member of the Board of Directors of the BCMA who was involved in a fractious dispute with other members of the board, sued the BCMA directors that she felt had wrongly disclosed to BCMA members information about her battle with the board directors.

In its analysis of the validity of such a claim (before dismissing it), the B.C. Supreme Court had spent time considering the nature of the relationship between not for profit organizations and their members. In reviewing an earlier case involving communications about a member of the English bar, *Kearns v General Council of the Bar* [2003] 1 W.L.R. 1357 (Eng. C.A.) and stated:

“...It matters not at all whether Mr. Stobbs and the Bar Council are properly to be regarded as owing a duty to the Bar to rule on questions of professional conduct such as arose here, or as sharing with the Bar a common interest in maintaining professional standards. What matters it that the relationship between them is an established one which plainly requires the flow of free and frank communications in both directions on all questions relevant to the discharge of the Bar Council’s functions.” (emphasis in original)

The B.C. Supreme Court also stated the following:

“...Here, the board of directors of a private society was communicating through its spokesperson to its members in connection with the conduct of one of the directors and its effect on the board’s function. ...in the context of a whole history of communications dealing with the increasing tension between Dr. Wang and the rest of the board. Dr. Wang had not hesitated to communicate to her perceived constituents on these issues.” (emphasis in original)

This was a case where the Code of Conduct designated the President of the BCMA as being free to communicate with the general membership as the official spokesperson – rather than a one-off communication between a director and the members, however the Court does not posit that Dr. Wang, herself a member of the board, had communicated with some members of the society following directors’ meetings. And noted that she too was protected by the

qualified privilege that attached to her statements against actions in defamation from other members of the board:

“A board should be able to communicate to the members of the Association it governs about matters that were interfering with its ability to function, without the threat of civil liability for defamation. That is why the defence exists. It provides equal protection to Dr. Wang with respect to the many potentially defamatory comments she published concerning board members and others.”  
(my emphasis)

*Schlenker v Torgrimson* addressed a regional board vote; it did not address mere communication of information that remained governed by the common law fiduciary obligations of ICF directors. It is clear from the *Wang* decision that there are circumstances in which it is perfectly proper for a board of directors to communicate with its membership, and that organizations established to represent the interests of their members may need to maintain good communications with those who have an interest in the organization.

Therefore a blanket statement by ICF prohibiting all communication between ICF directors reporting back to the individual members (who have themselves each nominated an individual for appointment to the Board) has no real foundation in law, even under the *Schlenker v Torgrimson* decision.

That said, the fact that there may be limited circumstances in which disclosure of a Board confidence may not be a breach of fiduciary duty does not mean that this duty is to be taken lightly. I would advise against individual directors making unilateral disclosures which compromise the legitimate legal interests of the ICF without the direction of the ICF Board. Individual directors doing so could place themselves at legal risk for breach of a fiduciary obligation.

In the case of the BCMA, it had adopted a Code of Conduct for Board directors which allowed for individual directors to communicate with the members. Given the representative nature of the ICF, and the legitimate interests of the regional and First Nations members in the governance and operations of the ICF, it may make sense for the ICF to have a similar Code of Conduct, similarly allowing for communication of information between the directors representing the members and the boards or band councils of those members. This reflects a common sense position that a “wall of silence” is not necessary or desirable to insulate the governing body of an organization from its members.

In extreme circumstances, if members of the ICF believe that the interests of the members are not being adequately protected by the Board of Directors, there are remedies available under the *Canada Not-for-profit Corporations Act* to apply to the court for relief against this situation.

Section 253 of the *Canada Not-for-Profit Corporations Act* provides:

#### **Application to court re oppression**

253 (1) On the application of a complainant, a court may make an order if it is

satisfied that, in respect of a corporation or any of its affiliates, any of the following is oppressive or unfairly prejudicial to or unfairly disregards the interests of any shareholder, creditor, director, officer or **member**, or causes such a result:

- (a) any act or omission of the corporation or any of its affiliates;
- (b) the conduct of the activities or affairs of the corporation or any of its affiliates; or
- (c) the exercise of the powers of the directors or officers of the corporation or any of its affiliates.

Obviously, it would be preferable to have a system of appropriate communication between the directors and the members so that circumstances never gave rise to the need for an expensive and divisive court action just to protect the legitimate expectations and interests of the parties that formed the corporation in the first place. A Code of Conduct for ICF Board members which recognized the need to balance their duties to the ICF as an organization with the legitimate interests of the ICF member which they are nominated to represent could assist in improving communications and provide for the kinds of open and frank flow of information that would benefit all parties.

Yours truly,

**STEWART McDANNOLD STUART**

Per:

A handwritten signature in black ink, appearing to read 'Colin Stewart', with a stylized flourish at the end.

Colin Stewart \*

CS/dw

\*Law Corporation



## **REQUEST FOR DECISION**

**To:** Board of Directors

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

**cc:** Samantha Hackett, Chair, West Coast Multiplex Society  
Ted Adnitt, CEO, Tla-o-qui-aht First Nation

**Meeting Date:** October 12, 2016

**Subject:** **West Coast Multiplex – Updated Business Plan Review & Update**

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors engage the services of Recreation Excellence to review and update the Business Plan conducted in 2008 for the West Coast Multiplex facility for a cost of 18,537.50 plus taxes.

### **Desired Outcome:**

To update the business plan and re-development of the preliminary design and construction cost estimate for the West Coast Multiplex Project.

### **Background:**

On March 30, 2016, the Alberni-Clayoquot Regional District (ACRD) entered into a Memorandum of Understanding with the Tla-o-qui-aht First Nations (TFN) for the completion of a detailed business plan, preliminary design and construction cost estimate for a recreation facility on the West Coast. The Business Plan is essential for the participating communities to confirm the facility is feasible. The plan and design will be used by the West Coast Multiplex Society to fundraise capital costs for the facilities construction. As part of the MOU, the TFN provided the ACRD with a contribution of \$100,000 to assist with funding this project.

In 2008, Recreation Excellence was engaged by the ACRD to develop a business plan. The location of the facility has been confirmed and programing has changed. The West Coast Multiplex Society proposes to review and update the Business Plan to help facilitate fundraising.

Attached is the proposed timeline for the project from Recreation Excellence.

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

The ACRD has retained the contract services of Scott Kenny to assist in this process.

### **Financial:**

Funding provided by the Tla-o-qui-aht First Nation through the grant received from the Minister of Indigenous and Northern Affairs Canada.

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

Russell Dyson, Chief Administrative Officer

September 22<sup>nd</sup> through September 30<sup>th</sup>

- 18
  - Review of documents from ACRD and 2008 Recreation Excellence Report;
  - Consult with ACRD to plan for attendance October 3<sup>rd</sup>, working to identify and contact stakeholders. (ACRD or Committee to arrange meeting.)
  - Establish Initial contact with rink operators in Port Alberni, Gold River, Port Alice, Port McNeil, Port Hardy, Shawnigan Lake and others.
  - Research adult and minor sport organizations (User Groups) that would likely access the facility.

October 3<sup>rd</sup> through October 6<sup>th</sup>.

- 30
  - Meet with West Coast Multiplex Committee and representatives of ACRD, Tofino, Ucluelet, Long Beach and First Nations, on October 3rd at Long Beach Golf Course (and over the next day or two).
    - Gather perspective in regard to the facility. Determine any specifics to be added to the report
    - Provide an informal brief overview of potential operational models; facilitate discussion on stakeholder perspectives of the local viability of each model. Determine whether there is consensus on operational model to proceed with, or if there is a need to further explore options.
    - Finalize timeline for draft and final reports, including presentation options (in person; conference call, etc.)
  - Meet (meet further) with any stakeholders to garner further perspective. Gather input directly from potential User Groups.
  - Assess informally local conditions (trade / skill available; accommodation options, etc) that may impact the plan and budget
  - Meet with Roger D'Amour - Shawnigan Lake (Oct 6)
  - Meet with Art Sutherland – Accent Refrigeration (Oct 6)

Oct-12

- 3
  - Summary of meeting with ACRD including any clarification / restating of project objectives

October 12 through December 12

- 28
  - Determine facility construction type(s) and design to be used to establish a range of capital costs.
- 6
  - Further consult with stakeholders by phone



- 36 • Prepare ongoing operational budgets and use-projections draft
- 2 • Summarize work to date
- 34 • Prepare Draft Report

Dates to be determined based on October 3<sup>rd</sup> meeting

- 2 • Submit Draft Report.
- If requested (not included in current fee structure) hold workshop on operational models
- 8 • Incorporate feedback from draft report
- 8 • Add any new information gathered
- 16 • Present Final Report

191

19	10% allowance for time overruns	Hourly	Total
210	Total Hours		\$75 \$ 15,757.50
	Edit / Set / Print		\$ 1,100.00
	Travel		\$ 1,680.00
	Total Fee Prior to Tax		\$ 18,537.50

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services  
Alberni Valley and Bamfield Services Committee

**Meeting Date:** October 12, 2016

**Subject:** Alberni Valley Drag Race Association (AVDRA) lease area at AVRA

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors enter 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 \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.***

### Desired Outcome:

To relocate the AVDRA equipment to a non-airside location, which will make their previous area available for aircraft hangar leases. And to provide a short term storage location for the AVDRA.

### Summary:

The AVDRA were a delegation at the July 27<sup>th</sup> Board of Directors meeting, at this time there was a request made by the Association to keep a storage spot at the AVRA. Staff and AVDRA members reviewed options to allow a short term solution to the Association storage situation as request by the Board of Directors on July 27<sup>th</sup>.

The AVDRA requires space at the AVRA to store their equipment used for their annual drag race event. Currently they are using two lots located airside and these lots are more suited for aircraft hangars and after the expansion and lighting project is completed, staff will market the lots to the public. The AVDRA have agreed to move their equipment to another space on AVRA lands, located in the vicinity of the weather station. This would provide a secure and visible 100' x 100' foot location for their storage.

The Alberni Valley and Bamfield Services committee concurred with this recommendation at their October 5<sup>th</sup>, 2016 meeting.

### Background:

The AVDRA previously occupied airside lots 9 and 16.

### Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare lease agreement.

### Financial:

The ACRD will receive approximately \$1,328 plus GST per year plus applicable CPI increases, the rate is based on the market rate from the 2015 market evaluation of similar property at AVRA.



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

Andrew McGifford, CPA, CGA, Manager of Environmental 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:*

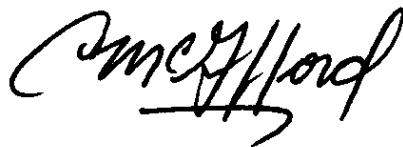
*THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia enact a provincial environmental bill of rights that:*

- 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



**MEMORANDUM**

TO: Russell Dyson, CAO and Regional Board of Directors

FROM: Charity Hallberg Dodds, Planning Assistant

DATE: October 5, 2016

RE: Public Hearing Report for Rezoning Bylaw P1343 (Brown)

A Public Hearing for Bylaw P1343 was held on Monday, October 3, 2016 at the Alberni-Clayoquot Regional District office. The meeting was attended by two members of the public, Director Banton, ACRD planning staff Mike Irg and Charity Hallberg Dodds, and applicant Steven Brown.

There was no correspondence received from the public. Referral agency responses were printed and made available for viewing at the public hearing. Referral agencies are supportive and/or interests unaffected by the proposal. One member of the public asked where the access to the proposed lot would come from. The applicant clarified his intention to access the new lot from Trevor Avenue.

Recommendation

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1343 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1343 be read a third time.

Submitted by:



Charity Hallberg Dodds, Planning Assistant



Reviewed by:

Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

**RF16002**



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES OCTOBER 3, 2016 - ELECTORAL AREA 'F'

Minutes of a Public Hearing held on Monday, October 3, 2016 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: Lucas Banton, Electoral Area 'F' Director  
Staff: Mike Irg, Manager of Planning & Development and Charity Hallberg Dodds,  
Planning Assistant  
Applicant: Steven Brown  
Members of the Public: 2

1. The meeting was called to order at 7:02 pm.
2. Director Banton introduces himself and planning staff, and asks staff to read out Notice of Public Hearing.
3. The notice is read by M. Irg as follows:

A Public Hearing for residents and property owners within Electoral Area "F" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Monday, October 3, 2016 to consider the following bylaw:

**Bylaw P1343** to rezone LOT A, DISTRICT LOT 97, ALBERNI DISTRICT, PLAN 30975 from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a two (2) lot subdivision.

**(Steven Brown, Property Owner – 3745 Mountain View Road)**

All persons who consider their interest in property affected by the proposed bylaw will be given an opportunity to be heard in matters contained in the bylaw.

The Public Hearing for Bylaw P1343 is to be held by the Director for Electoral Area 'F', the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from September 21, 2016 to October 3, 2016 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

Mike Irg, Manager of Planning and Development

4. Director Banton explains the purpose of the public hearing and asks staff to read out any correspondence received ahead of the public hearing.
5. M. Irg states that no letters were received from any members of the public and that agency referral comments (Appendix 'A') were received and copies are available.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES OCTOBER 3, 2016 - ELECTORAL AREA 'F'

6. Director Banton asks the applicant, Steven Brown, to explain his proposal.
7. S. Brown explains that he would like to subdivide into two lots. He discussed his options to have his mother move onto the new lot or he may consider selling. He has not decided at this time.
8. Director Banton asks the public if they have any questions.
9. Barb Deederly asks where the applicant intends on developing the access to the new lot. Whether it'll be off of Trevor Avenue or Cottonwood Road.
10. S. Brown says that he plans to access from Trevor Avenue rather than Cottonwood Road. He says it is a little longer to drive there but is an easier access to develop.
11. Director Banton asks if anyone has any more questions. Hearing none, he proceeds to explain that no new information can be received by the Board members between the end of the hearing and the meeting where they make a decision on the bylaw. He calls three times for further representation. Hearing none, Director Banton declares the hearing terminated.
12. The hearing is terminated at 7:12 pm.

Certified Correct:

Lucas Banton, Director for Cherry Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1343 ACRD FILE NO.: RF16002

APPLICANT NAME: Steven Brown

ACRD CONTACT: Mike Irg, Manager of Planning and Development

Date of Referral: May 30, 2016

☐

Approval Recommended for Reasons  
Outlined Below

☐

Interests Unaffected by Bylaw

☒

Approval Recommended Subject to  
Conditions Below

☐

Approval NOT Recommended Due to  
Reasons Outlined Below

Setback permit must be obtained from the Ministry of Transportation and Infrastructure for the existing dwelling located in the south-west corner of the property.

All review relating to proposed subdivision will be assessed at the time of subdivision application.

Agency (please print): Ministry of Transportation and Infrastructure

Name (please print): Anika Johal

Title: District Development Technician

Signature:

Date: May 31, 2016

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1343      ACRD FILE NO.: RF16002**

**APPLICANT NAME: Steven Brown**

**ACRD CONTACT: Mike Irg, Manager of Planning and Development**

**Date of Referral: May 30, 2016**

☐

Approval Recommended for Reasons  
Outlined Below

☐

Interests Unaffected by Bylaw

☒

Approval Recommended Subject to  
Conditions Below

☐

Approval NOT Recommended Due to  
Reasons Outlined Below

*That I receive the referral from M of T & I.  
for subdivision to ensure Public Health Protection*

*Thank You*

Agency (please print): VIHA

Name (please print): Glenn Gibson

Signature: *Glenn Gibson*

Title: KHO

Date: Aug 19/16

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1343      ACRD FILE NO.: RF16002**

**APPLICANT NAME: Steven Brown**

**ACRD CONTACT: Mike Irg, Manager of Planning and Development**

**Date of Referral: May 30, 2016**

**RECEIVED**

**AUG 18 2016**

☐

Approval Recommended for Reasons  
Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Recommended Subject to  
Conditions Below

☐

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): Cherry Creek Fire Department  
Name (please print): Lucas Banton Title: Fire chief  
Signature: Lucas Banton Date: 17 Aug. 2016



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

### BYLAW RESPONSE SUMMARY

**BYLAW NO.: P1343**

**ACRD FILE NO.: RF16002**

**APPLICANT NAME: Steven Brown**

**ACRD CONTACT: Mike Irg, Manager of Planning and Development**

**Date of Referral: May 30, 2016**

☐

Approval Recommended for Reasons  
Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Recommended Subject to  
Conditions Below

☐

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

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

Date: 06/03/2016



# **CHERRY CREEK WATERWORKS DISTRICT**

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

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

Phone 250-723-2214

Fax 250-723-0225

June 13, 2016

Charity Hallberg

ACRD

3008 5<sup>th</sup> Ave

Port Alberni, B.C. V9Y 2E3

Fax: (250) 720-2701

**Re: Bylaw Referral – Bylaw No. P1343, ACRD File No, RF16002  
3745 Mountain View Rd. – Steven Brown**

Dear Charity:

The Board of Trustees discussed the above rezoning application at their regular meeting held June 8<sup>th</sup>, 2016. The Board has no objection to the proposed application. Also discussed; was the proposed two lot subdivision, which the Board also had no objection to; provided any water service connection fees are paid in full for the second lot. Any infrastructure upgrades required would also be at the expense of the applicant.

Sincerely,



Michelle Price  
Administrator

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1343**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 687**

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. P1343.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT A, DISTRICT LOT 97, ALBERNI DISTRICT, PLAN 30975 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 25<sup>th</sup> day of May, 2016  
Public Hearing held this 3<sup>rd</sup> day of October, 2016  
Read a second time this    day of    , 2016  
Read a third time this    day of    , 2016

Adopted this    day of    , 2016

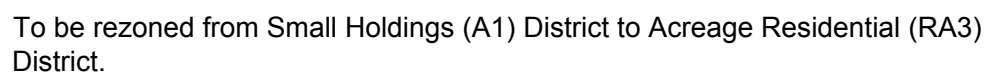
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Russell Dyson, CAO

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Chair of the Regional Board

This schedule is attached to and forms part of Bylaw P1343



**MEMORANDUM**

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**From:** Heather Adair, Planner

**Date:** October 7, 2016

**Subject:** Temporary Use Permit TUP16001, 6741 Cypress Blvd (Joseph Hawkins & Marina Gaiga)

**Recommendation**

*THAT the Board of Directors issue temporary use permit TUP16001.*

**Background**

On August 24, 2016 the Board reviewed an application for a temporary use permit for LOT 1, DISTRICT LOT 103, ALBERNI DISTRICT, PLAN 11820 located at 6741 Cypress Blvd.

The Board recommended that this application proceed to the next stage of the temporary use permit process. This involved publishing notification of the permit in the Alberni Valley News in the October 4, 2016 edition. Notification to all residents and property owners within 100 metres of the property was completed on September 23, 2016.

One letter of opposition to the temporary use permit was received on October 7, 2016 (attached). If any additional objections or responses are received prior to the October 12, 2016 Board meeting, staff will inform the Board.

The temporary use permit would allow for the applicant to operate a truck repair shop and a shuttle bus company on a +/- 0.2 hectare (0.49 acre) portion of their property for three years.

Submitted by:



Heather Adair, Planner

Reviewed by:



Mike Irg MCIP RPP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

**TUP16001**

3008 Fifth Ave.  
Port Alberni, BC  
V9Y 2E3

**RE: PROPOSED TEMPORARY USE PERMIT TUP16001, 6741 CYPRESS BLVD., MARINA GAIGA & JOSEPH HAWKINS, PROPERTY OWNERS**

I am writing to express my concerns regarding the above-mentioned Temporary Use Permit. My partner, Barbara Deederly, and I are the owners of the adjacent property, to the south and east of the subject property. My concerns are as follows:

**NOISE AND HOURS OF OPERATION**

We do not live in an industrial area nor would we choose to do so. That's why we're here in Cherry Creek. We chose to live in a residential/agricultural area and yet the Board is considering allowing several commercial enterprises next door to us.

A truck repair shop and a bus company are not, by their nature, quiet endeavours. Both enterprises could generate significant levels of noise, affecting the quiet enjoyment of our property. I understand that proposed hours of operation will be 8 am to 5 pm, Monday to Friday. This permit would allow the potential for industrial noise for nine hours every day, five days every week, for the next three years.

**WHAT HAPPENS AFTER THREE YEARS ( END OF TEMPORARY PERMIT)**

If the Board issues this temporary permit, what happens to these two businesses that our neighbours have worked on and presumably grown into viable enterprises? Will the fact that these businesses have become firmly established in this location prove to be a consideration in allowing this temporary permit to be extended or turned into something permanent? What reassurances do we have that commercial use ends permanently in three years?

**ENVIRONMENTAL CONCERNS**

Both businesses deal with products and emissions that are harmful to the environment, ie: fuels, oils, exhausts, flammables and corrosives. What controls are in place to ensure the environment is protected? Since the ACRD is a complaint-driven organization, who will be monitoring compliance? Who will ensure that neighbours, wildlife, air, land and water remain safe from contamination? Additional traffic due to these businesses (including customers and employees) are also a concern. Who will enforce the various regulations?

**LACK OF INPUT FROM OTHERS IN CHERRY CREEK**

Why are only a handful of neighbours made aware of this Proposal? Only those within 100 meters have been notified. To me, this does not appear to be open, transparent governance. Additionally, the fact that this meeting is being held at 1:30 in the afternoon will serve to prevent many of those in our community from attending. The rights of the community as a whole are not being recognized and yet the Board's decision in this matter will affect us all.

**PROTECTION OF PROPERTY VALUES**

Having several commercial businesses next door could seriously impact property values. Speaking for myself, I would NOT buy a future residence knowing that there was a repair shop next door and I believe most other potential buyers would feel the same way.

