



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 12, 2017, 1:30 pm

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – March 22, 2017</b>	<b>7-18</b>
<i>THAT the minutes of the Board of Directors meeting held on March 22, 2017 be adopted.</i>	
b. <b>Committee-of-the-Whole Meeting – March 22, 2017</b>	<b>19-21</b>
<i>THAT the minutes of the Committee-of-the-Whole meeting held on March 22, 2017 be adopted.</i>	
c. <b>Appointment Of Fire Chiefs Committee – March 16, 2017</b>	<b>22-25</b>
<i>THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on March 16, 2017, be adopted.</i>	
d. <b>Alberni Valley Emergency Planning Liaison Group Meeting – March 23, 2017</b>	<b>26-29</b>
<i>THAT the minutes of the Alberni Valley Emergency Planning Liaison Group meeting held on March 23, 2017 be adopted.</i>	
e. <b>Committee-of-the-Whole Meeting – April 4, 2017</b>	<b>30-33</b>
<i>THAT the minutes of the Committee-of-the-Whole meeting held on April 4, 2017 be adopted.</i>	

f. **West Coast Committee Meeting – April 5, 2017**

**34-38**

*THAT the minutes of the West Coast Committee meeting held on April 5, 2017 be adopted.*

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

6. **CORRESPONDENCE FOR ACTION**

a. **REQUEST FOR SUPPORT**

**39-40**

Federation of Canadian Municipalities (FCM), March 17, 2017  
requesting Financial Support for FCM's Legal Defense Fund

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors support FCM's legal defense fund in the amount of \$750.12.*

b. **PROPOSED FLOOD ASSESMENT REVIEW**

**41-42**

Ministry of Transportation & Infrastructure, March 24, 2017, Proposed  
Flood Assessment Review

Possible Motion:

*THAT staff be instructed to investigate funding to conduct a flood assessment review for the Somass River Watershed through the National Disaster Mitigation Program and report back to the Board of Directors.*

7. **CORRESPONDENCE FOR INFORMATION**

a. **WESTERN CANADA MARINE RESPONSE CORPORATION**

**43-48**

Marine Spill Response Base Proposal for Port Alberni & Ucluelet

b. **SIBAC/BC RURAL CENTRE**

**49-52**

Keeping It Rural 2017 Conference

c. **ISLAND COASTAL ECONOMIC TRUST**

**53-54**

Venture Connect Upgrades will Help Keep Businesses Operating Locally

d. **MINISTRY OF FORESTS, LANDS & NJATURAL RESOURCE OPERATIONS  
TO DISTRICT OF COLDSTREAM**

**55-56**

Provincial Private Moorage Program

e. **CITY OF VERNON**

**57-60**

Petition to remove GST being charged on Carbon Tax

f. **MINISTRY OF ABORIGINAL RELATIONS**

**61-64**

Maa-nulth Government to Government Agreement

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **65-102**  
Finance Warrant No. 575

*THAT the Board of Directors approve Finance Warrant Number 575 in the amount of \$963,646.96 dated March 31, 2017.*

- b. **REQUEST FOR DECISION** **103-105**  
Sproat Lake Lakebed Licence Renewal, Dickson Park

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the Sproat Lake Lakebed Licence agreement with TimberWest Forestry Company and delete section 2.1 – “March 30, 2017” and replace with “March 30, 2020” and pay a term fee of \$10.00 and authorize the acting CAO to enter into the agreement.*

- c. **REQUEST FOR DECISION** **106-112**  
Traverse Trail Proposed Southern Extension

*THAT the Alberni Clayoquot Regional District Board of Directors engage the services of McElhanney Engineering to undertake preliminary design and costing for the south side of the Traverse Trail proposed extension for a cost of \$6,420.00 with the funding to come from Regional Parks.*

- d. **REQUEST FOR DECISION** **113-122**  
Special Operating Facilitation Agreement (SOFA)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.*

- e. **REQUEST FOR DECISION** **123**  
Alberni-Clayoquot Regional District Vehicle Maintenance

*THAT the Alberni-Clayoquot Regional District Board of Directors award Nexcar Sales Ltd. the ACRD vehicle maintenance contract for 12 months commencing May 1, 2017.*

- f. **REQUEST FOR DECISION** **124-154**  
2017-2018 Annual Operating Agreement

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the Transit Service Agreement between BC Transit and the ACRD effective April 1,*

*2017 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.*

*THAT the ACRD Board of Directors approve the Annual Operating Agreement between BC Transit and the ACRD for the 2017/18 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.*

- g. REQUEST FOR DECISION 155**  
Kiosk #9 Lease – Long Beach Airport Terminal Building

