



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 26, 2016, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – October 12, 2016	6-21
<i>THAT the minutes of the Board of Directors meeting held on October 12, 2016 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report for July – September 2016.	22-24
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. REQUEST FOR SUPPORT OF COST SHARING FORMULA	25-38
Association of Vancouver Island and Coastal Communities, October 18, 2016 regarding request for support on Cost Sharing Formula for AVICC’s Special Committee on Solid Waste in the amount of \$1,492.19.	
Possible Motion:	
<i>THAT the Regional District Board of Directors support the resolution by AVICC’s Special Committee on Solid Waste Proposed Cost-Sharing Formula and the Alberni-Clayoquot Regional District’s cost share of \$1,492.19 to be forwarded to AVICC.</i>	

7. CORRESPONDENCE FOR INFORMATION

- | | | |
|----|---|--------------|
| a. | ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES | 39-41 |
| | Declaration on the Rights of Indigenous Peoples In Canada/AVICC – Request for Submissions 2017 | |
| b. | BRITISH COLUMBIA UTILITIES COMMISSION | 42-43 |
| | BC Hydro and Power Authority & Fortis BC Inc. – Residential Inclining Block Rate Report to the Government of BC | |
| c. | ALBERNI DISTRICT HISTORICAL SOCIETY | 44-47 |
| | Fall Newsletter October 2016 | |
| d. | ISLAND COASTAL ECONOMIC TRUST | 48-49 |
| | New Website Will Attract More Film, TV Production to Island | |
| e. | LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BC | 50-81 |
| | 2015 Annual Report | |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|---------------|
| a. | REQUEST FOR DECISION | 82-110 |
| | Island Corridor Foundation – Governance and Financial Review | |

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

- | | | |
|----|--|----------------|
| b. | REQUEST FOR DECISION | 111-122 |
| | Alberni Valley Golf Club and Long Beach Recreation Cooperative Tax Exemption | |

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

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

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

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

- | | | |
|----|-----------------------------|----------------|
| c. | REQUEST FOR DECISION | 123-124 |
|----|-----------------------------|----------------|

Committee for Appointments of Fire Chiefs

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

- d. **REQUEST FOR DECISION** **125-129**
Bylaw E1052-3, Beaver Creek Fire Protection Service Area Amendment,
2016

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

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RE16007, PELLETIER & CRAWFORD, 6770 BEAVER CREEK ROAD** **130-141**
Rezoning Application – Report and Bylaws P1346 and P1347

THAT Bylaw P1346, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

THAT Bylaw P1347, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

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

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

Meeting all technical referral agency requirements.

- b. **TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD** **142-151**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue temporary use permit TUP16001.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|--|----------------|
| a. | Staff Action Items Report – October 19, 2016 | 152-160 |
| b. | Meeting Schedule – November 2016 | 161 |
| c. | Building Inspector’s Report – September 2016 | 162 |
| d. | Financial Statement – September 30, 2016 | 163-164 |

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

10.2 COMMITTEE REPORTS

- a. **Long Beach Airport Advisory Committee Meeting, October 24, 2016
– J. Osborne (verbal)**

THAT this verbal report be received.

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

THAT this verbal report be received.

10.3 MEMBER REPORTS

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

m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

**Next Board of Directors Meeting: Wednesday, November 9, 2016, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 12, 2016, 1:30 PM

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

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

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

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

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

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

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

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

Pam Craig, Alternate Director, Electoral Area "E" (Beaver Creek)

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, YuułuꞀiꞀath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Noah Plonka, Alternate Director, Member of Council, Toquaht Nation

REGRETS:

Mayor Mike Ruttan, City of Port Alberni

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

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

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. WELCOME & INTRODUCTIONS

Chairperson Osborne welcomed the Toquaht Nation as a member of the Alberni-Clayoquot Regional District effective October 1, 2016.

3. OATH OF OFFICE

Kathleen Bradley, Justice of the Peace, Port Alberni Law Courts conducted the Oath of Office for:

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

4. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the agenda be approved as circulated with the addition of late item as outlined for consideration:

- 14 (a) Letter of support for Rogers Mobility to proceed with the proposed cell tower at Sproat Lake – Director Cote
- 14 (b) Destination Tourism Planning Event – Request for authorization of attendance – Director Wyton
- 11.1 (b) Temporary Use Application TUP16001 – Late Submissions: J. Adams, H & K Haukas

CARRIED

5. DECLARATIONS

6. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 14, 2016

MOVED: Director Cootes

SECONDED: Director Kokura

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

CARRIED

b. West Coast Committee Meeting – September 21, 2016

MOVED: Director St. Jacques

SECONDED: Director Bennett

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

CARRIED

c. Fisheries Resource Committee Meeting – September 14, 2016

MOVED: Director St. Jacques

SECONDED: Director Bennett

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

CARRIED

d. Electoral Area Directors Meeting – October 5, 2016

MOVED: Director Banton

SECONDED: Director Kokura

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

CARRIED

e. Alberni Valley & Bamfield Services Committee Meeting – October 5, 2016

MOVED: Director McLeman

SECONDED: Director Bennett

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

CARRIED

7. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Ms. Rachelle McElroy, Executive Director, Coastal Invasive Species Committee regarding Invitation to Engage in Efficient Cooperative Management of Invasive Species on Vancouver Island.

Ms. McElroy provided a power point presentation on the Coastal Invasive Species Committee (ISC) and an overview of invasive species on Vancouver Island, the Gulf Islands and Sunshine Coast. Invasive species cause harm to the economy, public health and environment. The Coastal ISC respectfully requests financial contributions in the range of \$1,000 to \$1,500 from regional districts in the Coastal ISC service area in order to update the 2010 invasive plant management strategy. Ms. McElroy provided an overview of the benefits to the Alberni-Clayoquot Region of an updated plan. This would include an open collaborative process (1 day workshop) that engages key land managers in the Alberni-Clayoquot Region.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve funding in the amount of \$1,500 through the general government, surveys, studies and reports budget (2016) to the Coastal Invasive Species Committee towards updating the 2010 Invasive Plant Management Strategy.

CARRIED

b. Mr. Chris Bird, Long Beach Golf Club, regarding Long Beach Golf Course Property Tax Exemption 2017.

Mr. Bird provided an update on the Long Beach Recreation Cooperative (Long Beach Golf Course). The Cooperative is undergoing changes in membership and entering a new phase. New members are joining the Cooperative bringing new energy and support. Mr. Bird requested the ACRD Board to consider granting the Cooperative a property tax exemption in 2017.

8. CORRESPONDENCE FOR ACTION

a. Correspondence dated September 30, 2016 from the Ministry of Community, Sport and Cultural Development regarding the Climate Action Charter.

MOVED: Director Cote
SECONDED: Director Bennett

THAT this correspondence be received for information.

CARRIED

MOVED: Director Wyton
SECONDED: Director Banton

THAT the ACRD Board of Directors instruct staff to prepare a report for consideration by the Board regarding signing onto the Climate Action Charter.

CARRIED

9. CORRESPONDENCE FOR INFORMATION

- a. ISLAND COASTAL ECONOMIC TRUST**
Bursaries Available for Tuition and Travel Support for Economic Development Training and Education
Life on Mars: Wildlife Rescue and Rehab Centre Adds Tourism Element
Moving from Planning to Action: North Island Quick Start Projects Funded
- b. ENVIRONMENT AND CLIMATE CHANGE CANADA**

- Species at Risk Act
- c. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Ride Sourcing Consultation Summary Report
 - d. **HUMAN TRAFFICKING/SEXUAL EXPLOITATION IN BC**
Human trafficking/sexual exploitation, youth and child exploitation,
youth porn use/addiction
 - e. **BC ROAD BUILDERS & HEAVY CONSTRUCTION ASSOCIATION**
2016 Strategic Work Plan
 - f. **FISHERIES AND OCEANS BC**
Proposal Presented by Trawl Representatives to the Groundfish
Integrated Advisory Board
 - g. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**
Nominations for New Stop of Interest Signs
 - h. **YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY**
British Columbia Youth Parliament, 88th Parliament
 - i. **CANADIAN UNION OF POSTAL WORKERS**
Another Opportunity to Have Your Say in Canada Post Review
 - j. **ISLAND HEALTH**
Operating Permit for the Bamfield Water System
 - k. **ALBERNI-CLAYOQUOT REGIONAL DISTRICT & TOQUAHT NATION**
Toquaht Nation Joins the Alberni-Clayoquot Regional District Board

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

MOVED: Director St. Jacques

SECONDED: Director Cote

THAT the ACRD Board of Directors forward a response letter to Ms. Rebecca Reid, Regional Director General, Pacific Region, Fisheries and Oceans Canada requesting active participation in decision making with respect to the pilot project for on-vessel processing of hake by domestic harvesters AND FURTHER request no decisions be made until consultation takes place with communities that could be affected.

CARRIED

MOVED: Director Cote

SECONDED: Director McLeman

THAT the ACRD Board of Directors nominate Battleship Island on Highway 4 for a new Stop of Interest Sign through the Ministry of Transportation and Infrastructure.

CARRIED

10. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 569.

MOVED: Director Bennett

SECONDED: Director Kokura

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

CARRIED

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

MOVED: Director Banton

SECONDED: Director Bennett

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.

CARRIED

c. Request for Decision regarding Tofino-Ucluelet Airport Fees Bylaw Amendment.

MOVED: Director Bennett

SECONDED: Director St. Jacques

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".

CARRIED

MOVED: Director Bennett

SECONDED: Director St. Jacques

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".

CARRIED

MOVED: Director St. Jacques

SECONDED: Director Bennett

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".

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

d. Request for Decision regarding Boating Safety Contribution Program Application.

MOVED: Director Cote
SECONDED: Director Kokura

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.

CARRIED

MOVED: Director Cote
SECONDED: Director Craig

THAT the ACRD Board of Directors forward a letter of appreciation to the Transport Canada for past contributions to the Sproat Lake Marine Patrol Boating Safety Program, highlighting the value of this educational program.

CARRIED

e. Request for Decision regarding Proposed Building Inspection Agreement with Toquaht Nation.

MOVED: Director Johnsen
SECONDED: Director Bennett

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.

CARRIED

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

MOVED: Director Craig
SECONDED: Director Kokura

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.

CARRIED

MOVED: Director Craig

SECONDED: Director Kokura

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.

CARRIED

MOVED: Director Craig

SECONDED: Director Kokura

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.

CARRIED

- g. Request for Decision regarding request for a West Coast Based Session and Funding to attend Parliamentary Standing Committee for the Federal Fisheries Act Review Consultation Process.**

MOVED: Director Bennett

SECONDED: Director St. Jacques

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 and copy Member of Parliament, Gord Johns.

CARRIED

- h. Request for Decision regarding Province of BC – Importance of BC's Fishing Industry.**

MOVED: Director St. Jacques

SECONDED: Director Cootes

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.

CARRIED

- i. Request for Decision regarding Letter of Support – West Coast Aquatic Restoration Project Phase 1 Model.**

MOVED: Director Bennett
SECONDED: Director McLeman

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.

CARRIED

j. Request for Decision regarding T'aaq-wiihak Fisheries.

MOVED: Director Bennett
SECONDED: Director Banton

THAT the ACRD Board of Directors forward a letter to the Prime Minister requesting the federal government delegate authority to Department of Fisheries and Oceans Canada staff to negotiation in good faith the T'aaq-wiihak Fisheries.

CARRIED

k. Request for Decision regarding Province of BC – Need for More Fisheries Habitat Restoration.

MOVED: Director Bennett
SECONDED: Director McLeman

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.

CARRIED

l. Request for Decision regarding Island Corridor Foundation – Governance and Financial Review.

Directors Banton and Cote reported on the October 6th meeting with Island Corridor Foundation regarding the Governance and Financial review of the Foundation conducted by Kelly Daniels on behalf of the Association of Vancouver Island Coastal Communities.

MOVED: Director McLeman
SECONDED: Director Banton

THAT the Board of Directors of the Alberni Clayoquot Regional District receive the report from Directors Banton and Cote regarding the meeting with the Island Corridor Foundation on October 6, 2016.

CARRIED

*MOVED: Director Banton
SECONDED: Director McLeman*

THAT the Governance and Financial Review of the Island Corridor Foundation conducted by AVICC be referred to the next Board of Directors meeting.

CARRIED

m. Request for Decision regarding West Coast Multiplex – Updated Business Plan Review & Update.

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

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.

CARRIED

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

*MOVED: Director McLeman
SECONDED: Director Craig*

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.

CARRIED

o. Request for Decision regarding Blue Dot Initiative Project – Right to a Healthy Environment Resolution.

*MOVED: Director Bennett
SECONDED: Director McLeman*

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

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

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

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

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

MOVED: Director St. Jacques

SECONDED: Director Cote

THAT the motion be tabled.

CARRIED

11. PLANNING MATTERS

- a. RF16002, BROWN, 3745 MOUNTAIN VIEW ROAD**
Rezoning Application – Public Hearing Report, Public Hearing Minutes
and Bylaw P1343

MOVED: Director Banton
SECONDED: Director Cote

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Banton
SECONDED: Director Cote

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

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

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

CARRIED

- b. TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD**
Temporary Use Permit Application – Memorandum and Permit
Late Submissions – Helena & Kare Haukas, John Adams

MOVED: Director Banton
SECONDED: Director Bennett

*THAT the ACRD Board of Directors receive the late correspondence from Helena & Kare
Haukas and John Adams regarding Temporary Use Application TUP16001.*

CARRIED

MOVED: Director Banton
SECONDED: Director Cote

THAT Temporary Use Application TUP16001 be deferred until the next Board of Directors meeting.

CARRIED

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

MOVED: Director Cootes

SECONDED: Director Cote

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

CARRIED

- c. UPDATED CROWN LAND REFERRAL PROCEDURES**
Request for Decision

MOVED: Director Bennett

SECONDED: Director Cote

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.

CARRIED

12. REPORTS

12.1 STAFF REPORTS

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

MOVED: Director Bennett

SECONDED: Director Banton

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

CARRIED

12.2 COMMITTEE REPORTS

12.3 OTHER REPORTS

a. Vancouver Island Regional Library

- Letter
- Adopted 2017-2021 Financial Plan
- Budget Information
- News Release
- From the Board Table

MOVED: Director Banton

SECONDED: Director Bennett

THAT this correspondence be received for information.

CARRIED

13. UNFINISHED BUSINESS

14. LATE BUSINESS

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

MOVED: Director Cote

SECONDED: Director McLeman

THAT the ACRD Board of Directors forward a letter of support to Rogers Mobility to proceed with the proposed cell tower at Sproat Lake.

CARRIED

MOVED: Director Wyton

SECONDED: Director McLeman

THAT staff be instructed to invite wireless communication providers in the region to meet with the ACRD Board of Directors and provide an update on their plans in the region.

CARRIED

**b. Tourism Vancouver Island - Destination Development Program in Tofino
October 18, 2016**

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the ACRD Board of Director approve Director Wyton's attendance at the Tourism Vancouver Island – Destination Development Planning Session in Tofino on October 18, 2016 and travel expenses be reimbursed.

CARRIED

MOVED: Director Banton
SECONDED: Director Craig

THAT the following be allowed as a late item: Air Quality Council letter regarding burning in Cherry Creek.

CARRIED

MOVED: Director Banton
SECONDED: Director St. Jacques

THAT the ACRD Board of Directors instruct staff to develop an education bulletin on effectively burning organic yard waste.

DEFEATED

MOVED: Director Banton
SECONDED: Director Bennett

THAT the ACRD Board of Directors request the Air Quality Council to develop an education bulletin on effectively burning wood waste for the ACRD to distribute.

CARRIED

15. QUESTION PERIOD

16. RECESS

MOVED: Director Kokura
SECONDED: Director Craig

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

CARRIED

17. RECOVENE

The meeting was recessed at 3:41 pm

The meeting was reconvened at 3:57 pm

18. IN-CAMERA

MOVED: Director Bennett
SECONDED: Director McCarthy

THAT the meeting be closed to the public 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.*

CARRIED

The meeting was closed to the public at 3:58 pm.

The meeting was re-opened to the public at 4:28 pm.

19. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

20. ADJOURN

MOVED: Director Cootes

SECONDED: Director Cote

THAT this meeting be adjourned at 4:29 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the third quarter of 2016 (July to September). Included in this report is a comparator to the same time frame during the previous four years.

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

- Officers received and responded to a total of 3,376 calls for service, 542 of these were in the Alberni-Clayoquot Regional District.
- There was an increase in property crimes this quarter. The majority of this increase was attributed to thefts and theft from vehicles.

Port Alberni RCMP's 2016/17 Annual Performance Plan Priorities:

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

Respectfully submitted,

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Alberni - Clayoquot Regional District Report

Port Alberni Rural

Q3 2016 (July – September)

<i>Calls for Service</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Total Calls for Service	554	507	534	477	542

<i>Occurrences by Crime Type</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Violent Crime	9	13	6	15	14
Property Crime	55	48	37	42	65
Other Criminal Code	28	12	10	14	16
Drug Offences	4	1	6	4	4
Total Criminal Code	96	74	59	75	99
Criminal Traffic	17	9	8	7	11

<i>Violent Crime</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Assaults	3	5	3	5	3
Assault weapon/bod harm	0	2	1	2	2
Harassment	3	2	1	2	3
Robbery	0	0	0	0	0
Sex Offences	0	0	0	2	1
Uttering Threats	1	2	1	1	5
Domestic Violence	2	2	0	3	1



<i>Property Crime</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Auto Theft	2	2	0	2	1
Bike Theft	0	3	2	0	0
Break and Enter - Business	1	0	0	1	5
Break and Enter - Residence	2	3	3	4	3
Break and Enter - Other	0	1	0	0	0
Mischief to Property	14	13	8	17	11
Theft	13	9	13	6	20
Possess Stolen Property	0	1	1	1	2
Shoplifting	3	3	5	0	0
Theft From Vehicle	8	7	4	6	13

<i>Other Criminal Code</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Cause Disturbance	16	5	6	6	9
Breach of Probation	1	1	0	1	1
Breach of Bail	3	2	1	4	0

<i>Provincial Statutes</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Intoxicated in Public	5	3	6	3	5

<i>Collisions (Incl. Pedestrian)</i>	Q3 2012	Q3 2013	Q3 2014	Q3 2015	Q3 2016
Collision - Fatal	0	0	0	0	0
Collision - Injury	6	10	16	8	9
Collision - Damage	17	23	15	23	17



October 18, 2016

Regional District Board Chairs

Re: AVICC Special Committee on Solid Waste - Proposed Cost-Sharing Formula

The Association of Vancouver Island and Coastal Communities (AVICC) special committee on solid waste management was established and endorsed by the membership at the 2015 AVICC annual convention. At the 2016 AVICC annual convention the membership passed a resolution supporting the continued work of the special committee special committee through five actions. The 2016/17 terms of reference (Appendix A), 2016/17 action plan (Appendix B) and Vision and Goals (Appendix C) are attached.

The special committee has considered a fair cost allocation formula to support an annual budget of \$20,000.00 towards the funding of the research, technical expertise and other shared costs. Three cost sharing options were considered by the special committee, and the special committee recommended a hybrid approach to a cost sharing formula.

The recommended approach has been developed based on the recognition that small and large regional districts will benefit from collaborating to develop strategies that address the management of solid waste.

The special committee is advancing the work through staff committees, and is looking forward to reporting back to the membership at the Annual Convention in April 2017 in Campbell River. The following resolution was approved by the special committee at the August 2016 meeting:

On motion by Capital RD Director Windsor, seconded by Cowichan Valley RD Director Morrison,

That there be a contribution of \$500 from each regional district with the remainder of costs for the first \$20,000 to be based on cost share C, total waste disposed, was

CARRIED



The outcome for each regional member:

AVICC Member	Member flat participation contribution	Total Waste Disposed (tonnes)	% AVICC Total Waste	Participant contribution based on % of waste disposed	Total Member contribution based on \$20,000.00 budget
Alberni-Clayoquot	500.00	21,044	6.40%	992.19	1,492.19
Capital	500.00	139,412	42.41%	6,573.06	7,073.06
Comox Valley	500.00	39,427	11.99%	1,858.92	2,358.92
Cowichan Valley	500.00	23,677	7.20%	1,116.33	1,616.33
Mount Waddington	500.00	6,172	1.88%	291.00	791.00
Nanaimo RD	500.00	51,782	15.75%	2,441.44	2,941.44
Powell River RD	500.00	9,242	2.81%	435.75	935.75
Strathcona	500.00	27,723	8.43%	1,307.10	1,807.10
Sunshine Coast	500.00	10,270	3.12%	484.21	984.21
Total	\$4,500.00	328,749	100%	\$15,500.00	\$20,000.00

The special committee respectfully requests your support of the cost sharing formula as recommended.

We would greatly appreciate your member contribution being forwarded to AVICC by November 15, 2016.

Best regards,

Edwin Grieve
Chair, AVICC Special Committee on Solid Waste

APPENDIX A

AVICC Special Committee on Solid Waste Management Terms of Reference - August 23, 2016

Background

September 2014 - the Association of Vancouver Island and Coastal Communities (AVICC) hosted, in partnership with nine regional districts, a solid waste management workshop. The objective of the workshop was to share experiences and best practices and to develop a greater understanding of solid waste matters faced by Vancouver Island and coastal regional districts. In summary the workshop identified the range of situations, the difficulties and complexities involved and the uncertainties existing for all regarding various aspects of solid waste.

Uncertainties identified:

- inability to locate disposal facilities and control waste flows;
- funding models dependent upon maintaining waste streams;
- successful diversion strategies impacting disposal volumes; and
- transportation and disposal security issues.

Other challenges for the AVICC region include individual regional district waste streams volumes being so small as to be well below those necessary to benefit from certain technologies that more often require sufficient economies of scale and the significant regulatory and long-term liability costs associated with protection of the environment. These costs must be balanced with value for money considerations for taxpayers.

November 2014 – AVICC letter to the Union of BC Municipalities (UBCM) identifying *‘solid waste management is a costly service for local governments and as such must be a high priority to ensure that efficient and cost effective planning is in place for the future.’* The letter also requests assistance from UBCM to advocate on behalf of local governments with the Province to facilitate and support regional solutions.

February 2015 – AVICC considers establishment of a Special Committee on solid waste management and develops terms of reference.

May 2015 through March 2016 – the Special Committee is established, and holds nine workshops including four in-person sessions. Tetra Tech EBA Consultants prepares a report “The State of Waste Management” funded by Comox Strathcona waste management. The report documents the current state of each regional district’s solid waste management plans, and sets out 21 recommendations on opportunities for collaboration with AVICC partnerships. Jerry Berry Consultants assists the Special Committee through a prioritization exercise to group the recommendations into immediate, short-term and long-term priorities. The Special Committee drafts a resolution incorporating the immediate and short-term priorities, and a 2016 action plan for these priorities.

April 2016 – Chair Edwin Grieve presents at the AVICC AGM and Convention. He updates AVICC members on the work carried out by the Special Committee, reviews the proposed resolution and asks AVICC members to support it. The resolution sets out areas of work to focus on being: Partnership; Advocacy; Long-term Disposal; Regulations and Enforcement; and the 2016 action plan for each area. AVICC members endorse the resolution at the Convention.

Summer 2016 – a meeting is being scheduled with the Minister of Environment to present a briefing on the work of the Special Committee.

Purpose

To implement the action plan developed by the Special Committee in 2015-16.

Special Committee Membership

The Committee membership will be composed of one member and alternate from the AVICC executive and one appointment and alternate from each AVICC regional district board. The AVICC President will continue as an ex-officio member.

Term

The term of the Special Committee is extended to April 30, 2017. The AVICC Executive may consider further extensions on an annual basis.

Special Committee Chair and Vice-Chair

The Chair and Vice-Chair elected by the committee members in 2015 will continue until April 30, 2017. Responsible for establishing the meeting schedule, reviewing agendas and minutes, facilitating and managing meetings, contact with media and presenting to AVICC, UBCM and the Province of BC as required.

Administrative Support

- Meeting support will be provided by AVICC, with assistance from the Comox Valley RD.
- Administrative and technical support shall be provided by AVICC member regional districts as assigned by the chief administrative officer for each regional district.
- The special committee may also contract with any person, so long as that contract is within its budget allocation, and approved by AVICC’s President.