**POTENTIAL FOR OTHER COMMERCIAL USERS IN THE AREA**

Are we opening the door to additional applications for permits allowing commercial use? Where is the line drawn? Who will decide that Businesses A & B will receive permits but Businesses C & D will not and what exactly is the criteria for making these decisions?

**AGRICULTURAL LAND RESERVE**

The bottom line is straightforward - this is designated agricultural land. I'm not particularly happy about it but we all live here knowing what that means. If the ALR has no teeth, then it should be disbanded and we can all have the freedoms that most other property owners commonly enjoy.

**CONCLUSION**

There are too many uncertainties regarding the future, too few enforcement policies and too much potential for loss of quiet enjoyment of our property. I do recognize the right of everyone to earn a living but industrial areas and residential areas are separated for very good reasons. Please consider my above concerns in the light in which they are submitted - open and serious issues that need to be acknowledged by the Board.

Jackie Carey



6711 Cypress Blvd., Port Alberni, BC V9Y 8T7 250-723-9265 jackiecarey@shaw.ca



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**TEMPORARY USE PERMIT NO. TUP16001**

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

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

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** Joseph Hawkins & Marina Gaiga  
**Address:** 6741 Cypress Blvd, Port Alberni, BC

With respect to:

**Legal Description:** LOT 1, DISTRICT LOT 103, ALBERNI DISTRICT, PLAN 11820

**PID:** 004-882-733

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Joseph Hawkins & Marina Gaiga with respect to property legally described as LOT 1, DISTRICT LOT 103, ALBERNI DISTRICT, PLAN 11820 subject to the conditions as follows:

1. This permit shall only be applicable to LOT 1, DISTRICT LOT 103, ALBERNI DISTRICT, PLAN 11820.
2. This permit is issued for a vehicle repair shop and a shuttle bus company.
3. Operating hours of the vehicle repair shop shall be limited to 8am – 5pm, Monday through Friday.
4. Number of employees for the vehicle repair shop shall be limited to three (3) in addition to the property owner, for a maximum of four (4) employees.
5. The permit is restricted to the existing footprint, described as the +/- 0.2ha most western part of 6741 Cypress Blvd as identified on Schedule "A".
6. The temporary use permit is granted for the sole benefit of the Applicants and is non-transferable.
7. This permit is valid for three (3) years from the date of execution.

In accordance with the provisions of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXXXXXXXXXX.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXXXXXXXXXX.

\_\_\_\_\_  
Russell Dyson, CAO

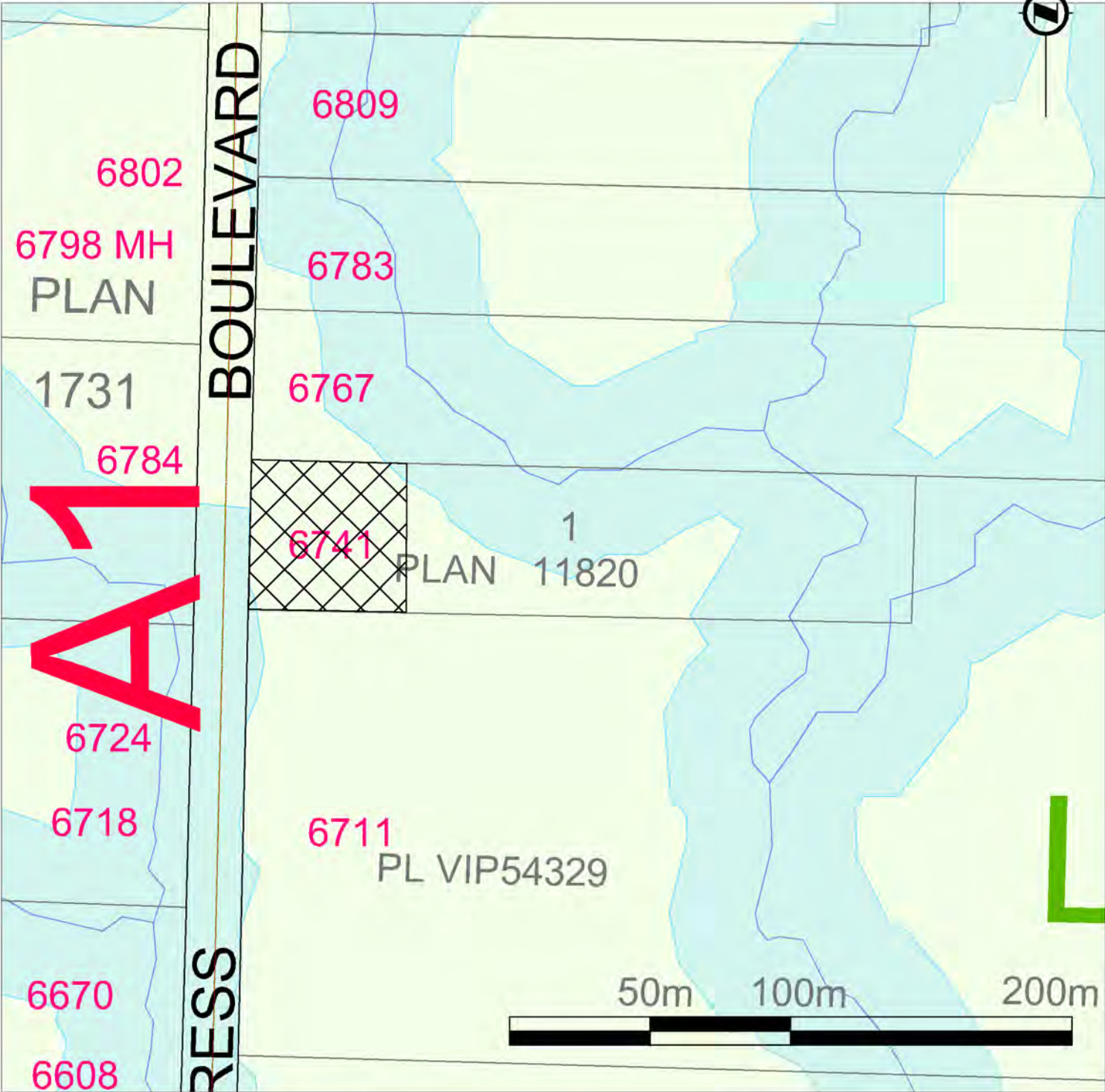
\_\_\_\_\_  
Chair of the Regional Board

**TUP16001**



# Schedule 'A'

This schedule is attached to and forms part of Temporary Use Permit TUP16001



Temporary Use Permit TUP16001 Applicable Area



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



## REQUEST FOR DECISION

To: Russell Dyson, CAO and Board of Directors

From: Heather Adair, Planner

Meeting Date: September 26, 2016

Subject: Hupacasath First Nation, Dog Mountain Salvage Plan.

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### **Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors provide support for the Hupacasath First Nations plans to salvage damaged timber from Dog Mountain.*

### **Background:**

Approximately 450 hectares of land was burned during the Dog Mountain fire in summer 2015. Of the area burned, approximately 120 hectares was timber that had been killed. The Hupacasath First Nation has proposed to salvage approximately 20 hectares of the fire damaged timber in three cutblocks.

Cutblock DM1 is located on the west end of the peninsula and is 11.5 ha in size. DM1 will be partially visible from the north and the west including Bingo Bay and Taylor Arm Provincial Park. A buffer of green timber (20m – 80m+) will be retained along the lakeshore and will screen much of cutblock DM1. Green trees that were not killed by the fire are to be retained. A visual impact assessment has been completed and indicated that the block will meet the established visual quality objective of partial retention that applies to the north and west shore of Dog Mountain.

Cutblock DM2 is 6.7 ha and will be visible from the Two Rivers area given the steeper slopes. Cutblock DM3 is 1.4 ha and can also be seen from the Two Rivers area. A portion of this block overlaps with a limestone outcrop with karst features and is being managed to avoid impacts to these features.

Approximately 1.2 km of new road will be built and road reactivation of 'Dog North Road' and 'Dog South Road' will be completed to access these three blocks. All roads will be deactivated to 4x4 access after salvaging is completed.

No salvaging is proposed in any of the Old Growth Management Areas on Dog Mountain. There are several small streams throughout the cutblocks that are seasonal, non-fish bearing stream. Due to the burned organic layers there is an increased risk of erosion that will require additional attention during and post harvesting.

The salvaging will be completed under Forestry Licence to Cut A93153 in associated with BC Timber Sales Forest Stewardship Plan that specifies results and strategies that apply to this area. There are several resource values that are important to the public that have been taken into consideration into the planning of this salvage proposal including; visual quality, Sproat Lake Community Watershed, limestone outcrops

**MISC16014**

with karst features, and several Old Growth Management Areas.

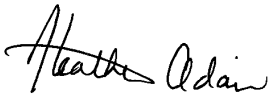
Harvesting is anticipated to commence this fall before further deterioration of the wood quality and value occurs. Hupacasath has indicated that reforestation will take place promptly after harvesting and these cutblocks are subject to current forest legislation reforestation timelines.


### Comments


The Hupacasath First Nation has employed the use of forest professionals who have completed the necessary ground work and assessments to effectively plan a salvage operation on Dog Mountain. ACRD staff have recommended that Hupacasath First Nation and their consultants review the Detailed Risk Analysis completed by the BC Wildfire Service in 2015. This property is zoned Forest Reserve (A4) District and allows for harvesting, transportation, and storage of forest resources.

This harvest opportunity will allow for this portion of Dog Mountain to be reforested with young healthy seedlings and will contribute to the forest regenerating on this portion of Dog Mountain. Hupacasath has indicated that Dog Mountain has been used traditionally by themselves and the Tseshah First Nation and both nations have a strong cultural connection to this area.

Staff recommends that the Board of Directors pass a resolution to provide their support to Hupacasath First Nation for the salvage plans on Dog Mountain.

Submitted by:   
Heather Adair, Planner

Reviewed by:   
Mike Irg, Manager of Planning and Development

  
Russell Dyson, Chief Administrative Officer

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## **Dog Mountain Fire Salvage Information & Project Outline**

The Dog Mountain fire discovered on July 4th 2015 burned 450 ha affecting almost 100% of the Dog Mountain Peninsula in Sproat Lake. The fire was mainly ground based and consumed almost all of the existing understory vegetation, woody debris, and organic soil layers leaving exposed mineral soils and scorched tree stems throughout much of the area.

Approximately 120 ha of forest cover in patches ranging from 0.3ha to 20+ha were killed outright. The mortality mostly affected the younger age class stands (21-60 yrs old) although some areas of older age classes (61-250+ yrs) including parts of some old growth management areas were also killed where the fire intensity was higher. Thousands of individual trees scattered across the peninsula were also killed or damaged by the fire. Most of the tree mortality was caused by damage to the roots and lower stems of the trees. Tree mortality affected all species, with thin barked species such as red cedar, hemlock, alder, maple and young Douglas fir most affected. Mature and old growth Douglas fir with thicker bark is more resistant to fire and tended to survive except in areas where the ground fire intensity was very high and/or the soils were thin exposing the roots to the fire. There is some mortality ongoing with trees that were damaged by the fire succumbing to a combination of the damage and dry summer.

The Hupacasath First Nation is undertaking an initiative to salvage damaged timber from Dog Mountain. Both the Hupacasath First Nation and the Tseshaht First Nation traditionally used Dog Mountain and have a strong cultural connection to the area.

The salvage will take place under Forestry Licence To Cut A93153 in association with the BCTS West Coast FSP that specifies results and strategies that apply to the area. Several resource values of public interest occur in and around the harvest areas and have been taken into consideration in the planning. These include visual quality, the Sproat Lake Community Watershed, limestone outcrops with karst features, and a network of adjacent old growth management areas.

Several areas of salvage opportunity were identified at the west end of Dog Mountain and these have been narrowed down to 3 blocks totaling approximately 20ha and requiring up to 1.2km of new road. The damaged timber consists of trees killed or severely damaged by the fire and consists of a mix of Douglas fir, western red cedar and western hemlock. Live healthy trees within the harvest areas will be retained. The timber will be harvested this fall before further deterioration of the wood quality and value. The fir and hemlock have already been attacked by ambrosia beetle this past summer. Reforestation will take place on all harvested areas.

The three blocks are DM1, DM2, and DM1.

DM1 at the west end of the peninsula will be 11.5ha and is a long narrow block located on a bench above the lake. DM1 will be partially visible from the north and west including Bingo Bay and Taylor Arm Provincial park on the northern shore of Sproat Lake. A buffer of green timber (20-80+m wide) along the lake shore will screen much of the block and green trees not killed by the fire will be retained within the

block. A visual impact assessment has been completed and indicates that the block will meet the established visual quality objective of partial retention that applies to the north and west shore of Dog Mountain. An old growth management area occurs above the block and was also severely damaged by the fire but it will be retained and will not be salvaged under this project.

DM2 and DM3 occur on the south shore of Dog Mountain and are visible from Two Rivers Arm. DM2 is 6.7ha and will be the most visible due to the steeper slopes in the east end of the block. This block is the youngest of the three timber types to be salvaged and is marginally economic.

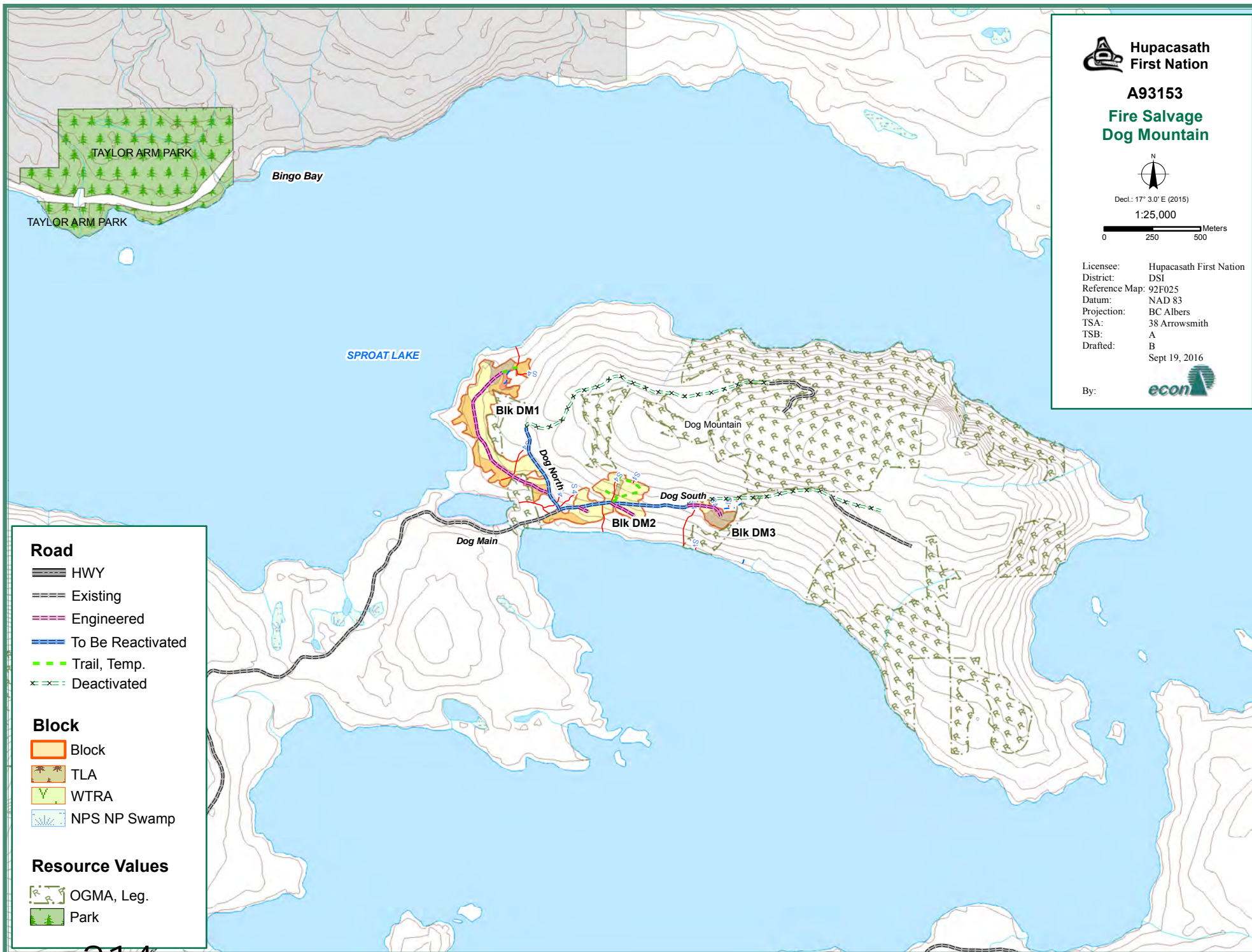
DM3 is the smallest block at 1.4 ha and occurs mid slope further to the east. The lower two thirds of the block overlaps a limestone outcrop with karst features and will be managed to avoid impacts to these features. The block is also bounded below and to the east by existing Old Growth Management Area that will be retained.

There are several small streams that occur within or adjacent to the three blocks. All streams are seasonal and tend to flow only during periods of rainfall and runoff. None of the streams contain fish habitat. Due to the fire burning the organic layers there is an increased risk of erosion that will require additional attention during and post harvesting. There was good regeneration of fireweed and other plants during the summer of 2016 and these areas are expected to green up quite quickly.

The project has been referred for 30 days of public review and comment in relation to the addition of A93153 to the BCTS FSP. Interested parties are invited to review and comment on the project by October 7, 2016. Requests for more information or comments can be directed to the Hupacasath First Nation to Warren Lauder (warren@hupacasath.ca 250 724-4041 ext 27) and/or to Len Apedaile RPF (len@econ.ca 250 337-5588).







## **REQUEST FOR DECISION**

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**From:** Heather Adair, Planner

**Meeting Date:** October 12, 2016

**Subject:** Updated Crown Land Referral Procedures

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### **Recommendation:**

*THAT the Board of Directors update the Crown land referral procedures to allow Area Directors the option to forward Crown land referral 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.*

### **Desired Outcome:**

Ensure the planning review process deals with planning application in an efficient and timely manner, while respecting overall public interest. As an organization it is important to balance efficient processing time, the public interest, opposing views, Board policies, *Local Government Act* requirements, current bylaws, agency responses, legal requirements, and administrative justice.

### **Background:**

Current Crown lease referral procedures include staff receiving the referral, preparing a report that reviews the proposed Crown tenure with ACRD zoning bylaw, Official Community Plan (OCP), and any other relevant planning documents. Staff then forward the report to the area director for review prior to sending back to the Crown.

A particular Crown Lease referral this summer was of concern to the director for Bamfield. A Crown lease referral for commercial recreation (guided kayaking and overnight camping) was received by staff. The proposal complied with ACRD zoning and the Bamfield OCP. Director Wyton requested that the Crown lease referral be reviewed by the Bamfield APC which essentially did not support the application as proposed. The staff report and Bamfield APC meeting minutes were forwarded to the Crown for their consideration. The Bamfield Area Director and members of the public also have submitted individual letters or emails to the Crown to indicate their concern with this application.

Staff recommend that the Area Director have the option to send Crown Lease referral to the Board of

Directors to allow a Board Resolution to be forwarded to the Crown.

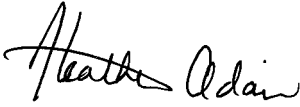
Each Crown Lease referral received from the Crown has a thirty-day response period. Sending a Crown Lease referral to the Board for a resolution may require staff to request an extension to the thirty-day response period. Extensions have been requested in the past and have been accommodated by the Crown but may occur in every request.

**Financial:**

No financial changes are proposed.

**Recommendation:**

Staff recommend that the Board of Directors update the Crown land referral procedures to allow Area Directors the option to forward Crown land referral 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.

Submitted by:   
Heather Adair, Planner

Reviewed by:   
Mike Irg, Manager of Planning and Development

  
Russell Dyson, Chief Administrative Officer



**TO:** Regional Board of Directors

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** October 6, 2016

**RE:** **Monthly Activity Report – Planning and Development**

2015 Total	2016 Total	APPLICATION
10	7	Rezoning
25	24	Development Permit and Development Variance Permit
4	9	Subdivisions
1	3	Agricultural Land Reserve
1	0	Board of Variance
11	4	Crown Leases
33	22	Bylaw Enforcement
18	14	Miscellaneous
102	83	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the main focus of the department.

AVRA airport runway expansion project.

Preparing a background report for vacation rentals

Renewing building inspection agreement with Toquaht Nation.

Work on agricultural initiatives is continuing, the main focus for the balance of 2016 will be preparing to host the Island Agricultural Show in Port Alberni in February 2017.



Mike Irg, MCIP, RPP  
Manager of Planning and Development

**MEMORANDUM**

**To:** Board of Directors

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

**Date:** October 3, 2016

**Subject:** Finance Department Staff Report

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

- Bamfield Water System – Participated in the Committee meeting on August 16 and continue to assist in the referendum process including development of an information brochure for the community.
- Bamfield Fire Department – Provided new interim fire chief and financial administrator an update on the current financial situation of the department.
- Alberni Valley Regional Airport – Assisted CAO and Manager of Environmental Services with the lighting tender evaluation.
  - Continue to oversee project costs and ensure that actual costs are in line with budget.
- Long Beach Airport – Moved the Kubota tractor lease with MFA to their new Equipment Financing Program as per their request as they are winding down the MFA Leasing Corporation. As a result, the interest rate will be consistently 25 to 30 basis points lower than the old program and the MFA will no longer be required to be on the ACRD ICBC insurance.
  - Assisted the Environmental Services department in ensuring adequate insurance coverage is provided by the Skydiving company working from the LBA.
- Millstream Water System – Sent out the annual garbage bills in conjunction with the quarterly water bills.
- Salmon Beach – Prepared up to date actuals and reviewed the 2017 proposed budget in advance of meeting with the Committee on August 25.
- Organized the risk assessment tour of some of our Regional District facilities as annually required by the Municipal Insurance Agency. Worked with the Environmental Service department to address the risks identified.