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.*

- h. REQUEST FOR DECISION 156-157**  
Kiosks #6 & 7 – Long Beach Airport Terminal Building

*THAT the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.*

- i. REQUEST FOR DECISION 158-178**  
Automated External Defibrillator Supply Agreement

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year Automated External Defibrillator (AED) Supply agreement with the Heart and Stroke Foundation of Canada to place an AED in the Alberni-Clayoquot Regional District office, and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.*

*THAT the ACRD Board of Directors send a letter of appreciation to the BC Heart and Stroke Foundation for it's donation.*

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. DVC16014, STYLES, 1146 SIXTH AVENUE (LONG BEACH) 179-186**  
Development Variance Application – Memorandum

*THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.*

- b. **TUP17009, 0742479 BC LTD, LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 (SPROAT LAKE)** **187-189**  
Temporary Use permit Application Renewal – Memorandum & Permit

*THAT the Board of Directors issue Temporary Use Permit TUP17009.*

- c. **DVF16015, DODS, 370 FRANKLIN RIVER ROAD (CHERRY CREEK)** **190-191**  
Development Variance Application – Memorandum & Permit

*THAT the Board of Directors issue development variance permit DVF16015.*

## **9.2 ALL DIRECTORS**

- a. **AGRICULTURE PLAN IMPLEMENTATION CONTRACT** **192-197**  
Request for Decision

*THAT the Board of Directors award a contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2017 with the cost of the contract not to exceed \$30,000.*

- b. **SLAUGHTER LICENSING IN THE ACRD** **198-222**  
Request for Decision and Background Plan

*THAT the Board of Directors provide a letter of support and endorse the Alberni Farmers' Institute's request to include the Alberni-Clayoquot Regional District as a designated region for Class D and E slaughter licensing under the Meat Inspection Regulation of the Food Safety Act.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Administration Department Monthly Staff Report – April 7, 2017 **223-225**  
b. Planning & Development Manager Report – April 12, 2017 **226-228**  
c. Financial Manager Report – April 6, 2017 **229**  
d. Environmental Services Department Report – April 6, 2017 **230-231**  
e. Staff Action Items Report – April 6, 2017 **232-237**  
f. Bamfield Water System-Clean Water and Wastewater Funding Announcement – April 12, 2017 **238-245**

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

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

- a. **Vancouver Island Regional Library** **246-251**

From the Board Table – March 18, 2017

- b. **Central Westcoast Forest Society** **252-253**  
Update – March 15, 2017
- c. **Municipal Insurance Association of British Columbia**  
• 2016 Annual Report **254-305**  
• 2017 Annual General Meeting – M. Kokura (Verbal)

*THAT reports a-c be received.*

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

14. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, April 26, 2017, 1:30 pm**  
**Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 22, 2017, 1:30 PM

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

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### **DIRECTORS PRESENT:**

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

## **1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:37 pm.

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

## **2. APPROVAL OF AGENDA**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

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

- 6c. *Correspondence from Lady Rose Marine Services requesting a letter of support for a car ferry from Port Alberni to Ucluelet.*
- 12a. *Sproat Lake outlet study proposal.*
- 12b. *Terms of Reference – Chief Administrative Officer Recruitment Committee.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – March 8, 2017**

*MOVED: Director Ruttan*  
*SECONDED: Director McCarthy*

*THAT the minutes of the Board of Directors held on March 8, 2017 be adopted.*

**CARRIED**

**b. Special Board of Directors Meeting – Public Consultation - March 15, 2017**

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

*THAT the minutes of the Special Board of Directors meeting held on March 15, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Presentation: Keith Looker, Maintenance Technician, 5 Years of Service**

The Chair presented Keith Looker with a gift of recognition for 5 years of service with the ACRD.

**b. Patty Edwards, Terry Deakin, Coordinator, Alberni Valley Stakeholders Initiative to End Homelessness – Update on Activities**

Terry Deakin and Patty Edwards provided a update on their activities including the 10-Year Strategic Plan to House our Community and End Homelessness. Terry has been hired as a project coordinator to help implement the plan. The Strategic Plan has the following 5 Priorities:

1. Protect & increase housing stock;



2. Join with all sectors in community financial well being (poverty reduction);
3. Transition to Systems Planning model for housing and homelessness;
4. Enhance information collection, analysis and dissemination; and
5. Improve capacity for housing system, coordination, and implementation.