Expert Members and Invited Guests

The special committee on solid waste management may, from time-to-time, require experts, academics or other government/voluntary sector representatives to attend meetings, as presenters, advisors or observers because of their knowledge of the subject. Subject to working within its budget allocation and approval by AVICC’s President.

Confidentiality

While the results of the special committee will be presented in a public forum and community engagement will be important if any outcomes are proposed for implementation, the deliberations of the special committee are to be confidential. Members are committed to respecting the personal privacy of the special committee on solid waste management and agree not to disclose personal information or views expressed during meetings. Deliberations may be shared within the various agencies represented by the special committee on solid waste management but should remain confidential until there is general agreement and consensus to make them public.

Agendas and Minutes

- Agendas shall be approved by the chair and provided to committee members a minimum of three days in advance of the meeting.
- Approved minutes will form the AVICC public record for the meetings.
- A copy of the approved minutes shall be forwarded to AVICC member regional districts to ensure all regional district elected officials are informed of the special committee’s progress.

Deliverables

1. Partnership - Develop a vision and goals including a communication strategy and a unified education program.
2. Partnership – continue to meet regularly – identify one solid waste challenge or opportunity to investigate at each meeting, and establish a process to maintain and update the 2015 baseline report.
3. Advocacy – engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.
4. Long-term Disposal – conduct an assessment to forecast future solid waste disposal demand of AVICC member populations in twenty, forty and sixty years' time.
5. Regulations and Enforcement – ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

Resources

The AVICC will provide funding of \$5,000 toward the following costs of the committee: consultant fees and expenses associated with the development of deliverables; meeting and other operating expenses of the Special Committee; and any other expenses specifically approved, in advance, by the AVICC president.

Once a preliminary budget has been established and agreed upon by the committee members, participating member regional districts will be asked to contribute the remainder of the funding to complete the deliverables based on a fair cost-sharing formula to be established through discussion with the CAOs and approved by the Committee. In-kind contributions may be considered in the funding formula if the contributions will be substantial and are measurable.

In-person meetings will be held in Nanaimo. Where feasible, meetings will be held via teleconference. Member local governments will be responsible for their own representatives' travel to attend meetings including those of the administrative and technical staff. It is expected that 2-3 in-person meetings will be required of the group.

Wherever possible and feasible, in-kind contributions of technical and administrative support will be utilized.

Budget

To be reviewed as the work plan is developed. Anticipated in-kind contributions are:

- **Nanaimo Regional District:** meeting space for in-person meetings as may be required.
- **Comox Valley Regional District:** senior administrative support.

Code of Conduct (Bill 14 WorkSafe BC)

It is the responsibility of all participants to act in accordance with WorkSafe BC legislation, with specific attention to Bill 14 requirements, (s 5.1 WCA Pt II) to ensure the work environment is free of discrimination, bullying and harassment. The committee will support an atmosphere of understanding and respect for rights and dignity of all individuals. All members must carry out their responsibilities professionally and to the highest standard of integrity to ensure that all actions of the committee are conducive to a positive collaborative working relationship. This will require consistent adherence to legislation to support principles of respect and professional veracity.

APPENDIX B

AVICC SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT - ACTION PLAN

Action 1. Partnership - Develop a vision and goals including a communication strategy and a unified education program.

TASK #	TASK/NEXT STEP	LEAD RD	ESTIMATED COST
1.1	Develop a vision and goals - by reviewing the background work and presenting to the special committee for consideration at August 23rd meeting.	Cowichan Valley - Brian Carruthers	in-kind
1.2	Identify possible funding sources including current RD communications budgets. All RD communications staff to meet and discuss regional communications/education, share knowledge on what has worked, and look at ways to promote the AVICC brand. Communications group will put forward recommendations on where RDs can do common messaging and other options for collaboration.	Nanaimo RD - Larry Gardner	in-kind
1.3	MMBC Funding to be added to the communication staff meeting to explore how to use MMBC funding for communications around diversion and waste reduction.	Nanaimo RD - Larry Gardner	in-kind

AVICC SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT - ACTION PLAN

Action 2. Partnership – continue to meet regularly – identify one solid waste challenge or opportunity to investigate at each meeting, and establish a process to maintain and update the 2015 baseline report.

TASK #	TASK/NEXT STEP	LEAD RD	ESTIMATED COST
2.1	Continue to meet regularly - the 2016/17 Terms of Reference estimate 2-3 face to face special committee meetings this term.	Nanaimo RD to provide meeting space, AVICC to provide catering and meeting support.	in-kind travel plus catering and teleconference costs.
2.2	Establish a process to maintain and update the 2015 baseline report - data in Tables 2 and 4 to be kept up to date. Engage TetraTech to work with each RD's technical staff to confirm consistent definitions and methodology in the data. Greg Fletcher and Russ Smith to coordinate a session with technical staff to review the statistics for consistency and discuss methodology for keeping the statistics up to date. TetraTech to attend that session.	Mount Waddington RD - Greg Fletcher; Capital RD - Russ Smith	To be determined following initial session

Table 2: Association of Vancouver Island and Coastal Communities Member Solid Waste Overview

Metric	Alberni Clayoquot	Capital	Comox/Strathcona	Cowichan Valley	Mount Waddington	Nanaimo	Powell River	Sunshine Coast	Total
General Information									
Population	31,061	372,463	104,950	81,704	11,523	150,404	19,480	29,584	801,169
Area (km ²)	6,588	2,340	19,977	3,475	20,244	2,038	5,075	3,777	63,514
Density (population/km ²)	4.7	153.8	5.25	23.1	0.57	71.9	3.9	7.6	12.6
SWMP* Approved (Year)	2008	1995	2013	1995	1996	2004	1996	2011	
SWMP Current Status		Stage 3		Amended 2007	Stage 1	Stage 2	Stage 3		
Disposal/Capita (kg)	699	369	610	286	542	335	236 ⁴	352	399
Diversion Rate	22%	52%	51%	74%	32%	68%	50%	50%	57%
Residual Management									
Generated/yr (MT)	21,597	137,306	64,292	23,333	6,243	52,237	4,604	10,229	319,653
Exported/yr (MT)	0	0	0	23,333	0	1,915	4,604	0	29,852
Landfill Capacity ¹ (m ³)	1,340,880	10,872,000	286,770	0	779,542	2,400,000	0	251,771	15,930,963
Landfill Capacity ¹ (yrs)	80	35	25	0	80	25	0	15	
Tipping Fee	\$95	\$110	\$120	\$140	\$115	\$125	\$215	\$150	
Disposal Cost ²	\$2,051,715	\$15,082,980	\$7,715,040	\$3,266,620	\$717,911	\$6,529,611	\$2,283,945	\$1,534,350	\$37,888,087
Organics Management									
Generated/yr (MT)	409	15,219	4,690	11,356	2,011	26,250	902	3,318	64,087
Exported/yr (MT)	0	15,219	0	0	0	0	0	0	15,219
Capacity ³ (MT)				37,200		22,500	902		60,602
Recycling									
Generated/yr (MT)	4,700	132,057	62,436	66,918	986	86,603	3,713	5,563	362,976
Population served by MMBC	100%	100%	87%	100%	100%	100%	34%	100%	97%
¹ Including planned expansion. ² Disposal cost = tipping fee x garbage generated. ³ Excludes small, private yard/wood waste facilities. ⁴ Does not include C&D waste *Solid Waste Management Plan (SWMP)									

Table 4: Breakdown of Revenue Sources for Operating Budgets

Description	ACRD	CRD	CSWM	CoVRD	MWRD	RDN	PRRD	SCRD
Operating Budget¹	\$3,289,500	\$19,810,879	\$11,754,067	\$7,300,000	\$973,417	\$11,888,000	\$1,780,407	\$3,778,965
Population	31,061	372,463	104,950	81,704	11,523	150,404	19,480	29,584
Area (km²)	6,588	2,340	19,977	3,475	20,244	2,038	5,075	3,777
Density (population/km²)	4.7	153.8	5.25	23.1	0.57	71.9	3.9	7.6
Revenue	\$3,289,500	\$19,424,186	\$11,754,067	\$7,310,000	\$1,150,237	\$13,167,375	\$1,780,407	\$4,082,605
<i>Tipping Fees</i>	\$2,126,543	\$15,384,915	\$8,502,565	\$2,450,000	\$370,886	\$7,267,000	\$861,735	\$2,133,840
<i>MMBC/EPR Revenue</i>	\$355,000	\$3,331,124	\$192,200	\$600,000	\$123,365	\$1,024,375	\$30,369	\$135,000
<i>Taxation</i>	\$183,264	\$0	\$707,135	\$3,960,000	\$536,976	\$462,000	\$236,906	\$1,066,920
<i>Utility Fees</i>	\$0	\$0	\$0	\$0	\$0	\$3,183,000	\$0	\$746,845
<i>Surplus</i>	\$603,693	\$0	\$257,422	\$0	\$0	\$0	\$0	\$0
<i>Permits, Fines, Grants, Operations, Misc.</i>	\$21,000	\$708,147	\$0	\$300,000	\$0	\$1,231,000	\$651,397	\$0
<i>Loan</i>	\$0	\$0	\$2,094,745	\$0	\$0	\$0	\$0	\$0
<i>First Nation Requisition</i>	\$0	\$0	\$0	\$0	\$119,010	\$0	\$0	\$0
Shortfall/Profit	\$0	(\$386,693)³	\$0	\$10,000	\$176,820	\$1,279,375⁴	\$0	\$303,640
Cost/Capita²	\$106	\$53	\$112	\$89	\$84	\$79	\$91	\$128

¹ Budget year: 2015 (ACRD, CSWM, CoVRD, RDN), 2014 (CRD, MWRD, PRRD, and SCR D).

² Based on operating budget only for the regional district (No municipal costs included). Some regional districts provide collection services to electoral areas, and other operate depots so financial numbers are not directly comparable as different services are offered.

³ Funded with surplus

⁴ Surplus includes money that is dedicated for transfer to reserve for landfill closure.

AVICC SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT - ACTION PLAN

Action 3. Advocacy – engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.

TASK #	TASK/NEXT STEP	LEAD RD	ESTIMATED COST
3.1	Engage MOE - AVICC is in the process of setting up a face-to-face meeting with Minister Polak. Also need to involve Ministry staff, and get support for staff involvement during the meeting with the Minister. Set up a 15 minute meeting with the Minister at the UBCM convention, and a 30 minute meeting with staff.	AVICC & Comox Valley RD	in-kind
3.2	Identify industry groups to engage in a review and expansion of waste reduction and diversion policies. Ministry of Environment could facilitate ongoing sessions - invite one type of industry/producer to each session, industry stewardship programs. Involve BC Product Stewardship Council and BC Recycling Council. Potential groups that CRD could use to consult with solid waste industry regarding reduction and diversion policies - Coast Waste Management Association – executive director – Will Burrows www.cwma.bc.ca - Vancouver Island Recycling and Waste Industry Coalition – administrator – David Lawes www.virwic.ca	Capital RD - Russ Smith	in-kind

AVICC SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT - ACTION PLAN

Action 4. Long-term Disposal – conduct an assessment to forecast future solid waste disposal demand of AVICC member populations in twenty, forty and sixty years’ time.

TASK #	TASK/NEXT STEP	LEAD RD	ESTIMATED COST
4.1	Staff committee reviewed options for allocating future costs of work by the Special Committee including based on population, equal membership dues and based on total tonnes disposed. No recommendation to Special Committee because of different perspectives. Special Committee to discuss what the preferred option is at the August meeting. Continue to have each RD cover own costs of staff and political representatives attending the meetings. May be reviewed once future work identified.	Nanaimo RD - Larry Gardner	in-kind
4.2	Staff committee reviewed methodologies for forecasting future growth with three scenarios with varying assumptions around factors including recycling, diversion, construction waste and organic material. Recommend that staff technical committee develop assumptions to use in an AVICC wide projection model to calculate long-term demand.	Nanaimo RD - Larry Gardner	in-kind, may require assistance from a consultant

AVICC Special Committee on Solid Waste Cost Contribution

Cost Share A: Based on total population of RD and member municipalities

Cost Share B: Based on equal membership due

Cost Share C: Based on total tonnes disposed

2016 Budget:	\$20,000.00							
Member	Pop 2015 Total Reg	% Pop	Cost Share A	Cost Share B	Per Capita Disposal*	Total Waste Disposed (tonnes)**	% AVICC Total Waste	Cost Share C
Alberni-Clayoquot	30,106	3.69%	\$738.46	\$2,222.22	699	21,044	6.40%	\$1,280.26
Capital	377,809	46.34%	\$9,267.11	\$2,222.22	369	139,412	42.41%	\$8,481.36
Comox Valley	64,634	7.93%	\$1,585.38	\$2,222.22	610	39,427	11.99%	\$2,398.60
Cowichan Valley	82,787	10.15%	\$2,030.65	\$2,222.22	286	23,677	7.20%	\$1,440.44
Mount Waddington	11,387	1.40%	\$279.31	\$2,222.22	542	6,172	1.88%	\$375.47
Nanaimo RD	154,572	18.96%	\$3,791.43	\$2,222.22	335	51,782	15.75%	\$3,150.23
Powell River RD****	19,456	2.39%	\$477.23	\$2,222.22	475	9,242	2.81%	\$562.23
Strathcona	45,448	5.57%	\$1,114.77	\$2,222.22	610	27,723	8.43%	\$1,686.60
Sunshine Coast	29,177	3.58%	\$715.67	\$2,222.22	352	10,270	3.12%	\$624.81
Total	815,376	100.00%	\$20,000.00	\$20,000.00	4278	328,748	100.00%	\$20,000.00

*Association of Vancouver Island and Coastal Communities: The State of Waste Management, Tetra Tech EBA, September 2015

**Total Waste Disposed calculated by population and per capita disposal

****Powell River reports 236 kg/person/year excluding C/D waste therefore average for all members applied.

Per capita disposal average for all members is: 475 kg/person/year

Note that AVICC standard membership dues are based on contributing population

AVICC SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT - ACTION PLAN

Action 5. Regulations and Enforcement – ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

TASK #	TASK/NEXT STEP	LEAD RD	ESTIMATED COST
5.1	Staff to do more work on disposal bans and bylaws at the next staff meeting to bring back to a future Special Committee meeting. Ensure information about disposal bans and bylaw changes are included in the Communication Strategy developed in Action 1: Partnership	Comox Valley	in-kind
5.2	Acknowledge and develop strategies to mitigate potential increases to illegal dumping from disposal bans and bylaws regulations.	Comox Valley	in-kind

APPENDIX C

AVICC Special Committee on Solid Waste Management

Vision

That local governments on Vancouver Island, Powell River and the Sunshine Coast are working together to address the opportunities and challenges of managing solid waste and our residents are aware of and support the need to reduce and manage our waste in a sustainable manner.

Goals

1. Ensure information is shared between AVICC local governments to encourage best practices in solid waste management and consistent messaging to our residents.
2. Collect and maintain appropriate and consistent data associated with solid waste management within the AVICC.
3. Support an informed and unified voice to assist efforts with the Province, NGOs and other partners in developing effective waste management solutions and policies.

From: Liz Cookson [<mailto:lcookson@ubcm.ca>]

Sent: Friday, October 07, 2016 4:56 PM

To: AVICC <avicc@ubcm.ca>

Subject: AVICC October Update - Cumberland Resolution on Bill C-262, AVICC Convention Call for Submissions, UBCM Executive

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

1. UBCM Convention

We had a great turnout from AVICC members at the UBCM Convention in Victoria. There are now four AVICC members sitting on the UBCM Executive Committee – AVICC President Barbara Price, 3rd Vice President Mayor Maja Tait from Sooke, Director at Large Jim Abram, Strathcona RD, and Director at Large Alison Sayers, Central Coast RD. Thank you to our members who are willing to serve to ensure that AVICC's interests are strongly represented provincially.

AVICC Past President and Nanaimo RD Director Joe Stanhope received a long-service award at this year's banquet. A big thank you to Joe for his service to local government and to AVICC members.

2. Declaration on the Rights of Indigenous Peoples in Canada

Attached is a resolution passed by the Village of Cumberland that endorses Bill C- 262, a private member's bill to implement the UN Declaration on the Rights of Indigenous Peoples (UNDRIP). Cumberland has asked that we circulate this to other AVICC members.

3. AVICC Convention – Request for Submissions for 2017

Planning is underway for the AVICC Convention in Campbell River from April 7-9. We have an online submission form to capture your suggestions for workshops, plenary sessions and pre-conference sessions and study tours.

We are keen to hear from the members to make sure that the program material is relevant to the membership and that we get great quality presenters. If you have a session in mind, you can submit a proposal online on the AVICC website until December 2 at -

http://ubcm.formstack.com/forms/avicc_2017_session_proposal

Liz Cookson

Executive Coordinator, AVICC

Union of BC Municipalities

525 Government Street

Victoria, BC, V8V 0A8

(250) 356-5122



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0400-40

October 5, 2016

By email: justin.trudeau@parl.gc.ca
 jody.wilson-raybould@parl.gc.ca
 romeo.saganash@parl.gc.ca
 gord.johns@parl.gc.ca
 marcia.dawson@komoks.ca
 avicc@ubcm.ca

Dear Prime Minister Trudeau, Minister Wilson-Raybould, Mr. Saganash, Mr. Johns, K'ómoks First Nation Council and Association of Vancouver Island and Coastal Communities (AVICC) members,

Re: Cumberland Council endorsement of bill C-262

The Village of Cumberland Council passed the following resolution at the regular Council meeting on September 19, 2016, in the Village of Cumberland Council Chambers:

THAT Council endorse bill C-262, a private member's bill to implement the UN Declaration on the Rights of Indigenous Peoples in Canada, by adopting the following resolution:

WHEREAS the UN General Assembly adopted the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) in September 2007;

AND WHEREAS UNDRIP recognizes Indigenous Peoples' rights and individual and collective freedoms;

AND WHEREAS the Canadian government removed its reservation to UNDRIP in November 2010;

AND WHEREAS the full implementation of UNDRIP requires that Canada establish a legislative framework that will harmonize federal law(s) with UNDRIP;

AND WHEREAS Romeo Saganash- MP for Abitibi - Baie- James – Nunavik – Eeyou has introduced a private members bill, C- 262- An Act to ensure the harmony of federal

legislation with the UN Declaration on the Rights of Indigenous Peoples;

THEREFORE, BE IT RESOLVED that the Village of Cumberland endorses Bill C- 262, and calls on the federal government to move towards the full implementation of UNDRIP with federal law(s);

AND BE IT FURTHER RESOLVED that this be communicated to Prime Minister Trudeau, Justice Minister Wilson- Raybould, MPs Romeo Saganash and Gord Johns, K'ómoks First Nation, and copied to AVICC members.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Proton', written in a cursive style.

Adriana Proton
Deputy Corporate Officer



VIA EMAIL

mailbox@acrd.bc.ca

October 11, 2016

Alberni Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC V9Y 2E3

Dear Sir or Madam:

Re: British Columbia Hydro and Power Authority and FortisBC Inc.
Residential Inclining Block Rate Report to the Government of British Columbia

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates. As part of the Commission's review, BC Hydro and FortisBC have provided reports containing data on the impacts of these rates on their customers.

We have or will be posting the attached public notice in major and community newspapers throughout the province seeking public comments on BC Hydro and FortisBC's reports. **We are also asking for your support in communicating the contents of the enclosed public notice to residents within the Regional District of Alberni Clayoquot.** Possible ways for you to distribute the public notice to residents in your regional district include:

- post on your website;
- discuss at any public meetings, as appropriate; and/or
- post in public spaces such as the library, city hall or recreation centre.

If possible, we would appreciate you responding to the Commission indicating what measures your Regional District pursued to distribute the public notice.

More information about the process is available on the Commission's website at:
<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

If you require further information, please contact Alison Thorson, Director – Policy, Planning and Customer Relations at 1-800-663-1385 or Commission.Secretary@bcuc.com. Thank you in advance for your participation in this public consultation process.

Yours truly,

Laurel Ross

AT/pw
Enclosure



Request for Comments

Residential two-tier electricity rates

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates.

Request for your comments

As part of the Commission's review, BC Hydro and FortisBC have filed reports on the impacts these rates have had on their customers. The Commission is seeking comments on BC Hydro and FortisBC's reports.

These reports, titled BC Hydro Utility Report and FortisBC Utility Report, can be found on the Commission's website at www.bcuc.com under Current Proceedings > BCUC RIB Rate Report > Hearing and Other Documents or <http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

Please provide your comments using the Commission's Letter of Comment Form found online at <http://www.bcuc.com/Register-Letter-of-Comment.aspx>. All comments must be received in writing.

Please send your written comments by email or mail to the Commission Secretary on or before **Thursday, November 24, 2016** at:

Email: Commission.Secretary@bcuc.com

Mail: Ms. Laurel Ross
Acting Commission Secretary
BC Utilities Commission
Sixth Floor, 900 Howe Street
Vancouver, BC V6Z 2N3

For more information please contact the Commission using the contact information above or by phone at 1-800-663-1385.



ALBERNI DISTRICT HISTORICAL SOCIETY

4255 Wallace Street,
Port Alberni, B.C. V9Y 3Y6

Phone (250) 723-2181 Local 267

email: aadhs1@gmail.com

Archives/Workshop in Alberni
Valley Museum, 4255 Wallace St.

Hours 10 a.m.—3 p.m.
Tuesday and Thursday

2016-2017 Board of Directors

President	Judy Carlson
Vice President	Diane Dobson
Treasurer	Marureen Brechin
Secretary	Maxine Munsil

Directors
Meg Scoffield
Shirley Steven
Katy Lekich
Gareth Flostrand
Marline Dietrich



FALL NEWSLETTER

October 2016

As the year gets back into the regular routine, we'd like to send some autumnal greetings to our members and supporters, and an update on what has happened over the summer.

In August the archive volunteers met for lunch at the Golf Club. It was a very warm day and we were happy when the staff was able to relocate us to some tables along the side of the room where we could enjoy our meal in the shade. As we all work different shifts on different days, it was a great time to touch base.



There is an update to the story from last spring about the schoolgirl who attended 8th Avenue in the early 1940's. Her son wanted to help her reunite (as an 85th birthday present) with the two Japanese girls who were her classmates. We were able to send him copies of her class attendance records for Grades 4, 5, and 6 from our collection of school registers. With the help of the Nikkei Museum, they were able to track down one of the girls who now lives in Hawaii and telephoned her, so the two classmates were able to talk together again after 75 years.

This happened on her birthday celebration in June and we were delighted to hear the results. Her son has kept us informed of his search for other classmates that she remembers from the attendance record, and they have recently been able to make contact with two more.

We're very happy that we have been able to help make these reunions possible through our collection of school registers. We have almost all of them from the 1890's to the 1950's, so who knows what other family connection we may facilitate in the future?

.....over

We are grateful to the school board for entrusting the registers to us, and to all the other people whose donations have helped us to build our collection of historical records. It is very rewarding when they can be used to put some pieces together and build a more detailed picture of our past.

Thanks once again to all our volunteers who work to make those details accessible for researchers when they are needed
President Judy Carlson

Mark the date:

OUR FALL MEETING

Thursday, October 20, 7 p.m. in the Alberni Valley Museum

Topic: The Italians in British Columbia



We are pleased to announce that our guest speaker is the award-winning historian/writer, Lynne Bowen.

Lynne, whose home is in Nanaimo, has published seven books.

Whoever Gives Us Bread: the Italians in British Columbia, will be the basis for the stories she will tell of Italian immigration to our province,

going back as far as 1860. Before beginning a successful career as a writer of historical non-fiction, Lynne was a public health nurse. She returned to university for a Master of Arts degree in Western Canadian History. Before and after publication of this book, she travelled extensively throughout Italy and places of interest in BC.

She is much in demand as a speaker.

Jean Barman, author of The West Beyond the West: A History of British Columbia, wrote the following: "Lynne Bowen does not just write about Italians in British Columbia, she evokes their ethos and brings them to life vividly and dramatically. Under Bowen's guidance we understand what it was like to be a shop owner or railway labourer or mill worker or miner; we smell the aromas in Italian kitchens and the scents of lovingly tended family gardens. Bowen is a consummate story teller."

We send a shout-out to people in this community who were themselves immigrants, or whose families came here from Italy. Please feel welcome to attend and perhaps to add something of your own experience.

Welcome back to members and friends. This meeting is open and free to all. Lynne Bowen will have books available for purchase and we will have the usual refreshments and conversation to end the evening.