- Two members of the finance department participated in the Occupational First Aid Level 1 course on August 11.
- Trained Elisa Haase, Accountant, as Tricia's replacement for her maternity leave. Tricia and Mark welcomed baby boy, Harris, on September 28<sup>th</sup>!!!
- Asset Management – Attended a webinar and then a workshop in Nanaimo that presented a software option for maintaining our asset register as well as provided further tools for implementing our asset management program.
- Participated in a shared services meeting with the City of Port Alberni staff to discuss opportunities to partner in the future.



Submitted by:

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Teri Fong, CPA, CGA, Manager of Finance

Alberni-Clayoquot Regional District  
Staff Action Items by Department and Date  
Update to the Board of Directors as of October 6, 2016

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi-Purpose Bike Path in the future.	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10/15 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	October 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	Apply for funding through the BC Government "Provincial Wood Stove Exchange Program" in order to continue with the Woodstove Exchange Program in the Alberni-Clayoquot Region in 2017.	Tracy Wendy	In Progress
11.	August 24/16 Board	The Board authorized the implementation of a First Responder Program for Bamfield and Anacla.	Dan Holder/ Wendy	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
12.	August 24/16 Board	AVICC Meeting Island Corridor Foundation financial and governance report – Directors Cote and Banton to attend along with the CAO.		October 12 meeting
13.	Sept. 14/16 Board	Forward the correspondence from the Corporation of the Village of New Denver regarding support for their resolution at UBCM requesting assistance in opening a meaningful dialogue with the Fire Underwriters Survey to Dan Holder, ACRD Fire Services Coordinator and Fire Chiefs in the region asking for input on this issue.	Russell	Done
14.	Sept. 14/16 Board	The Board appointed Wendy Thomson, Chief Election Officer and Shelli Lyle, Deputy Chief Election Officer for the purposes of conducting the Bamfield Water System Treatment Plant referendum in the fall/winter of 2016 and approved the referendum question – Commence with referendum process.	Wendy/ Shelli	Referendum set for Nov. 5 <sup>th</sup>
15.	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	Mid October
16.	Sept. 21/16 WC Committee	The WC Committee accepted the proposal from Mr. Scott Kenny to provide consulting services for the West Coast Multiplex project for a total cost of \$15,000.00. Draft formal letter and advise WC Multiplex Society.	Russell/ Wendy	Done
17.	Sept. 21/16 WC Committee	Send flowers of condolence to the family of the late John Fraser, former Mayor of Tofino (donation in lieu of flowers).	Tracy	Done
18.	Oct. 5/16 EA Committee	Advise AVICC that the EA Committee endorsed the recommendations identified in the AVICC Executive Summary and request an update on the recommendations and support continued discussions at the 2017 AVICC convention.	Wendy	
19.	Oct. 5/16 EA Committee	Forward correspondence received from a concerned citizen regarding burning in Cherry Creek to the Air Quality Council and advise complainant.	Wendy/ Russell	Done
<b>Finance Department</b>				
20.	March 9/16 Board	Create an Emergency Plan 5 year Budget in 2017.	Teri	October 2016
21.	Sept. 14/16 Board	The Board of Directors passed a resolution supporting BC Transit in its discussions with the transit operating company surrounding the option of granting a three-	Teri	Done

#	Date	Action Item	Assigned to	Target Date/Update
		year extension to their current contract – Advise BC Transit		
22.	Sept. 21/16 WC Committee	The WC Committee instructed staff to include public engagement process around development of the Long Beach Airport lands (non-airside) for consideration during 2017 budget deliberations.	Teri/ Andrew	
23.	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
<b>Environmental Services Department</b>				
24.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill.	Russell	In progress
25.	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
26.	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
27.	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
28.	March 16/16 Special Board	The Board of Directors directed staff to complete waste reduction strategies as presented in the March 16 <sup>th</sup> Report at a cost of \$95,000.	Andrew/ Janice	In Progress Report forthcoming
29.	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
30.	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
31.	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

#	Date	Action Item	Assigned to	Target Date/Update
32.	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
33.	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
34.	August 24/16 Board	Award the Access Road Paving tender to Bowerman Excavating Ltd. in the amount of \$246,316.83 including GST.	Andrew	Awarded & Work in Progress
35.	August 24/16	Award the AVRA Lighting Tender to Raylec Power LP in the amount of \$1,187,727.15 including GST.	Andrew	In Progress
36.	Sept. 14/16 Board	The Board of Directors endorsed the engineering services agreement for Tetra Tech to complete the design, tendering and project oversight for the North West Industrial Road relocation for the realization of Obstacle Limitations for the AVRA Runway Expansion at an estimated cost of \$34,613.	Russell/ Mark	Done
37.	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
38.	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
39.	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 Oct. 26/16 Board meeting



#	Date	Action Item	Assigned to	Target Date/Update
40.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board amend Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014, to remove the discount for early payment from the Airport Passenger User Fees. 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
41.	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
42.	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
43.	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
44.	Oct. 5/16 AV & Bamfield Services Committee	The AV and Bamfield Services Committee recommended the ACRD Board of Directors enter 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 \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.	Andrew/ Janice	October 12 Board meeting for approval
45.	Oct. 5/16 AV & Bamfield Services Committee	The Letter of Understanding – Suncoast Waste Services Bailing Incentive report was referred to the October 12 <sup>th</sup> Board of Directors meeting.	Andrew/ Janice	Further information at Oct. 26/16 Board Meeting
46.	Oct. 5/16 AV & Bamfield Services Committee	The AV and Bamfield Services Committee received the 3 <sup>rd</sup> 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
<b>Planning Department</b>				
47.	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
48.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to	Mike	Contacted Hall Society – Society

#	Date	Action Item	Assigned to	Target Date/Update
		build a new hall to staff to review & provide a recommendation, following consultation with the Society, on the role of the ACRD.		working on options
49.	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
50.	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"> <li>1. All structures to meet BC Building Code;</li> <li>2. "Use at own risk" signage is provided;</li> <li>3. Material and construction costs are not from public funds;</li> <li>4. Future Maintenance and Inspection to be performed by ACRD;</li> </ol> As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
51.	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
52.	April 13/16 Board	Review ACRD Fire Department recent truck repairs and investigate Fire Departments use of maintenance contract for light vehicles.	Luc	Investigating
53.	Sept. 14/16 Board	Provide a letter of support to the Huu-ay-aht First Nation for an Island Coastal Economic Trust grant application.	Heather	Done
54.	Sept. 14/16 Board	The Board of Directors passed a resolution to issue development variance permit DVF16008. Madill, Parcel G Durham Street.	Mike	Done
55.	Sept. 14/16 Board	Rezoning Application RF16005, Buelow, 550 Franklin River Road – Bylaw P1344 and P1345 received first reading and the public hearing for Bylaws P1344 and P1345 were delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District, and; The Board of Directors confirmed that adoption of Bylaws P1344 and P1345 are subject to access to each proposed lot being approved and supported by the	Mike	Done

#	Date	Action Item	Assigned to	Target Date/Update
		Ministry of Transportation and Infrastructure and meeting technical referral agency requirements		
56.	Sept. 14/16 Board	The Board of Directors passed a resolution to consider issuing temporary use permit TUP16001 Gaiga/Hawkins, 6741 Cypress Blvd following notification to residents and property owners as required by the Local Government Act.	Mike	Done
57.	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	
58.	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	
59.	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

Issued: October 7, 2016



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

September 20, 2016

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



Dear Chair Osborne and Board,

**Re: Adopted 2017 – 2021 Financial Plan**

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2017 – 2021 Financial Plan**. This information can also be found on the VIRL website: [www.virl.bc.ca/about-us/reports-and-plans](http://www.virl.bc.ca/about-us/reports-and-plans).

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2017. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video, press release and VIRL's recent report "*Assessing the Economic Impact of Vancouver Island Regional Library on our Member Communities*") provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced budget of \$35,583,706. Municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget. The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The Board's commitment to financial sustainability and quality service delivery for our communities is further underscored in the **2017-2021 Financial Plan**.

Sincerely,

Bruce Jolliffe  
Chair, Vancouver Island Regional Library Board of Trustees

**Strong Libraries ■ Strong Communities**

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland  
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington  
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen  
Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Wess



# 2017 – 2021 Financial Plan

## Financial Sustainability: Always a Priority

Adopted September 17, 2016

By the Vancouver Island Regional Library Board of Trustees



**Vancouver Island Regional Library  
Administration**

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Financial Accountability: Always a Priority

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Board of Trustees  
2017-2021 Financial Plan  
Financial Sustainability: Always a Priority

2016 Executive Committee



**Bruce Jolliffe**  
Chair



**Tom Duncan**  
Vice-Chair



**Noba Anderson**



**Barry Avis**



**Bill Beldessi**



**Diane Brennan**



**Howard Houle**



**Andrew Merilees**



**Kerrie Reay**



**Dave Rushton**



**Gordon Waterman**



## 2017 – 2021 Financial Plan Financial Sustainability: Always a Priority

### Executive Summary

The Board of Trustees of Vancouver Island Regional Library (VIRL) are pleased to present the 2017 - 2021 Financial Plan. As a result of the Board's long standing commitment to financial management through progressive best practices and prudent policies, VIRL is in a strong financial position. As the library system evolves, financial sustainability is an underlying principal and a key priority of the Board.

The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership and discipline, ensuring value for tax dollars spent. Sustainability focuses on the ability to maintain an activity over an extended time horizon. Budgeting is the process of allocating limited resources to achieve the Board's established priorities. Responsible budgeting allocates resources in a way that balances needs and aspirations of the present without compromising the ability to meet future needs and expectations.

Funding for VIRL is tied to the ability to continue to attract and elicit support from users. The value that we as an organization place on users' needs and the desire of staff to continue to meet and respond to those needs is critical to VIRL's continued growth and development. To ensure the provision of library services that meet the diverse needs of the communities it serves, VIRL continues to optimize efficiencies by challenging the environment.

### Managing the future

- Looking to the future by creating multi-year budgets; and
- Reinforcing strategic priorities through the business case planning process.

This strategic action provides Trustees and staff with future foresight and the ability to proactively identify future opportunities, address future challenges and improve decision making by understanding the long-term financial implications of decisions.

### Managing the environment

- Evaluating budget pressures within the framework of the Strategic Plan and the Facilities Master Plan;
- Exploring alternative funding sources;
- Continuous evolution of the internal request for funding process; and
- Exploring opportunities & continuous improvement.



The objective of these actions is to provide a budget that is lean while maintaining the Board's service levels. Under these actions there is no across the board inflationary increases.

Staff worked diligently in 2015 delivering quality service to our customers:

- 4,975,366 items circulated;
- 2,471,287 visitors through the doors;
- Launch of a new ILS;
- Engaged in Community Consultations;
- Revitalized facilities in Campbell River and Nanaimo Harbourfront; and
- Local and Provincial recognition for VIRL facilities & programs.

The expectation for revitalized and new service locations is on the rise once again. During the community consultation process, communities wanted to know "when" - when is it our turn for new furniture or a new location? This budget addresses that need. It also addresses the capacity the reserves developed in 2011 to sustain the Facilities Master Plan that has been extended from 10 years to 15 years. This extension will help us "stay the course".

2015 Highlights & Achievements

## FOUNDATION DOCUMENTS



2016 - 2020  
STRATEGIC  
PLAN



Integrated Strategic Planning Framework





## FOUNDATION DOCUMENTS



## 2015 ANNUAL REPORT

## INVESTMENT IN COMMUNITIES



CAMPBELL RIVER

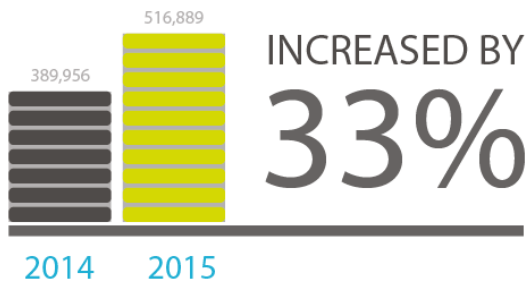


NANAIMO HARBOURFRONT



## PERFORMANCE MEASURES

### eLIBRARY USE



Includes access to VIRL's digital resources including eBooks and eAudiobooks.

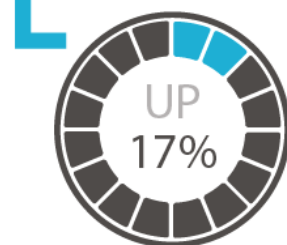


Represents a 58% increase in visitors (traffic) to [virl.bc.ca](http://virl.bc.ca) from 2014 to 2015.



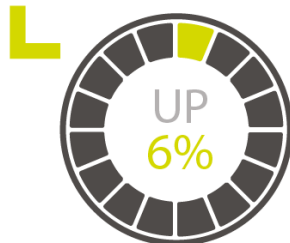
The number of WiFi accesses by customers at our branches increased by 30% from 2014 to 2015.

### MOBILE VISITS

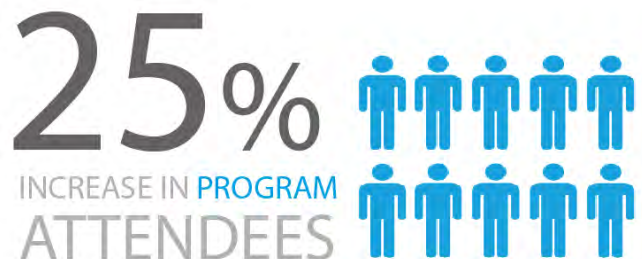


Access to VIRL's catalogue, eLibrary and website from mobile devices.

### SUMMER READING CLUB PARTICIPATION



Kids participating in our Summer Reading Club program have increased 6% from 2014 to 2015.



Across our 39 branches, participation in our programs has increased by 20% from 2014 to 2015.



## PERFORMANCE MEASURES



Our branches were busy: Almost 2.5 million visitors welcomed through our doors in 2015.

## TOTAL CIRCULATION

4,975,366



\*A total of physical and digital items circulated.

Represents the number of items (both physical and digital) that were "checked out" in 2015.

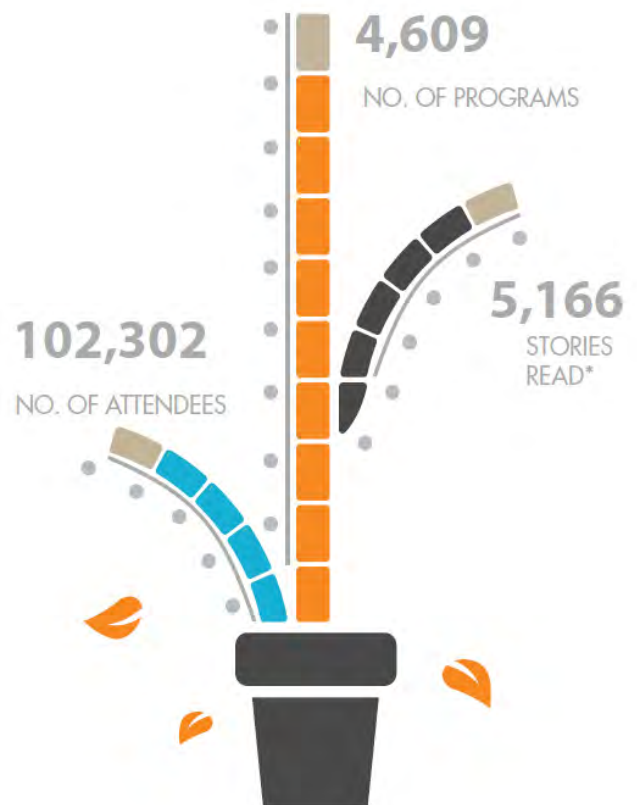
## AWARDS RECEIVED



LIBRARIANS  
ON THE  
RADIO  
2015 BCLA AWARD



THE  
NANAIMO NORTH  
BRANCH  
2015 VANCOUVER ISLAND  
COMMERCIAL BUILDING  
AWARD



From story-telling to adult education and digital literacy training, your local library is an invaluable resource to the community.





## Budget Summary

The 2017 - 2021 Financial Plan is firmly grounded in the deliverables designated by the Board and follows the direction provided by and supported by the Executive Committee.

In 2009/2010, the Consolidated Facilities Master Plan (CFMP) identified in excess of \$2.4 million in deferred maintenance items for which there was no identified funding. With the adoption of the Companion Report and its recommendations, a long term funding strategy was approved and implemented. Many of the items identified in the CFMP report related to Workers Compensation Board (WCB) and Health & Safety issues, which have been remedied.

The long term funding plan took into account the need to slowly move towards a sustainable scenario without having extremely large spikes in member levies. Recognizing that longer term restrictions would also mean longer term solutions, a 10 year incremental plan was adopted in 2010 for the years following.

It is extremely important to ensure that resources are applied effectively and efficiently to maximize funding. The following criteria are applied to determine facility priorities:

1. WCB compliance and/or Health & Safety issues to both reduce and prevent potential claims.
2. Maintain Board owned libraries.
3. Defer maintenance when replacement is imminent.
4. Proceed with maintenance when replacement is not in the near immediate future.
5. Proceed when opportunities arise.

Applying the criteria and subject to availability of funding from the Maintenance, Furniture, Fixtures and Reserves Levy, the priorities are as follows:

1. Nanaimo Wellington Branch
2. Sidney/North Saanich Branch
3. Cowichan Branch
4. Tahsis Branch
5. Woss Branch

### Maintenance, Furniture, Equipment and Information Systems Replacement Levy

	2017	2018	2019	2020	2021	2022	2023	2024	2025
Expected levy	1,160,185	1,283,888	1,394,054	1,508,112	1,626,176	1,748,359	1,874,779	2,005,556	2,140,815
\$ change over prior year	107,037	123,703	110,166	114,059	118,064	122,183	126,420	130,777	135,258
% change over prior year total levy	0.53%	0.58%	0.50%	0.51%	0.51%	0.51%	0.52%	0.52%	0.52%





### Facilities Infrastructure Improvements and Expansions Levy

	2017	2018	2019	2020	2021	2022	2023	2024	2025
Expected levy	1,450,231	1,604,860	1,742,567	1,885,141	2,032,720	2,185,449	2,343,474	2,506,945	2,676,018
\$ change over prior year	133,796	154,629	137,707	142,574	147,580	152,729	158,025	163,472	169,073
% change over prior year total levy	0.66%	0.73%	0.63%	0.63%	0.64%	0.64%	0.64%	0.65%	0.65%

These levies have allowed VIRL to renovate or expand eleven branches since 2011 and continue to be an important pillar to our capital plans to meet our current and future facility needs.

### Member Levies and Impacts

2017 member levies are as follows:

- Operating Levy \$18,637,079
- Furniture, Fixtures, Equipment & Systems Levy \$ 1,160,185
- Facilities Levy \$ 1,450,231

The 2017 Budget represents an overall increase of 4.25% of total levy, broken down as follows:

- Core Services: maintaining existing service levels requires an increase of \$273,357 (1.34% in the total levy) to meet inflationary pressures;
- Business cases require an increase of \$360,854 (1.72% in the total levy); and
- Increases to the levies developed under the Consolidated Facilities Master Plan represent an increase of \$240,833 (1.19% in total levy), as follows:

#### INCREASES TO TOTAL LEVY

CORE SERVICES	1.34%
BUSINESS CASES	1.72%
FACILITIES MASTER PLAN	<u>1.19%</u>
TOTAL	4.25%

- Planned increase to the Furniture, Fixtures, Equipment and Systems Levy of \$107,037 (0.53% increase in total levy), used for maintenance and equipment replacement; and
- Planned increase to the Facilities Levy of \$133,796 (0.66% in total levy) for new and expanded branches, used for improvement of facilities and equipment.



## Operational Levy

The core budget has been prepared on the premise that existing service levels can be maintained within a 2% increase. Cost pressures include construction cost inflation, which typically is higher than consumer price inflation and affects the costs of maintaining, renovating and expanding our facilities. Additional cost pressures are wage inflation under collective agreement obligations, increasing utility costs and general inflation. Core expenditures represent the costs of ensuring current staffing levels, branches and service levels taking into account contractual obligations, inflation, maintenance and other costs. Revenues have been budgeted based on historical and projected levels.

Cost drivers for the 2017 Budget include:

### Revenues

- Investment and rental income are expected to decline by \$5,000 to reflect the actuals received in 2015.
- A slight increase in per capita grant funding has been estimated based on amounts received in 2015.
- Miscellaneous and non-resident fees are expected to increase by \$17,411 based on amounts received in 2015.

### Expenditures

- Automotive, travel and vehicle expenses are expected to increase slightly, due to increased fuel costs and projected travel requirements.
- Branch facility, building and equipment maintenance costs are expected to decrease by \$14,614 based on current facility requirements.
- An increase of \$96,631 is expected for communications and internet costs due to software licensing obligations and robust data usage by patrons.
- Computer and network costs are expected to decrease by \$125,100, reflecting a reduction from the higher planned investment in 2015.
- An increase in wages and benefits of \$559,575 includes approximately 2% (\$277,218) for expected contractually obligated increases in wages and step increases. An additional \$256,699 of the increase relates to new budget requests. The remainder is for estimated expenses for the retirement benefit accrual and hiring costs.
- A slight increase in projected debt servicing costs to reflect the actual debt financing costs from previous debt issues related to capital.