## **6. CORRESPONDENCE FOR ACTION**

- a. Correspondence dated March 14, 2017 from the Toquaht Nation regarding request to join the Alberni Clayoquot Regional District Long Beach Airport Advisory Committee.**

*MOVED: Director Osborne*

*SECONDED: Director Johnsen*

*THAT the Terms of Reference for the Long Beach Airport Advisory Committee be amended to include a member of the Toquaht Nation and that Kirsten Johnsen be appointed to the Committee, representing the Toquaht Nation, with term ending October 2018.*

**CARRIED**

- b. Correspondence dated March 15, 2017 from the Coastal Community Network regarding request for the Alberni-Clayoquot Regional District to apply to the British Columbia Rural Dividend Fund on behalf of the Coastal Community Network Association.**

*MOVED: Director Cote*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District apply to the British Columbia Rural Dividend Fund on behalf of the Coastal Community Network Association in the amount of \$10,000 for the completion of the Coastal Sustainability Charter Literature Review in 2017.*

**CARRIED**

- c. LATE ITEM: Correspondence dated February 24, 2017 from Lady Rose Marine Services regarding a request for a letter of support for the possible Car Ferry from Port Alberni to Ucluelet.**

*MOVED: Director Ruttan*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District send a letter of support to Lady Rose Marine Services for the possible Car Ferry from Port Alberni to Ucluelet.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**  
November 2016 Flooding – Letter of Thanks and Request
- b. **MINISTRY OF JOBS, TOURISM AND SKILL TRAINING AND MINISTER RESPONSIBLE FOR LABOUR**  
BC Jobs Plan – 5 Year Update  
(Report held in office)
- c. **SPROAT LAKE COMMUNITY ASSOCIATION TO MINISTER OF TRANSPORTATION**  
Adequate Maintenance and Service for Snow Removal in Rural Areas
- d. **HARRISON HOT SPRINGS**  
Support for the District of Coldstream
- e. **NOTICE IN ACCORDANCE WITH YUUŁU?İŁ?ATHİ**  
Zoning and Structures Act Section 34.6

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Selection Committee for the West Coast Multiplex Architect.**

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

*THAT the Board of Directors establish a select committee to review architectural services for the detailed design of the Westcoast Multiplex as outlined in the CAO's March 15, 2017 report, in order to recommend to the Regional Board the preferred candidate for the project.*

**CARRIED**

- b. **Request for Decision regarding operating procedures for the Alberni Valley Regional Airport.**

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

*THAT the Board of Directors direct staff to complete aircraft operating procedures for the Alberni Valley Regional Airport with respect to the completed*

*airport expansion and lighting projects with input from current operators and the aviation community, based on the Tetra Tech June 3, 2016 proposal.*

**CARRIED**

- c. Request for Decision regarding request from the Alberni Valley Enhancement Association to co-sponsor a public talk on research being conducted on the Western Painted Turtle on Southern Vancouver Island.**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Board of Directors agree to Co-Sponsor a public talk on the Western Painted Turtle with the Alberni Valley Enhancement Association.*

**CARRIED**

- d. Request for Decision regarding Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment – Add Skydiving Rates.**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

**CARRIED**

*MOVED: Director St. Jacques*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017”.*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw No. R1016-3, Tofino-Ucluelet Airport Fees Amendment, 2017"*

**CARRIED**

**e. Request for Decision regarding Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment for Recycling Containers.**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

**CARRIED**

*MOVED: Director St. Jacques*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

**CARRIED**

*MOVED: Director Johnsen*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw No. R1021-5, Garbage and Recyclable Materials Collection Amendment, 2017".*

**CARRIED**

**f. Request for Decision regarding C2C Forum Funding Application – "A Path Forward" Planning Session.**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the UBCM/First Nations Summit Regional Community to Community Forum in order to host "A Path Forward" Planning Session in the Alberni-Clayoquot Region in 2017.*

**CARRIED**

**g. Request for Decision regarding 3<sup>rd</sup> Reading and Adoption of the 2017-2021 Financial Plan.**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Board of Directors give third reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT the Board of Directors adopt Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.*

**CARRIED**

**9. PLANNING MATTERS**

**a. DVC16014, STYLES, 1146 SIXTH AVENUE (LONG BEACH)  
Development Variance Application – Report**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the Board of Directors consider issuing development variance permit DVC16014.*

**CARRIED**

**b. TUP17009, 0742479 BC LTD, LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT,  
PLAN EEP6547 (SPROAT LAKE)  
Temporary Use permit Application Renewal – Memorandum**

*MOVED: Director Cote*

*SECONDED: Director Wyton*

*THAT the Board of Directors consider renewing the Temporary Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 for one camping season until September 30, 2017.*