Meg Scoffield

NOTES FROM THE ARCHIVE VOLUNTEERS

Last week we received a lovely note from James Calhoun of Maple Ridge thanking us for helping him with his research on Charles Bannell. James had written mentioning that he would be looking at all the local newspapers from 1912 to 1918 and thought it would take him the entire day. You can imagine his surprise when he sat down at the Indus to search the data base and instantly came up with many articles about Charles Bannell who was a young baker from Port Alberni who went overseas in WW1.

Charles gained notoriety as a poet. His poems were published in the local paper before he went to war. He was killed in Passendaele in 1917. A little book of war time poems by him, called 'His Offering' was published in 1918.

With time to spare before lunch James went through carefully preserved archival material. He was amazed to find a first addition of 'His Offering' and a hand written poem 'Home Guard'. James had only seen 2nd and 3rd editions of 'His Offering' even in the military museum in Ottawa.

Beside his note of thanks he gave us a generous donation and wrote a supportive letter about the archives and museum which was printed in our local newspaper.

See link <http://www.alberniavalleynews.com/opinion/letters/393637841.html>

It was a pleasure to help him.

Maxine Munsil

.....

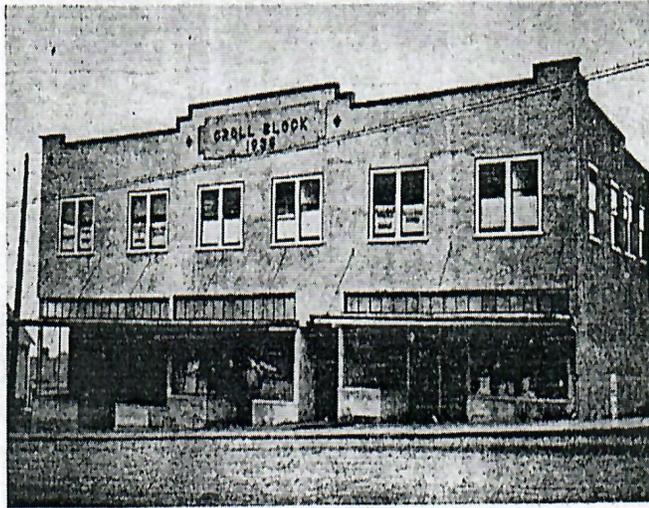
Looking for Information - Meg Scoffield

What is known about a Japanese Language School in Port Alberni back in the 1920s? I was intrigued by an article in the Fall edition of British Columbia History that referred to this school and a teacher there named Haruo Ichikawa. He came from Japan in 1928 at the age of 22 and helped open the school. According to the article by Alyn Edwards, Haruo married May Hideko Tanaka in 1936. With his family he was interned during World War II then later returned to begin a bulb farm in the lower mainland. For anyone interested, the story is titled "Vintage Tulip Farm Truck". Subscriptions to the magazine are \$20 annually. Information available at the Archives.

On the following page is an example of what our new Indus does—as mentioned in Maxine’s article above regarding James Calhouns research visit, it is providing a wealth of knowledge quickly. Previously researchers had to go thru the microfilm laboriously page by page now it is easy to search using specific dates, words etc. Just another way our volunteers are making history come alive

CROLL BLOCK CREDIT TO BUSINESS AREA OF CITY

Fine New Building Contributes Full Share To Improved Appearance of Shopping Centre



Newest of Port Alberni's growing list of new business buildings is the Croll Block at the northeast corner of Argyle Street and Third Avenue intersection, a large two-story structure contributing its share in full measure to the ever improving appearance of the city's business area. It was built for Mr. S. B. Croll, prominent city confectioner and ice cream parlor operator, and in addition to providing quarters for Mr. Croll's own business there are three more stores on the ground floor and several suites of professional offices above.

all immediately occupied as soon as the building was declared open by the contractor.

An Impressive Appearance
The new building has a frontage of 78 feet on Argyle Street and depth of 45 feet along Third Avenue, with large plate glass windows extending the length of the ground floor front. Entrance to the second floor is also gained from the front. With its stucco exterior and artistic trim it presents an impressive appearance on what was formerly a drab, empty lot at one of the city's busiest intersections. Associated in construction were Mr. R. McCoubrey, architect; Mr. C. Drummond, building contractor; Mr. G. Bailey, electrical contractor, and Mr. W. E. McLean, plumbing contractor. Heating was installed by the R. E. Johnson Co., of Vancouver, and a feature is the automatic "iron fireman" on the furnace, a device that mechanically feeds coal as it is needed and keeps the temperature at an even level.

The Ground Floor
All the stores and offices, with the exception of Mr. Croll's own, are already occupied and the latter will be open for business next week under the same name, "The Sugar Bowl." Turner Bros. Ltd., well known real estate and insurance firm of long standing, has taken commodious ground floor offices next to and east of Mr. Croll's, allowing ample room for the large business this firm habitually enjoys. The office, in common with others, is finished in white plaster with light woodwork. Next is the entrance to the upper floor, and further east is the compact little Dress Shop operated by Miss K. Tyler who has but recently come to Port Alberni from Vancouver. Miss Marjory Tom, owner of the popular children's wear shop known as Marjory's, has the spacious store at the extreme eastern end of the building, with a large show window for the display of her charming frocks and stockings and undergarments for the kiddies.

Professional Offices
On the second floor one is immediately struck by the clean, airy atmosphere created by the gleaming white walls. Across the hall from the head of the stairs one enters the suite of three rooms occupied by Mr. L. Arnold Hanna, barrister and solicitor, wherein the main office is connected to Mr. Hanna's private office by a spacious hallway. These offices are on the north side or rear of the building and command a splendid view of the Somass River and mountains of the Beaufort Range.
On the front of the building, and

much larger than Port Alberni. Nothing is at all cramped; in fact the upstairs hall and many of the offices are considerably larger than they might necessarily have been. Altogether the building is a creditable acquisition to the city's business section.

For the information of the public it should be pointed out that all the upper floor tenants and Messrs. Turner Bros. Ltd. have moved to the new building from their former offices in the Carmoor Block at the foot of Argyle Street. Marjory's was formerly located in the Victoria Block at the corner of Argyle and Second.

Dr. A. J. Miller
PHYSICIAN
and
SURGEON
begs to announce the
opening of his
New Offices
in the
CROLL BLOCK
Cor. Argyle and Third
Turn right at the top
of the stairs.
TELEPHONE 607

Dr. W. D. HIGGS
PHYSICIAN and SURGEON
Announces the opening of his new offices
in the
CROLL BLOCK
Corner Argyle Street and Third Avenue
Turn left at the top of the stairs
TELEPHONE 338 PORT ALBERNI

MARJORY'S
Specializing in
INFANTS' & CHILDREN'S
WEAR

The growing demands of our business necessitated the acquisition of new and more commodious quarters in the
CROLL BLOCK

We invite you to inspect our new store and splendid stock of wearing apparel for the children.

Dr. C. M. PINEO
DENTIST
We beg to announce that we have moved from the Carmoor Block to our new offices in the new
CROLL BLOCK
at the corner of Argyle Street and Third Avenue.
Turn left at the top of the stairs.
TELEPHONE 611 PORT ALBERNI

Dr. C. E. Cook
DENTIST

Now located in our new
and modern offices
in the new
CROLL BLOCK
Cor. Argyle and Third
Turn right at the top of
the stairs
TELEPHONE 722

L. Arnold Hanna
BARRISTER AND SOLICITOR
Offices now located in the new
Croll Block, corner Argyle
and Third, at the top of
the stairs
Telephone 210 Port Alberni

TURNER BROTHERS, LIMITED
REAL ESTATE AND INSURANCE

We beg to announce the removal of our office from the Carmoor Block to the new
CROLL BLOCK
Corner of Argyle Street and Third Avenue.

Now, as always, in a position to take full care of all your insurance needs.
Don't hesitate to consult us on any problem.

Telephone 201

Kathleen Tyler

October 17, 2016

NEW WEBSITE WILL ATTRACT MORE FILM, TV PRODUCTION TO ISLAND

COURTENAY – Film and television production generates significant revenues for the Island Coastal region and with the lower Canadian dollar, BC is attracting more film and television production business than ever. The Vancouver Island North Film Commission is looking to grow the region’s share of the industry by increasing awareness of regional locations, businesses and qualified workforce.

Vancouver Island North Film Commission (INFilm) is a regional not-for-profit serving communities from Nanaimo to Cape Scott and Powell River. The organization provides liaison and location scouting services to the film, television, commercial and new media industries.

The Island Coastal Economic Trust (ICET) has approved funding to enhance the INFilm website and database to include state of the art searchable location galleries, comprehensive production credits, crew directories, and more. The new website will be user and mobile friendly with downloadable forms and a host of information to further promote the region to the international film industry.

“Film and TV production is not only an economic generator during shooting, it also becomes a long-term driver of tourism dollars as fans travel to see the locations in their favourite shows and movies,” said Mayor Phil Kent, ICET Chair. “While the region has many unique locations, film production is a very competitive business, and having modern, industry-specific attraction tools is key to ensuring those productions come to our region.”

The revised INFilm.ca site and databases will not only provide the information on location services, tax credits, financing, and permitting that producers and scouts need, but will also have a section aimed at fans to help build the tourism aspect of the industry.

“We’ll have an interactive map of all the productions that have taken place in our region, and we’ll be integrating that with our social media marketing efforts so that fans will be able to visit locations and experience them first-hand,” said Joan Miller, Executive Director of Vancouver Island North Film Commission.

ICET has worked with INFilm in the past, helping to build the location database that was used to attract productions including the Twilight trilogy, Godzilla, The Amazing Race, Alone, and many other fan-favourite shows and movies.

Even a modest production can provide an immediate boom to a local economy, with thousands of hotel room-nights booked during intensive production, along with the full range of other products and services that are often sourced locally. Production of Planet of the Apes generated more than \$1 million in direct spending in the Ucluelet area's economy.

"With rugged and wild coastlines, mountains, lakes, forests, small towns and big cities, the North Island is a perfect location for so many different types of productions," said Miller. "With a modernized, interactive, and full-featured website, we'll be able to attract even more to the region."

The redesigned website is expected to be live by January, 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 collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved \$49 million for over 160 economic infrastructure and economic development readiness projects. ICET investments have leveraged over \$270 million in investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

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

-end-

For further information:

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

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

Joan Miller, Film Commissioner
Vancouver Island North Film Commission
Tel. 250-287-2772
joan.miller@inifilm.ca



September 27, 2016



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

Dear Chair Josie Osborne and Board,

On behalf of the Board of Directors of the Local Government Management Association, I am pleased to share the 2015 Annual Report with you. As a non-profit professional development and training organization created by the Union of BC Municipalities in 1919, we deeply appreciate the support and confidence elected officials place in our Association to ensure your staff have the skills, expertise and competencies to effectively serve your organization and community.

I encourage you take some time to review this Annual Report, which highlights the work the Association has undertaken over the past year, its accomplishments and the services provided to local government professionals across British Columbia. The Annual Report summarizes the key goals and strategies of the Association's Strategic Plan and tracks the performance metrics set by the Board of Directors to reflect accountability to our members and those who attend our programs and training workshops

We are also committed to making sure that a new generation of professionals will be ready to take on their roles with a range of educational and professional development offerings in leadership and management skills. The LGMA aspires to be a national and international leader in Local Government Excellence through the provision of outstanding service to the local government profession.

You may also view the Annual Report online at
<http://www.lgma.ca/EN/main/resources/annual-report.html>

I welcome and appreciate any comments or feedback you may have. Thank you again for your ongoing support.

Sincerely,

Paul Murray
President, Board of Directors, LGMA

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

7th Floor, Central Building 620 View St Victoria, BC V8W 1J6 Canada
Telephone: (250) 383-7032 Fax: (250) 383-4879 General E-mail: office@lgma.ca



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA



Annual Report 2015



The Local Government Management Association of British Columbia (LGMA) is a non-profit organization dedicated to promoting professional management and leadership excellence in local government.

The LGMA strives to make the BC local government manager's quality of working life more enjoyable and meaningful by providing professional development products and services that help managers do their jobs better, make the right connections, and advance their careers.

Our Ongoing Commitment to Helping Members Learn, Lead, Grow

1

WE ADAPT

to the needs and demands of our members and adjust our programs and services to create value and respond to the evolving conditions that are impacting their work

2

WE DELIVER

on our core strengths of professional training and networking

3

WE ENSURE

our program and service offerings contribute to stable growth for the Association within a sustainable funding model



LGMA VISION

To be a responsive, innovative and dynamic organization promoting professional excellence for local government professionals in BC



LGMA PURPOSE/MISSION

LGMA is dedicated to supporting excellence in local government by providing high quality, practical training and resources; encouraging the development of professional networking and connections; and facilitating the exchange of ideas and best practices among members



LGMA VALUES

Professionalism: supporting and encouraging members to be the best they can be

Ethical behavior: promoting the expectations for ethical conduct as expressed in the Association Code of Ethics and demonstrating honesty and integrity in management

Quality: committing to the highest quality of professional programs and services

Inclusiveness: serving the diverse needs of our membership, respecting both size and geography

Innovation: seeking improvement, applying ingenuity and advancing new ideas

Accountability: being responsive to the needs of members, transparent and resourceful

Forward thinking: scanning and anticipating future trends

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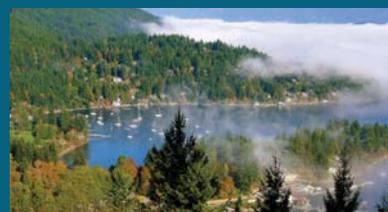
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NORTH CENTRAL CHAPTER



ROCKY MOUNTAIN CHAPTER



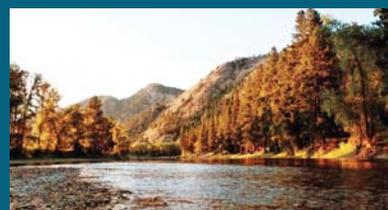
LOWER MAINLAND CHAPTER



THOMPSON OKANAGAN CHAPTER



VANCOUVER ISLAND CHAPTER



WEST KOOTENAY BOUNDARY CHAPTER



“I am so proud of our Association and what it has been able to provide to our members. Our Association keeps growing and improving every year.”

President’s Message

Recently I learned that the Local Government Management Association is the longest-standing organization of its kind in Canada. For almost a century, the LGMA has been providing local government managers with the knowledge and tools they need to be more successful in their jobs. Judging by the evaluations we’ve received back about the programs, resources and services provided in 2015, from our signature events like the CAO Forum and Clerks and Corporate Officers Forum, to our MATI programs and shorter professional development workshops, we have hit the mark! Our members are telling us that after attending the programs, they are feeling motivated and inspired. I hope you have had the opportunity to take part in some of our programs. They are a great way to learn and meet lifelong colleagues and friends.

If you ask our members, they’ll tell you they joined the LGMA primarily for the professional development and the networking. But I think they stay for reasons that go much deeper. I believe they stay for the spirit of collaboration and support in the local government sector here in British Columbia, the career advancement that comes from meeting mentors and connecting with professionals from around the province, and the knowledge that they’re delivering the best possible service to their local community. I am so proud of our Association and what it has been able to provide to our members. Our Association keeps growing and improving every year.

LGMA strives to provide the caring and supportive environment that can respond to the complex and ever-changing needs of our members.

That means that as an Association, our policies and programs must uphold best practices, professional standards, and a code of ethics to ensure that the residents of even the smallest communities in British Columbia have access to the highest calibre of manager.

The Board of Directors undertook a wide-ranging governance review in 2015 to confirm the Association’s policies, Board practices and professional standards to align with best practices and the values of the LGMA reiterated in our 2014-19 Strategic Plan. I am pleased to report that the substantive revisions to the Association’s Constitution and bylaws were unanimously approved by the membership at the 2015 Annual General Meeting without amendment. In addition, the Board has overseen a significant update of the LGMA policies, including a review of Board practices this past year, which I believe has contributed to better Board governance and clearer guidelines for delegated responsibilities to staff.

Thank you for your ongoing support as President. It has been an honour to sit on this Board. On behalf of staff and your Board of Directors, it is my pleasure to present the 2015 Annual Report.

Kelly Ridley
President

Board of Directors

The Local Government Management Association of British Columbia is governed by a 13-member Board of Directors. The positions of President, First and Second Vice President,

Secretary-Treasurer, and the Directors at Large are elected by the regular membership during the Annual General Meeting held in conjunction with the Annual Conference.

The six Chapter Director positions are elected by the local Chapter members during their respective Annual General Meetings and appointed to the Provincial Board of Directors.



KELLY RIDLEY
President
Governance Committee



PAUL MURRAY
First Vice President
Chair, Audit and
Financial Management
Committee



TOM KADLA
Second Vice President
Audit and Financial
Management
Committee



SONIA SANTAROSSA
Secretary Treasurer
Chair, Education
Committee



MARK KOCH
Director at Large
Chair, Governance
Committee



BILL FLITTON
Director at Large
Education Committee



CORIEN BECKER
Past President



THERESA LENARDON
West Kootenay Boundary
Chapter
Education Committee



WALLACE MAH
Lower Mainland
Chapter
Governance Committee



PATTI BRIDAL
Thompson Okanagan
Chapter
Education Committee



DON SCHAFFER
Vancouver Island Chapter
Audit and Financial
Management Committee



JANET PRESTLEY
North Central Chapter
Audit and Financial
Management
Committee



TERRY MELCER
Rocky Mountain
Chapter
Governance Committee

Executive Director's Message



For the LGMA team, 2015 seemed to fly by, filled with multiple professional development and training opportunities! 2015 was also the first full year of implementing LGMA's 2014-2019 Strategic Plan, which required considerable new thinking, innovative approaches and greater team-work by the staff, and I am very proud of all they were able to accomplish.

LGMA's five-year strategic plan identified a number of emerging trends, which have challenged both the Board and the staff to think about how the Association operates and how we deliver our programming. Program Managers Ana Fuller and Elizabeth Brennan made significant strides designing and developing LGMA training and professional development programs in 2015 to adapt learning objectives and improve the content to reflect the ever-changing local government environment. The stellar evaluation results from all of our programs have reinforced that their efforts were both appreciated and well-received.

In addition to enhanced LGMA programs, Event Coordinator Shannon Gustafsson developed creative ways to engage participants with new ideas for fun networking, all of which were greatly valued judging from evaluation feedback. Shannon also took on the role of leading the Association's communications to increase awareness about our programs and services, including the introduction of an easy planning tool to help staff and their supervisors identify appropriate training opportunities and budget for them early in the financial cycle.

When you call the LGMA, chances are Dawn Boyle, Administrative Assistant, will pick up the phone, and you can always count on her for great advice and customer service. In 2015 Dawn spearheaded work with CivicInfo to introduce an online payment system for membership renewal, and she was instrumental in identifying requirements for the development of a new membership management system, which LGMA will roll out in 2016.

Randee Platz is LGMA's Finance Officer, managing the budget and expertly tracking our finances while also serving as the team's technology lead.

Randee was critical to the success of a number of significant operational changes in 2015, including the identification of new IT support, leading the development of new software and operational processes to increase administrative efficiencies, and facilitating the transition for the Chapter Standing Committees.

We have been incredibly fortunate to be able to engage Allison Habkirk one day per week to work to identify key requirements for preparing to train the next generation of local government leaders. Allison's local government experience, coupled with her expertise in adult education, have been key to helping the team re-think and redevelop our programs and services for the future.

I want to thank the LGMA Board of Directors for their support and leadership this past year guiding a number of important change processes, including the governance review and business planning for the implementation of technology upgrades.

To all of our members and program participants, the hundreds of volunteers who assist us with design and delivery, and our loyal sponsors and partners, thank you for your support, your trust in us, and your feedback. It is incredibly motivating and is what makes it possible for us to continue to explore new ways to meet our mandate of helping local government professionals Learn, Lead and Grow.

A handwritten signature in black ink, appearing to read 'Nancy Taylor'.

Nancy Taylor
Executive Director

LGMA STAFF (LEFT TO RIGHT):

Ana Fuller (Program Manager), **Nancy Taylor** (Executive Director), **Randee Platz** (Finance Officer), **Shannon Gustafsson** (Event Coordinator), **Dawn Boyle** (Administrative Assistant), and **Elizabeth Brennan** (Program Manager).





LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

Strategic Results for 2015

The 2015 Annual Report highlights the continued growth and evolution of the Association along with outcomes related to the defined performance metrics from the Association's 2014-19 strategic plan.

The results demonstrate that, on balance, our members and those who become engaged in the Association through attending our programs or as volunteers are highly satisfied with the training and services we offer. The Association remains committed to responding to changing membership needs and adapting programs and services to help members cope, thrive and excel.

EDUCATION AND PROFESSIONAL DEVELOPMENT

OUR GOAL:

To enhance best-in-class educational and professional development offerings for local government professionals in B.C.

HOW WE WILL MEASURE SUCCESS:

- 90% of full course enrolment for every educational program
- 80% or above program satisfaction with content, materials, speakers, accessibility and value for fees for every educational program

The LGMA remained focused in 2015 on ensuring the highest quality of educational programming and delivering excellent participant experiences in a good learning environment.

Participant feedback from our programs also reinforced that we offer good value for the costs we charge for our programs. The professional development and training opportunities offered in 2015 were effective

in responding to the highly specialized environment in which new and seasoned local government professionals work, aiming to ensure they stay abreast of technical and legislative changes.

SUCCESS INDICATORS FOR 2015

90% ENROLLMENT



- CAO Forum
- Administrative Professionals Conference
- Clerks and Corporate Officers Forum
- MATI Foundations
- MATI Approving Officers
- Bylaw Drafting Workshop
- Freedom of Information and Protection of Privacy (FOIPP) Workshop



Annual Conference

CONTENT / MATERIALS / SPEAKER QUALITY

- CAO Forum
- Administrative Professionals Conference
- Clerks and Corporate Officers Forum
- MATI Foundations
- MATI Approving Officers
- Bylaw Drafting Workshop
- FOIPP Workshop



Excellent or Very Good

Annual Conference: 79%
(up from 77% in 2014)



VALUE FOR MONEY

- CAO Forum
- Administrative Professionals Conference
- Annual Conference
- Clerk and Corporate Officers Forum
- MATI Foundations
- MATI Approving Officers
- Bylaw Drafting Workshop
- FOIPP Workshop



Strongly Agreed or Agreed

CAPILANO UNIVERSITY PARTNERSHIP

The LGMA and Capilano University have partnered to offer several advanced MATI programs. These programs can be taken as a credit Capilano University course and as a credit toward the Provincial Board of Examiners' Certification or can be taken as a non-credit program.



▶ CAPILANO UNIVERSITY MATI EVALUATION RESULTS

90% ENROLLMENT



- MATI Advanced Communications
- MATI Managing People
- MATI Leadership
- MATI Successful CAO

CONTENT / MATERIALS / SPEAKERS QUALITY

- MATI Advanced Communications
- MATI Managing People
- MATI Leadership
- MATI Successful CAO



Excellent or Very Good

THE SUCCESSFUL CAO

It was exciting to roll out a new MATI program in 2015 in partnership with Capilano University –The Successful CAO. This intensive program was developed for those who are new to the position of CAO (defined as within three years) or who aspire to move into the role. It was designed to help ensure success in analyzing the challenges, special skills, and adaptive behaviours necessary to navigate the complex and demanding responsibilities of a CAO.

HERE'S WHAT PARTICIPANTS SAID THEY THOUGHT MADE THE PROGRAM SO SUCCESSFUL:

- *Fantastic sharing of knowledge and experience with specific tools and strategies for real world application.*
- *Too many to list – it was the best course I have ever been to. The content was right on point and the presenters were lively and full of knowledge and experience.*
- *The experience of the instructors. Real life examples. Networking.*
- *Credibility of the faculty and the classroom contributions of the students.*
- *Great structure. Energized students and faculty. Great tips and reference materials.*



“It was the best course I have ever been to. The content was right on point and the presenters were lively and full of knowledge and experience.”

SUCCESSFUL CAO PARTICIPANT

E-LEARNING METRICS

LGMA-CAMA E-LEARNING SERIES

The LGMA, in partnership with the Canadian Association of Municipal Administrators (CAMA), delivered a variety of professional development web-based training sessions providing greater accessibility for learning and networking by limiting travel costs and time constraints. Easy, effective and affordable training for local government leaders and their teams!