One of the items included in the business cases this year is for the implementation of a budget for replacement of staff who are off on unplanned leave. Historically, VIRL managed these extra costs through gaps in filling vacant positions. Since this is not a long-term solution, VIRL has dedicated considerable time towards quantifying this issue and developing a strategy. The adoption of a dedicated replacement budget allows us to respond to replacement requirements while maintaining high customer service. This represents a one-time increase in 2017, but will be a component of the budget going forward, in order to better reflect the reality of our staffing environment.

## Conclusion

The 2017 - 2021 Financial Plan is based on the need to meet our service standards, incorporating the challenging requirement to keep costs in line with the necessity to meet service standards in our communities with stable populations and the rising needs of growing communities. The adopted 2017 – 2021 Financial Plan will allow us to move closer to those goals, and will ensure continued sustainability is achieved.



## New Budget Requests – Business Cases

### Background and Evaluation of Proposals

Business cases are the result of a process whereby staff came forward with initiatives to improve our service to the public and these proposals are brought forward for consideration in the form of business cases to the Board of Trustees.

Business cases are evaluated based on a set of criteria so that we may recommend those that would best improve customer service and long term sustainability. Projects that have a wider benefit for the VIRL system as a whole are encouraged as well as those that fulfill service gaps or address important issues.

### Impact on Member Levy

\$208,000 represents approximately a 1% increase in Member Levy.

### Summary of Business Cases and Impacts

Business Case	Ongoing or One-Time	2017 Cost (Maximum)	Percentage Impact on Member Levies	Cost Per Capita	Comments
Read Down Your Fines	Ongoing	19,155	0.09	0.05	
Increased Replacement Budget	Ongoing	80,604	0.39	0.19	
Community Support Technician	Ongoing	99,835	0.48	0.24	
Systems Support Technician	Ongoing	76,260	0.35	0.18	
Nanaimo Harbourfront Office Space	One-Time	60,000	0.29	0.14	
Integrated Financial System Review	One-Time	25,000	0.12	0.06	
Investigation of an RFID/Security System	One-Time	-	-	-	At this stage cost neutral.
Total Impact		360,854	1.72%	\$0.86	



# Business Cases



## Business Case: Read Down Your Fines on Children's Cards

### Background/Overview

Fines represent a significant barrier for many families in our service area. Branch librarians often hear from our families that families with limited resources choose to limit their library use because they are fearful of accruing fines, or even stop altogether using the library after accruing large fines. We see this in our own fines statistics – 10% of our children's card users are not able to access library services because of fines above \$10, and 60% of those have not used the Library in over a year.

The financial burden of fines is corroborated by high child poverty rates in many of the communities served by Vancouver Island Regional Library (VIRL). For these families, library fines can lead to a choice between accessing library services and eating for the week. This is obviously a choice that families shouldn't have to make – and a choice that doesn't benefit anyone in our communities. When we look at Early Development Instrument results, a tool that assesses the vulnerability of young children in our communities, we learn a third of children are starting kindergarten with an identified vulnerability that will make it more difficult for the child to be successful. These children need both reliable access to food as well as access to literacy in order to ensure lifelong success.

As part of the 2015 – 2019 budget, a business case supporting a "Read Down Your Fines" initiative was approved by the Board, and was introduced as part of the 2015 Summer Reading Club (SRC). The initiative offered children the opportunity to reduce library fines based on how much they read during SRC. The more the child read, the greater the fines reduced from their account.

5,108 children participated in the 2015 SRC, and the "Read Down Your Fines" initiative was very successful. 519 children had fines reduced on their cards, including 52 children who were previously unable to borrow books because of fines over \$10.

### Proposal

This proposal will allow juvenile cardholders to eliminate accumulated fines by "reading down their fines" during the 2017 Summer Reading Club. The initiative will require children to reach milestone reading goals in order to waive their accumulated fines, thus enabling them to take out library material once again.



Board of Trustees  
2017-2021 Financial Plan  
Business Case  
Read Down Your Fines on Children's Cards

## Economic Impact

Description of Costs	One-Time	Ongoing
Fines waived as part of initiative	\$19,155 (maximum)	
Total	\$19,155	
Total represents 0.09% on member levies or \$0.05 per capita.		

Children will have the opportunity to have \$5 of library fines waived for each SRC Reading Record page they complete. Each child is eligible for a total fine reduction of up to \$35.





## Business Case: Increased Replacement Budget

### Background/Overview

Currently, Vancouver Island Regional Library (VIRL) does not have a dedicated replacement budget to cover paid absences. Funding for the replacement of any public services staff who are on paid vacation or paid sick time comes strictly from the Wages budget. Any replacement funds required to cover these paid absences are fully realized through gapping when positions are vacant. As such, the incremental costs of replacing staff have historically not been included in the annual budget.

For several years, VIRL has employed a set of guidelines for the replacement of staff during absences. These practices have allowed VIRL to stay within budget and avoid costly overruns due to employee absences or shortages of staff for various reasons. These practices have allowed VIRL to live within its' means as the budget cannot accommodate full replacement for every hour of employee absence. Our current practice is cost effective, but sometimes cost effectiveness comes at the expense of customer service.

The downside to this practice is, however, that the current replacement guidelines sometimes lead to gaps in service, especially when unplanned absences continue over several days or weeks. The guidelines are inflexible and make no allowance for programming, peak times at the branches or longer, unexpected absences. In order to allow for greater flexibility in the replacement of absent employees, additional funding is required to avoid possible cost overruns in the future.

Currently, replacing of staff that are absent for paid vacations, sick or other reasons is based on the *Replacement Guidelines*. These guidelines allow staff to quickly fill shifts within tight, cost-effective parameters. However, for our rural and smaller branches where staff members work on their own, every staff absence must be replaced at 100%. If this is not done, the branch will not open. This is the situation in 25 of our branches. On average, 265 replacement hours are used weekly to fill vacation and sick time for public services CUPE staff. Staff in divisions that do not directly support public service operations are not replaced, but instead staff are cross-trained wherever possible to support these absences.

VIRL currently has 153 CUPE permanent staff, of which approximately 55% have been with VIRL over 6 years. Of the 130 front-line CUPE staff, demographics show that 63% are aged 50 and over, and 28% are aged 60 and over. Many of these employees have been with VIRL for over 10 years, and are accruing sick time and paid vacation time at 8% or higher.



Board of Trustees  
2017-2021 Financial Plan  
Business Case  
Increased Replacement Budget

In our larger branches, where staff work overlapping shifts, the *Replacement Guidelines* have been structured to ensure a minimal staffing level is maintained. With planned absences, managers are able to balance time-off requests to ensure very little replacement hours are required.

While these guidelines prove adequate for planned or single event absences, branches are often understaffed when unexpected absences are stretched over several days or weeks, especially in situations where an unplanned long-term medical absence occurs at the same time as staff vacations.

Additionally, through a recent assessment of our replacement levels, eleven branches were found to have replacement guidelines that put staffing levels below 75% on at least one day a week. Some branches had replacement staffing levels as low as 62%. For these eleven branches, a total of 29 open days out of 69 open days found a branch potentially operating at below 75% staffing. To ensure VIRL is maintaining our customer service levels, ensuring branch safety and security, and that only the essential daily tasks are completed a minimum staffing level of 75% is required.

To address these lower staffing levels, VIRL regularly reviews the *Replacement Guidelines*, branch workflows, and even shipping delivery times. The Circulation Coordinator visits the branches regularly to assess and refine staff workflows to address backlogs of work.

Starting in July, we have altered our branch delivery schedule; increasing the number of deliveries at our busier branches from 2 to 3 per week. This change will allow our customers to receive requested materials faster and also will give staff more time to process the shipment.

## Proposal

Replacement decisions are currently made with the *Replacement Guidelines* used by Dispatch staff when filling absences. Staff proposes establishing a replacement budget of \$80,604 annually. This will give branch staff the resources required to maintain current levels of customer service and workloads.

By increasing the replacement budget, staff will be able to address the branches with *Replacement Guidelines* that often leave them with staffing levels below 75%. This will address the issues of branches being understaffed for several days or weeks at a time, increasing the backlog of work that must be completed: processing deliveries, checking in returned books and providing excellent customer service.



Board of Trustees  
2017-2021 Financial Plan  
Business Case  
Increased Replacement Budget

## Economic Impact

This business case represents a one-time increase in staffing costs, and in future budgets the estimated replacement costs will be included as part of the wages line item. This will allow us to continue to track these costs and gather data to make better estimates, in order to show a more accurate representation of our staffing environment.

Description of Costs	One-Time	Ongoing
56 hours/wk; total of 2,912 staff hours x \$27.68 (hourly wage + 10% in lieu of benefits)		\$80,604
Total		\$80,604
Total represents 0.39% on member levies or \$0.19 per capita.		



## Business Case: Community Support Technician

### Background/Overview

Libraries are defined by a collection of core values including access, literacy, lifelong learning and service. VIRL is always looking for innovative ways to develop our programs, services and policies to exemplify these values and best serve our communities in order to highlight our important role within society.

Over the last several years, Vancouver Island Regional Library (VIRL) has been able to develop innovative and award-winning programming. This has included programming that improves motor skills of young learners, programs that work to ensure our children are ready to learn upon entering school, and programs to help improve adult literacy levels in correctional facilities. Currently our staff is at capacity with the amount of programming they are able to maintain and develop.

The geography and distances between our branches cannot be reduced and can only be overcome by additional staff in order to build capacity to meet the increased demand for programming and outreach in our rural communities. Zone 2 (Courtenay, Comox, Cumberland, Union Bay and Hornby Island) and Zone 5 (Campbell River, Tahsis, Gold River, Sayward, Quadra Island and Cortes Island) both cover wide geographic areas and require immense staff time to be able to support the local branch staff and communities. The combined population of these 2 zones are about 102,000 which is almost 1/4 of VIRL's overall service population.

### Proposal

This business case supports the creation of 2 additional Community Support Technician (CST) positions (at 25 hours per week for each position). The CST is a member of the zone teams that supports outstanding customer service and public services to library users and their communities. The CST works with the librarians to develop and assist in the presentation of branch programming in rural locations. The position works to identify community outreach opportunities in our local communities. The CST also works as a local staffing resource for training, role modeling and mentoring.

These positions will facilitate VIRL's ability to be responsive to our rural community needs. The result will be an increase in membership, community partnerships, and programming and service offerings. The targeted outcomes of these positions are the increased development of programming, connections to service providers, and diverse community engagement in all of our communities.



Board of Trustees  
2017-2021 Financial Plan  
Business Case  
Community Support Technician

This initiative will have a positive impact on the 2 zones and entire library system with improved staff capacity and enriched partnerships. The 2 CST positions are infrastructure and foundation positions which can be built upon in future years to ensure the successful delivery of the "Your Voice, Your Library" Strategic Plan.

With these new CST positions in place, VIRL will be able to develop new service models and programs which will have a positive impact on the entire library system through improved staff capacity, strategy and enriched partnerships.

### Economic Impact

Description of Costs	One-Time	Ongoing
2 Community Support Technicians (25 hrs/wk each)		\$74,360 (Based on CUPE Group IV, Step 3)
Benefits		\$22,308
Travel		\$3,167
Total		\$99,835
Total represents 0.48% on member levies or \$0.24 per capita.		



## Business Case: Systems Support Technician

### Background/Overview

Vancouver Island Regional Library's (VIRL) Information Technology Department is seeking the approval to hire an additional Systems Support Technician to keep pace with the demanding requests for IT services throughout the enterprise.

The current IT support consists of 5 Systems Support Technicians located in the Nanaimo North branch. They are responsible for providing IT support to over 370 staff in 39 locations. Additionally, there are over 1,100 devices including computers, laptops, tablets, cell phones, desktop phones, printers, OPAC's, Selfchecks, TV's, and a data center (with off-site disaster recovery) equipped with servers, storage and network infrastructure. The ratio of devices to techs is approximately 220:1 making this distribution significantly higher than industry best practices. Realistic ratios are between 100-150:1 based on the environment.

In 2012, a study was conducted and in comparison to other comparable library systems, VIRL is staffed lower than all others. Greater Victoria Public Library has a staffing level of 5, with a device to technician ratio of 142:1. Fraser Valley Regional Library has a staffing level of 7, with a device to technician ratio of 160:1. Okanagan Regional Library has a staffing level of 4, with a device to technician ratio of 128:1. Of these library systems VIRL has the most physical locations, and covers the largest geographical area.

The IT staff support the roles of Service Desk, Desktop Support, Network Support, Systems Support Applications and Special Projects. With an average running total of over 250 outstanding service requests/incidents, it has become increasingly difficult to keep pace with the demands of the organization. As the day-to-day support of IT operations increases, less time is available for strategic project initiatives including computer refreshes and the introduction of new technology. The back-end systems (Servers, Storage, Network, and Enterprise Software Applications) also require daily maintenance and monitoring to ensure availability and performance.

Although the IT Department makes every effort possible to resolve problems remotely or by shipping equipment to remote branches, on-site visits are still required for more complex IT requests. There are over 30 major project initiatives that the IT Department would like to undertake providing sufficient resources are available.





Board of Trustees  
2017-2021 Financial Plan  
Business Case  
Systems Support Technician

The IT Department has recently adjusted its hours of operation to provide greater service desk support that covers both administration hours & branch hours. The hours of operation for IT staffing will be 8am-8pm Monday to Friday and 9am-5pm Saturday & Sunday.

Of particular significance, these extended hours on the weekends enable the IT Department to perform system maintenance tasks off-hours as to not interfere with the operations of the staff at remote branches and also minimize overtime. Based on 76 hours per week that the IT Department will be staffed, the number of IT techs per hour equates to 2.3. There are fewer techs working on off hours however, unmanned shifts will occur due to absenteeism.

## Proposal

The addition of a FTE Systems Support Technician will improve the level of customer service being provided to both staff and customers. The reliance on IT systems and support continues to increase and VIRL needs to keep pace in order to provide excellence in customer service.

## Economic Impact

The cost for this initiative is based on a yearly salary (plus benefits) for a Systems Support Technician as per the CUPE agreement.

Description of Costs	One-Time	Ongoing
FTE Systems Support Technician (35 hrs/wk, salary)		\$54, 472
Benefits (40% of salary)		\$21, 788
Total		\$76,260
Total represents 0.35% on member levies or \$0.18 per capita.		



## Business Case: Nanaimo Harbourfront Office Space

### Background/Overview

Vancouver Island Regional Library (VIRL) owns approximately 1,500 square feet of commercial space beside the Nanaimo Harbourfront branch. During the renovations to Harbourfront, this space was used as a temporary branch location. CTV used to rent this space under a commercial lease, but the lease expired and was not renewed. VIRL is currently using the space as temporary staff workspace and for storage.

### Proposal

Factoring in current staffing levels and the filling of vacant positions, by the end of 2016 VIRL will be near or at its capacity to house staff. With this in mind, converting the commercial space to office space will alleviate these concerns and allow staff to maximize their productivity.

The current plan is to have the Communications group in one area, by moving some staff from the Central Services area to the new space, and to assign some of the newly hired staff to this area as well. Within this move are staff involved in publishing our promotional and other materials, which due to the necessary printing equipment come with more space requirements than a typical employee.

### Economic Impact

While it is difficult to estimate costs prior to having an architect or other professional prepare estimates, the cost below is based on our experience with past renovations. There are strategies that could be used to reduce the estimated costs even further if necessary.

Description of Costs	One-Time	Ongoing
Conversion of office space	\$60,000	
Total	\$60,000	
Total represents 0.29% on member levies or \$0.14 per capita.		

Because capital expenditures are amortized over their useful life, the impact to the financial statements would be \$6,000 per year for the next 10 years. If we were to rent similar space, current market rates show that we would pay approximately \$15 per square foot. This would add a minimum of \$22,500 to annual expenses for as long as the space was leased.



## Business Case: Integrated Financial System Review

### Background/Overview

Vancouver Island Regional Library (VIRL) operates within a \$21 million budget and employs approximately 200 full time equivalent employees in various locations across Vancouver Island, the Central Coast and Haida Gwaii. Ensuring the organization has a reliable, efficient, and useful system to track and report on financial information is key to the organization being successful as we go forward.

VIRL currently uses the following systems:

- ADP – HR and Payroll
  - ezLabour – Time management program, used by employees to enter their hours worked and leave;
  - Pay@Work – Used by Payroll to process bi-weekly payroll and pay employees; and
  - People@Work – Used by HR to make changes to employee files, and maintain records related to benefits.
- AccPac – Accounting and reporting
- Microsoft Office – To create reports

The current setup includes the following inefficiencies:

- ADP
  - Since we reside in Canada, we cannot purchase the full version of the ADP software. This is only available in the U.S. Thus, we are limited to a lighter version of the software than what we require. This creates problems when employees would have schedule changes and/or work part-time. The version that we have is not meant for an organization our size, and struggles to keep up with our requirements.
  - Another complication is the rules within the union agreements around banked time, overtime, and other premiums. The current version of ADP does not track these adjustments in a logical way, resulting in additional time spent by Payroll during each pay period, in order to ensure all employees are paid what they are entitled to.
  - The current setup also requires a significant amount of manual work, that could be automated by implementing a different system. Manual tracking includes:
    - Pensionable service;



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- Casual hours;
  - Increment increases; and
  - Creation of Records of Employment.
- AccPac
    - The current version of AccPac does not allow for easy generation of detailed reports. As a workaround, staff export data from AccPac into Excel, and manipulate the information into the required reports. While this process does produce the information we need, it is time consuming, inefficient, and increases the risk of errors.

## Proposal

There are a variety of integrated systems available on the market. Each system has pros and cons, and vary in terms of cost. The first step in implementing an integrated system would be to hire a consultant to review our current setup and recommend a vendor.

A business case that captures the full cost of the system will be submitted for consideration in the 2018 budget process. To reduce the financial impact as much as possible, we will attempt to spread the cost across multiple fiscal years by staggering the implementation of individual modules.

VIRL would gain significant efficiencies by implementing a single system that integrates all areas of its operations, by eliminating various steps in reconciling these other systems. This single system would include modules that handle:

- Human Resources;
- Timecard Management;
- Payroll;
- Dispatch / Scheduling;
- Accounts Payable / Accounts Receivable; and
- Accounting and Reporting.

Depending on the system chosen, it could also address:

- Records Management;
- Workflow Management; and
- Capital Asset Tracking.

The future vision is that information would only need to be entered once, in order to reduce or eliminate duplication and therefore save staff hours and better serve our employees.



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In addition, our system would allow for customization of reporting, to ensure that management and employees have the information they need to make informed business decisions.

These improvements will ensure that we do not require increased administration staff hours in the future.

### Economic Impact

Description of Costs	One-Time	Ongoing
Consultant Fee	\$25,000	
Total	\$25,000	
Total represents 0.12% on member levies or \$0.06 per capita.		



## Investigation of an RFID/Security System for VIRL

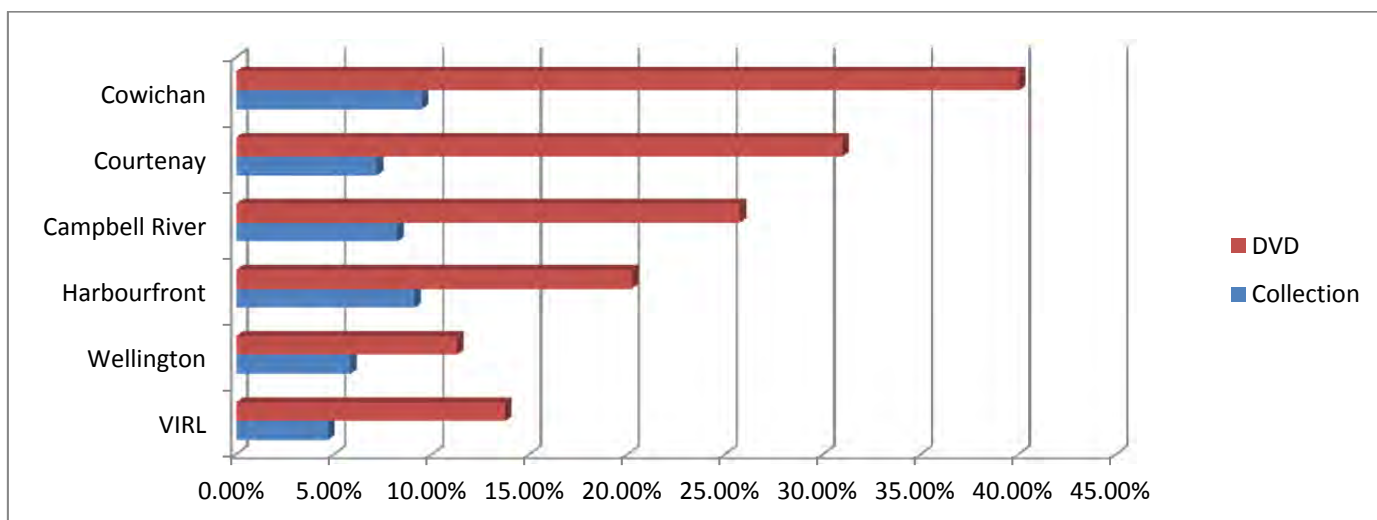
### Business Case: Investigation of an RFID/Security System for VIRL

#### Background/Overview

As far back as 2009, Vancouver Island Regional Library (VIRL) has embraced the philosophies of continuous improvement. An ongoing effort to improve products, processes and services. The ultimate goal being to ensure the evolution of our business model thereby maximizing our resources both financial and human.