**CARRIED**

**c. RF17001, ARBANAS, 5877 TEBO AVENUE (CHERRY CREEK)**  
Rezoning Application – Report and Bylaw P1352

*MOVED: Director Banton*

*SECONDED: Director Cote*

*THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1352 be read a first time.*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Wyton*

*THAT the public hearing for Bylaw P1352 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1352 is subject to:*

- i. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and*
- ii. Meeting technical referral agency requirements.*

**CARRIED**

**d. DVF16015, DODS, 370 FRANKLIN RIVER ROAD (CHERRY CREEK)**  
Development Variance Application – Report

*MOVED: Director Banton*

*SECONDED: Director Kokura*

*THAT the Board of Directors consider issuing development variance permit DVF16015.*

**CARRIED**

Director Bennett left meeting at 2:52 p.m.

Director Banton left meeting at 2:53 pm.

- e. **RF17002, CHERRY CREEK IMPROVEMENT DISTRICT, LOT 14 & 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 (CHERRY CREEK)** Rezoning Application – Report and Bylaws P1353 and P1354

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw P1353 be read a first time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1354 be read a first time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Wyton*

*THAT the public hearing for Bylaws P1353 and P1354 be delegated to the Alternate Director for Electoral Area 'F' or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaws P1353 and P1354 are subject to:*

- *Meeting technical referral agency requirements.*

**CARRIED**

Director Banton re-entered the meeting at 3:00 pm.

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report – March 17, 2017  
b. Meeting Schedule – April 2017

*MOVED: Director Kokura*

*SECONDED: Director St. Jacques*

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

**CARRIED**

## **10.2 COMMITTEE REPORTS**

- a. Fire Chiefs Appointment Committee Meeting, March 16, 2017 – J. McNabb (verbal)**  
Director McNabb reported on the first meeting. Next meeting will be held in mid April.
  
- b. Air Quality Council Meeting – March 16, 2017 – K. Wyton (verbal)**  
Director Wyton provided a verbal report stating that the Air Quality Section on the web is receiving a lot of traffic. The Woodstove exchange program is underway.

*MOVED: Director McNabb*

*SECONDED: Director St. Jacques*

*THAT verbal reports a-b be received.*

**CARRIED**

## **10.3 MEMBER REPORTS**

- a. 9-1-1 Corporation – J. McNabb**  
Director McNabb provided a verbal report stating that the Kitsukis Tower is high on the priority list as the project will be a big benefit to the fire departments in the region. Advertising is being developed for 911 dropped calls. A recycling program for old cell phones is being researched.
  
- b. Central West Coast Forest Society – T. Bennett – No Report**
  
- c. Alberni Valley Chamber of Commerce – J. McLeman**  
Director McLeman will forward the AV Chamber newsletter to the Board. Work on the Triconic Challenge is underway. Work is being done on the McLean Mill Society.
  
- d. Coastal Communities Network – T. Bennett/D. St. Jacques – No Report**
  
- e. West Island Woodlands Advisory Group – M. Kokura**  
Next meeting scheduled for April 6<sup>th</sup>, 2017.
  
- f. Island Coastal Economic Trust – J. Jack**  
Chair Jack attended the North Island Sunshine Coast ICET meeting and reported that ICET is receiving a \$10 million investment from the Provincial Government, which will revitalize ICET.
  
- g. Air Quality Council, Port Alberni – K. Wyton – See 10.2b**
  
- h. West Coast Aquatic Board – T. Bennett/K. Wyton – No Report**



- i. **Association of Vancouver Island & Coastal Communities – P. Cote**  
Meeting scheduled for April 7<sup>th</sup> to 9<sup>th</sup>, 2017.
- j. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- k. **Vancouver Island Regional Library – M. Ruttan**  
Director Ruttan provided a verbal on the VIRL meeting he recently attended, reporting that he has concerns with the escalating costs of the Library Service.
- l. **Other Reports**

*MOVED: Director McLeman*

*SECONDED: Director Banton*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

### **a. Sproat Lake Outlet Study Proposal**

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District confirm its position that it is the responsibility of the senior levels of Government to address flooding issues, which requires a comprehensive assessment of the entire Somass Watershed with consultation with the Hupacasath First Nation and the Tseshaht First Nation.*

**CARRIED**

### **b. Terms of Reference – Chief Administrative Officer Recruitment Committee.**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Director approve the Terms of Reference for the Chief Administrative Officer Recruitment Committee as presented and the following Directors be appointed to the Committee: John Jack, Josie Osborne, Lucas Banton, Mike Ruttan, John McNabb.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors gift Russell Dyson's iPad and placard to him as a parting gift.*

**CARRIED**

**13. QUESTION PERIOD**

**14. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Osborne*

*THAT this meeting be adjourned at 3:31 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MARCH 22, 2017, 11:00 am

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

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### DIRECTORS

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

### PRESENT:

Josie Osborne, Vice-Chairperson, District of Tofino

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

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

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

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

### REGRETS:

Alan McCarthy, Member of Legislature, YuułuꞀiꞀꞀath Government

### STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services

Jerry Berry, Jerry Berry Consultants Inc.