WEBINAR SESSIONS :

- Conflict Resolution and Having Difficult Conversations
- Succession Planning: Managing the Risk of Planned and Unplanned Variances
- Communication Planning in Six Simple Steps
- Planning for Successful Public and Stakeholder Consultation in 10 'Easy' Steps
- Media Relations: Tips and Techniques to Improve Your Interview Skills and Media Coverage
- Managing Performance and Coaching Skills
- Enhancing Leadership Skills
- Managing Time and Stress
- Respectful Workplace and Generational Issues
- Social Media for Local Government: Informing and Engaging in a Virtual World
- Issues Management: How Your Proactive Communications Can Prevent Problems
- Customer Service in the Public Sector
- Essential Supervisory Skills: New and Experienced Supervisors/Managers
- Strengthening Council Staff Relations

FAST FACTS

19

LGMA-CAMA webinars delivered in 2014

150

participants in total

129

of these participants were from BC

FAST FACTS

1,431

Local government professionals trained in 2015

11

Scholarships were awarded by LGMA in 2015, totaling:

\$14,905

TECHNICAL SKILLS WORKSHOPS OFFERED

- Bylaw Drafting Essentials
- Labour Negotiations
- Freedom of Information and Protection of Privacy for Elected Officials and Staff
- Performance Metrics and Value for Money Audits
- Approving Officers
- Community Readiness for Industrial Development
- Present With Power
- Understanding Municipal Financial Statements
- A Closer Look at the Core Pillars of FOIPPA
- Strengthen Your Knowledge: FOIPPA Application Case Studies
- Elevate Your Leadership to Achieve High Performance



“I would like to thank you for your generosity in funding the Ken Dobell Public Service Education Fund Scholarship. This funding has assisted me in working towards my goal of completing my Masters in Disaster and Emergency Management. I am currently at the midway point of the program and am feeling very inspired about the career opportunities that lay ahead. Your support has made a significant contribution to my journey.”

MEMBER FROM SMALL COMMUNITY

TRAINING PARTNERSHIPS

The Association has benefitted from partnerships with other local government organizations to broaden the scope of our educational programs to offer technical skills training and leverage

collaborative relationships within the local government system in British Columbia.

GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC

To help prepare CAOs, Corporate Clerks, and Finance Officers for performance audits by the Auditor General for Local Government, two one-day workshops, *Showing Accountability and Results: Practical Strategies for Local Government*, were

held in Nanaimo and Kelowna providing interactive discussions on the topics of value for money audits, performance measurement, and public accountability best practices.



65

participants

79%

of the respondents rated the content/materials as Excellent/Very Good

83%

of the respondents rated the facilitator as Excellent/Very Good

75%

of respondents felt the program offered good value for money

CANADIAN PROFESSIONAL MANAGEMENT SERVICES

Entitled *Labour Negotiations*, a three-day workshop was led by renowned labour negotiator and skilled facilitator Mohamed Doma, and focused on the

complexities of the collective bargaining process and tips to achieve more satisfactory negotiation outcomes.



“This was one of the best workshops I have attended. The material was relevant and presented in a way I will retain.”

LABOUR NEGOTIATIONS PARTICIPANT

43

participants

91%

of the respondents rated the content, materials and speakers as Excellent/Very Good

100%

of the respondents rated the facilitator as Excellent/Very Good

TRAINING PARTNERSHIPS (CONTINUED)

FIRE CHIEFS' ASSOCIATION OF BC AND OFFICE OF THE FIRE COMMISSIONER



Two three-day workshops were held in Nelson and Parksville to bring CAOs and Fire Chiefs in communities operating predominately volunteer and paid on call/composite fire departments together to improve understanding of their respective roles and responsibilities and to learn about the administrative, management and operational aspects of both fire services and local governments.

111

participants

97%

of the respondents rated the content, materials and speakers as Excellent/Very Good

100%

of respondents felt the program offered good value for money

LOCAL GOVERNMENT LEADERSHIP ACADEMY

A 90-minute webinar was held to provide elected officials with information on the *Freedom of Information and Protection of Privacy Act* and

records management in the local government context.



32

participants

89%

of the respondents rated the content, materials and speakers as Excellent/Very Good

89%

of the respondents rated the facilitator as Excellent/Very Good

BOARD OF EXAMINERS REPORT

FOR THE PERIOD: APRIL 2015 - MARCH 2016

The Provincial Board of Examiners operates under the *Local Government Act* and is responsible for awarding certificates to local government employees in municipalities, the City of Vancouver, regional districts and

improvement districts, who meet the standards of qualification in local government administration as prescribed by the Board's Regulation. In conjunction with the Union of British Columbia Municipalities, the Board awards

scholarship funding to eligible local government employees. The principal goal of the Board is to improve the professional skills of local government employees in British Columbia.

Certification Program

Four categories of certification are available -- Certificate in Local Government Service Delivery, Certificate in Local Government Administration, Certificate in Local Government Statutory Administration, Certificate in Local Government Executive Management -- each requiring a level of competency in local government administration and management, services, finance, law, policy, and economics,

as well as relevant work experience. A Professional Development Endorsement, to encourage a commitment to ongoing learning of CAOs and Deputy CAOs, is also offered to holders of the Certificate in Local Government Executive Management.

In 2015/16, fourteen (14) certificates were awarded.



EIGHT (8) CERTIFICATES IN LOCAL GOVERNMENT SERVICE DELIVERY

REBECCA BLIXRUD, Executive Assistant, Thompson-Nicola Regional District
DEBORAH LISKE, Office Administrator – Corporate Services, Township of Esquimalt
JAIME SCHWEEN, Executive Assistant, Fraser Valley Regional District
DEAN BANMAN, Manager of Recreation Services, Regional District of Nanaimo
KATE O'CONNELL, Deputy City Clerk, City of Burnaby
EDITH WATSON, Senior Executive Assistant, Strathcona Regional District
JENNIFER RUSSELL, Deputy Corporate Officer, District of Mission
SARAH TEMPLE, Finance and Administrative Assistant, District of Sooke

BOARD OF EXAMINERS REPORT

FOUR (4) CERTIFICATES IN LOCAL GOVERNMENT ADMINISTRATION

KERI-ANN AUSTIN, Director of Corporate Administration, District of Coldstream
 DEVON COOPER, Manager of Police Support Services, City of Prince George
 ROBERT TROUSDELL, Assistant Fire Chief – Training and Development, City of Port Coquitlam
 DOUG ALLIN, Chief Administrative Officer, City of Grand Forks

ONE (1) CERTIFICATE IN LOCAL GOVERNMENT STATUTORY ADMINISTRATION

KERI-ANN AUSTIN, Director of Corporate Administration, District of Coldstream

ONE (1) CERTIFICATE IN LOCAL GOVERNMENT EXECUTIVE MANAGEMENT

MARK FERCHO, CAO, Municipality of Jasper, Alberta
 (formerly CAO, District of Mackenzie)



certificates were awarded in 2015/2016

Scholarship Program

SCHOLARSHIP	TOTAL	BREAKDOWN OF MATI COURSES					ALL OTHER COURSES
		PADM 204	PADM 205	PADM 207	PADM 208	PADM 308	
UBCM Commemorative	96	4	3	2	1	8	78
Jeff McKelvey	12						

One (1) applicant declined their award. Funding remains at \$50,000 from the UBCM Commemorative Scholarship fund and \$5,000 from the Jeff McKelvey Scholarship fund.



scholarships were awarded in 2015/2016

Respectfully submitted,

Gary Paget, Chair

Ron Poole, Member and LGMA Representative

Marie Crawford, Member and UBCM Representative

PROFESSIONAL NETWORKING

OUR GOAL:

To support professionals in the local government sector to make connections and build enduring, mutually beneficial professional relationships.

HOW WE WILL MEASURE SUCCESS:

80% Excellent/Very Good evaluation feedback on formal networking events

80% Excellent/Very Good evaluation feedback confirming opportunities were created for mentor connections

Members consistently report on the evaluations following an LGMA program that professional networking is essential to their development, and it is one of the top reasons they become members

and retain their membership. Every professional development or training event is an opportunity to get together with like-minded individuals in an informal setting to hear about new trends and how others

are dealing with similar challenges. Most importantly, the Association aims to create a positive atmosphere where participants leave with new ideas, inspirations, and a sense of motivation.

SUCCESS INDICATORS FOR 2015

EXCELLENT/VERY GOOD NETWORKING OPPORTUNITIES



- CAO Forum
- Clerks and Corporate Officers Forum
- Administrative Professionals Conference
- Annual Conference
- MATI Foundations
- MATI Approving Officers

EXCELLENT/VERY GOOD MENTORING OPPORTUNITIES

- Clerks and Corporate Officers Forum
- Administrative Professionals Conference



Annual Conference: 62%

“What a great avenue to network with like-minded individuals. Relationships were created and brainstorming was beneficial!”

“There were many opportunities to go outside your comfort zone and meet other people. Everyone was very welcoming and friendly.”

“I really enjoy getting together with this group of people. I keep a list all year long of questions and topics to network about.”

“I appreciated the chance to interact and meet other clerks. It was great, a good chance to bounce ideas off of an understanding ear.”

FIRST NATIONS ENGAGEMENT AND RELATIONSHIP-BUILDING

In support of LGMA's commitment to strengthen engagement and collaboration with First Nations, the 2015 Annual Conference focused on three educational sessions.

The plenary session *Reconciliation in Action* challenged local government professionals to actively seek opportunities to engage our communities in dialogue that revitalizes relationships between Indigenous and non-Indigenous people, increases understanding of our shared history and explores the meaning of reconciliation in the aftermath of the Truth and Reconciliation Commission report.

Roberta Jamieson, from the Six Nations of the Grand River Territory in Ontario, is a Mohawk woman of many accomplishments including many firsts – the first First Nations woman to earn a law degree; the first non-parliamentarian appointed an ex-officio member of a House of Commons Committee; the first female Ombudsman of Ontario; and the first woman elected Chief of the Six Nations of the Grand River Territory.



Roberta Jamieson

As the conference keynote, she spoke with strength, wisdom and hope about her shared vision for a Canada that embraces and includes Indigenous peoples. She challenged local governments to enrich our communities with opportunities for First Nations economic development and education partnerships.

Deborah Francis of BC Assessment and Ernest Jack of the Westbank First Nation also offered a break-out session on *Fostering Partnerships with First Nations*, providing a strong educational and technical session focused on reaching First Nations/Local Government service agreements.

FAST FACT

5 First Nations organizations were LGMA members in 2015

LOCAL GOVERNMENT RESOURCE MATERIALS

OUR GOAL:

To anticipate current and future professional resource needs in the local government sector

HOW WE WILL MEASURE SUCCESS:

80% or above level of satisfaction in professional resource materials based on evaluation feedback

100% cost recovery achieved for each resource material produced

Changes in the legal and legislative frameworks that govern local government in British Columbia continue to evolve and change, and the LGMA strives to keep abreast of those changes to ensure our members have the most up-to-date

resources to support them in their work and to ensure they have the information they need to provide the best advice to their elected officials. In keeping with the Association's values to seek improvement, be responsive to the needs of our

members, and anticipate future trends to support professional management and leadership excellence, several resource materials were updated in 2015.

SUCCESS INDICATORS FOR 2015

No surveying of members on their satisfaction with member-only services was conducted in 2015



100% cost recovery achieved for each resource material produced

RESOURCE MATERIALS PRODUCED IN 2015

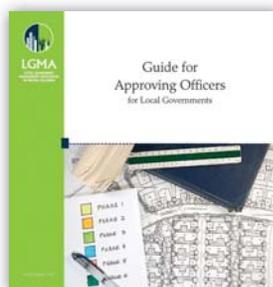
RECORDS MANUAL UPDATE



Record-keeping for local governments is a business, legal and regulatory obligation, and changes in requirements create a need for constant review. The 2015 update included significant changes to legislation on limitation periods, local government audits, elections, anti-spam laws and workplace bullying and harassment.

STATUTORY APPROVING OFFICERS' MANUAL UPDATE

The role of the Approving Officer is complex and decisions and advice are frequently challenged. Ensuring they have expert guidance at their fingertips is essential. This fourth major revision of the manual updated references to legislation and regulations, addressed recent court decisions, and provided sample checklists and documents.



EXECUTIVE COMPENSATION TOOLKIT UPDATE

Significant updates were made in 2015 to assist senior management staff with changes in local government compensation policies and practices. This resource tool is packed with practical compensation resources tailored to the B.C. local government context, including a step-by-step approach to conducting a compensation survey and helpful resource links, along with valuable tips and templates to develop policies, employment contracts, and benefit options.



SHARING INNOVATIONS



EFFECTIVE FIRE SERVICE ADMINISTRATION RESOURCES

In 2015, LGMA completed the last two pilots for a new program on *Effective Fire Service Administration for Fire Chiefs and Local Government CAOs* in collaboration with the Fire Chiefs' Association of BC and the Office of the Fire Commissioner. The Nova Scotia Fire Marshall learned about the work being done here through the BC Office of

the Fire Commissioner, and the LGMA was approached and asked if we could share the model developed for B.C. As part of LGMA's ongoing commitment to supporting a strong local government system in B.C. and beyond, the resource manual was provided to the Nova Scotia Fire Marshall and was very positively received.

TAPPING INTO MEMBER EXPERTISE

In addition to providing resource materials, the Association has benefitted from the expertise of a number of our members to support provincial committees reviewing legislation and regulatory frameworks for local government in 2015. Our deepest thanks go to the following.:

- **David Stuart**, CAO, District of North Vancouver – *Fire Services Act*
- **Paul Gipps**, CAO Fraser Valley Regional District; **David Trawin**, CAO City of Kamloops; **Paul Thorkelsson**, CAO Regional District of Nanaimo (now CAO District of Saanich) – *Building Act*
- **Lee-Ann Crane**, CAO Regional District of East Kootenay; **Brian Reardon**, CAO Regional District of Central Okanagan; **Debra Oakman**, CAO Comox Valley Regional District; and **Deborah Sargent**, CAO Town of Smithers (now CAO, City of Campbell River) – *Local Government Act*

SERVICES FOR MEMBERS

OUR GOAL:

To offer member services that deliver a return on membership investment

HOW WE WILL MEASURE SUCCESS:

10% improvement in satisfaction levels year over year with services over 2013 baseline

50% increased awareness of member services in 2018 over 2013 baseline

The LGMA offers a range of member-only services designed to address the professional needs of our members.

These services range from career transition counselling to deal with involuntary termination, to pension consulting services, to access to the New Zealand overseas exchange program with the Society of Local Government Managers of New Zealand.

In 2015, the Board requested that staff begin the process to explore new value-added services. The first stage in the research process was a Concept Paper entitled *Preparing and supporting local government CAOs and senior managers into the next decade*.

The paper provided information to provoke discussion at the staff and Board level about the influences that may be impacting CAOs and senior management staff in local governments in B.C. and ways the LGMA may respond. By undertaking this examination, the LGMA hopes to be better positioned to prepare and support local government CAOs and senior managers to face emerging challenges and to achieve success in their roles. A full membership engagement process to test the findings from the Concept Paper is planned for 2016 to help guide the Association in providing new professional development and member support services.

Did you know?

LGMA will be reaching out to members in 2016 for feedback on ideas for new professional development and member support services recommended in the 2015 Concept Paper entitled *Preparing and supporting local government CAOs and senior managers into the next decade*.

► SUCCESS INDICATORS FOR 2015

No surveying of members on their satisfaction with member-only services was conducted in 2015

32

members accessed the Temporary Assistance Database

15

members accessed Pension Consulting Services

5

members accessed Career Transition Counselling Services

NEW ZEALAND OVERSEAS EXCHANGE



Left to right:

Sue Davidson (exchange host – COO, New Plymouth District Council)
 Barbara McKerrow (CEO, New Plymouth District Council)
 Dr. Martin Reeves (CEO, Coventry City Council, United Kingdom)

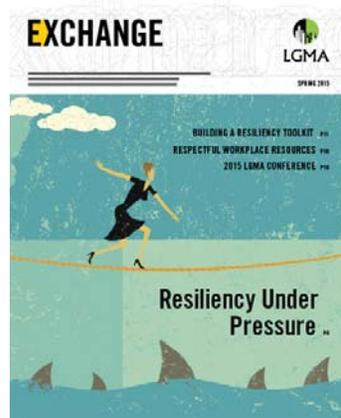


“It was my honour to have been selected as the British Columbia 2015-16 LGMA representative for the British Columbia-New Zealand Overseas Exchange Program. 2015-16 was the first time that a First Nations government was selected for the overseas exchange.”

LINDA BERG, DIRECTOR OF OPERATIONS
 HAISLA NATION

EXCHANGE QUARTERLY NEWSLETTER

The LGMA’s quarterly magazine *Exchange* remains a popular service, highlighting professional, technical and leadership skills and best practices.



MEMBERSHIP AND VOLUNTEER DEVELOPMENT, ENGAGEMENT AND RETENTION

OUR GOAL:

To ensure a sustainable operating model with sound governance and fiscal health that delivers value to a strong membership base

HOW WE WILL MEASURE SUCCESS:

100% of local governments have a membership in LGMA by 2019 (100th anniversary)

15% increased non-member awareness of LGMA in 2018 over 2013 baseline

Defined member market

The Association continues to be mindful of the limited financial resources for learning and development and the need to manage programs carefully to continue to respond with excellent program offerings within a financially sound and stable model.

The Board of Directors oversaw a significant governance review in 2015, including a complete update of the bylaws and policies of the Association to ensure that as a non-profit Association, we meet the pending changes to the *BC Society Act*. It also provided a timely opportunity to undertake a more extensive review to identify other governance improvements. There hadn't been a significant review of the LGMA Constitution and bylaws in recent years, with only minor changes

approved by the membership in 2007 and 2009.

Aided by Past LGMA Presidents Jim Chute, Mark Brown, and Elsie Lemke, governance expert and retired CAO Judy Rogers, and LGMA Directors Ken Watson, Sonia Santarossa and Terry Melcer as members of the Governance Subcommittee, and with the support of legal counsel and Lisa Zwarn, registered parliamentarian, a number of areas for improvement were identified to strengthen Board governance, ensure compliance with pending legislation and enhance member participation. Modifications also allow the Association to make better use of technology, enabling more direct notification to members, increasing voting



options and giving the Association the ability to hold meetings electronically.

The updated bylaws and policies can be found on the LGMA website. In addition, the Board of Directors Handbook was completely updated, along with the introduction of a more formalized process for Board orientation.

Our Success Indicators for 2015:

883
members 

200+
volunteers 

contributed their time to successful programs, events, and resource materials

21
sponsors 

contributed **\$94,776** for professional development programming

Sustainable Financial Model

Local Government Management Association of BC Statement of Financial Position (Unaudited)

December 31	2015	2014
ASSETS		
Current		
Cash and cash equivalents	\$ 1,096,371	\$ 1,089,048
Cash and cash equivalents - restricted for Chapter Standing Committees	75,914	-
Short-term investments	215,747	212,559
Accounts receivable	157,301	117,903
Accounts receivable - Chapter Standing Committee contributions	120,913	-
Prepaid expenses and deposits	110,772	85,849
	1,777,018	1,505,359
Property and equipment	14,344	6,807
	\$ 1,791,362	\$ 1,512,166
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 142,147	\$ 100,247
Deferred revenue	174,696	173,090
	316,843	273,337
Net assets		
Internally restricted for Operating	990,223	825,223
Internally restricted for Capital purchases	83,000	51,000
Internally restricted for Chapter Standing Committees	196,688	-
Invested in Capital assets	14,344	6,807
Externally restricted for endowment purposes	14,500	14,500
Unrestricted	175,764	341,299
	1,474,519	1,238,829
	\$ 1,791,362	\$ 1,512,166

APPROVED ON BEHALF OF THE BOARD:



PRESIDENT



FIRST VICE PRESIDENT
CHAIR, AUDIT AND FINANCE MANAGEMENT
COMMITTEE

Sustainable Financial Model

Local Government Management Association of BC Statement of Operations (Unaudited)

For the year ended December 31	2015	2014
REVENUE		
Annual conference	\$ 196,029	\$ 269,628
Municipal Administration Training Institute programs (MATI)	517,093	507,452
Membership fees	217,047	205,425
Newsletter	40,084	40,845
Investment income	15,224	17,146
Professional development	396,568	366,848
Job posting revenue	470,511	428,013
Manual sales	80,465	125,535
	1,933,021	1,960,892
EXPENSES		
Administration	486,243	447,245
Annual conference	176,951	267,797
Board of Directors	64,789	61,344
MATI programs	431,808	418,844
Newsletter	45,077	43,147
Promotions, scholarships, other	48,233	24,574
Professional development	330,483	313,098
Job posting	265,839	241,828
Manuals	43,043	45,550
Membership fee registration	1,553	-
	1,894,019	1,863,427
Excess of revenue over expenses – operations	39,002	97,465
Contribution from Chapter Standing Committees	196,688	-
Excess of revenue over expenses	\$ 235,690	\$ 97,465

These condensed financial statements are derived from the financial statements of the Local Government Management Association of BC for the year ended December 31, 2015, which a review engagement report was issued on April 22, 2016.



FORT ST JOHN

Chapter Report: North Central

GOALS & OBJECTIVES

The NCLGMA completed a strategic plan in 2013 that outlined goals and objectives for the society moving forward.

One of the objectives is to offer strong professional development programs that are relevant to local government, keeping in mind that there are additional challenges faced in the north.

Another goal of the organization is to increase membership numbers, thus First Nations and UNBC political science students continue to be encouraged to participate in training programs. Over the last two years, there has been an increase in First Nations local government employees joining the association.

EVENTS AND PROJECTS

The NCLGMA hosted its annual conference in April with 75 registrants (includes speakers). The NCLGMA is extremely fortunate that membership participation is this high in comparison to other chapters.

Those in attendance requested a multitude of legal sessions be scheduled for the upcoming conference in April 2016, and the Executive has strived to provide as many of these topics as possible within the two-day session.



For the last few conferences, the NCLGMA has offered a pre-conference half- or full-day session on specific topics of relevance that cannot be adequately provided within the conference setting itself. This has generated additional interest from those attending the pre-conference session to stay for the conference itself.

KEY SUCCESSES & SIGNIFICANT ACCOMPLISHMENTS

The annual conference continues to be a key success for the organization since NCLGMA is fortunate to receive sponsorship funding from a variety of businesses that allows the ability to offer excellent training opportunities at a reasonable price.

The Chapter has a complement of long-term board members who provide stability to continue to move initiatives forward as well as new members who provide a fresh look at existing professional development opportunities.



Janet Prestley

North Central Chapter Director

Chapter Report: Rocky Mountain

The Rocky Mountain Chapter sends warm greetings to our colleagues across the Province. As Chapter Director for our region, I am pleased for this opportunity to provide an update on our activities for the past year. Our members come from the City of Cranbrook, District of Elkford, City of Fernie, Town of Golden, District of Invermere, City of Kimberley, Village of Radium Hot Springs, Regional District of East Kootenay (RDEK) and District of Sparwood.



DISTRICT OF ELKFORD

The work initiated by LGMA to bring those chapters who were not registered societies into compliance with the *Society Act* and other regulations was completed with the adoption by our Chapter of the newly drafted Rocky Mountain Chapter Standing Committee Terms of Reference at our AGM. Our members are very pleased to see this work completed and thank the many folks who worked on this project.

The continuing goal of bringing education opportunities to our member municipalities was reached again in 2015 through Chapter support to member communities for a two-and-a-half-day workshop on long term financial planning. Our Chapter provided a 50% subsidy for registration fees to RMLGMA Chapter members to offset the cost to employers.

Our Chapter recognized the value of the workshops offered to senior management staff by Mohamed Doma of Canadian Professional Management Services in 2013 and 2014. To build on that learning, a course targeted to employees within our organizations who supervise staff but are not in senior management roles, or who perhaps missed the earlier training, was delivered in the Elk Valley in 2015, again by Mohamed.

Each year the Rocky Mountain Chapter and East Kootenay Chapter take turns hosting a Spring Conference. The RDEK came forward as the organizer for the April, 2016 conference which was held in Fairmont Hot Springs. The location is beautiful and the course content was one of the best ever. The speaker topics included building leaders (Tracey Lorenson), Performance Management (Adriana Wills), and Building High Performance Cultures (David Irvine).

The third Annual softball game, now an annual event for our joint conference, resulted in the trophy moving to the East Kootenay. I am sure the Rocky Mountain team will enter spring training camp a little earlier in 2017 to ensure its return to its rightful home in the West.