Staff & customers have expressed concern over the fact that VIRL does not deploy any sort of security or anti-theft system. It is very simple to permanently borrow an item by hiding it in a purse, a book bag or knapsack. Lost and missing items are tracked at a very rudimentary level by the ILS system. As of 2015, 4.68% of our overall collection is missing with 13.76% being DVDs. The chart below estimates the number of missing items in the 5 urban branches. Currently Cowichan/Courtenay/Campbell River/Harbourfront/Wellington account for 66% of all missing DVDs.

	Collection	Missing	% Missing	DVD	Missing	% Missing
VIRL	829,036	38,830	4.68%	102,086	14,044	13.76%
Cowichan	65,808	6,239	9.48%	8,513	3,408	40.03%
Courtenay	75,539	5,439	7.20%	7,855	2,435	31.00%
Campbell River	60,887	5,020	8.24%	8,937	2,301	25.75%
Harbourfront	41,846	3,821	9.13%	5,485	1,109	20.22%
Wellington	41,514	2,427	5.85%	5,962	672	11.27%







## Investigation of an RFID/Security System for VIRL

Radio Frequency Identification (RFID) has been used for identifying, locating and tracking inventory since the eighties and has been used in libraries since 1999, with Windsor Public Library being the first Canadian library to implement an RFID system in 2000.

The installation of RFID/Security gates may give VIRL several potential benefits:

- better workflow & ergonomic improvements;
- improved customer service allowing staff to be in front of the desk; and
- stronger theft deterrent.

RFID/Security will enable staff to quickly process materials as multiple items can be charged in and out simultaneously. Currently, each item being charged in or out must be touched. In 2015, this process was repeated conservatively 10,000,000 times.

### Proposal

Direct costs to implement an RFID/Security system are high if deployed system wide. To implement a security system only is short-sighted due to the evolution of technology and the fact that the industry estimates that the DVD format will be phased out with the advent of streaming databases (Hoopla). Staff wish to continue their investigation and develop a strategy that would:

- develop a phased approach to deploy a phased RFID/Security System for the 5 urban libraries and the associated cost;
- ensure all hardware replacement from this point on supports RFID/Security System and the associated costs;
- initiate tagging of all new material effective January 1, 2018 and the associated costs; and
- establish a retrospective tagging project for the collection.

### Economic Impact

At this stage cost neutral.

### Analysis of alternative approaches and/or deferment

A full and robust investigation must be made based on a staged deployment, urban branches only and a retrospective tagging project.



# Supplemental Reports, Charts and Tables



## Summary of the VIRL Funding Structure

### Background

Although the cost of doing business has gradually increased, provincial funding has not changed significantly in the last 30 years. As a result, the continued provision of this vital service is only possible with the support of our 38 member municipalities and regional districts. As indicated in Schedule I, provincial funding has dwindled down from 21% of our funding in 1986 to a projection of just 4% for the upcoming 2017 fiscal year.

The costs of providing library services to our members are shared, as required under the Library Act of BC based on the following structure:

- 50% based on converted value of land and improvements; and
- 50% based on the population of each municipality and of each electoral participating area of each regional district.

### Assessments

The values used for assessments are determined by the *Library Act* and are defined in the *Community Charter* of BC, the same document governing the assessment base for regional districts. This assessment base uses fixed ratios to convert the value of each property class, based on their assessed values as determined by BC Assessment, into a common value for tax purposes.

The converted value to be used each year is provided to VIRL by the Ministry of Education based on the ratios attached as Appendix A.

### Populations

The population numbers used to apportion the costs to our members is also provided to VIRL by the Ministry of Education. For allocation purposes, First Nation populations on Band land are excluded from the population as there is no uniform approach to taxation for these properties.

### Impact of Funding Allocation Model on Members

As the member levy allocation is based on a combination of population and converted assessment, the impact on the average residential taxpayer may be different from community to community. Municipalities in general have more flexibility than regional districts in apportioning taxes to different property classes such as business and industry, and therefore the impact of, for example a 3% increase in member levies on the average residential taxpayer, may be lower or higher for each individual community.



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For this reason it is difficult for VIRL to express changes to member levies in terms of impact on the average home or taxpayer, as is commonly used to communicate the budget by municipalities and regional districts. Instead increases are communicated to the Board in terms of percentage increases to levy and cost per person.

## Summary

While VIRL determines the total annual levy, the allocation to each municipality and regional district is legislated by the *Library Act* based on a 50/50 allocation between converted values and population. This method of allocation is different from those used by our member municipalities and regional districts, which makes communication of our budget sometimes difficult in terms of developing a uniform communication. Staff will work with our members in assisting in communicating our budget to their councils, boards and members of the public.



## Appendix A: Provincial Class Property Class Multiples

Provincial property class multiples used to determine the converted values of property assessments for 50% of our cost-sharing formula are determined under British Columbia Regulations. The class ratios in the table below represent the relationship of tax rates for each property class in comparison to the Class 1 Residential tax rate.

Property Class		Multiple
1	Residential	1.00 : 1.00
2	Utilities	3.50 : 1.00
3	Supportive Housing	1.00 : 1.00
4	Major Industry	3.40 : 1.00
5	Light Industry	3.40 : 1.00
6	Business and Other	2.45 : 1.00
7	Managed Forest Land	3.00 : 1.00
8	Recreation/Non-Profit	1.00 : 1.00
9	Farm	1.00 : 1.00



## Inflation Report

### Background

Budget decisions are made based on economic realities. For several years municipalities and regional districts in British Columbia have been under increasing financial pressure, a result of provincial and federal downloading, and the need to replace aging infrastructure. The Vancouver Island Regional Library has experienced similar pressures from stagnation in provincial funding that is available and the need to meet our operational requirements and rejuvenate our facilities.

In order to assist the Board of Trustees in determining an appropriate level of funding for the 2017-2021 Proposed Financial Plan staff has provided some information below on the current inflationary pressures.

### Consumer Price Index (CPI)

The provincial government publishes changes to the consumer price index regularly on their website. This index is based on the cost of a standard basket of goods and represents changes to the cost of living for the average household over time. Based on current published statistics the CPI for Canada in 2015 was 1.1%, and for British Columbia was 1.1%.

Traditionally 2% has been considered a healthy inflation target. Although current inflation may be slightly lower, oil prices and interest rates are expected to pick up again at some point. In the medium term 2% is still considered to be a reasonable inflation target.

### Construction Cost Index (CCI)

Whereas CPI measures changes to the cost of living for households, the ENR Construction Cost Index is a better measure of inflation for maintenance, renovation and construction. Given the importance of the Consolidated Facilities Master Plan and the planned levy increases that are associated it is important to mention the impact of inflationary pressures on construction costs. Historically for many years construction inflation has been higher than consumer price inflation. As of June 2016, this trend appears to continue with the posted CCI rate being 3.0%.

### Wage Inflation

As can be seen in the 2017-2021 Proposed Financial Plan wage increases represent a significant portion of inflationary pressure for our core budget. In VIRL's case, wage inflation is driven largely by our collective agreements with our employee unions. The Province does, however provide regular statistics on recent wage settlements. Recent data published by the Province indicates wage inflation in British Columbia is currently in the 1.9-2.1% range.





## Conclusion

In preparing the 2017 Proposed Budget and the 2017-2021 Proposed Financial Plan inflationary pressures have been taken into consideration. The proposed budget has been prepared based on the assumption that existing levels of service can be maintained and that assuming a 2% increase in core operating expenditures is reasonable based on inflationary projections.

### Changes to Member Levies

	2017 Levy	2016 Levy	Change	% Change to Total Levy
Operating Levy	\$18,637,079	\$18,002,868	\$634,211	3.06%
Furniture, Fixtures, Equipment & Systems Levy	1,160,185	1,053,148	107,037	0.53%
Facilities Levy	1,450,231	1,316,435	133,796	0.66%
Total Member Levies	<u>\$21,247,495</u>	<u>\$20,372,451</u>	<u>\$875,044</u>	<u>4.25%</u>

### 5 Year History of Member Levies

	<b>2017 2017 Levy</b>	<b>2016 2016 Levy</b>	<b>2015 2015 Levy</b>	<b>2014 2014 Levy</b>	<b>2013 2013 Levy</b>
Operating Levy	\$18,637,079	\$18,002,868	\$17,552,468	\$17,106,352	\$16,353,947
Furniture, Fixtures, Equipment & Systems	1,160,185	1,053,148	933,918	698,672	494,566
Facilities Levy	1,450,231	1,316,435	1,167,398	873,340	618,249
<b>Total</b>	<b><u>\$21,247,495</u></b>	<b><u>\$20,372,451</u></b>	<b><u>\$19,653,784</u></b>	<b><u>\$18,678,364</u></b>	<b><u>\$17,466,762</u></b>
<b>Increase in total Levy</b>	<b>\$875,044</b>	<b>\$718,667</b>	<b>\$975,420</b>	<b>\$1,211,602</b>	<b>\$980,158</b>
<b>Percentage Increase</b>	<b>4.25%</b>	<b>3.66%</b>	<b>5.22%</b>	<b>6.94%</b>	<b>5.95%</b>

### 5 Year Financial Plan By Year

	2017	2018	2019	2020	2021
Revenues					
Member Levies	\$21,247,495	\$21,898,568	\$22,526,638	\$23,171,071	\$23,832,270
Grants	1,307,232	1,256,500	1,256,500	1,256,500	1,256,500
Overdues Fees	252,955	300,000	300,000	300,000	300,000
Investment Income	55,000	50,000	50,000	50,000	50,000
Other Branch Revenue	154,201	120,000	125,000	130,000	135,000
Transfers from Reserves	4,316,822	2,618,220	2,550,970	2,591,470	3,216,470
MFA Borrowing	8,250,000	1,850,000	-	-	-
Total Revenue	35,583,706	28,093,288	26,809,108	27,499,041	28,790,240
Expenditures					
Operating Expenditures	18,311,432	18,677,661	19,051,214	19,432,239	19,820,883
Library Materials	2,566,137	2,617,460	2,669,809	2,723,205	2,777,669
Capital	10,953,821	2,747,753	769,631	747,947	1,184,937
Debt Servicing	988,399	1,008,167	1,028,331	1,048,897	1,194,355
Transfers To Reserves	2,763,916	3,042,247	3,290,120	3,546,753	3,812,396
Total Expenditures	\$35,583,706	\$28,093,288	\$26,809,108	\$27,499,041	\$28,790,240

## Variance Analysis Comparison of 2017 Budget to 2015 Actual and 2016 Budget

	2017 Budget						
	2015 Actual	2016 Budget (Adopted)	Operating	Capital	Combined	Increase (Decrease)	% Change
REVENUES							
Member Levies	\$19,653,792	\$20,372,451	\$18,577,079	\$2,670,416	\$21,247,495	\$875,044	4.30%
Grants Received	1,307,232	1,256,424	1,307,232		1,307,232	50,808	4.04%
Investment & Rental Income	54,648	60,000	55,000		55,000	(5,000)	-8.33%
Book Bag Sales	1,598	-	-		-	-	
Overdues Fees	272,110	268,935	252,955		252,955	(15,980)	-5.94%
Internet Cost Recoveries	34,539	33,830	34,539		34,539	709	2.10%
Lost Books/Cards	33,292	32,095	33,292		33,292	1,197	3.73%
Misc. and Non-Resident Fees	19,796	2,385	19,796		19,796	17,411	730.02%
Photocopiers	17,989	14,245	17,989		17,989	3,744	26.28%
Book and Promotional Item Sales	31,233	32,435	31,233		31,233	(1,202)	-3.71%
Fundraising/Donations	17,352	-	17,352		17,352	17,352	
Transfers from Reserves	1,563,571	3,489,245	231,102	4,085,720	4,316,822	827,577	23.72%
MFA Borrowing	-	7,500,000		8,250,000	8,250,000	750,000	N/A
TOTAL REVENUES	23,007,152	33,062,045	20,577,569	15,006,136	35,583,706	2,521,660	7.63%
EXPENDITURES							
Automotive, Travel and Vehicle Operations	191,139	227,970	249,163		249,163	21,193	9.30%
Bank and Payroll Production Charges	78,407	77,644	79,171		79,171	1,527	1.97%
Board Expenses	94,963	102,500	102,000		102,000	(500)	-0.49%
Branch and Facility Costs	2,575,725	2,708,283	2,822,647		2,822,647	114,364	4.22%
Building and Equipment Maintenance	154,308	216,390	201,776		201,776	(14,614)	-6.75%
Communications and Internet	291,115	237,261	333,892		333,892	96,631	40.73%
Computer Networking Costs	460,336	681,000	255,900	300,000	555,900	(125,100)	-18.37%
Consulting and Professional	380,559	200,690	195,711		195,711	(4,979)	-2.48%
Insurance	136,278	148,400	141,780		141,780	(6,620)	-4.46%
Library Materials	2,412,568	2,513,525	2,566,137		2,566,137	52,612	2.09%
Office, Photocopier and Postage	308,313	358,051	374,125		374,125	16,074	4.49%
Promotion and Advertising	71,728	65,006	61,156		61,156	(3,850)	-5.92%
Training and Workshops	28,082	63,150	74,580		74,580	11,430	18.10%
Wages and Benefits	11,981,860	12,559,956	13,119,531		13,119,531	559,575	4.46%
Capital	1,380,059	9,405,000		10,953,821	10,953,821	1,548,821	16.47%
Debt Servicing	941,782	969,019		988,399	988,399	19,380	2.00%
Transfers to Reserves	1,799,632	2,528,200		2,763,916	2,763,916	235,716	9.32%
TOTAL EXPENDITURES	23,286,854	33,062,045	20,577,569	15,006,136	35,583,706	2,521,661	7.63%
NET OPERATIONS	\$ (279,702)	\$ -	\$ 0	\$ (0)	\$ (0)	\$ (0)	

## Summary of Planned Facilities Projects

Large/Urban Branches								
Branch	2017	2018	2019	2020	2021	2022 and Beyond	Funding Source	Project Description & Nature
	Renovations and/or Refurbishments							
Nanaimo Wellington	375,000						FFE Levy	Furnishing
Sidney/North Saanich	1,500,000						Debt/Fac. Levy	Renovation/expansion
Cowichan		630,000					FFE Levy	Renovation/furnishing
Ladysmith			375,000				Debt/Fac. Levy	Renovation/furnishing
South Cowichan			70,000				FFE Levy	Furnishing
Port Alberni				150,000			FFE Levy	Furnishing
Courtenay					630,000		FFE Levy	Renovation/furnishing
Comox					100,000		FFE Levy	Furnishing
Parksville					125,000		FFE Levy	Furniture on lease renewal
Qualicum Beach					135,000		FFE Levy	Furnishing
Nanaimo Harbourfront						500,000	FFE Levy	Furnishing
Nanaimo North						350,000	FFE Levy	Furnishing
Total Renovations	1,875,000	630,000	445,000	150,000	990,000	850,000		
New or Expanded Branches								
Sooke	6,000,000						Debt/Fac. Levy	New & Expanded Branch
Sidney/North Saanich		3,000,000					Debt/Fac. Levy	New & Expanded Branch
Campbell River						5,000,000	Debt/Fac. Levy	New & Expanded Branch
Total New/ Expanded	6,000,000	3,000,000	-	0	0	5,000,000		
Total Large/Urban	7,875,000	3,630,000	445,000	150,000	990,000	5,850,000		

## Summary of Planned Facilities Projects

Small/Rural Branches								
Branch	2017	2018	2019	2020	2021	2022 and Beyond	Funding Source	Project Description & Nature
	Renovations and/or Refurbishments							
Woss	300,000						Facilities Levy	Renovation/Replacement
Tahsis	300,000						Facilities Levy	Renovation/Replacement
Masset		1,500,000					Debt/Fac. Levy	Renovation/Replacement
Queen Charlotte		350,000					Debt/Fac. Levy	Renovation/Replacement
Union Bay			200,000				Facilities Levy	Renovation/Replacement
Port Alice			18,000				FFE Levy	Furnishing
Sandspit			12,000				FFE Levy	Furnishing
Sointula				200,000			Facilities Levy	Renovation/Replacement
Sayward				20,000			FFE Levy	Furnishing
Gold River				31,000			FFE Levy	Furnishing
Port McNeill				31,000			FFE Levy	Furnishing
Tofino					20,000		FFE Levy	Furnishing
Bowser					27,000		FFE Levy	Furnishing
Port Clements					20,000		FFE Levy	Furnishing
Ucluelet						26,000	FFE Levy	Furnishing
Quadra Island						65,000	FFE Levy	Furnishing
Gabriola Island						63,000	FFE Levy	Furnishing
Bella Coola						35,000	FFE Levy	Furnishing
Cumberland						62,000	FFE Levy	Furnishing
Cortes Island						28,000	FFE Levy	Furnishing
Port Renfrew						14,000	FFE Levy	Furnishing
Cowichan Lake						68,000	FFE Levy	Furnishing
New or Expanded Branches								
Chemainus	2,250,000						Debt/Fac. Levy	New & Expanded Branch
Total Small/Rural	2,850,000	1,850,000	230,000	282,000	67,000	361,000		



### 5 Year Financial Plan - Capital Reserve Fund Appropriations & Expenditures

Reserve for Outfitting New and Expanded Branches	2017	2018	2019	2020	2021
Opening Balance	\$3,089,928	\$1,921,439	\$1,825,079	\$2,275,176	\$2,735,846
Transfers to Reserves					
From Operations	112,000	112,000	112,000	112,000	112,000
From Facilities Levy	1,450,231	1,604,860	1,742,567	1,885,141	2,032,720
Total Transfers To Reserves	1,562,231	1,716,860	1,854,567	1,997,141	2,144,720
Transfers from Reserves					
Existing Commitments					
Debt Servicing - New/Expanded Facilities	449,470	449,470	449,470	449,470	449,470
New Commitments					
Scheduled Capital Projects	1,875,000	630,000	100,000	232,000	1,057,000
Debt Servicing					
- Sooke (\$6 M)	150,000	300,000	300,000	300,000	300,000
- Chemainus (\$2.25 M)	56,250	112,500	112,500	112,500	112,500
- North Saanich (\$3.0 M)	-	75,000	150,000	150,000	150,000
- Masset / Queen Charlotte (\$1.85 M)	-	46,250	92,500	92,500	92,500
Future Project Planning	100,000	100,000	100,000	100,000	100,000
Unscheduled Capital As Required	100,000	100,000	100,000	100,000	100,000
Total Transfers From Reserves	2,730,720	1,813,220	1,404,470	1,536,470	2,361,470
Ending Balance	\$1,921,439	\$1,825,079	\$2,275,176	\$2,735,846	\$2,519,096

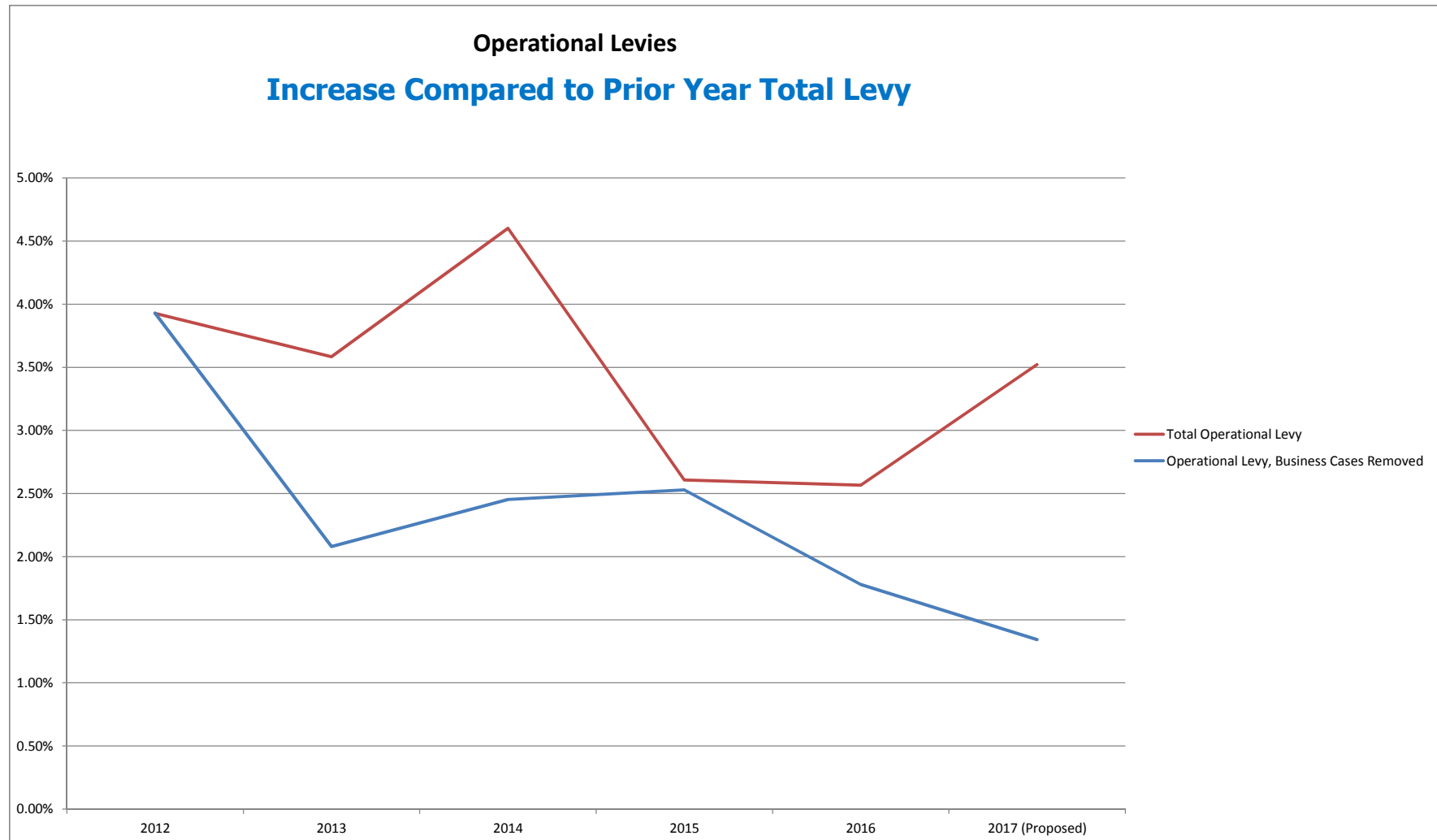
Reserve for Long Term Maintenance	2017	2018	2019	2020	2021
Opening Balance	\$635,034	\$515,219	\$994,107	\$1,333,160	\$1,786,273
Transfers to Reserves					
From FFE Levy	685,185	683,888	744,054	858,112	976,176
	685,185	683,888	744,054	858,112	976,176
Transfers from Reserves					
Current Year Capital Projects	600,000	0	200,000	200,000	0
Signage	35,000	35,000	35,000	35,000	35,000
Childrens' Furniture & Equipment	50,000	50,000	50,000	50,000	50,000
HVAC Installation/Replacement Small/Rural	20,000	20,000	20,000	20,000	20,000
Unscheduled Capital As Required	100,000	100,000	100,000	100,000	100,000
	805,000	205,000	405,000	405,000	205,000
Ending Balance	\$515,219	\$994,107	\$1,333,160	\$1,786,273	\$2,557,449