A big thank you to our conference sponsors for their financial support and the RDEK, District of Elkford and Village of Radium for organizing our events this past year.



Terry Melcer

Rocky Mountain Chapter
Director

Chapter Report: Lower Mainland

The Lower Mainland chapter executive continues to be a catalyst for promoting education in local government. We asked our members what was important to them immediately following our “Spring” conference in 2015. Here are some of the suggestions that were made:

- More motivational speakers;
- Leadership and Career Development;
- Communication Skills;
- Trending changes in local government;
- First Nations protocol;
- CAO Reflections;
- Successional planning;
- Freedom of Information on third-party requests;
- Role of Councils in addressing non-compliance issues; and
- Navigating through local government.

As one can see we have very diverse membership and interests in different areas of local government education and training. How do we as your Executive develop training programs that will facilitate the general member interest with relatively limited time and more key topic areas than one can accommodate in each Spring Conference?

Regardless, your Executive continues to act on your behalf and has created an excellent Spring Conference for April 13, 2016:

- We believe our program will “Wire Your Brain With High Impact Leadership with Terry Small.” You will learn how to incorporate knowledge into behavior and how to initiate and lead change in your organization.
- “Making the Call”, with Shannon Harvey-Renner and Sandra Guarascio. This topic should stimulate your grey matter on the dynamics of teamwork with human resources and legal counsel.
- And if you cannot get enough cerebral stimulation with “Making the Call,” we will provide you with insight on how leaders such as yourself have to put up with difficult situations involving members of the public, staff, and your political masters. This session with Richard Hart should help provide perspective on sorting out and “Managing Difficult Situations” in your work environment.



BOWEN ISLAND

The Lower Mainland chapter of the Local Government Management Association (LMLGMA) continues to endeavor to pursue excellence in providing education and training that you request as our members. We hope you see good value and encourage others in your department to join the LMLGMA.

Our annual “Spring Conference” training is made possible by many private agencies that support local government. Without the co-operation and support of MIA (Municipal Insurance Association), MFA (Municipal Finance Authority), Legal Law Firms -Bull Housser Tupper, and Roper Greyell, the financial cost for all of our guest speakers may not be possible.

The payback for education increases over the long term so learn to know yourself and never let your limitations get in the way of adjudicating the right call.

On behalf of our Executive we are all very proud to serve our members in the Lower Mainland chapter.



Wallace Mah

Lower Mainland Chapter
Director



Chapter Report: Thompson Okanagan

Warm Greetings from the Thompson Okanagan Chapter of the LGMA Standing Committee (TOLGMA). Our Chapter geographical area covers the Okanagan Valley from Osoyoos north to Salmon Arm, east to Revelstoke, to the west as far as Lillooet and north up to Clinton, and the resort community of Sun Peaks, encompassing many municipalities, First Nations, and Regional Districts. We are famous for our orchards, lakes, vineyards, skiing, golf, deserts, mountains, valleys and everything in between.

The 2015 AGM and Conference was held September 9 to 11 at the Walnut Beach Resort in Osoyoos. The AGM kicked off with the Welcome Dinner and social. The various conference sessions included Succession Planning, Legal Highlights, Management Leadership Skills, Procurement, as well as updates from MIA, LGMA and CivicInfo. Keynote speaker Michael Kerr provided two sessions – Inspiring Leadership and an evening presentation of Putting Humor to Work.

The Executive completed a Membership Survey in January 2016. A total of 42 responses were received to the 16 questions. The survey provided valuable information to the Executive for planning the 2016 Conference and was a good matrix for comparison to the 2014 survey. In 2014, 38% respondents indicated “limited budgets” the main reason for not attending the conference, compared to 53% in 2016. Being cognizant of restricted budgets, the 2016 conference rate has not been increased and the venue chosen was the most economical site reviewed.



Respondents were generally satisfied with the content from the 2015 conference and 85% felt the main benefit was the networking/information exchange opportunities. It is evident that communications continues to be an area requiring more attention – and members would like to hear from TOLGMA more frequently. The Executive is currently setting up a page on LinkedIn which we hope will be interactive and a venue in which to provide those members interested with current information. The 2016 Membership Survey can be found on the LGMA page for TOLGMA: <http://www.lgma.ca/EN/main/about/chapters/thompson-okanagan.html>

We invite all members and local government employees to join us for the 2016 Annual General Meeting at Silver Star Resort from Wednesday, September 14 to Friday, September 16. This year the conference will kick off at 1:00 pm, September 14, with Mr. Gord McIntosh providing a full afternoon session “WHAT’S ON FIRST BASE?” – Local Government Priority Setting. This 3.5 hour educational opportunity will provide tools for dealing with strategic planning, facilitation, strategic thinking and problem-solving.

The Vance Creek Hotel and Convention Centre is our host. Registration to commence in June.

Respectfully submitted,

Patricia Bridal

Thompson Okanagan Chapter
Director



Chapter Report: Vancouver Island

Change was the operative word in our chapter in 2015.

Our Executive saw several significant changes. Sarah Jones stepped down as chapter representative after years of distinguished service to the Chapter on our executive in a number of capacities. Thank you, Sarah, for all your time and hard work on our behalf.

Thanks also to Tina Neurauter, who left the Executive after volunteering time and effort to the Chapter over a period of years as Director-at-Large.

Darren Kiedyk was elected President at the very successful 2015 conference held in November at the Vancouver Island Conference Centre in Nanaimo. Darren was the primary organizer of the conference, which was sponsored by the Nanaimo Regional District. We received excellent feedback on the conference, attendance was up from smaller numbers in previous years, and we're looking forward to the 2016 conference this fall in Campbell River.



Losing long-term, hard-working Executive members could present challenges for a volunteer group, but we were fortunate to have good people step forward – Liz Cornwell is our new Vice-President and Karen Robertson was elected the new Director-at-Large. We're also fortunate to have Anja Nurvo stay on as secretary, Michael Dillabaugh as treasurer and Heather Svensen, Jake Marten and Selina Williams as directors-at-large.

With Sarah taking the lead, we also took part in the change in the status of our Chapter. In the meantime, we plan to continue with our overall goal of providing an effective and cost-efficient educational opportunity for our members each year at our conference and assisting them in staying abreast of developments in our field.



Don Schaffer

Vancouver Island Past President/
Chapter Director



NANAIMO

TOURISM NANAIMO
PHOTO

Chapter Report: West Kootenay Boundary

The West Kootenay Boundary (WKB) Chapter is comprised of local governments in the Regional District of Kootenay Boundary (RDKB) and Central Kootenay (RDCK). The RDKB local governments include the Cities of Greenwood, Grand Forks, Rossland and Trail, the Villages of Midway, Warfield, Montrose and Fruitvale and Electoral Areas A-E. The RDCK local governments include the Cities of Nelson and Castlegar, the town of Creston, the villages of New Denver, Nakusp, Silverton, Kaslo, Salmo and Slocan and Electoral Areas A-K.



KETTLE RIVER

The WKB Chapter established two goals for 2015. The Executive also recognized finance, asset management, infrastructure and organics recovery as four significant and current local government issues we wanted to support at our spring and fall events.

Our first goal was to finally be successful in engaging enough members to make it worth holding a fall Chapter meeting on a day when enough members could attend. We achieved this goal by arranging a one-day meeting last October in the City of Castlegar. The agenda was structured with membership (only) roundtable discussions and information-sharing on budgets and financial plans, council-staff relations, inter-municipal relations and a peer-learning opportunity where participants shared success stories in meeting some current local government challenges. The roundtable sessions transitioned into open discussions to obtain feedback from the broader group.

Overall, the meeting offered valuable dialogue and support in budgeting and financial planning activities, which was one of the four significant issues. There was a great review on using strategic plans to keep budgets on target, which also provided guidance on budgeting for larger capital projects.

Membership success stories include the completion of a solar crosswalk in Castlegar, the receipt of a Canada 150 grant for pool upgrades in the Village of Warfield, the RDKB's very successful 2015 Interface Wildfire Emergency Operations Centre and Montrose's water-smart joint procurement with Valemount.

The other three issues significant to local governments made up a good portion of the agenda for our Joint Spring Chapter meeting. The meeting was held with the Rocky Mountain Chapter in Nelson last April and was very successful. Doug Allin, CAO, City of Grand Forks offered valuable details on asset management, and MMM Group provided particulars on infrastructure, downtown revitalization and grant opportunities. Alan Stanley, General Manager of Environmental Services offered direction respecting product stewardship with Multi Material BC as well as organics recovery.

Our second goal was for our Chapter Executive to complete the work required to become a LGMA Standing Committee. This was approved by resolution at our fall Chapter meeting.

Our Chapter continues to network and engage with the Columbia Basin Trust, BC Hydro, BC Assessment, several law firms and CivicInfo for sponsorship, but more importantly

for guidance and the knowledge that help us become and remain efficient and professional in our daily local government duties and responsibilities.

Respectfully submitted,

Theresa Lenardon

West Kootenay Boundary
Chapter President and Chapter
Director





Minutes of the 2015 Annual General Meeting

Prince George Civic Centre

Wednesday, June 17, 2015

IN ATTENDANCE: **Acting President**, Kelly Ridley
Second Vice President, Paul Murray
Secretary-Treasurer, Sonia Santarossa
Director at Large, Mark Koch
Director at Large, Ken Watson
Vancouver Island Representative, Sarah Jones
Rocky Mountain Representative, Terry Melcer
North Central Representative, Janet Prestley
Thompson Okanagan Representative, Stephen Fleming (representing Patti Bridal)
West Kootenay Boundary Representative, Theresa Lenardon

STAFF: Dawn Boyle
Elizabeth Brennan
Ana Fuller
Ranee Platz
Shannon Gustafsson
Nancy Taylor

MEMBERS: Approximately 120

Acting President Kelly Ridley called the meeting to order at 9:30 a.m.

It was confirmed that the Notice of the Annual General Meeting had been given in accordance with the Bylaws of the Association sent March 10, 2015.

MINUTES OF THE 2014 ANNUAL GENERAL MEETING AS CIRCULATED IN THE ANNUAL REPORT

MOVED by Elsie Lemke

Seconded by Paul Gipps, That the minutes of the 2014 Annual General Meeting held on June 11, 2014 be adopted.

CARRIED

PRESIDENT'S REPORT

MOVED by John Malcolm

Seconded by Don Schaffer, That the President's Report be adopted as circulated in the 2014 Annual Report.

CARRIED

FINANCIAL STATEMENTS

MOVED by Mac Fraser

Seconded by Brian Woodward, That the 2014 Financial Statements be adopted as circulated in the 2014 Annual Report.

CARRIED

MOVED by Joanne Frank

Seconded by Jennifer Russell, That BDO be approved as the auditor for the 2015 fiscal year.

REPORTS OF BOARD OF EXAMINERS AND CHAPTER REPRESENTATIVES

MOVED by Kerry Hilts

Seconded by Alisa Thompson, That the reports of the Board of Examiners and Chapter Representatives as circulated in the 2014 Annual Report be adopted.

CARRIED

SPECIAL RESOLUTION

MOVED by Alberto De Feo

Seconded by Elsie Lemke, That the current Constitution and Bylaws be repealed;

And that the Constitution and Bylaws 2015 be adopted in their place;

And that the new Constitution and Bylaws do not come into effect until after the conclusion of this annual conference;

And that the Executive Director be authorized to make any corrections to the Constitution and Bylaws for typographical, numbering or grammatical errors prior to submitting these documents to the Registrar for Societies.

CARRIED
UNANIMOUSLY

2014 ANNUAL REPORT

Nancy Taylor, Executive Director provided an overview of the highlights from the 2014 Annual Report.

MOVED by Ken Watson

Seconded by Don Schaffer, That the 2014 Annual Report be adopted as presented.

CARRIED

NOMINATING COMMITTEE REPORT

Corien Becker, Co-Chair of the Nominating Committee, presented the report of the Nominating Committee.

The Nominating Committee is pleased to nominate the following individuals for consideration as members of the Board of Directors for the Local Government Management Association of BC for the 2015/2016 year under the existing bylaws as the new bylaws will not come into effect until such time as they have been filed:

President	Kelly Ridley*
First Vice President	Paul Murray*
Second Vice President	Mac Fraser CAO, City of Powell River Tom Kadla, CAO, Village of Lumby
Secretary-Treasurer	Sonia Santarossa, Senior Manager, Legislative & Information Services, Capital Regional District*
Director at Large (2-yr)	Ross Blackwell, General Manager, Planning, Cowichan Valley Regional District Ron Bowles, General Manager, Corporate Services, City of Campbell River Bill Flitton, Director of Legislative Services/City Clerk, City of Abbotsford

* Positions filled by acclamation.

APPOINTMENT OF RETURNING OFFICER

MOVED by Paul Gipps

Seconded by Sarah Jones, That Deanna Wasnick be appointed as Returning Officer for the Election of Director at Large.

CARRIED

UPDATE — MUNICIPAL PENSION PLAN

Diana Lokken, Trustee, Municipal Pension Plan, provided an update on the plan and the issues facing the Trustees.

ADJOURNMENT

MOVED by Paul Gipps

Seconded by Mark Koch, That the Annual General Meeting be adjourned and reconvened at 1 p.m. on Thursday, June 18, 2015 to receive the results of the Election for the Second Vice President and Director at Large positions.

CARRIED

THE MEETING ADJOURNED AT 10:10 A.M.

MEETING RECONVENED THURSDAY, JUNE 18, 1:05 P.M.

Returning Officer Deanna Wasnick announced the Board election results. Tom Kadla was elected to the position of Second Vice President and Bill Flitton was elected to the two-year Director at Large position.

MOVED by Kim Mushynsky

Seconded by Sonia Santarossa, That the results of the election be accepted.

CARRIED

ADJOURNMENT

MOVED by Linda Tynan

Seconded by Danny Dwyer

CARRIED

THE MEETING ADJOURNED AT 1:10 P.M.

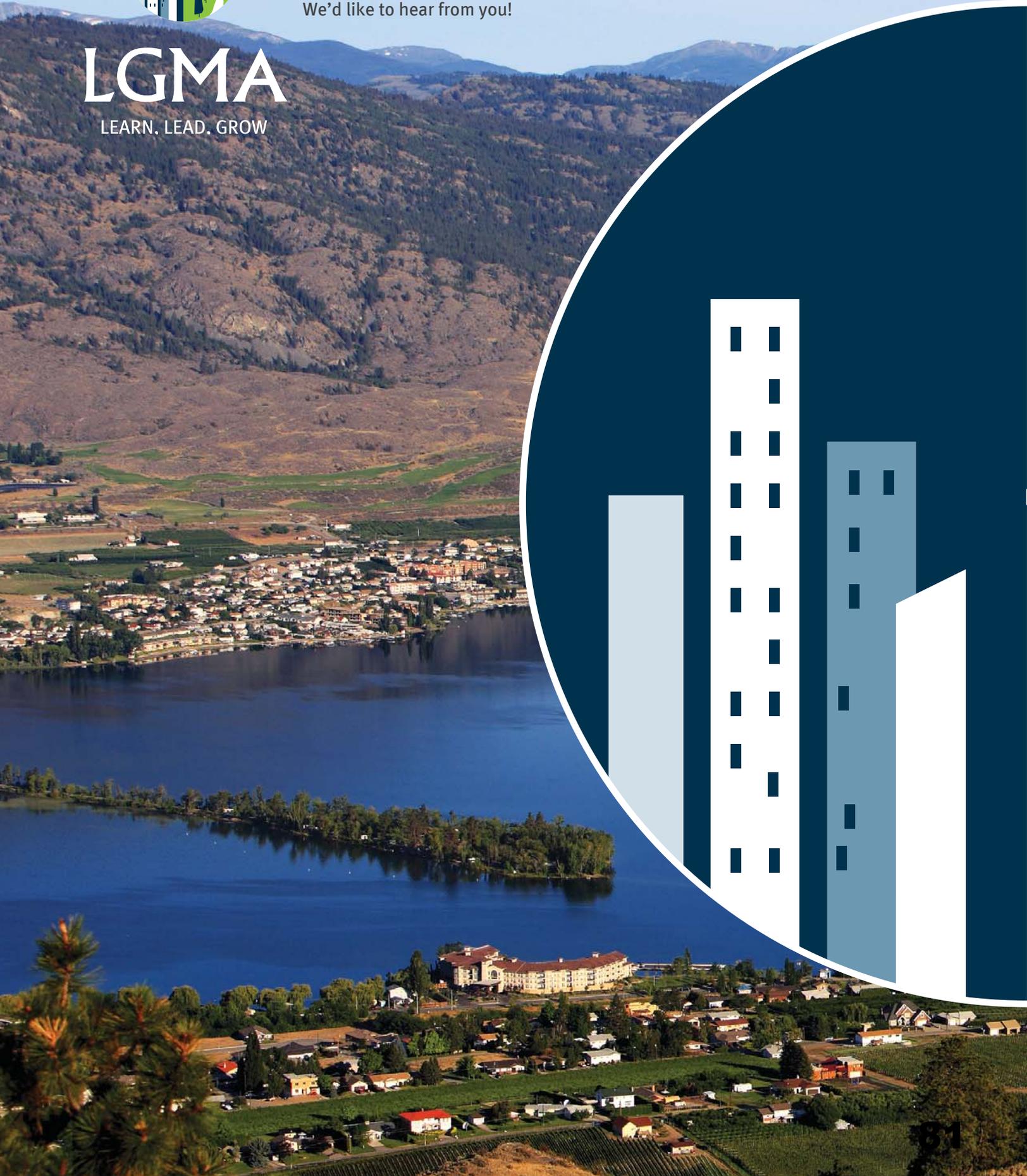


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We'd like to hear from you!

LGMA
LEARN. LEAD. GROW





To: Board of Directors

From: Russell Dyson, CAO

CC: Ken McRae, ICF Director appointed by Alberni-Clayoquot Regional District

Meeting Date: October 26, 2016

Subject: Island Corridor Foundation – Governance and Financial Review

Recommendation:

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

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 recommended that these be endorsed.

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 responded with the attached report and a meeting held Thursday October 6. Directors Banton and Cote attended.

The Island Corridor Foundation has responded to the report with the attached document. It demonstrates that the Foundation is committed to implementing the practical recommendations of the report.

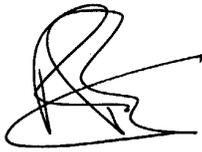
It is recommended that the Board of directors of the ACRD refer the report to Hupacasath First Nation for their information.

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

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.

October 11th, 2016

**Island Corridor Foundation
Response to
Association of Vancouver Island & Coastal Communities
Daniels Report: Re ICF Review**

The assignment of the AVICC was for a high level financial and governance review of the Island Corridor Foundation (ICF). The AVICC hired aKd consultants to conduct the review. The report was presented to the AVICC Executive, regional district chairs, CAOs, ICF RD member representatives and directors.

Although the report has not been formally transmitted to the ICF Chair and Directors a special meeting of the Board was held to review the recommendations.

Summary and Conclusion...aKd Report

"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 the land. The structure is therefore important and generally appears to be doing the job originally intended".

The author states that the governance structure was established to accomplish three primary objectives:

- *To limit the owners' (members) 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;*
- *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 bylaw".

It is unfortunate the author did not more fully discuss the first two points and explain the appropriate process for ICF members to bring issues of concern before the ICF Board of Directors while limiting members financial exposure, liability and political interference.

The ICF Chair and CEO met with the author for 2.5 hours in a ranging discussion with no details of issues presented. The Chair did offer to meet again with the author before his report was finalised to answer questions he may have or for him to seek clarification to ensure his report was factually correct. Had he done so there would not have been the factual errors or misunderstandings found in his report. This is truly unfortunate.

The ICF is implementing a number of the recommendations. The advice concerning communication and a director's inability to report because of the Schlenker decision will help in providing a common approach amongst the five regional districts and the regional ICF directors.

Recommendations & Responses

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.*

Skill sets for the appointment of ICF directors will be developed. The skill sets will take into account the unique First Nation and Regional membership of the ICF and the articles of the Foundation.

Recommendation #2: *Regional District issue*

Recommendation #3: *That the ICF Board amend section 4.1 of its bylaw to allow public attendance at the Annual General Meeting.*

The ICF Annual General Meeting will be open for the public. This was approved at the July 2016 ICF Board meeting.

Recommendation #4: *That the ICF Board amend its bylaw to designate a portion of each regular meeting as open to the public.*

Anyone wishing to address the Board on a specific matter can make a written request to do so. Due to the nature of the business discussed at Board meetings it is not practical to incorporate an open portion for the public to attend. For the record no one has asked to attend. The ICF will look for other opportunities to engage 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.*

The ICF will prepare a formal annual report for the AGM and circulate it to all members. By invitation the ICF has attended Regional Board meetings and council meetings and will continue to do so. The ICF will also be pro-active in inviting all Regional Board directors, First Nation councillors and local government councillors to the AGM. The AGM includes the presentation of the financial statements by the auditor; a report of legal business by the ICF solicitor and reports by the ICF co-chairs, the CEO and the president of Southern Railway. The minutes and reports of the AGM will continue to be posted on the ICF website. The ICF has requested the AVICC schedule a regular ICF workshop at the annual spring conference as well.

Recommendation #6: *AVICC issue*

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.*

The ICF publishes Board Meeting Notes after each board meeting. The Notes are circulated to all member First Nation councillors, regional board directors and local government councillors and 3500 'Friends of the Corridor' and are posted on the ICF website.

Recommendation #8: *That the FAQ section of the website be expanded and updated on a regular basis.*

The FAQ website page will be expanded and updated on a monthly 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."*

The ICF solicitor advice:

'This is a recommendation to the Regional Districts as to their internal process rather than the ICF...'

The ICF bylaws have been drafted to conform to the Canada Not-For-Profit Corporations Act, the ICF's governing statute. The Act provides that members may nominate directors

to the board under section 163(5) by making a proposal signed by any “number of members as provided in the bylaws...”

The key distinction is that members’ nominate’ directors rather than ‘appoint’ them. This preserves the legal principle that members must ultimately vote for directors. While in actual practise the process is more like appointment, the bylaws were designed to comply with the principle of election, which is required under the Canada Not-For-Profit Corporations Act’.

However, Regional Districts may wish to ratify their nominee by way of a confirming resolution as per the SMS legal advice.

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.*

The ICF will develop policy guidelines for what directors may report to their boards with respect to ICF business. It would be helpful if Regional Boards coordinated a common approach that directors can follow with respect to their participation in ICF discussions at the regional board table.

The ICF solicitor advice:

‘We concur that it seems prudent that a legal opinion be sought on the duties which Regional District directors have under Schlenker, including but not limited to, their duty to exclude themselves from meetings and their ability to relay information back to their regional boards. Given this is an issue arising inside the Regional Districts, we would recommend that this opinion be prepared by Stewart McDannold Stuart on behalf of the Regional Districts...It would be useful if the ICF could review this opinion as an aid to considering the internal disclosure policies tailored to the Regional Districts’.

Currently each regional district has a different approach to how an ICF director can report and participate to the respective regional board.

Recommendation #11: *Regional District issue*

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.*

The ICF will update the strategic plan as the Board deems necessary. The plans will be posted on the website as they currently are.

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.*

The ICF solicitor advice:

‘The not-for-profit corporation model was chosen and the ICF articles and bylaws were drafted in a manner so as to insulate and protect Regional District and First Nation members against legal liability arising from operation of a railway and management of the land corridor. The greater the direct role which Regional Districts and First Nations have in the ICF and the further from the classic model of corporate governance the ICF becomes (separation of members from decision making), the greater the risk of members being held liable for the actions of the ICF...

Over and above the importance of separation between the ICF and its members discussed above, there could be direct liability issues resulting from an expansion of the role of Member Representatives. For example, the common law has a principle that to

the extent that persons take on the role of duties commonly seen as that of directors (such as setting policy goals) they will be deemed to be and will assume the liability of directors. Indeed this principle is even codified in British Columbia under section 138 of the BC Business Corporations Act. The de facto director principle is a concern for individual Member Representatives as well as the Regional Districts and First Nations who are the members. In short, to the extent that these parties take part in the direction of the ICF, they may become liable for its actions. Given this was one of the most significant concerns in setting up the ICF, it is one which we would strongly caution against.'

The ICF will work to expand stakeholder engagement in the updating of the strategic planning process.

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.*

The plan is to be updated and presented at the AGM and will outline the skills and components we have found in our rail operator that are necessary in achieving a viable rail service. The plan will be posted on the ICF website.