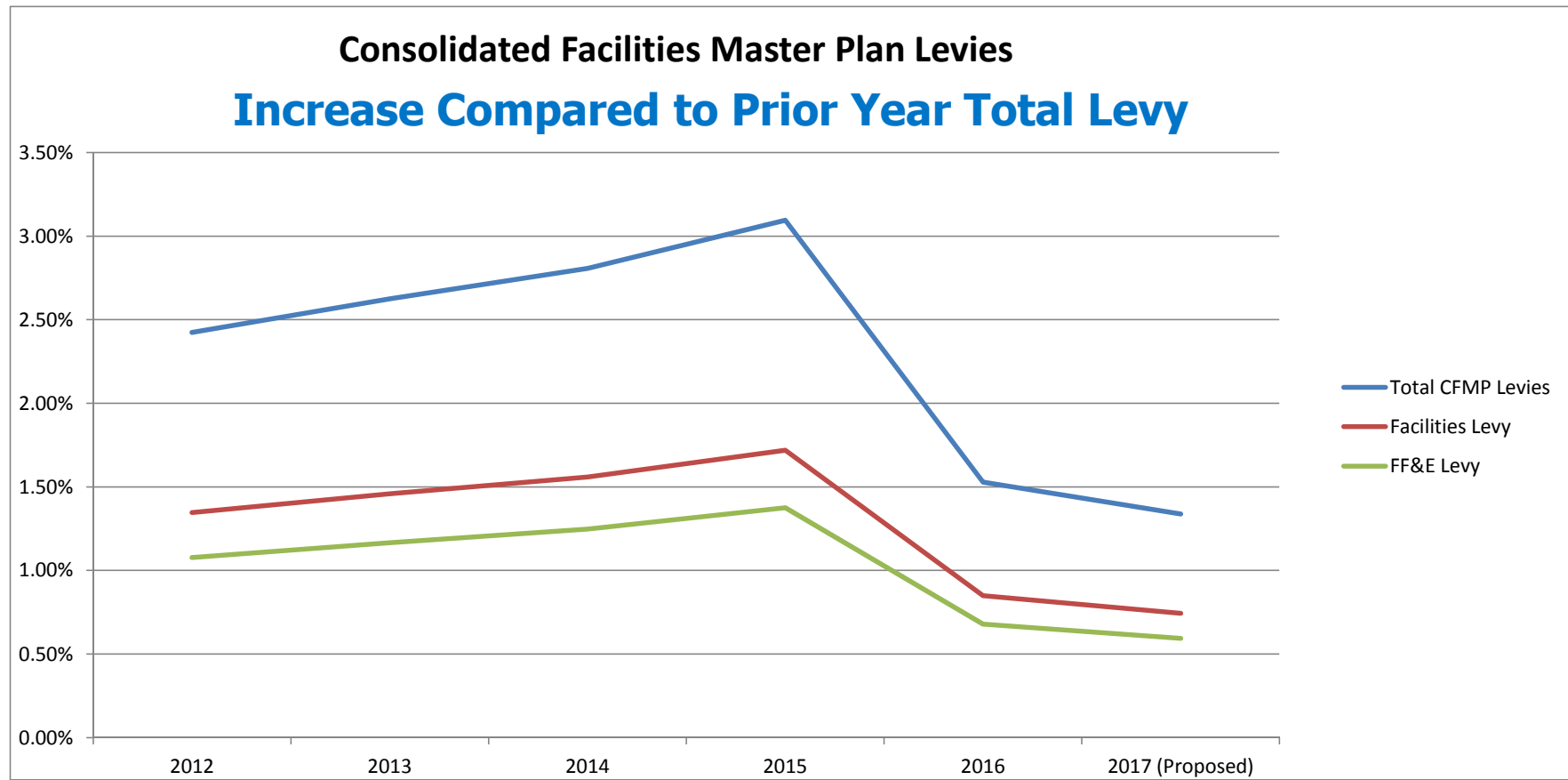
### 5 Year Financial Plan - Capital Reserve Fund Appropriations & Expenditures

Reserve for Systems & Network Replacement	2017	2018	2019	2020	2021
Opening Balance	\$115,073	\$51,573	\$63,073	\$74,573	\$86,073
Transfers to Reserves From Operations	11,500	11,500	11,500	11,500	11,500
From FFE Levy	225,000	300,000	300,000	300,000	300,000
	<u>236,500</u>	<u>311,500</u>	<u>311,500</u>	<u>311,500</u>	<u>311,500</u>
Transfers from Reserves Equipment Replacement	300,000	300,000	300,000	300,000	300,000
	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Ending Balance	\$51,573	\$63,073	\$74,573	\$86,073	\$97,573

Reserve for Furniture & Equipment Replacement	2017	2018	2019	2020	2021
Opening Balance	\$75,558	\$75,558	\$75,558	\$75,558	\$75,558
Transfers to Reserves From FFE Levy	250,000	300,000	350,000	350,000	350,000
	<u>250,000</u>	<u>300,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Transfers from Reserves Furniture Replacement	250,000	300,000	350,000	350,000	350,000
	<u>250,000</u>	<u>300,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Ending Balance	\$75,558	\$75,558	\$75,558	\$75,558	\$75,558

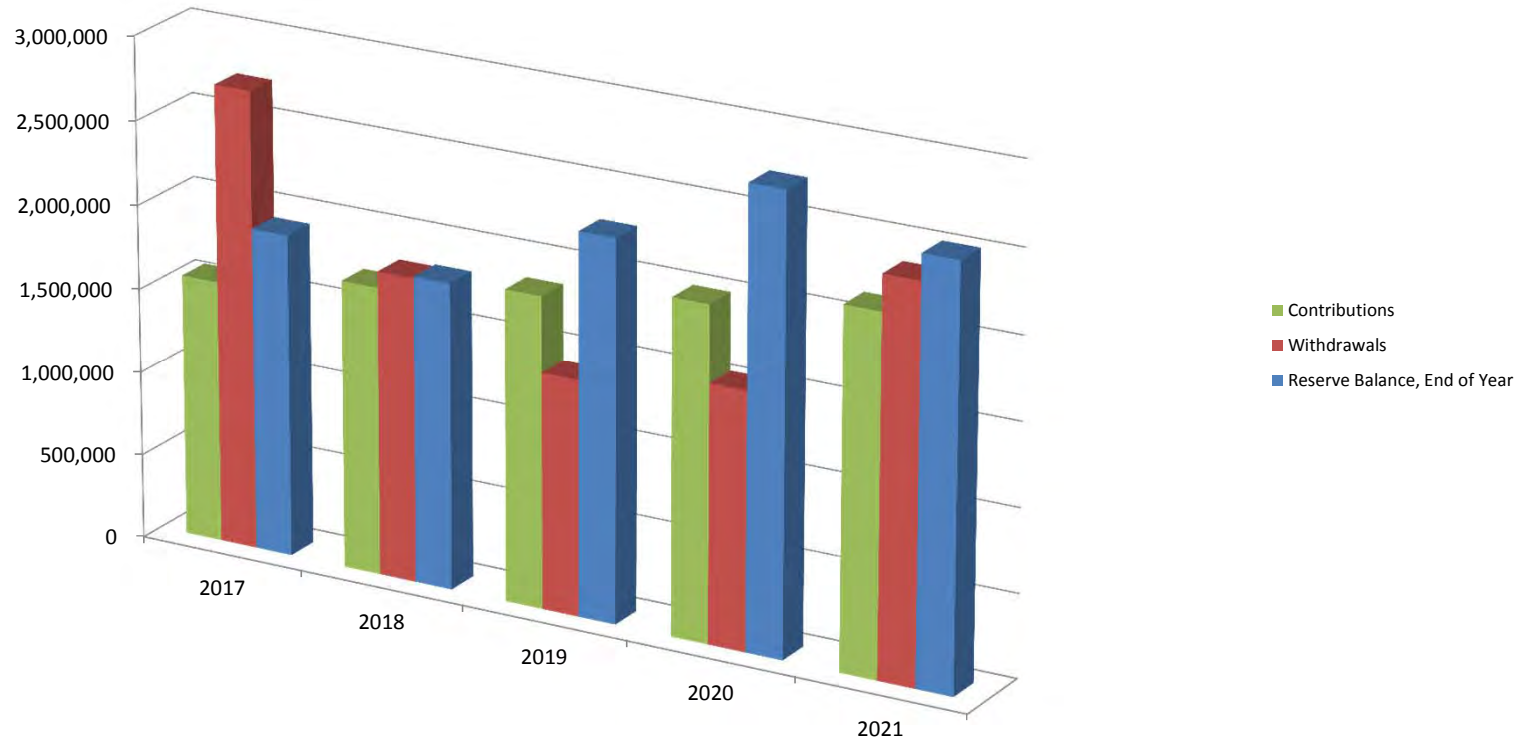
Reserve for Vehicle Replacement	2017	2018	2019	2020	2021
Opening Balance	\$26,928	\$56,928	\$86,928	\$25,428	\$55,428
Transfers to Reserves From Operations	30,000	30,000	30,000	30,000	30,000
	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Transfers from Reserves Vehicle Replacement	-	-	91,500	-	-
	<u>-</u>	<u>-</u>	<u>91,500</u>	<u>-</u>	<u>-</u>
Ending Balance	\$56,928	\$86,928	\$25,428	\$55,428	\$85,428





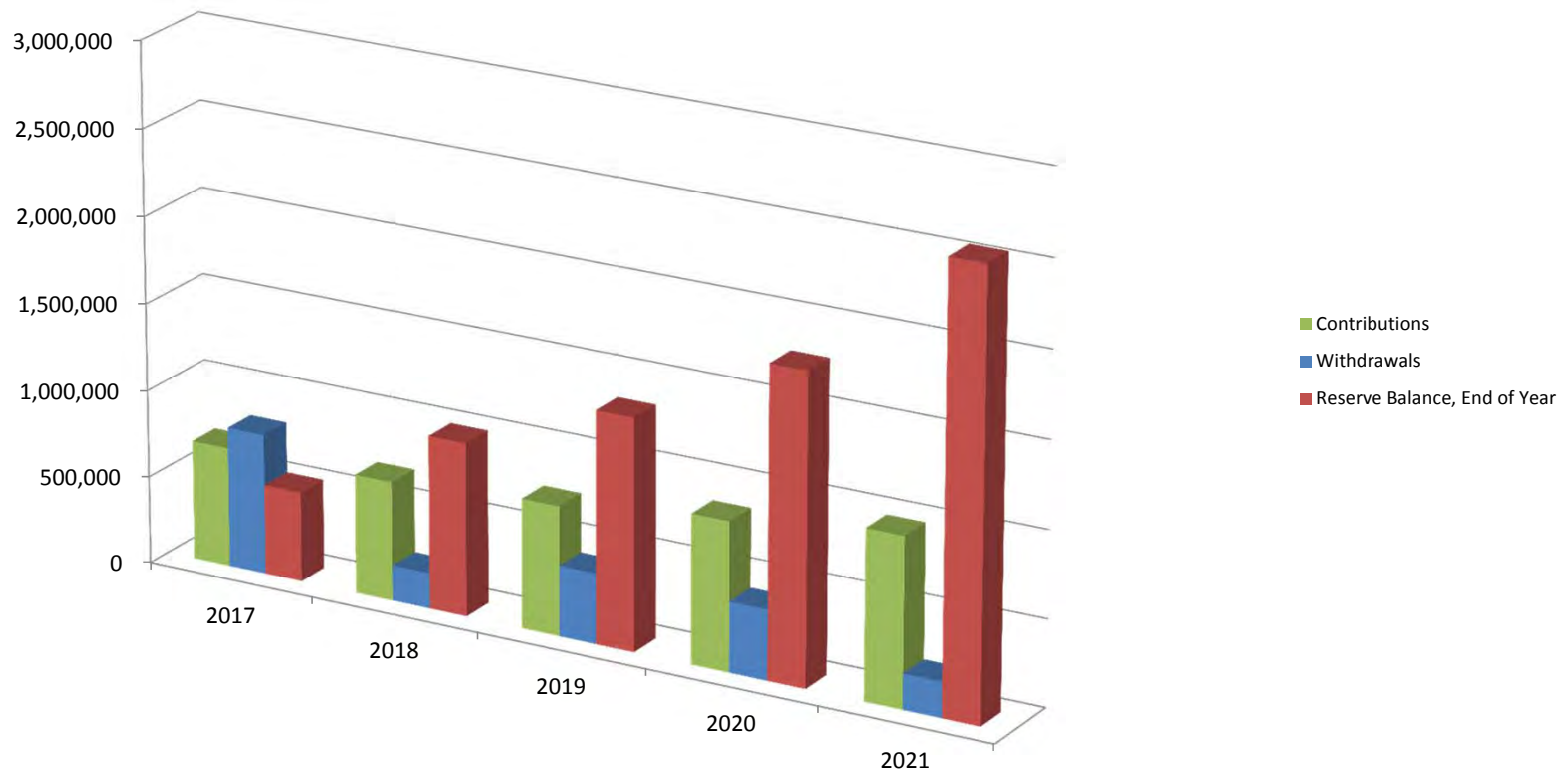
**New & Expanded Branch Reserve - Budgeted Contributions, Withdrawals & Year End Balances**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Contributions	1,562,231	1,716,860	1,854,567	1,997,141	2,144,720
Reserve Balance, End of Year	1,921,439	1,825,079	2,275,176	2,735,846	2,519,096
Withdrawals	2,730,720	1,813,220	1,404,470	1,536,470	2,361,470



### Long Term Maintenance - Budgeted Contributions, Withdrawals & Year End Balances

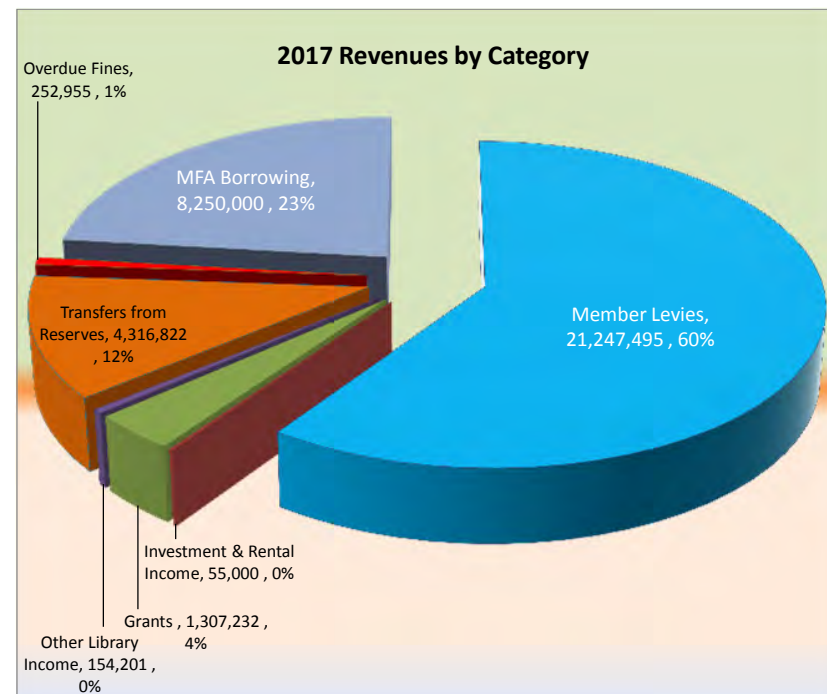
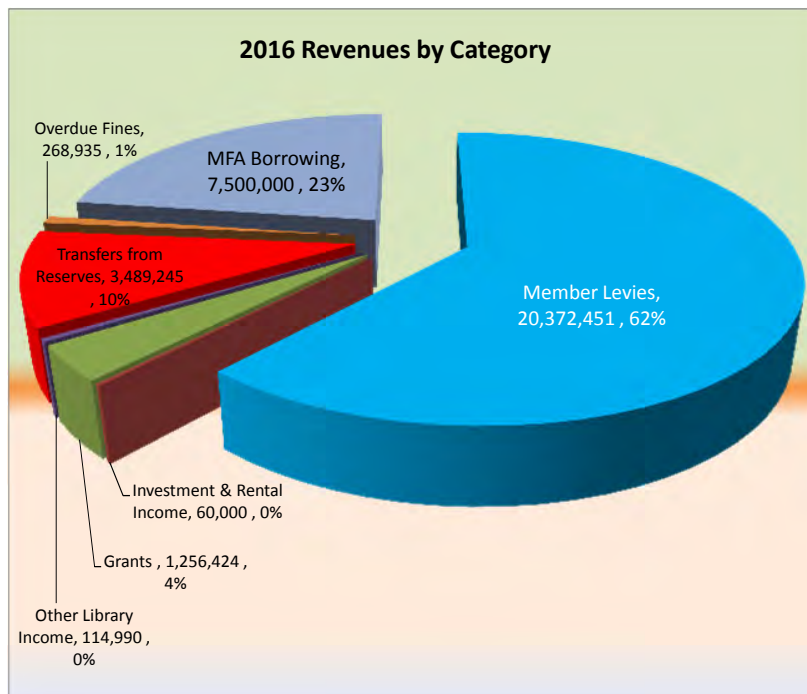
	2017	2018	2019	2020	2021
Reserve Balance, End of Year	515,219	994,107	1,333,160	1,786,273	2,557,449
Contributions	685,185	683,888	744,054	858,112	976,176
Withdrawals	805,000	205,000	405,000	405,000	205,000



## Revenue By Major Category

	2016	
	Amount	% of Total
Member Levies	20,372,451	61.62%
Investment & Rental Income	60,000	0.18%
Grants	1,256,424	3.80%
Other Library Income	114,990	0.35%
Transfers from Reserves	3,489,245	10.55%
Overdue Fines	268,935	0.81%
MFA Borrowing	7,500,000	22.68%
	<u>33,062,045</u>	

	2017	
	Amount	% of Total
Member Levies	21,247,495	59.71%
Investment & Rental Income	55,000	0.15%
Grants	1,307,232	3.67%
Other Library Income	154,201	0.43%
Transfers from Reserves	4,316,822	12.13%
Overdue Fines	252,955	0.71%
MFA Borrowing	8,250,000	23.18%
	<u>35,583,706</u>	



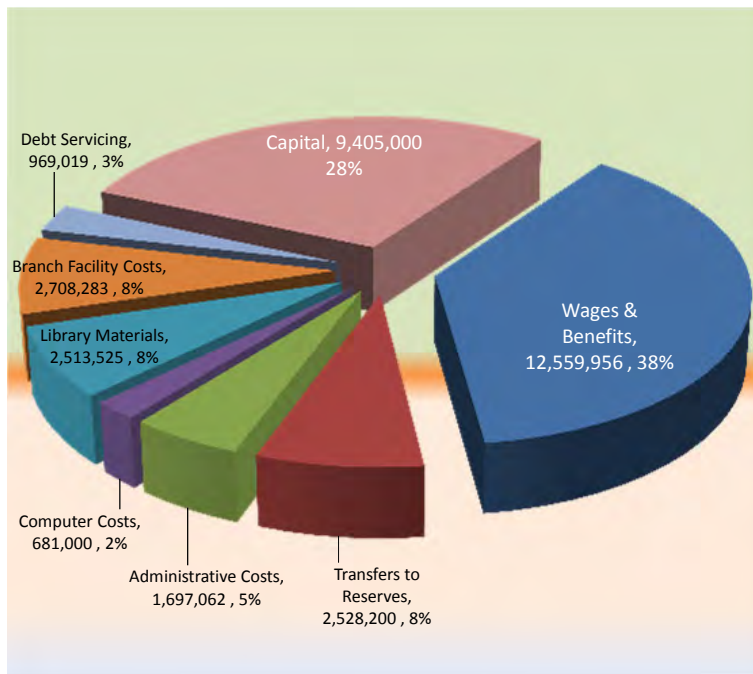


## Expenditures By Major Category

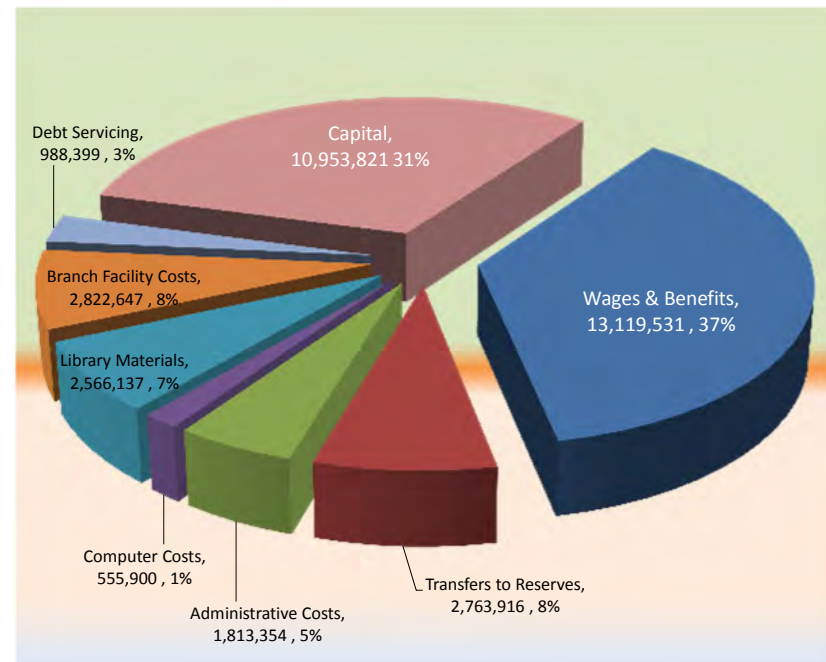
	2016	
	Amount	% of Total
Wages & Benefits	12,559,956	37.99%
Transfers to Reserves	2,528,200	7.65%
Administrative Costs	1,697,062	5.13%
Computer Costs	681,000	2.06%
Library Materials	2,513,525	7.60%
Branch Facility Costs	2,708,283	8.19%
Debt Servicing	969,019	2.93%
Capital	9,405,000	28.45%
	<u>33,062,045</u>	

	2017	
	Amount	% of Total
Wages & Benefits	13,119,531	36.87%
Transfers to Reserves	2,763,916	7.77%
Administrative Costs	1,813,354	5.10%
Computer Costs	555,900	1.56%
Library Materials	2,566,137	7.21%
Branch Facility Costs	2,822,647	7.93%
Debt Servicing	988,399	2.78%
Capital	10,953,821	30.78%
	<u>35,583,706</u>	

**2016 Expenditures by Category**



**2017 Expenditures by Category**



**2017-2021 Financial Plan**  
**Financial Sustainability: Always a Priority**  
**Schedule K**

**Population Portion of Levy**

Municipalities	Total 2016 Population Portion of Levy	2017 Population	Less Band Population	2017 Net Population	Population Increase (Decrease) From Previous Year	Population % Change From Previous Year	2017 Population Portion of Core Levy	Maintenance, Fixtures & F&E Levy - 7th year	Facilities Levy - 7th year	Total 2017 Population Portion of Total Levy	Change in Total Population Levy From Previous Year	% Change in Total Population Levy From Previous Year
Campbell River	780,818	34,269	(670)	33,599	1,549	4.83%	744,792	46,364	57,955	849,112	68,295	8.75%
Comox	337,713	13,986		13,986	124	0.89%	310,029	19,300	24,125	353,454	15,741	4.66%
Courtenay	604,336	25,244		25,244	438	1.77%	559,586	34,835	43,544	637,965	33,629	5.56%
Cumberland	85,415	3,506		3,506	0	0.00%	77,718	4,838	6,048	88,603	3,189	3.73%
Duncan	116,209	4,663		4,663	(107)	-2.24%	103,365	6,435	8,043	117,843	1,634	1.41%
Gold River	30,721	1,242		1,242	(19)	-1.51%	27,532	1,714	2,142	31,388	667	2.17%
Ladysmith	201,551	8,177		8,177	(96)	-1.16%	181,260	11,284	14,105	206,649	5,098	2.53%
Lake Cowichan	75,816	3,114		3,114	2	0.06%	69,028	4,297	5,371	78,697	2,881	3.80%
Lantzville	85,171	3,389		3,389	(107)	-3.06%	75,124	4,677	5,846	85,647	475	0.56%
Masset	21,683	876		876	(14)	-1.57%	19,418	1,209	1,511	22,138	456	2.10%
Nanaimo	2,165,070	90,524		90,524	1,655	1.86%	2,006,655	124,917	156,146	2,287,718	122,648	5.66%
North Cowichan	725,028	29,999		29,999	239	0.80%	664,991	41,397	51,746	758,133	33,106	4.57%
North Saanich	266,550	10,994		10,994	53	0.48%	243,705	15,171	18,964	277,840	11,290	4.24%
Parksville	297,880	12,598		12,598	371	3.03%	279,261	17,384	21,731	318,376	20,496	6.88%
Port Alberni	406,439	16,149		16,149	(534)	-3.20%	357,977	22,285	27,856	408,117	1,677	0.41%
Port Alice	19,466	784		784	(15)	-1.88%	17,379	1,082	1,352	19,813	348	1.79%
Port Clements	9,038	365		365	(6)	-1.62%	8,091	504	630	9,224	186	2.06%
Port Hardy	96,914	3,943		3,943	(35)	-0.88%	87,405	5,441	6,801	99,647	2,733	2.82%
Port McNeill	61,345	2,476		2,476	(42)	-1.67%	54,886	3,417	4,271	62,573	1,229	2.00%
Qualicum Beach	207,081	8,940		8,940	440	5.18%	198,174	12,337	15,421	225,931	18,850	9.10%
Queen Charlotte	22,925	943		943	2	0.21%	20,904	1,301	1,627	23,831	906	3.95%
Sayward	7,479	307		307	0	0.00%	6,805	424	530	7,758	279	3.73%
Sidney	271,715	11,065		11,065	(88)	-0.79%	245,279	15,269	19,086	279,634	7,919	2.91%
Sooke	298,611	12,181		12,181	(76)	-0.62%	270,017	16,809	21,011	307,838	9,227	3.09%
Tahsis	7,479	303		303	(4)	-1.30%	6,717	418	523	7,657	178	2.38%
Tofino	51,624	2,053		2,053	(66)	-3.11%	45,509	2,833	3,541	51,883	259	0.50%
Ucluelet	39,516	1,515		1,515	(107)	-6.60%	33,583	2,091	2,613	38,287	(1,229)	-3.11%
Zeballos	2,680	101		101	(9)	-8.18%	2,239	139	174	2,552	(127)	-4.75%
<b>Regional Districts</b>	<b>7,296,273</b>	<b>303,706</b>	<b>(670)</b>	<b>303,036</b>	<b>3,548</b>	<b>1.18%</b>	<b>6,717,430</b>	<b>418,170</b>	<b>522,712</b>	<b>7,658,311</b>	<b>362,038</b>	<b>4.96%</b>
Alberni-Clayoquot	199,358	10,389	(2,232)	8,157	(26)	-0.32%	180,817	11,256	14,070	206,143	6,785	3.40%
Capital	109,071	5,152	(639)	4,513	36	0.80%	100,040	6,228	7,785	114,052	4,981	4.57%
Central Coast	29,966	3,197	(2,010)	1,187	(43)	-3.50%	26,312	1,638	2,047	29,998	32	0.11%
Comox Valley	541,188	21,897	(251)	21,646	(568)	-2.56%	479,829	29,870	37,338	547,037	5,848	1.08%
Cowichan Valley	785,642	36,834	(4,244)	32,590	342	1.06%	722,426	44,972	56,215	823,613	37,971	4.83%
Mount Waddington	51,941	3,207	(1,653)	1,554	(578)	-27.11%	34,448	2,144	2,681	39,273	(12,668)	-24.39%
Nanaimo	937,396	39,121	(949)	38,172	(305)	-0.79%	846,163	52,675	65,844	964,681	27,285	2.91%
Powell River	10,817	413		413	(31)	-6.98%	9,155	570	712	10,437	(380)	-3.51%
Skeena-Queen Charlotte	19,782	2,125	(1,323)	802	(10)	-1.23%	17,778	1,107	1,383	20,268	486	2.46%
Strathcona	204,791	9,226	(919)	8,307	(99)	-1.18%	184,142	11,463	14,329	209,934	5,143	2.51%
<b>TOTALS</b>	<b>10,186,225</b>	<b>435,267</b>	<b>(14,890)</b>	<b>420,377</b>	<b>2,266</b>	<b>0.54%</b>	<b>9,318,540</b>	<b>580,092</b>	<b>725,116</b>	<b>10,623,748</b>	<b>437,523</b>	<b>4.25%</b>

**2017-2021 Financial Plan**  
**Financial Sustainability: Always a Priority**  
**Schedule L**

**Assessment Portion of Levy**

Municipalities	Total 2016 Assessment Portion of Levy	2016 Converted Hospital Assessment	2017 Converted Hospital Assessment	Assessment Increase (Decrease) From Previous Year	% Change From Previous Year	2017 Assessment Portion of Core Levy	Maintenance, Fixtures & F&E Levy - 7th year	Facilities Levy - 7th year	Total 2017 Assessment Portion of Levy	Change in Total Assessment Levy From Previous year	% Change in Total Assessment Levy From Previous Year
Campbell River	604,898	506,643,366	521,922,337	15,278,971	3.02%	548,114	34,121	42,651	624,886	19,988	3.30%
Comox	263,665	220,837,193	224,880,487	4,043,294	1.83%	236,166	14,702	18,377	269,244	5,580	2.12%
Courtenay	581,093	486,704,981	494,832,822	8,127,841	1.67%	519,665	32,350	40,437	592,452	11,359	1.95%
Cumberland	63,836	53,466,704	57,796,967	4,330,263	8.10%	60,697	3,778	4,723	69,199	5,363	8.40%
Duncan	96,573	80,886,878	82,963,661	2,076,783	2.57%	87,127	5,424	6,780	99,330	2,757	2.85%
Gold River	13,954	11,687,721	12,134,946	447,225	3.83%	12,744	793	992	14,529	575	4.12%
Ladysmith	151,684	127,045,392	132,347,598	5,302,206	4.17%	138,989	8,652	10,815	158,457	6,773	4.47%
Lake Cowichan	48,036	40,233,052	40,996,988	763,936	1.90%	43,054	2,680	3,350	49,085	1,049	2.18%
Lantzville	85,938	71,978,612	77,220,328	5,241,716	7.28%	81,095	5,048	6,310	92,454	6,517	7.58%
Masset	10,274	8,605,343	8,475,464	(129,879)	-1.51%	8,901	554	693	10,147	(127)	-1.23%
Nanaimo	1,947,275	1,630,976,100	1,709,934,044	78,957,944	4.84%	1,795,743	111,788	139,734	2,047,265	99,990	5.13%
North Cowichan	622,265	521,189,274	534,679,841	13,490,567	2.59%	561,511	34,955	43,694	640,160	17,895	2.88%
North Saanich	461,214	386,298,445	416,465,358	30,166,913	7.81%	437,365	27,227	34,033	498,624	37,410	8.11%
Parksville	307,650	257,678,032	271,443,890	13,765,858	5.34%	285,066	17,746	22,182	324,994	17,343	5.64%
Port Alberni	266,893	223,541,260	223,068,687	(472,573)	-0.21%	234,263	14,583	18,229	267,075	182	0.07%
Port Alice	19,865	16,637,940	16,199,622	(438,318)	-2.63%	17,013	1,059	1,324	19,395	(469)	-2.36%
Port Clements	3,703	3,101,114	3,261,141	160,027	5.16%	3,425	213	266	3,904	202	5.45%
Port Hardy	49,232	41,235,294	40,802,565	(432,729)	-1.05%	42,850	2,667	3,334	48,852	(380)	-0.77%
Port McNeill	34,779	29,129,924	29,374,361	244,437	0.84%	30,848	1,920	2,400	35,169	390	1.12%
Qualicum Beach	245,498	205,621,313	214,843,666	9,222,353	4.49%	225,625	14,045	17,557	257,227	11,729	4.78%
Queen Charlotte	12,250	10,260,247	10,383,752	123,505	1.20%	10,905	679	849	12,432	182	1.49%
Sayward	3,669	3,073,101	3,108,135	35,034	1.14%	3,264	203	254	3,721	52	1.42%
Sidney	406,007	340,058,357	353,898,542	13,840,185	4.07%	371,658	23,136	28,920	423,715	17,708	4.36%
Sooke	263,615	220,795,438	228,344,465	7,549,027	3.42%	239,803	14,928	18,660	273,392	9,777	3.71%
Tahsis	4,784	4,007,090	3,581,598	(425,492)	-10.62%	3,761	234	293	4,288	(496)	-10.37%
Tofino	110,036	92,162,308	97,450,140	5,287,832	5.74%	102,340	6,371	7,964	116,675	6,639	6.03%
Ucluelet	59,968	50,227,507	51,319,701	1,092,194	2.17%	53,895	3,355	4,194	61,444	1,476	2.46%
Zeballos	1,721	1,441,501	1,458,268	16,767	1.16%	1,531	95	119	1,746	25	1.45%
<b>Regional Districts</b>	<b>6,740,372</b>	<b>5,645,523,487</b>	<b>5,863,189,374</b>	<b>217,665,887</b>	<b>3.86%</b>	<b>6,157,419</b>	<b>383,308</b>	<b>479,135</b>	<b>7,019,862</b>	<b>279,490</b>	<b>4.15%</b>
Alberni-Clayoquot	247,731	207,492,030	213,718,552	6,226,522	3.00%	224,443	13,972	17,465	255,880	8,149	3.29%
Capital	158,468	132,727,573	139,989,660	7,262,087	5.47%	147,015	9,152	11,440	167,606	9,139	5.77%
Central Coast	21,289	17,830,819	22,082,508	4,251,689	23.84%	23,191	1,444	1,805	26,439	5,150	24.19%
Comox Valley	611,447	512,128,945	530,391,338	18,262,393	3.57%	557,008	34,675	43,343	635,025	23,578	3.86%
Cowichan Valley	906,456	759,218,858	800,322,861	41,104,003	5.41%	840,485	52,321	65,402	958,208	51,752	5.71%
Mount Waddington	131,621	110,241,482	112,525,313	2,283,831	2.07%	118,172	7,356	9,195	134,724	3,103	2.36%
Nanaimo	1,053,553	882,422,964	922,158,252	39,735,288	4.50%	968,434	60,286	75,358	1,104,079	50,526	4.80%
Powell River	16,338	13,684,285	13,925,746	241,461	1.76%	14,625	910	1,138	16,673	335	2.05%
Skeena-Queen Charlotte	22,373	18,739,311	21,223,885	2,484,574	13.26%	22,289	1,388	1,734	25,411	3,037	13.58%
Strathcona	276,576	231,651,295	233,730,292	2,078,997	0.90%	245,459	15,280	19,100	279,840	3,264	1.18%
	<b>3,445,853</b>	<b>2,886,137,562</b>	<b>3,010,068,407</b>	<b>123,930,845</b>	<b>4.29%</b>	<b>3,161,121</b>	<b>196,784</b>	<b>245,980</b>	<b>3,603,886</b>	<b>158,033</b>	<b>4.59%</b>
<b>TOTALS</b>	<b>10,186,225</b>	<b>8,531,661,049</b>	<b>8,873,257,781</b>	<b>341,596,732</b>	<b>4.00%</b>	<b>9,318,540</b>	<b>580,092</b>	<b>725,116</b>	<b>10,623,748</b>	<b>437,523</b>	<b>4.25%</b>

**2017-2021 Financial Plan**  
**Financial Sustainability: Always a Priority**  
**Schedule M**

**Total Member Levy**

	Total 2016 Levy - Including Facilities	2016 - Core Levy	2017 - Core Levy	Change in Core Levy	% Change in Core Levy	Maintenance, Fixtures & F&E Levy - 7th year	Facilities Levy - 7th year	Total 2017 Levy - including Facilities	Change in Total Levy from Previous Year	% Change in Total Levy	2017 Quarterly Billing
<b>Municipalities</b>											
Campbell River	1,385,716	1,224,539	1,292,906	68,367	5.58%	80,485	100,607	1,473,998	88,282	6.37%	368,499
Comox	601,377	531,429	546,195	14,765	2.78%	34,001	42,502	622,698	21,320	3.55%	155,674
Courtenay	1,185,429	1,047,548	1,079,251	31,703	3.03%	67,185	83,981	1,230,417	44,988	3.80%	307,604
Cumberland	149,251	131,891	138,415	6,524	4.95%	8,617	10,771	157,802	8,552	5.73%	39,451
Duncan	212,783	188,033	190,492	2,459	1.31%	11,858	14,823	217,174	4,391	2.06%	54,293
Gold River	44,675	39,479	40,275	796	2.02%	2,507	3,134	45,917	1,241	2.78%	11,479
Ladysmith	353,234	312,149	320,250	8,101	2.60%	19,936	24,920	365,105	11,871	3.36%	91,276
Lake Cowichan	123,852	109,446	112,083	2,637	2.41%	6,977	8,722	127,782	3,930	3.17%	31,945
Lantzville	171,109	151,207	156,220	5,013	3.32%	9,725	12,156	178,101	6,992	4.09%	44,525
Masset	31,957	28,240	28,319	79	0.28%	1,763	2,204	32,286	329	1.03%	8,071
Nanaimo	4,112,345	3,634,026	3,802,397	168,372	4.63%	236,705	295,881	4,334,983	222,638	5.41%	1,083,746
North Cowichan	1,347,292	1,190,585	1,226,502	35,918	3.02%	76,352	95,439	1,398,293	51,001	3.79%	349,573
North Saanich	727,764	643,116	681,070	37,954	5.90%	42,398	52,997	776,464	48,700	6.69%	194,116
Parksville	605,530	535,099	564,327	29,228	5.46%	35,130	43,913	643,370	37,839	6.25%	160,842
Port Alberni	673,333	595,015	592,239	-2,776	-0.47%	36,868	46,085	675,192	1,859	0.28%	168,798
Port Alice	39,330	34,756	34,392	-364	-1.05%	2,141	2,676	39,209	(122)	-0.31%	9,802
Port Clements	12,741	11,259	11,516	257	2.28%	717	896	13,129	388	3.04%	3,282
Port Hardy	146,146	129,147	130,255	1,108	0.86%	8,109	10,136	148,499	2,353	1.61%	37,125
Port McNeill	96,124	84,943	85,734	791	0.93%	5,337	6,671	97,743	1,619	1.68%	24,436
Qualicum Beach	452,579	399,938	423,799	23,861	5.97%	26,382	32,978	483,159	30,580	6.76%	120,790
Queen Charlotte	35,175	31,084	31,808	725	2.33%	1,980	2,475	36,264	1,089	3.09%	9,066
Sayward	11,148	9,852	10,069	218	2.21%	627	784	11,480	331	2.97%	2,870
Sidney	677,721	598,894	616,937	18,043	3.01%	38,405	48,007	703,349	25,627	3.78%	175,837
Sooke	562,226	496,832	509,821	12,989	2.61%	31,737	39,671	581,229	19,003	3.38%	145,307
Tahsis	12,263	10,837	10,478	-359	-3.31%	652	815	11,946	(318)	-2.59%	2,986
Tofino	161,660	142,857	147,849	4,993	3.50%	9,204	11,505	168,558	6,898	4.27%	42,140
Ucluelet	99,484	87,913	87,478	-435	-0.49%	5,446	6,807	99,731	247	0.25%	24,933
Zeballos	4,401	3,889	3,770	-119	-3.05%	235	293	4,298	(103)	-2.33%	1,075
	<b>14,036,646</b>	<b>12,404,001</b>	<b>12,874,848</b>	<b>470,848</b>	<b>3.80%</b>	<b>801,478</b>	<b>1,001,847</b>	<b>14,678,173</b>	<b>641,528</b>	<b>4.57%</b>	<b>3,669,543</b>
<b>Regional Districts</b>											
Alberni-Clayoquot	447,090	395,087	405,261	10,173	2.57%	25,228	31,535	462,024	14,934	3.34%	115,506
Capital	267,539	236,420	247,055	10,634	4.50%	15,380	19,224	281,659	14,120	5.28%	70,415
Central Coast	51,255	45,293	49,503	4,210	9.29%	3,082	3,852	56,437	5,182	10.11%	14,109
Comox Valley	1,152,636	1,018,569	1,036,837	18,268	1.79%	64,545	80,681	1,182,062	29,426	2.55%	295,516
Cowichan Valley	1,692,097	1,495,284	1,562,911	67,626	4.52%	97,293	121,617	1,781,821	89,724	5.30%	445,455
Mount Waddington	183,562	162,211	152,620	-9,591	-5.91%	9,501	11,876	173,997	(9,565)	-5.21%	43,499
Nanaimo	1,990,949	1,759,375	1,814,597	55,222	3.14%	112,961	141,202	2,068,760	77,811	3.91%	517,190
Powell River	27,155	23,997	23,780	-217	-0.90%	1,480	1,850	27,110	(45)	-0.16%	6,778
Skeena-Queen Charlotte	42,156	37,253	40,067	2,814	7.56%	2,494	3,118	45,679	3,523	8.36%	11,420
Strathcona	481,367	425,378	429,602	4,224	0.99%	26,743	33,429	489,774	8,407	1.75%	122,444
	<b>6,335,804</b>	<b>5,598,867</b>	<b>5,762,231</b>	<b>163,363</b>	<b>2.92%</b>	<b>358,707</b>	<b>448,384</b>	<b>6,569,322</b>	<b>233,518</b>	<b>3.69%</b>	<b>1,642,330</b>
<b>TOTALS</b>	<b>20,372,451</b>	<b>18,002,868</b>	<b>18,637,079</b>	<b>634,211</b>	<b>3.06%</b>	<b>1,160,185</b>	<b>1,450,231</b>	<b>21,247,495</b>	<b>875,044</b>	<b>4.25%</b>	<b>5,311,874</b>