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 plan is to be updated and presented at the AGM. The plan will be posted on the ICF website.

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.*

The CEO's performance is reviewed by the Board of Directors

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.*

The financial notes are reviewed annually with the auditors and the update of the business plan will include the update of the five year budget. The ICF Board ensures that all assets of the corporation are protected and all legal agreements are reviewed by the ICF solicitor.

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.*

This is not revenue or expense of the ICF and cannot be included in the ICF budget as per generally accepted accounting principles. The maintenance of railway crossings is work Southern rail performs and is paid directly by the respective road authority. This issue was addressed by Southern Rail at the local government liaison tour and meeting. This was not an issue of concern and attending members seemed to understand the process and billing for crossing maintenance.

**Several jurisdictions formally declined to attend the liaison meeting: RDN, Nanaimo and Lantzville*

Commentary

The report would have been more constructive if the 40 people interviewed had been listed and what their specific issues were. This would have helped the ICF better understand the nature of

the criticism, particularly since the recently held local government liaison meeting was well attended and so positively received.

It also would help readers better discern the authors understanding of the issues identified and whether there were other agendas being pursued.

It is noted the author did not speak with the ICF financial officer, or the auditors. It is surprising they were not contacted when the author was doing a high level financial review. This is also the case with the ICF solicitor who also was not consulted with respect to the governance review and the corporation bylaws.

Another glaring omission is the fact the rail operator, Southern Rail, was not consulted. It is absolutely imperative the ICF have a rail operator. The rail company's input concerning rail sustainability and their relationship with the ICF would have offered an important perspective that has been left out.

The Assignment

Although the terms of reference were vague the author was instructed to;

- ***Clarify and confirm the issues, concerns and frustrations prompting the review;***

The City of Langford was the proposer of the resolution yet there is no reporting of their issues. This omission leaves readers not knowing what prompted the resolution or that the ICF Board had three times offered to meet with the Mayor of Langford to address his issues. He never accepted the invitations.

- ***Review current bylaws and system structure to ensure the owner's (members) of the corridor are properly represented and their interests protected***

The author never consulted with the ICF corporate solicitor or any of the community groups directly involved with the ICF

- ***Conduct a high level review of the ICF budget and 2015 financial statements***

The author never consulted with the ICF Financial Officer or the ICF auditors

- ***Determine if the ICF's performance and accomplishments to date have been reasonable and if it is meeting the owner's (members) expectations.***

To this point the report is silent on;

1. the award winning Nanaimo Heritage Station restoration & renovation & fundraising campaign lead by the Young Professionals of Nanaimo
2. the completion of Phase I of the Courtenay Heritage Station renovation being done in cooperation with Courtenay and Strathcona Rotarays and the City of Courtenay; and work to begin on Phase II when Heritage Canada gives approval.
3. the renovation planning underway of the Duncan Heritage Station with the Cowichan Valley Historical Society and the City of Duncan
4. the new Via Rail operating agreement
5. the SVI subsidy agreement for the Via service
6. the \$7.5 million provincial funding approval
7. the \$7.5 million federal funding approval
8. the four regional districts funding agreements
9. the ICF/SVI daily working relationship
10. the ICF/SVI Long Term Operating agreement
11. the rail/trail guidelines for the corridor
12. the trail construction along the corridor

13. the Hallowell Trail agreement (Esquimalt FN, Songhees FN, CRD, View Royal)
14. the Alberni Pacific Railway Maclean Mill tourism train operation
15. the ICF/APR Alberni Sub management agreement
16. the Nanaimo Port Authority/SVI Cruise Ship Excursion Train
17. the establishment of a permanent ICF office
18. the creation of a comprehensive website
19. the improved annual operating financial position of the ICF
20. the full repayment of the CPR loan - \$125,000
21. the management of land use agreements
22. the fact Regional Districts do not contribute operating funding to ICF
23. the fact Regional Districts do not contribute funding to rail maintenance
24. the fact local governments do not contribute operating funding to ICF
25. the local government permissive tax exemption agreements
26. the corridor utilization by member organizations for utilities
27. the fact First Nation governments do not contribute operating funding to ICF
28. the SVI First Nation Conductor/Engineer Scholarship Fund
29. the First Nation Trackman Training & Employment Plan
30. the First Nation Safety Sight & Sound Barriers Plan

Financial Review

The author noted this was a high level financial review that the consultant conducted himself and with qualified outside sources that have been left unnamed. The ICF notes that neither the ICF Financial Officer nor the ICF auditors were consulted thus the lack of understanding of the ICF financial statements and the following errors or omissions.

The ICF is in a strong financial position having grown annual revenues to over \$500,000. Assets are **\$335,389,514**. The Nanaimo Station mortgage of \$1.1 million has been reduced to \$951,920. CIBC has a first charge over the Selby Street station property only, not over all of the ICF assets as the author stated.

The SVI loan repayment plan is part of the ICF/SVI Long Term Operating Agreement. There is no general security agreement clause in the LTA.

The CPR 'donation' amount is a flow through from Telus for the fibre optic line agreement that is included in the original asset agreement with ICF.

The above significant errors underscore the authors misunderstanding of the financial affairs of the ICF and create a very serious misrepresentation of the facts to the reader.

Errors & Omissions

- The ICF assets are \$335,389,514.
- The CIBC charge for the Nanaimo Station mortgage is limited to the amount outstanding.
- ICF holds non rail related parcels of land that could be used, if necessary, to cover risk exposure.
- The charge over the property does not limit the ICF from obtaining other financing if needed.
- The Long Term Operating Agreement with SVI will not have a general security agreement.
- SVI will pay several millions of dollars to ICF in track license fees.
- ICF land use revenues will continue to increase in the future

- The CP 'Donation' to ICF is a flow through paid by Telus for a fibre optic line; this forms part of the original asset agreement.
- Credit and liquidity risks are minimal.
- There are no funds committed to the Alberni Station, (this is owned by the City of Port Alberni)
- Transport Canada & BC Safety Authority regulations would make it problematic for municipalities to maintain railroad crossings themselves
- SVI crossing maintenance fees conform with Canada Transport Authority fee schedules.

Context (Errors & Omissions)

- There are numerous opinions of how the ICF developed. A more common theme centres on the CPR wishing to close down the line. Rail America was a secondary player that took over the Alberni sub and that portion of the Victoria sub running from Parksville to Nanaimo. This would appear to be the more authentic version of events than what the author describes. This is supported by the fact that the first agreement for the transfer of those parts of the corridor not controlled by Rail America was first negotiated with the CPR and then the Rail America agreement followed later.
- Cowichan Tribes was a main supporter and initial funder in developing a plan to protect the corridor.
- There are 11 First Nations, (not 8) supporting nominees to the Board
- The author does not understand the role of 'Member Representatives' and confuses this as a members committee which they are not. Consultation with the ICF corporate solicitor would have provided the author an accurate understanding of the role of 'Member Representatives'.
- The member representatives do not elect the Chair or the Vice-Chair
- The Office Administrator is not the corporate secretary.
- "*The Board of Directors may, by resolution, make, amend or repeal any bylaws that regulate the activities or affairs of the Corporation*". It would have been helpful to the reader if the author had also included the entire section applicable to 14.1... "Any such by-law amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution". By omitting the underlined portion of this section the author has left the reader with the false impression the directors can make by-law changes without the members' approval.

The ICF Board of Directors is made up of elected and professional people that include current Mayors and former Mayors and Chiefs, First Nation & local government councillors, land manager, economic development officer.

The Directors take their responsibilities very seriously and work closely with the CEO to ensure the ICF is managed according to the Articles of the corporation.

The Directors have complete confidence in the CEO to manage the daily affairs of the ICF.



Judith Sayers
ICF Chair

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

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

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: October 26, 2016
Subject: Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

Recommendation:

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

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

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

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

Desired Outcome:

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

Summary:

The letters from the Alberni Valley Golf Club and the Long Beach Recreation Cooperative requesting tax exemption for 2017 has been included for your information and both clubs have also recently appeared as a delegation to the Board. At the October 12, 2016 meeting the Board directed staff to prepare the bylaw.

Time Requirements – Staff & Elected Officials:

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

Financial:

Alberni Golf Course

The value of the 2016 property taxes for the Alberni Golf Club provided exemption was \$20,643.73. The ACRD component of the property tax would have been \$4,450.57 for all services that Area F – Cherry Creek participates in. The Cherry Creek Waterworks (CCWW) exemption amount was \$3,521.63, but an amount of \$3,000 is paid directly to the CCWW for fire protection.

Long Beach Recreation Cooperative

The value of the 2016 property taxes for the Long Beach Recreation Cooperative provided exemption was \$7,716.90. The ACRD component of the property tax would have been \$1,901.97 for all the services that Area C – Long Beach participates in.

The effect on the tax payers locally and provincially would be to spread the tax assessment over the rest of the Land & Improvements in the area.

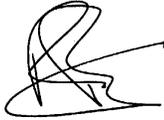
Policy or Legislation:

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.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw F1127

2017 Tax Exemption Bylaw

WHEREAS the *Local Government Act* authorizes a Regional District Board to exempt from taxation land or improvements or both owned or held in trust by the owner for an athletic or service organization and used principally for public athletic or recreation purposes;

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

1. The following described property shall be exempt from taxation imposed under the *Local Government Act*:
 - a. Land and improvements known as the **Alberni Golf Club** as outlined on **Schedule "A"** attached to and forming part of this Bylaw and legally described as follows:

Lot 4, District Lot 17, Alberni District, Plan 13628, and,

The North ½ of Lot 96, Alberni District, being part of said lot lying North of the North boundary of Plan 1804, containing 80 acres more or less, except the south four chains of the East 7.50 chains containing 3 acres more or less except part in Plan VIP71603

PID Numbers: 000-958-859 & 000-959-049

- b. Land and improvements known as the **Long Beach Recreation Cooperative** as outlined on **Schedule "B"** attached to and forming part of this Bylaw and legally described as follows:

Parts of District Lots 113, 165, 166, 167, 178, 192, 193, 194, and 195, all part of the Long Beach Airport, all of the Clayoquot Land District

Parts of PID Numbers: 024-158-666, 009-392-351, 024-749-435, 010-322-451, 010-157-913, 024-749-389, 024-159-034, 024-158-569, 024-749-397

2. The tax exemption established by this Bylaw shall be for the 2017 taxation year.

3. This Bylaw may be cited as **“2017 Tax Exemption Bylaw No. F1127”**.

Read a first time this day of , 2016.

Read a second time this day of , 2016.

Read a third time this day of , 2016.

ADOPTED this day of , 2016, by an
affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“2017 Tax Exemption Bylaw No.
F1127.”**

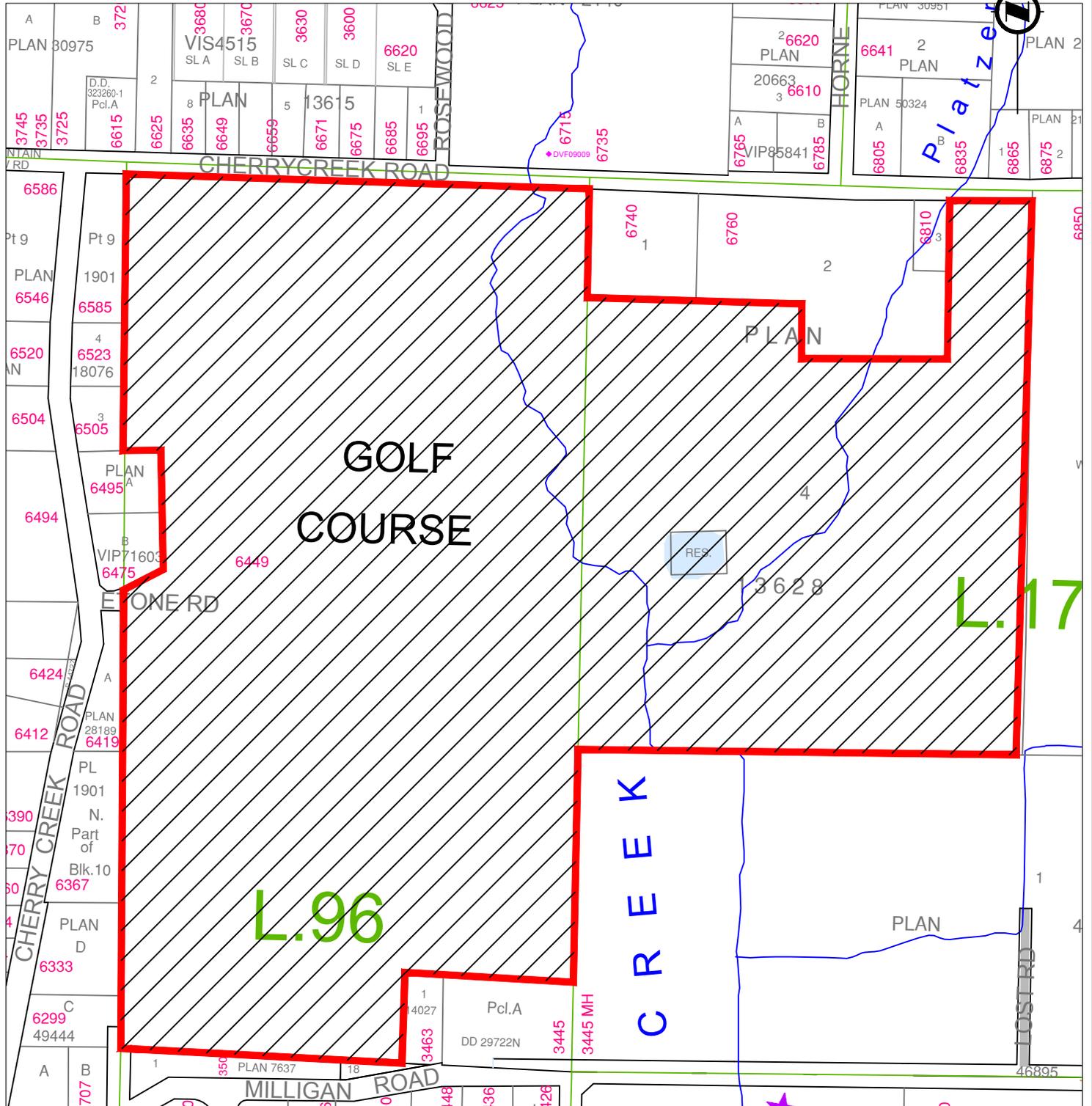
The Corporate seal of the Regional
District of Alberni-Clayoquot was
hereto affixed in the presence of:

Chief Administrative Officer

Chairperson

Schedule 'A'

This schedule is attached to and forms part of Bylaw F1127 2017 Tax Exemption Bylaw Alberni Golf Club



 Alberni Golf Club

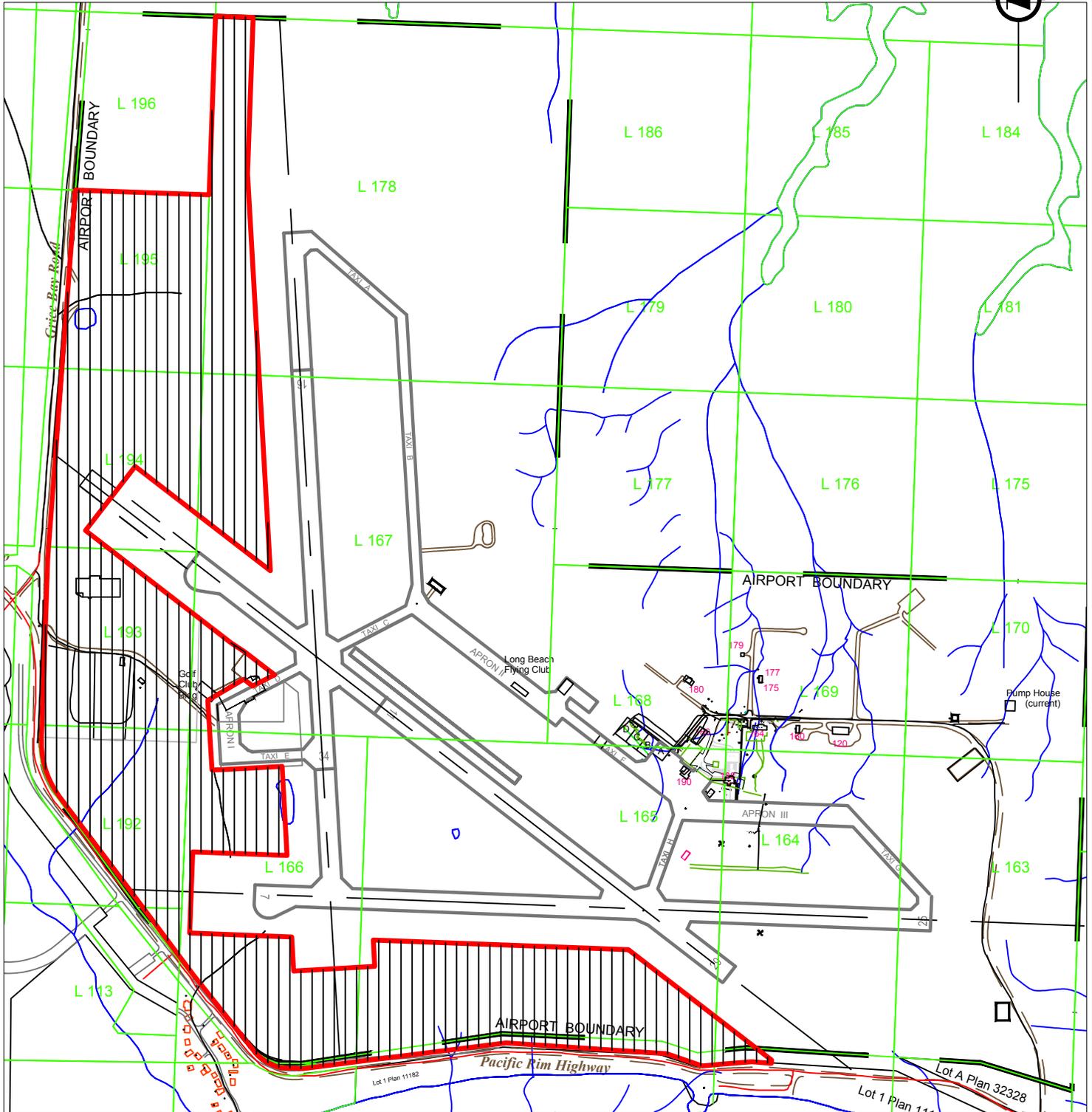


ALBERNI-CLAYOQUOT REGIONAL DISTRICT



Schedule 'B'

This schedule is attached to and forms part of Bylaw F1127 2017 Long Beach Recreation Cooperative Tax Exemption Bylaw



Long Beach Recreation Cooperative Lease Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

116





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 16th, 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 24th, 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

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

From: Ken <kenwsander@hotmail.com>
Date: October 21, 2016 at 9:43:34 AM PDT
To: Teri Fong <tfong@acrd.bc.ca>
Subject: Re: Golf Club Local Contributions

Good Morning Teri,

I believe I have the information you are looking for, but am not sure if this is more or less detail than you would like. The Club provides donations via 3 main routes.

1. The primary event that has been held at the Alberni Golf Club for the past 23 years is the Charity Classic. Over the past 23 years the Charity event has raised \$703,000.00. Up to half of this amount goes to Children's Hospital each year, with the remainder going to selected local charities.

In 2016, \$50,000.00 was raised. Of that amount, Children's received \$15,000, Kids Sport \$8,000, Bread of Life \$8,000, Community Arts \$8,000, and Fir Park/Echo Village \$8,000.

2015 Children's \$17,200

Rescue Squad \$6,450

Stepping Stones \$6,450

Bread of Life \$6,450

Literacy Alberni \$6,450

Using this format, the amount raised annually is usually between \$35,000 and \$50,000. Over the years, some of the other organizations that have benefitted are:

Meals on Wheels, Neighbourhood Link, Special Olympics, Kiwanis Hilton Centre, Big Brothers/Sisters, Alberni Athletic Association, WCGH Ladies Auxiliary, Salvation Army, DARE, KUU-US Crisis Line, Citizens on Patrol, Transition House, West Coast General Hospital, Multiple Sclerosis Support Society, and many others.

2. The second way the club contributes is via its men's and ladies groups.

Over the last 8 years the Business Ladies Group has teamed up with Scotia Bank to raise more than \$76,000. Of this amount, Scotia Bank has contributed about \$30,000, and the Business Ladies most of the rest, with some added by the Men's Club. This group has focussed on contributing the bulk of this money to Ty Watson/Hospice. As well, 2 or 3 times a year they donate food and money to The Bread of Life.

The Men's club has also given cash amounts to the Cancer Society and the Salvation Army.

3. The Club itself, in the past year, has donated to:

PA Friendship Centre

AV Minor Hockey

AV Hospice Society

USW Steelworkers - local 185

Cops for Cancer

Rotary Club

Children's Hospital

West Coast General Hospital---Healing Hands

PA Christian School

Staples----Stock The Lockers

PA Family Guidance

AV Museum

Somass Legion Ranch 169

ADSS Track and Field

ADSS/ Y.E.S.2 Know

I hope this is what you are looking for. Please let me know, and if you could send me a quick email to let me know you have received this, I would appreciate it very much. Thanks very much Teri.

Best Regards,

Ken



To: ACRD Board of Directors

CC: Charlie Starratt - Beaver Creek Volunteer Fire Department, Mark Kelly - Bamfield Volunteer Fire Department, Michael Cann - Sproat Lake Volunteer Fire Department

From: Dan Holder, Fire Service Coordinator

Meeting Date: October 26, 2016

Subject: **Committee for Appointment of Fire Chiefs**

Recommendation:

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

Summary:

Procedures for the appointment of Officers for the Regional Districts Fire Departments are required. Establishing a committee to make recommendations to the Board will enable consultation with the departments and the area directors.

Background:

The ACRD commissioned a report by Dave Mitchell and Associates to conduct a review of the fire services of Bamfield, Sproat Lake and Beaver Creek Volunteer Fire Departments. One of the recommendations identified was to change the present method of electing Fire Chiefs to a more formal process of appointing Fire Chiefs. Departments are moving toward a process based on qualifications rather than a vote among the membership.

The Bylaws for Establishing Operational Criteria for the Departments were recently amended to reflect this standard.

Section 5 of Alberni-Clayoquot Regional District Bylaw No. R1023 - *A Bylaw to Establish Operational Criteria for the Regional District Fire Departments* states;

“The Fire Chief of each Fire Department shall be appointed for a term not to exceed three years by a resolution of the Board. Upon the completion of the three-year term and after consultation with the members of the relevant Fire Department, the appointment of Fire Chief may be considered.”

It is recommended that:

- 1) The Board approve the formation of a working committee to investigate the required qualifications of the Fire Chief and Officers, explore options, consult with the membership and report back to the Board with a recommendation for appointments of Fire Chiefs and the fulfillment of Officers positions.

2) The working committee be comprised of:

- The Elected officials for Beaver Creek, Bamfield and Sproat Lake.
- The Fire Chiefs and Deputy Fire Chiefs of the departments.
- The Fire Service Coordinator.

Time Requirements – Staff & Elected Officials:

It is anticipated that three or four meetings will be required, the committee will be supported by the Fire Services Coordinator and we hope to have recommendations back by February 2017.

Financial:

none

Policy or Legislation:

Fire Chiefs are responsible for managing their departments subject to various regulations and acts this will ensure the qualified person is in place.

Bylaw No. R1023.

Submitted by: 

Dan Holder

Approved by: 

Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors
cc: Charlie Starratt, Fire Chief, BCVFD

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: October 26, 2016

Subject: **Bylaw E1052-3, Beaver Creek Fire Protection Service Area Amendment, 2016**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt 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 an additional property.

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 from the owner of 1082 Wellham Road within the Beaufort electoral area requesting the boundaries of the Beaver Creek Fire Protection Service area be expanded to include this property legally as: Lot A, District Lot 116, Alberni District, Plan VIP8822, Except Plan VIP86640.

This property borders on the current boundaries of the Beaver Creek Fire service area. 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. Participating area consent has been obtained from the Directors within the service area.

The Alberni-Clayoquot Regional District Board of Directors gave three readings to Bylaw E1052-3 at the October 12, 2016 regular meeting. Attached please find a copy of Bylaw E1052-3 for consideration of adoption. As per the *Local Government Act*, voting on establishing bylaws and amendments to establishing bylaws are one director, one vote.