**2017-2021 Financial Plan**  
**Financial Sustainability: Always a Priority**  
**Schedule N**

**Total Member Levy Percentage Change**

<b>Municipalities</b>	<b>2017 Core Levy</b>	<b>Change in Levy before Facilities</b>	<b>% Change in Levy before Facilities</b>	<b>Maintenance, Fixtures &amp; F&amp;E Levy - 7th Year</b>	<b>Facilities Levy - 7th Year</b>	<b>Total 2017 Levy including Maintenance, Fixtures &amp; F&amp;E Facilities</b>	<b>Change in Total Levy from Previous Year</b>	<b>% Change in Total Levy 2017</b>
Campbell River	1,292,906	68,367	5.58%	80,485	100,607	1,473,998	88,282	6.37%
Comox	546,195	14,765	2.78%	34,001	42,502	622,698	21,320	3.55%
Courtenay	1,079,251	31,703	3.03%	67,185	83,981	1,230,417	44,988	3.80%
Cumberland	138,415	6,524	4.95%	8,617	10,771	157,802	8,552	5.73%
Duncan	190,492	2,459	1.31%	11,858	14,823	217,174	4,391	2.06%
Gold River	40,275	796	2.02%	2,507	3,134	45,917	1,241	2.78%
Ladysmith	320,250	8,101	2.60%	19,936	24,920	365,105	11,871	3.36%
Lake Cowichan	112,083	2,637	2.41%	6,977	8,722	127,782	3,930	3.17%
Lantzville	156,220	5,013	3.32%	9,725	12,156	178,101	6,992	4.09%
Masset	28,319	79	0.28%	1,763	2,204	32,286	329	1.03%
Nanaimo	3,802,397	168,372	4.63%	236,705	295,881	4,334,983	222,638	5.41%
North Cowichan	1,226,502	35,918	3.02%	76,352	95,439	1,398,293	51,001	3.79%
North Saanich	681,070	37,954	5.90%	42,398	52,997	776,464	48,700	6.69%
Parksville	564,327	29,228	5.46%	35,130	43,913	643,370	37,839	6.25%
Port Alberni	592,239	-2,776	-0.47%	36,868	46,085	675,192	1,859	0.28%
Port Alice	34,392	-364	-1.05%	2,141	2,676	39,209	(122)	-0.31%
Port Clements	11,516	257	2.28%	717	896	13,129	388	3.04%
Port Hardy	130,255	1,108	0.86%	8,109	10,136	148,499	2,353	1.61%
Port McNeill	85,734	791	0.93%	5,337	6,671	97,743	1,619	1.68%
Qualicum Beach	423,799	23,861	5.97%	26,382	32,978	483,159	30,580	6.76%
Queen Charlotte	31,808	725	2.33%	1,980	2,475	36,264	1,089	3.09%
Sayward	10,069	218	2.21%	627	784	11,480	331	2.97%
Sidney	616,937	18,043	3.01%	38,405	48,007	703,349	25,627	3.78%
Sooke	509,821	12,989	2.61%	31,737	39,671	581,229	19,003	3.38%
Tahsis	10,478	-359	-3.31%	652	815	11,946	(318)	-2.59%
Tofino	147,849	4,993	3.50%	9,204	11,505	168,558	6,898	4.27%
Ucluelet	87,478	-435	-0.49%	5,446	6,807	99,731	247	0.25%
Zeballos	3,770	-119	-3.05%	235	293	4,298	(103)	-2.33%
<b>TOTALS</b>	<b>12,874,848</b>	<b>470,848</b>	<b>3.80%</b>	<b>801,478</b>	<b>1,001,847</b>	<b>14,678,173</b>	<b>641,528</b>	<b>4.57%</b>
<b>Regional Districts</b>								
Alberni-Clayoquot	405,261	10,173	2.57%	25,228	31,535	462,024	14,934	3.34%
Capital	247,055	10,634	4.50%	15,380	19,224	281,659	14,120	5.28%
Central Coast	49,503	4,210	9.29%	3,082	3,852	56,437	5,182	10.11%
Comox Valley	1,036,837	18,268	1.79%	64,545	80,681	1,182,062	29,426	2.55%
Cowichan Valley	1,562,911	67,626	4.52%	97,293	121,617	1,781,821	89,724	5.30%
Mount Waddington	152,620	-9,591	-5.91%	9,501	11,876	173,997	(9,565)	-5.21%
Nanaimo	1,814,597	55,222	3.14%	112,961	141,202	2,068,760	77,811	3.91%
Powell River	23,780	-217	-0.90%	1,480	1,850	27,110	(45)	-0.16%
Skeena-Queen Charlotte	40,067	2,814	7.56%	2,494	3,118	45,679	3,523	8.36%
Strathcona	429,602	4,224	0.99%	26,743	33,429	489,774	8,407	1.75%
<b>TOTALS</b>	<b>5,762,231</b>	<b>163,363</b>	<b>2.92%</b>	<b>358,707</b>	<b>448,384</b>	<b>6,569,322</b>	<b>233,518</b>	<b>3.69%</b>
<b>TOTALS</b>	<b>18,637,079</b>	<b>634,211</b>	<b>3.06%</b>	<b>1,160,185</b>	<b>1,450,231</b>	<b>21,247,495</b>	<b>875,044</b>	<b>4.25%</b>

### Weighted Votes

<b>Municipality/Regional District</b>	<b>2017 Levies</b>	<b>Votes</b>
Campbell River	1,473,998	28
Comox	622,698	12
Courtenay	1,230,417	23
Cumberland	157,802	3
Duncan	217,174	4
Gold River	45,917	1
Ladysmith	365,105	7
Lake Cowichan	127,782	2
Lantzville	178,101	3
Masset	32,286	1
Nanaimo	4,334,983	82
North Cowichan	1,398,293	26
North Saanich	776,464	15
Parksville	643,370	12
Port Alberni	675,192	13
Port Alice	39,209	1
Port Clements	13,129	1
Port Hardy	148,499	3
Port McNeill	97,743	2
Qualicum Beach	483,159	9
Queen Charlotte	36,264	1
Sayward	11,480	1
Sidney	703,349	13
Sooke	581,229	11
Tahsis	11,946	1
Tofino	168,558	3
Ucluelet	99,731	2
Zeballos	4,298	1
Alberni-Clayoquot Regional District	462,024	9
Capital Regional District	281,659	5
Central Coast Regional District	56,437	1
Comox Valley Regional District	1,182,062	22
Cowichan Valley Regional District	1,781,821	34
Mount Waddington Regional District	173,997	3
Nanaimo Regional District	2,068,760	39
Powell River Regional District	27,110	1
Skeena-Queen Charlotte Regional District	45,679	1
Strathcona Regional District	489,774	9
<b>TOTAL Local Levies</b>	<b>21,247,495</b>	<b>405</b>

1/4% of Total Local Levies means Value for one vote = 53,119

Internal Note:

June 2002 Board meeting the following motion was adopted - please refer to Weighted Vote Information file in Board files.

***VIRL BR 02061:8***

***That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.***

**Vancouver Island Regional Library**  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC V9R 5N3

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland  
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington  
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen  
Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Moss





# 2017 BUDGET

2017

## 2017 BUDGET: "FINANCIAL SUSTAINABILITY: ALWAYS A PRIORITY"

- The 2017 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board's 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the aspirations of the present with the need for financial sustainability;
- The Budget addresses the challenges of meeting our service standards and the needs of our communities, as well as the need to maintain our facilities in a sustainable manner;
- 2017 represents the 7th year of a 15-year program developed under the Consolidated Facilities Master Plan to fund the rejuvenation and the long term sustainability of our facilities;
- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2017 Budget will continue to build on core values and business practices, with consensus and cooperation, to move the Strategic Plan forward.

## ABOUT THE BOARD OF TRUSTEES

- The Board of Trustees govern the library system in accordance with the Library Act and consists of representatives appointed from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

## ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves 430,000 people in 39 branch libraries, a virtual branch and books-by-mail service;
- The fifth largest library system in British Columbia circulating over one-million items including books, magazines, CD's and DVD's, employing over 390 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

## 2017 BUDGET

AT A GLANCE:  
LEVY INCREASE

FACILITIES MASTER PLAN

1.19%

NEW BUDGET REQUESTS

1.72%

NET OPERATIONS

1.34%

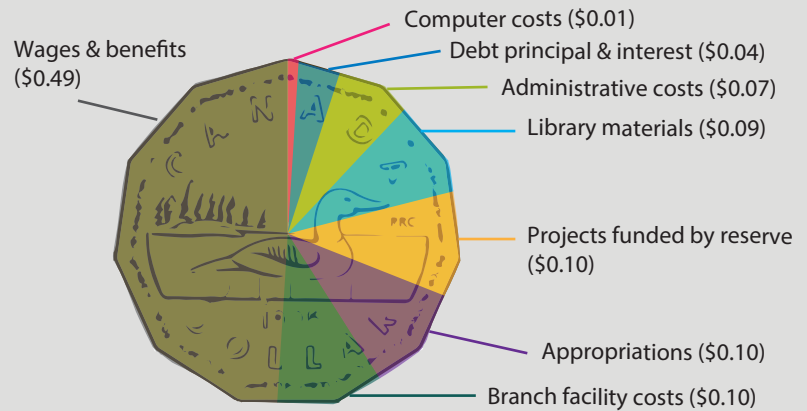
TOTAL AVERAGE INCREASE

4.25%

# BUDGET BREAKDOWN

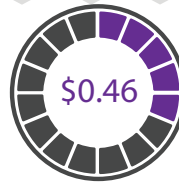
1 AVERAGE  
PER CAPITA  
INCREASE  
\$1.59

2 HOW YOUR \$1.00 IS SPENT



3 THE 4.25%  
INCREASE EXPLAINED

1.19%  
CONSOLIDATED  
FACILITIES  
MASTER PLAN



\$0.25 Facilities maintenance  
\$0.21 Furniture, fixtures  
and equipment

1.72%  
NEW BUDGET  
REQUESTS



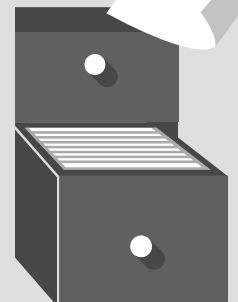
Read Down Your Fines for Children's Cards  
Additional Staff Hours to Increase Service  
Increased Office Space  
Finance System Review

1.34%  
NET OPERATIONS

\$0.06 Library materials  
\$0.24 Wages benefits & provisions  
\$0.03 Debt servicing  
\$0.17 Other operating costs

TOTAL VISITORS TO  
VIRL\* IN 2016...

3.5  
million



\*in-branch & online



## Library Board Adopts Balanced 2017 Budget

**NANAIMO, September 17, 2016** – The Board of Trustees for Vancouver Island Regional Library (VIRL) has adopted a balanced budget of \$35,583,706 for 2017.

The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

As a part of the budget, municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget.

"We want to ensure that we continue to meet the expectations of our communities, while keeping costs within expectations and planning for the future," comments Joel Adams, Director of Finance, Vancouver Island Regional Library.

"The Board is committed to delivering quality library service that is financially sustainable for our communities. This balance of service and conservative spending is underscored in the 2017 - 2021 Financial Plan," says VIRL Board Chair, Bruce Jolliffe.

The remainder of the budgeted revenues come from overdue and other fees, and investment income.

For more information about the [2017 – 2021 Financial Plan](#), visit us at [virl.bc.ca/reports-and-plans](http://virl.bc.ca/reports-and-plans). To watch a video about the budget and the 2017 – 2021 Financial Plan, [click here](#).

An infographic about the 2017 – 2021 budget is [available here](#).

###

Vancouver Island Regional Library (VIRL) is the fifth-largest library system in British Columbia. We serve over 430,000 people on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast through 39 branch libraries, a virtual branch, and a books-by-mail service. VIRL's holdings number one million and include books, magazines, CDs and DVDs. Administrative offices are located in Nanaimo.

### For more information contact:

Natasha Bartlett  
Marketing and Communications Officer  
250-327-3114  
[nbartlett@virl.bc.ca](mailto:nbartlett@virl.bc.ca)

# from the Board Table

## The 2017-2021 Financial Plan

### Sustainability: Always a Priority

On September 17, 2016, the Vancouver Island Regional Library (VIRL) Board of Trustees adopted a [balanced operating budget](#) of \$35,583,706 for 2017. The Board's commitment to meeting its core [service standards](#) sustainably is underscored in the adopted [2017-2021 Financial Plan \(Sustainability: Always a Priority\)](#). Highlights of the adopted 2017 Budget include additional staffing to improve service levels, a reaffirmed commitment to the children's Read Down Your Fines initiative for 2017, and an integrated financial system review.

Financial planning is the process of allocating resources to achieve the Board's established service standards. The Board's budget and financial planning supports Vancouver Island Regional Library's service standards by developing a long term view of VIRL requirements and by attempting to balance the timing and funding of programs, corporate initiatives, infrastructure renewal, and revitalization of service locations which are essential to maintaining a relevant library system.

The focus of the 2017 Budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 Budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the [15-year Consolidated Facilities Master Plan](#).



*A first annual event, [GeekCON 2016](#) drew hundreds to the Nanaimo Harbourfront branch, which combined comic culture with literacy.*



# Financial Plan

## 2017 Business Cases

**Read Down Your Fines (on children's cards):** Fines represent a significant barrier for many families in VIRL's service area. In fact, 10% of children's card holding customers cannot access their library's services because they have fines above \$10 – and 60% of those children have not visited their library in over a year. With early literacy such an important part of achieving VIRL's mission, the VIRL Board approved a Read Down Your Fines initiative in 2015. Based on the results of the 2015 initiative, which returned many children to borrowing again, the Board approved the initiative again for 2017. The Read Down Your Fines initiative takes place during the Summer Reading Club (SRC), which sees an average of 5,000 children participate. Participation in SRC has increased steadily: up 6% in 2016 over 2015.

**Additional Staff Support (new positions and replacement hours):** With 39 branch libraries across a wide, geographic area, and many located in rural communities, ensuring adequate staffing during operating hours at every branch has been extraordinarily difficult. The result is an impact on service. The Board has approved replacement hours which will provide relief for these anticipated staff shortages where required. Additional positions including Community Support Technicians and a Systems Support Technician, allow VIRL to bridge service gaps today to ensure that library service levels are sustainable across the system.

**Integrated Financial System Review:** VIRL employs a number of third-party services to manage finance and accounting, human resources and payroll, and general internal and external records. Held fiscally responsible for a \$35 million budget, as well as the records, management and payroll of over 390 employees (full and part-time), the Board has approved the review of an integrated financial system that would improve efficiencies and reduce redundancy in managing these critical assets. The financial system review would not only mitigate increasing staff hours required to maintain these multiple services, it would seek to better serve VIRL stakeholders, including staff.



# 2017 BUDGET

## Sustainability: Always a Priority

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- The Budget continues to balance the aspirations of the present with the need for financial sustainability;
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- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
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Watch a VIDEO  
online:  
[CLICK HERE](#)



2017

## 2017 BUDGET

AT A GLANCE:  
LEVY INCREASE

FACILITIES MASTER PLAN

1.19%

NEW BUDGET REQUESTS

1.72%

NET OPERATIONS

1.34%

TOTAL AVERAGE INCREASE

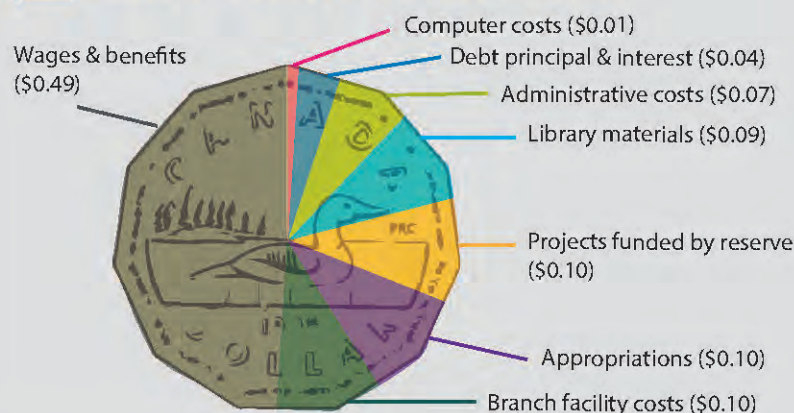
4.25%



# BUDGET BREAKDOWN

1 AVERAGE  
PER CAPITA  
INCREASE  
\$1.59

2 HOW YOUR \$1.00 IS SPENT



3 THE 4.25%  
INCREASE EXPLAINED

1.19%  
CONSOLIDATED  
FACILITIES  
MASTER PLAN



\$0.25 Facilities maintenance  
\$0.21 Furniture, fixtures  
and equipment

1.72%  
NEW BUDGET  
REQUESTS



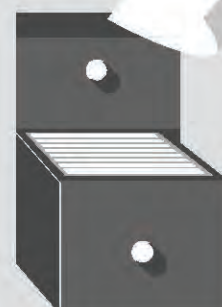
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NET OPERATIONS

\$0.06 Library materials  
\$0.24 Wages benefits & provisions  
\$0.03 Debt servicing  
\$0.17 Other operating costs

TOTAL VISITORS TO  
VIRL\* IN 2016...

3.5  
million



\*in-branch & online



# Facilities Updates



*The refreshed Port Hardy branch*

## Sooke

The District of Sooke [announced on May 28th](#) that land is confirmed for a new 10,000 - 12,000 sq. ft. library near the town centre and that planning is underway. The public will soon be invited to a public consultation session to provide feedback and receive information about their new branch.

## Chemainus

A site has been selected and work is being conducted to ensure the land meets all environmental standards. The planning process will commence shortly and a public consultation session is being arranged for the near future.

## Tahsis

A suitable space was found in the local school to house the Tahsis branch. VIRL staff are working with the Village towards the next steps in the planning process.

## Tofino

A feasibility study has been conducted and pre-planning is being considered. VIRL staff have made a presentation to Council regarding the Board's Facility Policy & Funding.

## Nanaimo Wellington

Following the [public open house held on April 14th](#), customer feedback has since been incorporated in the planning process. The new facility, located at the Country Club Centre, is expected to open in 2017.

## Sidney/North Saanich

VIRL staff have reviewed a stand-alone location for a new North Saanich branch at the Panorama Recreational Centre. Following the results of a joint public consultation session, the District of North Saanich is pursuing further feedback from the community. VIRL is in dialogue with both Sidney and North Saanich with respect to facilities for both jurisdictions.



*The bustling Creativity Commons during GeekCON 2016*

## Facilities Updates (continued)

“Investment in  
our organization  
moves our  
Strategic Plan  
forward.”

### Hornby Island

The branch is currently undergoing refurbishment and expected to reopen in November, 2016.

### Masset

Discussions regarding a new library are underway with Masset seeking to identify viable land for the project.

# What's Happening @



## Welcome, Port Hardy!

On June 11, the community of Port Hardy gathered to celebrate the official opening of the Port Hardy branch of Vancouver Island Regional Library (VIRL). Over 200 members of the community gathered in their refreshed, 3,200 sq. ft. library to the tune of a magic act, ribbon and cake cutting and a new collection of materials. Outside of the fanfare, 12 new library card customers were signed up.

## VIRL's Human Library

A growing global phenomenon, "The Human Library", is where you can borrow a 'human book' and get to know the real story behind the "cover" of stories or labels people struggle with. ShawTV covered the story about this new edition to VIRL's growing, progressive collection at the Gabriola branch: [Shaw TV Spot](#).



## GeekCON 2016

A [first annual celebration](#) of geek culture drew big crowds to the Nanaimo Harbourfront library on Saturday, August 20. Over 300 turned out for the first event of its kind and featured a panel from the gaming industry, a cosplay competition, Magic the Gathering tournament, Minecraft tournament, Medieval Chaos demo, Harry Potter and the Cursed Child discussion group, and book signing by fantasy author, Cynthea Masson, live drawing demonstrations from comic artist Ken Steacy, plus a visit by the 501st Legion (Star Wars Cosplay Charity Organization).



## Lynda.com Live!

Starting September 17, VIRL is offering customers access to one of the most popular online learning tools [available with Lynda.com](#)! Now library cardholders can gain unlimited access to thousands of industry-leading, video tutorials on everything from graphic design to marketing and business - supporting VIRL's mission to enrich lives through universal access to knowledge and lifelong learning!



## International Award Winners

Two VIRL staff are recipients of two of only five 2016 American Libraries Association Presidential Citation Awards. The international award recognizes innovation in programs and library services. The two awards honoured [VIRL's Correctional Centre Book Club](#) and Library, and [Librarians on the Radio](#) program.