If adopted, the above properties will fall within the boundaries of the Beaver Creek Fire Protection service area.

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
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 12th day of October, 2016.

Read a second time this 12th day of October, 2016.

Read a third time this 12th day of October, 2016.

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

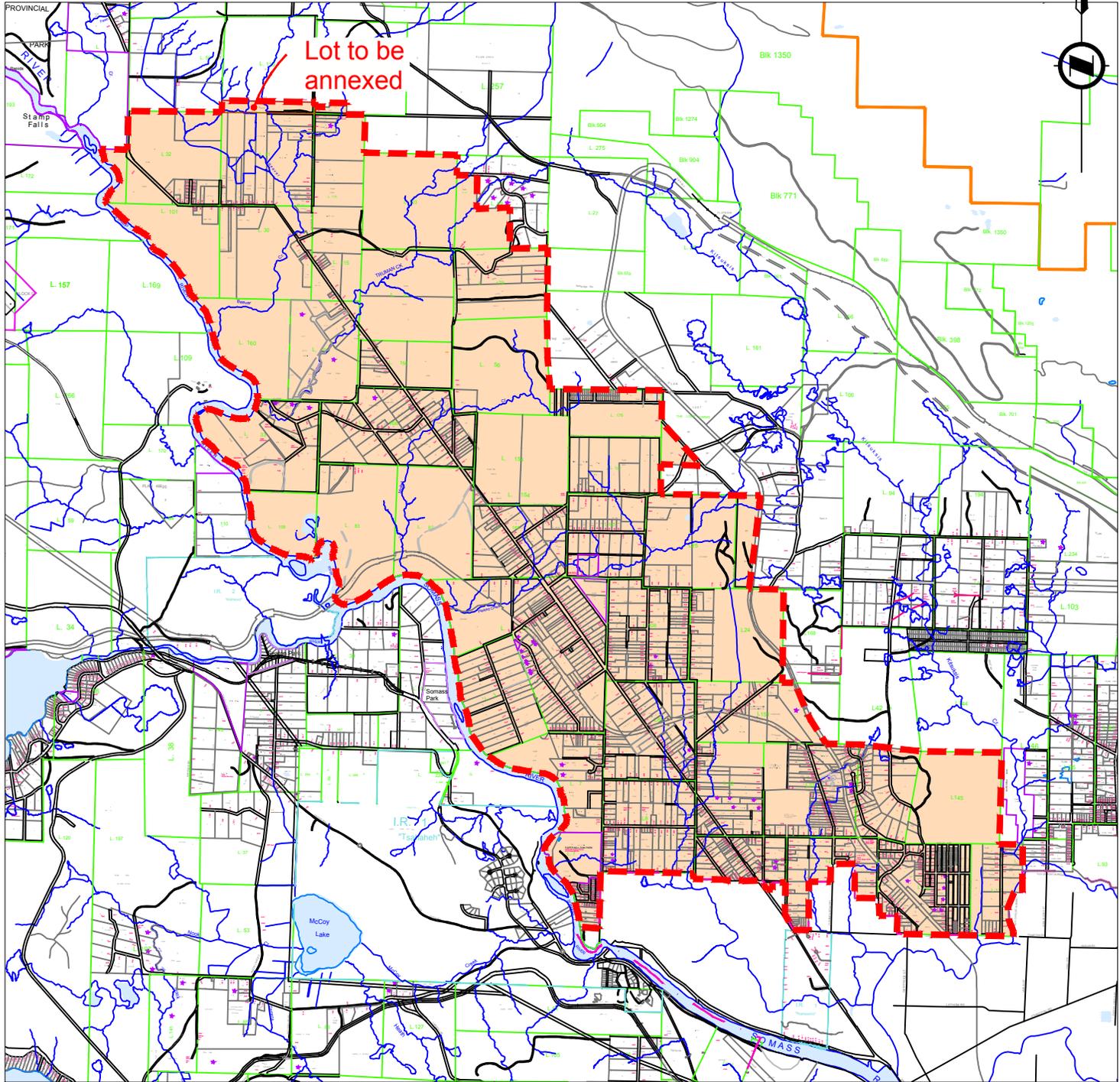
ADOPTED this day of , 2016.

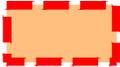
Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer

Schedule 'A'

This schedule is attached to and forms part of Bylaw E1052-3, Beaver Creek Fire Protection Service Area



 Service Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

DATE: October 13, 2016

ACRD FILE NO.: RE16007

APPLICANTS: Valmond Pelletier & Marion Crawford

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

LOCATION: 6770 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

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

Recommendation:

The following are recommendations of the staff report:

- THAT Bylaw P1346, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.
- THAT Bylaw P1347, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaws P1346 and P1347 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaw P1346 and P1347 are subject to:
 - i. Meeting all technical referral agency requirements.

RE16007

Observations:

- i. **Status of Property:** The 1.1 hectare (2.72 acre) property is accessed via panhandle driveway from Beaver Creek Road. The long driveway extends approximately 450 feet into the property where it opens up into a cleared area where the house was constructed in 2010. On the north side of the property is an 1,800 square foot shop which was built in 2011 and added onto in 2013. The lot is relatively level and bordered by second growth forest on all sides.

- ii. **Services**
 - a. **Sewage Disposal:** A new sewage disposal system was installed in 2010 when the house was constructed. The septic filing indicates that the system is designed to accommodate a 3-bedroom house. In order to accommodate the construction of any cottage, either a second sewage disposal system on the property or an addition to the existing system to accommodate any increase capacity will be required. This will be regulated at the building permit stage where confirmation of a septic filing from Island Health will be required.

 - b. **Water Supply:** The property is located within the Beaver Creek Water Service Area. The existing house and shop are connected to the water system. Any new cottage construction will require either a permitted second water use or a dedicated separate connection to the water main as determined by the ACRD Environmental Services department. This will also be regulated at the building permit stage.

 - c. **Fire Protection:** Beaver Creek Volunteer Fire Department

 - d. **Access:** The property is accessed off Beaver Creek Road via panhandle driveway access that extends approximately 450 feet into the property down a 50 foot wide panhandle. The access has good visibility on a straight stretch of the road and appears to be suitable to accommodate an increase in traffic from up to four rental cottages on the property. There is enough width to the existing access to allow vehicle traffic to pass one another if required.

- iii. **Existing Planning Policies Affecting the Site**
 - a. **Agricultural Land Reserve:** Not within the ALR.

 - b. **Official Community Plan:** The Beaver Creek OCP designates the property as “Residential Use”. The Residential Use designation supports cottage residential as a permitted use provided that residential remains the principal use. There are no Development Permit Areas which impact development on this property.

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

RE16007

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

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

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

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

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

- i. For single family dwellings, the minimum floor area on the main floor shall be 83.6 square metres (900 square feet).
- ii. For cottages, the minimum floor area on the main floor for each cottage shall be 27.8 square metres (300 square feet) and the maximum floor area on the main floor shall be 46.5 square metres (500 square feet).
- iii. No cottage shall be constructed with a required front, rear or side yard.
- iv. There shall be a separation distance of at least 9.14 metres (30 feet) between cottages and between cottages and a permitted single family dwelling on the same legal parcel.
- v. There shall be a maximum of five units per legal parcel or a density of one unit per 1,000 square metres (10,763 square feet) of lot area, whichever is the lesser. For the purposes of this section, a "unit" refers to both single family dwellings and cottages.
- vi. In no circumstances shall Section 110D apply to any lot not having a single family dwelling constructed and located thereon; nor shall Section 110D apply to any lot less than 2 acres in area having 2 separate single family dwellings constructed thereon by virtue of Section 6.1(3) or Section 6.5(2)(h) of the Zoning Bylaw.

RE16007

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

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

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

Comments:

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

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

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

RE16007

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

Submitted by: 

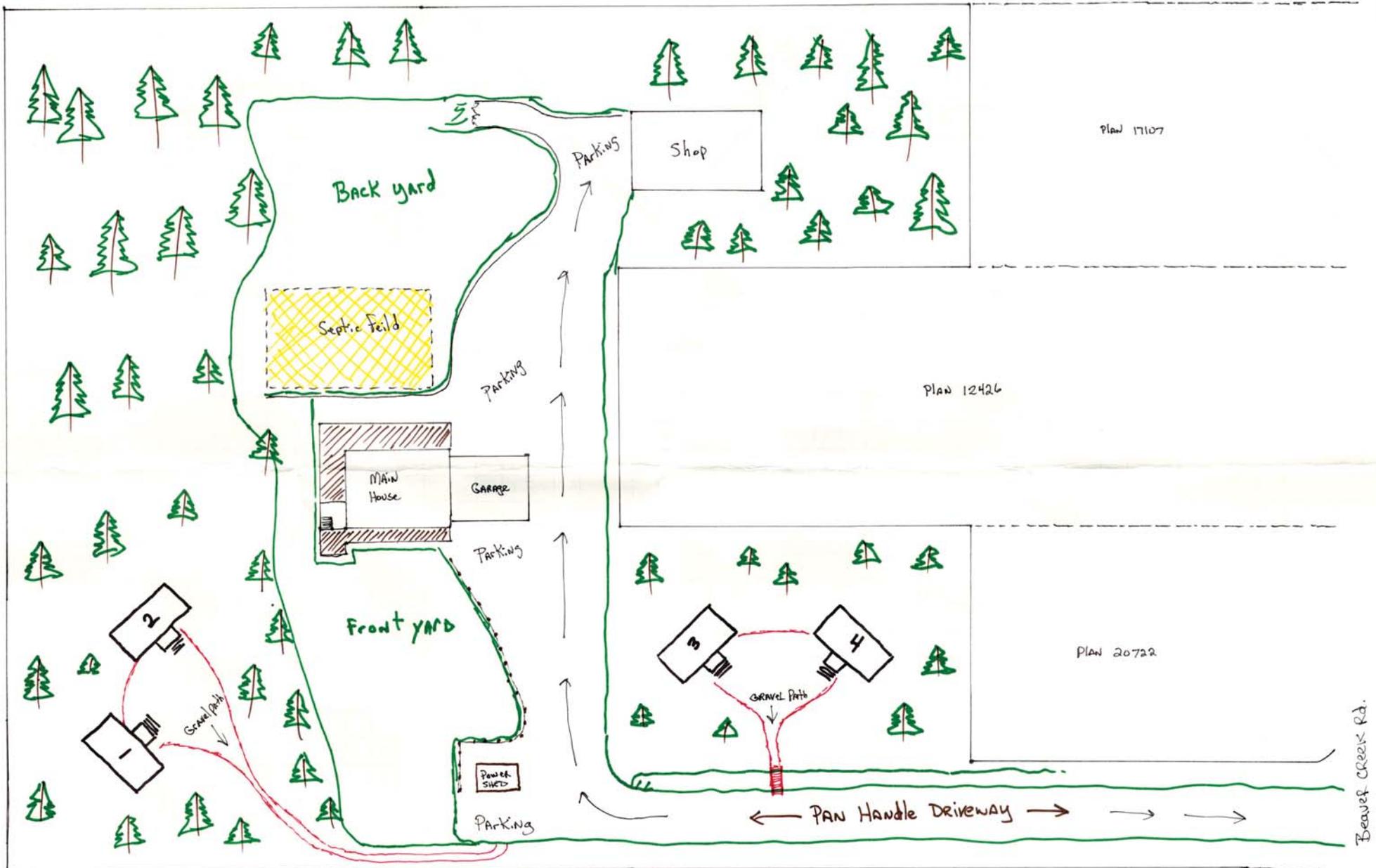
Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP RPP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

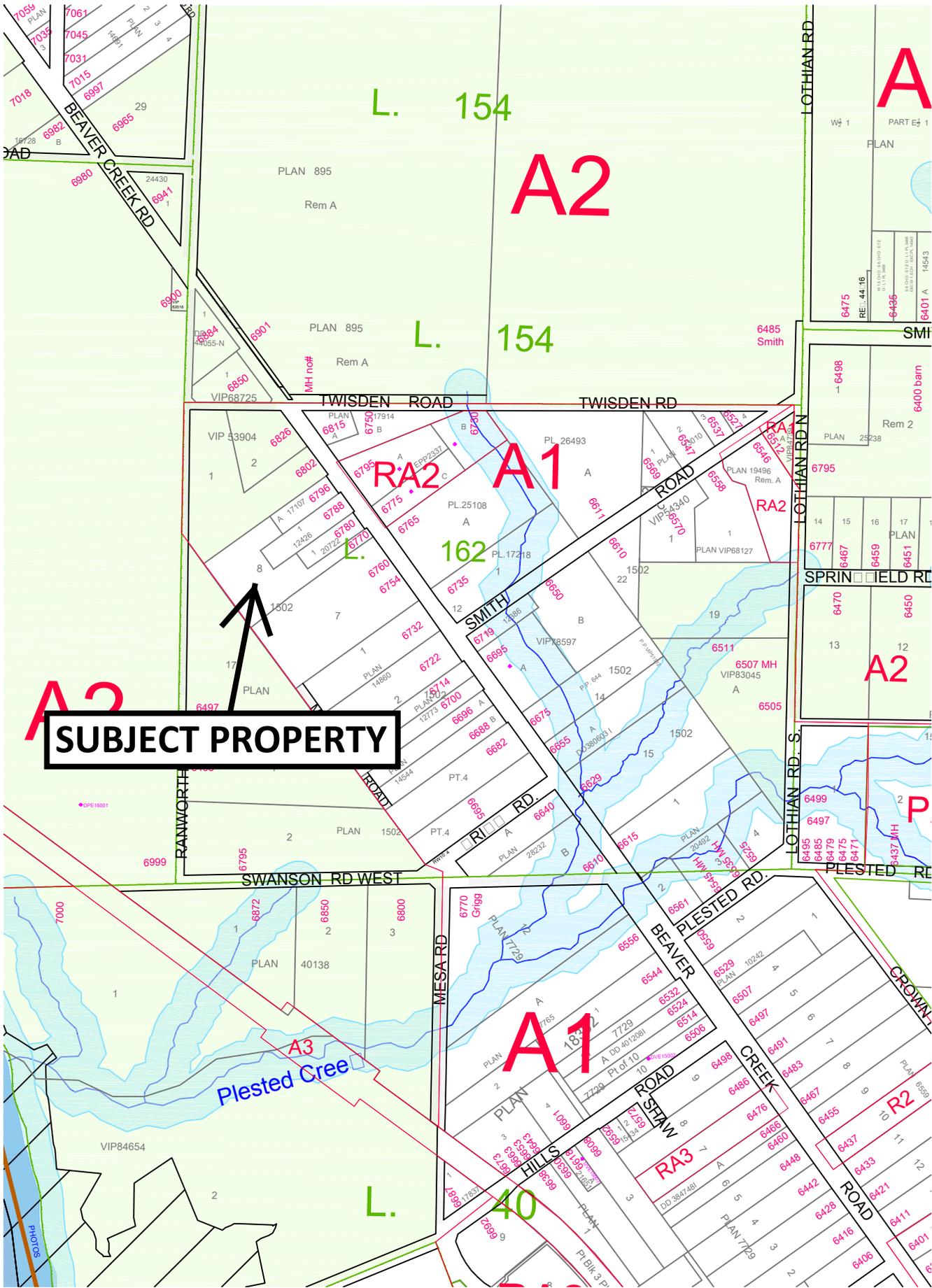


Scale: 1cm = 10' feet

Lot 8, Plan 1502 PID 007 338 252
2.79 ACRES

6770 Beaver Creek Rd
V. Palletier





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1346

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

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

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

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

110D Cottage Residential (RC-1) District

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

110D.1 Uses Permitted

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

110D.2 Conditions of Use

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

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

- (5) There shall be a maximum of five units per legal parcel or a density of one unit per 1,000 square metres (10,763 square feet) of lot area, whichever is the lesser. For the purposes of this section, a “unit” refers to both single family dwellings and cottages.
- (6) In no circumstances shall Section 110D apply to any lot not having a single family dwelling constructed and located thereon; nor shall Section 110D apply to any lot less than 2 acres in area having 2 separate single family dwellings constructed and located thereon by virtue of Section 6.1(3) or Section 6.5(2)(h) of the Bylaw 15.

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

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

- c. By amending Section 4.3, Interpretation, to include “RC-1” on the line that references “R districts”.
- d. By amending Section 5.1, Designation of Districts, to include “110D Cottage Residential (RC-1) District” in the Residential Section.

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

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

Adopted this day of , 2016

Russell Dyson, CAO

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1347

OFFICIAL ZONING ATLAS AMENDMENT NO. 689

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

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

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

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

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

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

Adopted this day of , 2016

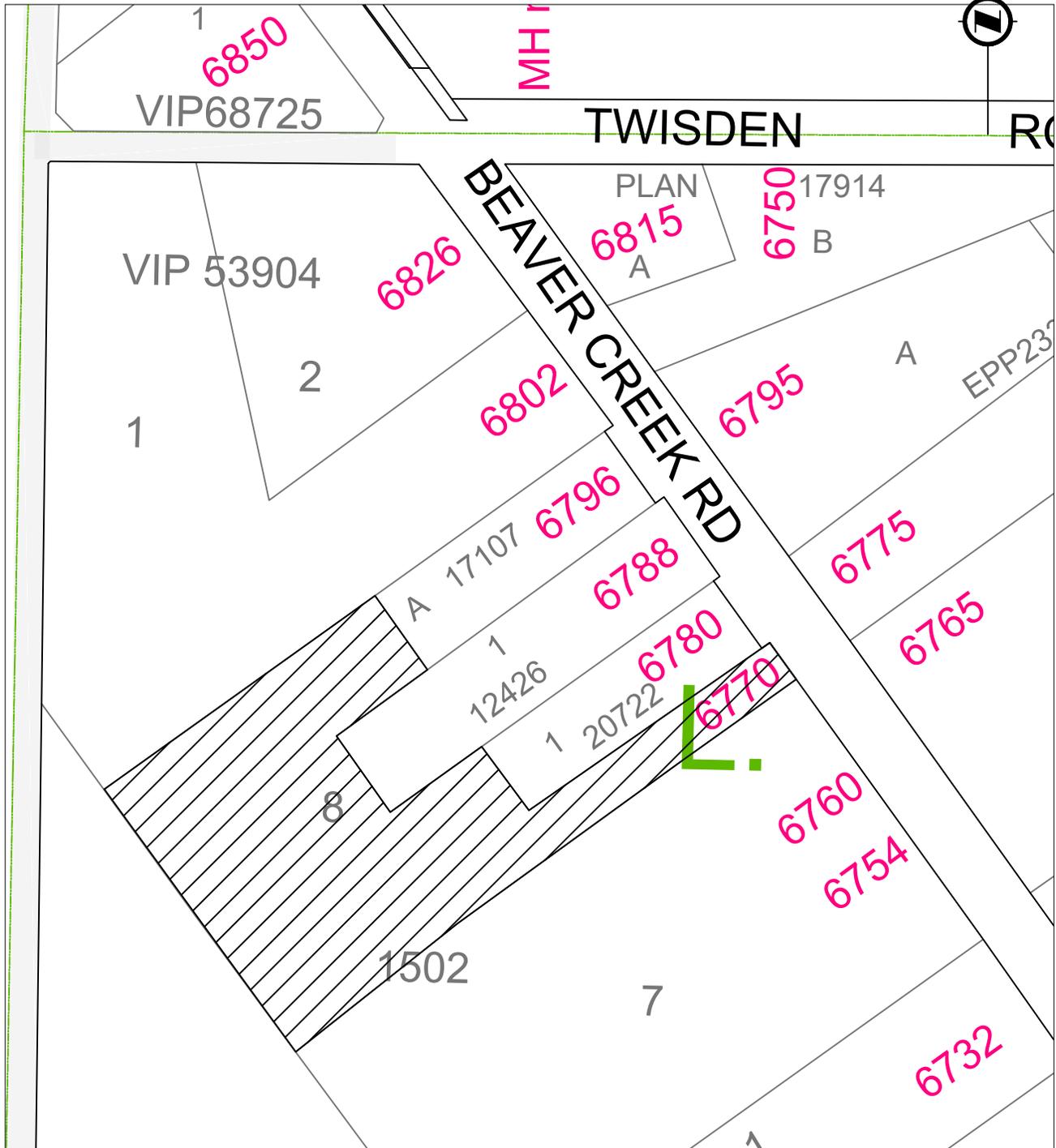
Russell Dyson, CAO

Chair of the Regional Board

RE16007

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1347



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



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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



MEMORANDUM

To: Regional Board of Directors
From: Heather Adair, Planner
Date: October 20, 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. Three letters of opposition to the temporary use permit were received (attached). Two of the letters were received after the Board of Directors agenda had been prepared, therefore these letters were presented to the Board on October 12, 2016 as late correspondence. The Boards of Directors received the late correspondence and deferred the application until the next Board meeting.

A second notification process was undertaken advising that this application would be heard at the October 26, 2016 Board of Directors meeting. Notification in the Alberni Valley News occurred on October 18, 2016 and notification to all residents and property owners within 100 metres of the property was completed on October 14, 2016.

If any additional objections or responses are received prior to the October 26, 2016 Board meeting, staff will inform the Board.

The temporary use permit as presented 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.

TUP16001

Submitted by: 

Heather Adair, Planner

Reviewed by: 

Mike Irg MCIP RPP, Manager of Planning and Development

TUP16001

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations & Uchucklesaht Tribe
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

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



From: "HNH" <hnh1944dn@shaw.ca>
Date: October-09-16 2:25 PM
To: <mirg@acrd.bc.ca>
Subject: Temporary use permit re :TUP16001 6741 Cypress Blvd

We would like to have our original letter dated Feb 15 2016 read again at the meeting on wednesday Oct. 12 , 2016 regarding Temporary use permit TUP 16001 , 6741 Cypress Blvd .

As mentioned in that letter we grow vegetables and fruit to sell at the farmers market. We also have a hayfield in the back.

Our concern is this : with fumes etc. coming from the DIESEL truck repair shop right next door , who would want to cut and feed their animals ? The hayfield is app. 4 acres and we have about 50 – 60 fruit trees .

We certainly hope that all the information given to you will be taken into consideration before any decision is made . We need more farmland in the valley not less .

*Helena L Kare Haukas
6767 Cypress Blvd
P Alberni B C*



HNH

From: "HNH" <hnh1944dn@shaw.ca>
Date: February-14-16 11:54 AM
To: "Mike Ruttan" <mike_ruttan@portalberni.ca>; "Jack McLeman" <Jmcleman7428@gmail.com>; "Dianne St. Jacques" <dstjacques@ucluelet.ca>; "Josie Osborne" <Osborne@tofino.ca>; "Keith Wyton" <wyton@sarita.net>; "Alan McCarthy" <al.mccarthy@ufn.ca>; "Wilfred Cootes" <Wilfred.cootes@uchucklesaht.ca>; "Mike Kokura" <mikekokura@shaw.ca>; "Tony Bennett" <tonben1@telus.net>; "Penny Cote" <coteart@shaw.ca>; "John McNabb" <pard54@hotmail.ca>; "Lucas Banton" <lbanton@shaw.ca>; "John Jack" <John.jack@gmail.com>
Cc: "Ann Collins" <info@arrowvale.ca>; "Ron Emblem" <ron.emblem@xplornet.ca>; "John Oosterom" <jroosterom@shaw.ca>; "Lisa Aylard" <jlaylard@universe.com>; "vicki lee" <vickilee@telus.net>; "Robert Haynes" <haynes.r@telus.net>; "Carrie Smith" <wayneandcarrie@shaw.ca>; "Denis Francoeur" <denifran@shaw.ca>; "Mike Stini" <artx@shaw.ca>; "Markus Urner" <urner@shaw.ca>; "Jamie McKinnon" <jamie-anita@shaw.ca>; "Barb Deederly" <barbdeederly@shaw.ca>; "John Versteeg" <john-v@shaw.ca>; "Bob Vandermolen" <papermaker-1@hotmail.com>; "Mike Jones" <coasterandsky@shaw.ca>; "Lindsay Rogers" <lindsayandgeorge@shaw.ca>; "Heather Adair" <hadair@acrd.bc.ca>; "Michael Irg" <mirg@acrd.bc.ca>; <alcburnaby@victorial.gov.bc.ca>
Subject: Letter of Concern, Complaint and Consideration - Violation at 6741 Cypress Blvd

To the Regional Board of Directors,

I am writing this letter regarding a commercial bus business and truck repair shop operating in our neighbourhood.

Off Road Diesel and Island Shuttle Buses are both located at 6741 Cypress Blvd, Port Alberni, BC. Both of these businesses operate in violation of the rural zoning, Cherry Creek Official Community Plan and the Agricultural Land Commission (ALC) regulations.

Besides the violation of the bylaws and regulations, our specific complaints include:

1. Strong diesel fumes from vehicles left idling for hours at a time; on October 7th, a dump truck was idling from 4:45 until 6:10 PM!
2. Traffic increase in the neighbourhood from the commercial operations including occasional roadway hold-ups due to equipment loading/off-loading .
3. Noise from vehicle acceleration as individuals come and go.
4. Our quality of life is deteriorating as we often have to stay indoors due to the fumes and noise!
5. Land value decrease; neighbours have been told that their property has been appraised less than last year due to the adjacent business operations.
6. Buses are parked onsite 24 hours/day, 7 days/week.

We have lived at 6767 Cypress Blvd for 53 years (Kare) and 15 years (Helena). We have had a small farm operation for 20 years. We produce vegetables and fruit for sale at the farmers market. We cherish our rural lifestyle and are devastated by the negative impact these businesses have created.

We feel as though our enjoyment of our lands should be considered when making a decision on the ALR application for non-farm use. Our rights as neighbourhood residents are no less important!

Sincerely,
Kare and Helena Haukas



Directed to: **MIKE IRG4**

The Board of Directors of the ACRD, and all concerned.

I would like to make you aware of issues that concern me about application ^{TUP} ~~AF~~ 16001.

1. The building permit (shop) was issued for private use. Would a building suitable for commercial use, (employees and extensive hours), be of a different expectation?
2. The parking area was put in for a shop of a personal nature. Does it comply with the mandate for commercial use, e.g. containment of oil leaks, etc.
3. a) Is the septic, (although new), capable of supporting employees (3), household members, visitors?
b) Is the shop isolated from the septic to insure the safety & integrity of the septic? (i.e. - distillates, oils, chemicals, diesel and gasoline can harm residential septic fields.)
c) Hand cleaners, (especially grease removers), should be considered. Also large amounts of paper towelling & toilet paper being used and discarded.
4. Has the Cherry Creek Fire Department inspected the said building. Has the Chief, (Mr. Banton), ascertained information as to hazardous materials that will be or may be in use; Has the Chief, (also a Cherry Creek Director), considered the safety of other neighbours and also the applicant and potential employees? Does the Cherry Creek Fire Dept. have the mandate to enforce fire code regulations?
5. Proximity to Coho fish stream. Fisheries and Oceans, (Federal Govt.), should be notified. Restrictions not only apply to farmers, but to residential and commercial enterprises. Having said that, all uses are determined differently. By allowing a variance – From Agricultural /Residential to Commercial – Heavy duty repairs – there may be different requirements.

Comments:

RE: Application to ACRD for Development & Temporary Commercial Use Permit describing existing land use of properties adjacent to subject property.

Application says:

North: ALR – No farm activity- residential.

In fact Helena and Kare Haukas own the land adjacent to the North of subject property. I have personally cut their hay fields, collecting 300 bales per season. These fields are a creation of Kare Haukas & Helean Haukas' hard work. Helena still sells produce at the Farmer's Market, albeit, due to their advancing age the produce is limited. She also has a very productive apple orchard.

The decision by the ACRD – Agricultural Committee, was made from information in the application. They elected to forward the application as it was, to the ACRD board for approval. Approval was granted to forward the application to the ALC. Decisions have been made by the ACRD Agricultural Committee, ACRD Board of Directors, and ALC, based on the application which states – NO Farm Activity on property adjacent to the North.

Note:

Helena Haukas sells at a Farmer's Market where two ACRD Agricultural Committee Representatives also sell. How did this application get this far without a correction?

My opinion is as follows:

1. The process is flawed.
2. Correct information should be presented at the Agricultural Committee Level.
3. Fair Decisions can only be made with accurate information. The ACRD Agricultural Committee should make a decision to forward or stop application, based only on whole, factual information with respect to the Haukas family.

In conclusion, Helena & Kare Haukas have been denied a thank you or even an acknowledgment of their farming endeavours. They have lived, Kare, 53 years and Helena, 15 years, respectively on their property deemed to be residential, agricultural land. They have enhanced the farming community and residential community.

Why the ACRD Agricultural Committee or the ALC has supported any of this is beyond my comprehension. Residential homes, pig barns and farming are not allowed in industrial, service oriented zonings, likewise repair shops should NOT be allowed on residential, agricultural land. The word variance means, 'a deviation from the set of rules'. **It does not mean throw out the rules and do as you like.**

By issuing the permit AF16001, the Board of Directors will essentially be condoning the amended use and potential results of that use.

John Adams,
5205 Batty Road,
Port Alberni, BC
Owner of Lot 94, ACRD, 132 Acres, lived 25 years on property.

P.S. I have attached an excerpt of the Local Government Act Part 26 Section 921(11).

Note: Length of time of permit.



LOCAL GOVERNMENT ACT — *Continued*
[RSBC 1996] CHAPTER 323

Part 26 — Planning and Land Use Management

Division 1 — General

Temporary commercial and industrial permits

921

(11) The owner of land in respect of which a temporary commercial or industrial use permit has been issued has the right to put the land to the use described in the permit until

(a) the date that the permit expires, or

(b) 2 years after the permit was issued,

whichever occurs first.



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.

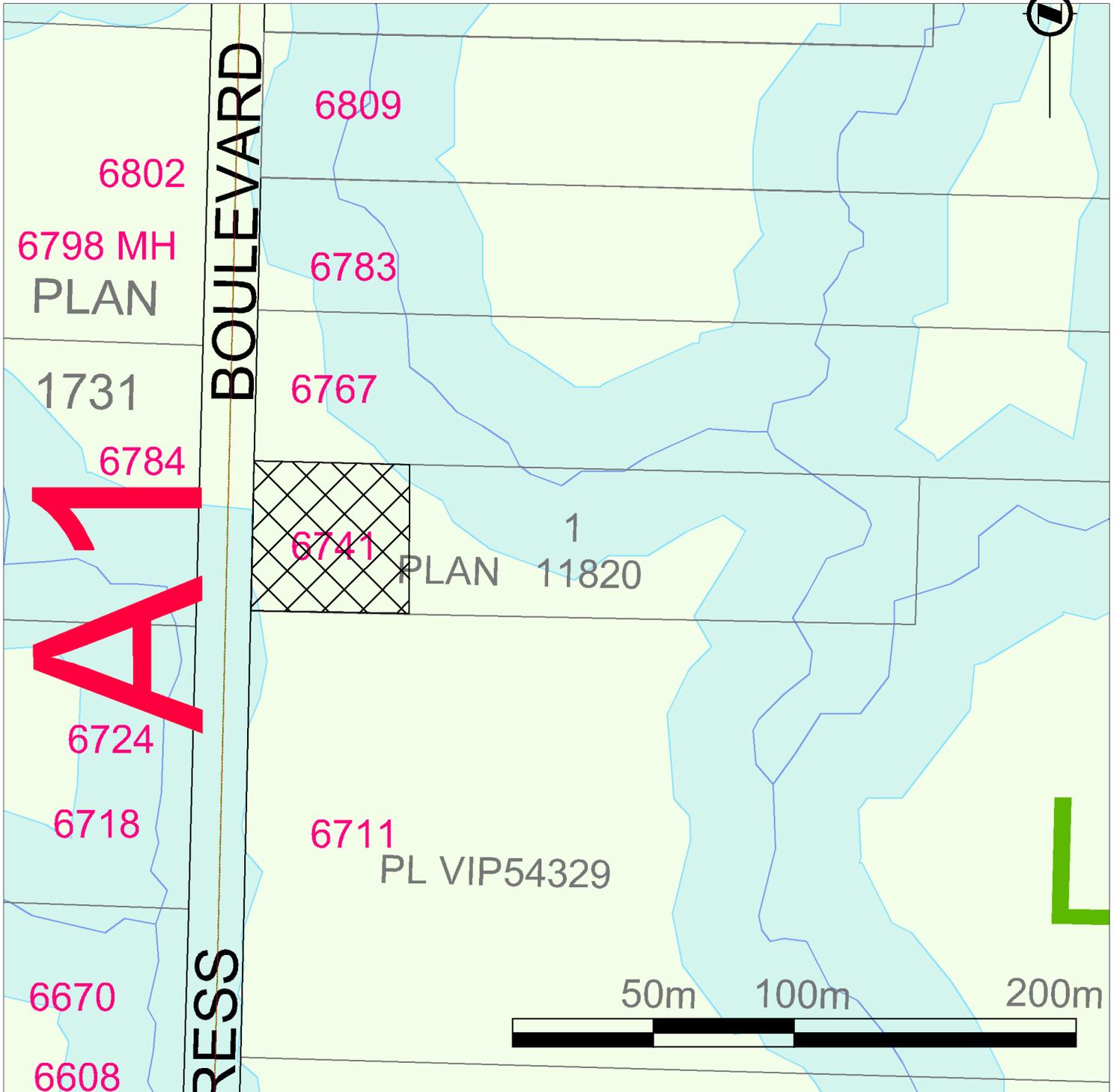
Russell Dyson, CAO

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
Staff Action Items by Department and Date
Update to the Board of Directors as of October 19, 2016

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?i?ath Government possible participation in the South Long Beach Multi-Purpose Bike Path in the future.	Russell	Yuułu?i?ath to respond
2.	July 10/15 Board	Contact and work with the Nuuchahnulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	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	Application Submitted Waiting for Response
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 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
14.	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	Don
15.	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
16.	Oct. 12/16 Board	Draft a response letter to Ms. Rebecca Reid, Regional Director General, Pacific Region, Fisheries and Oceans Canada requesting active participation in decision making with respect to the pilot project for on-vessel processing of hake by domestic harvesters AND FURTHER request no decisions be made until consultation takes place with communities that could be affected.	Tracy/ Robert G.	In Progress
17.	Oct. 12/16 Board	The Board of Directors gave three readings to Bylaw E1052-3 cited as Beaver Creek Fire Protection Service Area Amendment, 2016 – Prepare for adoption at October 26 th Board.	Wendy	October 26 Board Agenda
18.	Oct. 12/16 Board	Draft 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 and copy Member of Parliament, Gord Johns.	Tracy/ Robert G.	In Progress
19.	Oct. 12/16 Board	Draft 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.	Tracy/ Robert G.	Drafted
20.	Oct. 12/16 Board	Draft a letter of support to West Coast Aquatic regarding their Restoration Project Phase 1 model including the Barkley and Clayoquot.	Tracy/ Robert G.	Drafted

#	Date	Action Item	Assigned to	Target Date/Update
21.	Oct. 12/16 Board	Draft a letter to the Prime Minister requesting the federal government delegate authority to Department of Fisheries and Oceans Canada staff to negotiation in good faith the T'aaq-wiihak Fisheries.	Tracy/ Robert G.	Done
22.	Oct. 12/16 Board	Draft 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.	Tracy/ Robert G.	In Progress
23.	Oct. 12/16 Board	The Governance and Financial Review of the Island Corridor Foundation conducted by AVICC was referred to the next Board of Directors meeting – Prepare updated report for Oct. 26 th Board meeting.	Russell	Done
24.	Oct. 12/16 Board	The Board approved engaging 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 – Advise WCMS, Scott Kenny & forward letter to Rec Excellence.	Wendy	Done
Finance Department				
25.	March 9/16 Board	Create an Emergency Plan 5 year Budget in 2017.	Teri	Working with Emerg. Plan Coordinator
26.	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	Budget 2017
27.	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
28.	Oct. 12/16 Board	The Board of Directors approved funding in the amount of \$1,500 through general government, surveys, studies and reports budget (2016) to the Coastal Invasive Species Committee towards updating the 2010 Invasive Plant Management Strategy.	Teri	Done
29.	Oct. 12/16 Board	Prepare a report for consideration by the Board regarding signing onto the Climate Action Charter (refer to previous report).	Teri/ Russell	Nov. 9 th Board
30.	Oct. 12/16 Board	Prepare a 2017 property tax exemption bylaw including the Alberni Valley Golf Club and the Long Beach	Teri	Oct. 26 th Agenda

#	Date	Action Item	Assigned to	Target Date/Update
		Recreation Cooperative for consideration by the Board – October 26 th Board.		
31.	Oct. 12/16 Board	The Board of Director approved Director Wyton's attendance at the Tourism Vancouver Island – Destination Development Planning Session in Tofino on October 18, 2016 and travel expenses be reimbursed.	Teri	Done
32.	Oct. 12/16 RHD	Draft a letter to Island Health asking why the Alberni-Clayoquot Region is not being considered for additional hospice beds given the need in the region.	Teri	Drafting
Environmental Services Department				
33.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill.	Russell	In progress
34.	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
35.	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
36.	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
37.	March 16/16 Special Board	The Board of Directors directed staff to complete waste reduction strategies as presented in the March 16 th Report at a cost of \$95,000.	Andrew/ Janice	In Progress Report forthcoming
38.	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
39.	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
40.	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
41.	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
42.	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
43.	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
44.	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
45.	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
46.	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
47.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board amend "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017. Prepare RFD and amendment bylaw for consideration of the Board.	Andrew/ Janice	Prepare for Nov. 9/16 Board meeting
48.	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	Andrew/ Janice	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
		Airport Road. Draft RFD and amending bylaw for consideration by the ACRD Board.		
49.	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
50.	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
51.	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
52.	Oct. 5/16 AV & Bamfield Services Committee	The Letter of Understanding – Suncoast Waste Services Bailing Incentive report was referred to the October 12 th Board of Directors meeting.	Andrew/ Janice	Further information at Nov. 9/16 Board Meeting
53.	Oct. 5/16 AV & Bamfield Services Committee	The AV and Bamfield Services Committee received the 3 rd Avenue Depot report and confirmed support for capital expenditures at the Depot to be completed within the \$160,000 budget in 2016 and allocate \$140,000 for further capital upgrades in the 2017-2021 Financial plan.	Andrew/ Janice	In Progress
54.	Oct. 12/16 Board	The Board adopted bylaw cited as "Bylaw R1016-2, Tofino-Ucluelet Airport Fees Amendment, 2016" – Prepare for signatures, update website etc. and advise companies at the Airport.	Janice/ Mark	
55.	Oct. 12/16 Board	Submit a funding application to Transport Canada's Boating Safety Contribution Program to support the Sproat Lake Marine Patrol's activities for the 2017-2019 inclusive.	Janice	
56.	Oct. 12/16 Board	Forward a letter of appreciation to the Transport Canada for past contributions to the Sproat Lake Marine Patrol Boating Safety Program, highlighting the value of this educational program.	Janice	
57.	Oct. 12/16 Board	The Board approved entering into a lease agreement with the Alberni Valley Drag Race Association to lease 100' x 100' foot portion of land at the Alberni Valley Regional Airport for \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis – Enter into lease agreement.	Janice/ Mark	

#	Date	Action Item	Assigned to	Target Date/Update
58.	Oct. 12/16 Board	The Blue Dot resolution was tabled – Report to be prepared with the Climate Action Charter Report for consideration by the Board.	Teri/ Russell	
59.	Oct. 12/16 Board	The ACRD Board passed a resolution to request the Air Quality Council to develop an education bulletin on effectively burning organic waste & the ACRD will distribute – Contact Air Quality Council.	Janice/ Andrew	
Planning Department				
60.	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
61.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review & provide a recommendation, following consultation with the Society, on the role of the ACRD.	Mike	Contacted Hall Society – Society working on options
62.	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
63.	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: <ul style="list-style-type: none"> 1. All structures to meet BC Building Code; 2. "Use at own risk" signage is provided; 3. Material and construction costs are not from public funds; 4. Future Maintenance and Inspection to be performed by ACRD; As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
64.	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
65.	April 13/16 Board	Review ACRD Fire Department recent truck repairs and investigate Fire Departments use of maintenance contract for light vehicles.	Luc	Investigating
66.	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	Mike	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
		providing the Regional District with a letter of support for rezoning the Long Beach Airport.		
67.	Oct. 5/16 EA Committee	The EA Committee directed staff to conduct public input sessions to garner community input into options for dealing with short term vacation rentals.	Mike	In Progress
68.	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
69.	Oct. 12/16 Board	Send in papers nominating Battleship Island on Highway 4 for a new Stop of Interest Sign through the Ministry of Transportation and Infrastructure.	Mike	In Progress
70.	Oct. 12/16 Board	The Board of Directors approved entering into a two (2) year agreement with Toquaht Nation to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT – Arrange for signatures.	Mike	In Progress
71.	Oct. 12/16 Board	Rezoning Application RF16002, Brown, 3745 Mountain View Road – The Board received the public hearing report and minutes and gave second and third reading to Bylaw P1343.	Mike	Done
72.	Oct. 12/16 Board	Temporary Use Permit TUP16001, GAIGA/HAWKINS, 6741 CYPRESS BLVD – The Board received the late submissions from Helena & Kare Haukas, John Adams - Temporary Use Application TUP16001 was deferred until the next Board of Directors meeting.	Mike	October 26 Meeting
73.	Oct. 12/16 Board	MISC16014, Hupacasath First Nation, Dog Mountain Salvage – The Board of Directors passed a resolution to provide support for the Hupacasath First Nations' plans to salvage damaged timber from Dog Mountain – Forward support letter.	Mike	Ready for Signature
74.	Oct. 12/16 Board	The Board passed a resolution to update the Crown land referral procedures to allow Area Directors the option to forward Crown land referrals to the Board of Directors, when the Director is of the opinion that it is in the best interest of the ACRD for the Board to review and provide a resolution – Update the procedures.	Mike	In Progress
75.	Oct. 12/16 Board	Draft a letter of support to Rogers Mobility to proceed with the proposed cell tower at Sproat Lake.	Alex	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
76.	Oct. 12/16 Board	Invite wireless communication providers in the region to meet with the ACRD Board of Directors and provide an update on their plans in the region.	Alex	In Progress

Issued: October 20, 2016



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
NOVEMBER 2016

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, November 2 nd	West Coast Committee Meeting	10:30 am – Toquaht Nation Tiickin Conference Room	Committee Members, Staff
Wednesday, November 9 th	Board of Directors Meeting	1:30 pm - Regional District Board Room	Directors, Staff
	Hospital District Meeting	Immediately Following Above	Directors, Staff
Wednesday, November 16 th	ACHN TOP	10:00 am – Regional District Board Room	Committee, Staff
Wednesday, November 23 rd	Board of Directors Meeting	1:30 pm - Regional District Board Room	Directors, Staff
Wednesday, November 30 th	Asset Management Training	9:30 am – 3:00 pm Regional District Board Room	Directors, Asset Management Committee

Issued: October 21, 2016

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 2016**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	668,143	2	503,485			3	1,171,628
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous	1	20,713					2	18,678	3	71,999			6	111,390
Totals	1	20,713	0	0	0	0	3	686,821	5	575,484	0	0	9	1,283,018

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 2016 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	313,285	3	946,880	8	3,303,970	5	1,505,681	4	1,158,849	21	7,228,665
Mobile Homes	0	0	0	0	0	0	3	157,716	3	164,390	0	0	6	322,106
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	2	324,651	2	295,000	1	60,000	5	679,651
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	1	20,713	0	0	0	0	15	345,836	8	256,892	6	163,369	30	786,810
Totals	1	20,713	1	313,285	3	946,880	28	4,132,173	18	2,221,963	11	1,382,218	62	9,017,232

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1		3	1	5	29

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2015	69	5,637,817	89	8,577,170					
2014	63	5,868,428	73	7,121,200					
2013	64	6,566,579	81	8,208,948					
2012	73	6,839,690	92	9,011,700					
2011	102	8,156,498	120	9,221,498					
2010	134	20,139,833	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



	2016 YEAR TO DATE ACTUAL	2016 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ 4,731,775	\$ 4,733,752	99.96%
Parcel taxes	863,491	858,821	100.54%
Grants in lieu of taxes	86,072	30,500	282.20%
Services provided to other governments	70,057	78,954	88.73%
Sale of services	3,146,055	3,507,000	89.71%
Other revenue	119,304	483,600	24.67%
Grants from other sources	1,576,261	4,083,083	38.60%
Surplus (deficit) from prior years	1,929,885	1,935,065	99.73%
Committed surplus from prior year	2,016,589	2,016,589	100.00%
Transfers between services	75,325	651,021	11.57%
	<hr/>		
SUBTOTAL	14,614,814	18,378,385	79.52%
<i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 504,740	\$ 911,739	55.36%
	<hr/>		
TOTAL REVENUE	\$ 15,119,554	\$ 19,290,124	78.38%

EXPENDITURES	2016 YEAR TO DATE ACTUAL	2016 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	295,314	299,151	98.72%
General Government Services	901,862	1,236,000	72.97%
Alberni-Clayoquot Health Network	118,417	160,000	74.01%
Regional Parks	27,371	42,000	65.17%
Regional Planning	118,137	187,500	63.01%
Electoral Area's			
Building Inspection	153,391	249,000	61.60%
Electoral Area Administration	41,743	921,812	4.53%
Mgmt of Development - Rural Areas	210,219	372,000	56.51%
Vancouver Island Regional Library	337,066	450,090	74.89%
Alberni Valley			
Alberni Valley Emergency Planning	202,130	292,400	69.13%
Alberni Valley & Bamfield Waste Mgmt	1,851,239	2,658,374	69.64%
Alberni Valley Regional Airport	485,169	2,030,750	23.89%
Alberni Valley Regional Water - Proposed	9,992	44,000	22.71%
Custom Transit	279,449	555,000	50.35%
Sproat Lake Marine Patrol	37,159	36,500	101.81%
West Coast			
Long Beach Airport	1,284,995	2,327,280	55.21%
West Coast Emergency Planning	16,933	24,315	69.64%
West Coast Multiplex	994	20,000	4.97%
West Coast Waste Mgmt	626,445	896,000	69.92%
City of Port Alberni			
Port Alberni Arena	39,619	199,475	19.86%
Bamfield			
Bamfield Community Park	6,029	12,500	48.23%
Bamfield Volunteer Fire Dept	122,717	185,198	66.26%
Bamfield Water System	131,634	615,342	21.39%
Beaufort			
Mountain Ranch Rd Fire Protection	3,145	3,187	98.68%
Long Beach			
Millstream Water System	24,304	36,450	66.68%
Salmon Beach Garbage	19,974	26,971	74.06%
Salmon Beach Power Distribution	15,330	85,800	17.87%
Salmon Beach Recreation	24,815	39,632	62.61%
Salmon Beach Security	26,405	46,000	57.40%
Salmon Beach Sewage	80,755	94,000	85.91%
Salmon Beach Transportation	94,071	198,000	47.51%
Salmon Beach Water	15,508	28,500	54.41%
South Long Beach Bike Path	17,441	7,200	242.24%
South Long Beach Community Park		7,500	0.00%
South Long Beach Fire Protection	13,997	14,000	99.98%
South Long Beach Street Lighting	579	920	62.93%
Sproat Lake			
Sproat Lake Animal Control	597	3,100	19.26%
Sproat Lake Arena	27,699	28,159	98.37%
Sproat Lake Community Park	75,192	96,000	78.33%
Sproat Lake Noise Control	2,523	7,100	35.54%
Sproat Lake Volunteer Fire Department	239,967	381,400	62.92%
Beaver Creek			
Arvay Rd Street Lighting	816	1,420	57.46%
Beaver Creek Animal Control	635	3,000	21.17%
Beaver Creek Community Park	3,207	10,000	32.07%
Beaver Creek Arena	20,838	21,316	97.76%
Beaver Creek Noise Control	625	2,100	29.76%
Beaver Creek Volunteer Fire Department	201,542	272,261	74.03%
Beaver Creek Water System	715,138	1,139,277	62.77%
Granville Rd Fire Protection	1,925	1,967	97.86%
Cherry Creek			
Cherry Creek Animal Control	872	4,972	17.54%
Cherry Creek Arena	17,147	17,636	97.23%
Cherry Creek Noise Control	625	2,100	29.76%
Franklin River Rd Fire Protection	58	100	58.00%
Cherry Creek Community Park	6,454	20,000	32.27%
Grants-in-Aid			
Total Grants in Aid	324,375	423,842	76.53%
	9,274,583	16,838,597	55.08%
Transfers to Municipal Finance Authority on behalf of the Municipalities	504,740	911,739	55.36%
\$ 9,779,323	\$ 17,750,336	55.09%	