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 11:04 am.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Osborne*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. OPENING REMARKS/MEETING OVERVIEW

**a. Chairperson John Jack**

The Chairperson acknowledged to the Board that he invited Jerry Berry, Jerry Berry Consultants here to assist the Board in the process today with the goal of coming to a high level consensus on recruitment of a new CAO for the ACRD.

**b. Jerry Berry, Jerry Berry Consultants Inc. – Chief Administrative Officer Recruitment Committee**

Director St. Jacques entered the meeting at 11:21 am.

Mr. Berry provided a presentation on governance including: building trust/partnership, communication, transitional versus transformational, leadership. He circulated a checklist for local government recruitment and reviewed with the Board. The one employee model was discussed. J. Berry presented a flow chart outlining the Council-Manager Model.

The meeting recess at 12:00 noon  
The meeting re-convened at 12:10 pm

**4. REPORTS/DISCUSSIONS**

**a. Draft Terms of Reference – Chief Administrative Officer Recruitment Committee**

The Committee reviewed the draft terms of reference as presented.

Director Cootes entered the meeting at 12:57 pm

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

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors adopt the modified terms of reference for the Chief Administrative Officer Recruitment Committee and the following Directors be appointed to the Committee: Directors Jack, Osborne, Banton, McNabb and Ruttan.*

**CARRIED**

**b. CAO Recruitment Work Plan**

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

*THAT the Committee-of-the-Whole receive the CAO Recruitment Work Plan.*

**CARRIED**

**5. CLOSE THE MEETING – IN-CAMERA**

*MOVED: Director Banton*  
*SECONDED: Director McLeman*

*THAT the meeting be closed to the public to discuss matters relating to Section 90 (1)(e) labour relations or other employee relations of the Community Charter.*

**CARRIED**

The meeting was closed to the public at 1:07 pm.

**6. RE-OPEN THE MEETING**

a. The meeting was re-opened to the public at 1:22 pm.

**7. ADJOURN**

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

*THAT the meeting adjourn at 1:22 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE APPOINTMENT OF FIRE CHIEFS COMMITTEE

MEETING HELD ON THURSDAY, MARCH 16, 6:00 PM

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

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**PRESENT:** John McNabb, Chairperson, Director, Area "E" (Beaver Creek)  
Keith Wyton, Director, Area "A" (Bamfield)  
Penny Cote, Director, Area "D" (Sproat Lake)  
Phil Lavoie, Chief, Bamfield Volunteer Fire Dept. (via teleconference)  
Mark Kelly, Deputy Chief, Bamfield Volunteer Fire Dept. (via teleconference)  
Mike Cann, Chief, Sproat Lake Volunteer Fire Dept.  
Rick Geddes, Deputy Chief, Sproat Lake Volunteer Fire Dept.  
Charles Starratt, Chief, Beaver Creek Volunteer Fire Dept.  
Mike Kobus, Deputy Chief, Beaver Creek Volunteer Fire Dept.

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Dan Holder, Emergency/Fire Services Coordinator (Contractor)

### 1. CALL TO ORDER

The CAO called the meeting to order at 6:07 pm.

Introductions conducted around the table.

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

*MOVED:* K. Wyton

*SECONDED:* P. Cote

*THAT the agenda be approved as circulated.*

**CARRIED**

### 2. APPOINTMENT OF CHAIRPERSON

*MOVED:* P. Cote

*SECONDED:* K. Wyton

*THAT J. McNabb be appointed Chairperson of the Appointment of Fire Chiefs Committee.*

**CARRIED**

### 3. **REPORTS**

#### **a. Overview – Purpose of the Committee – R. Dyson**

The CAO provided an overview of the purpose of the 'Appointment of Fire Chiefs Committee' which was formed by the ACRD Board of Directors. The purpose of the Committee is to investigate the required qualifications of fire chief, deputy fire chief and officers, explore options, consult with the membership and report back to the ACRD Board with recommendations for appointments to the ACRD's volunteer fire departments.

#### **b. Discussion – Fire Chief Selection Process – Appointment vs Election**

The Committee discussed election versus appointment of fire chiefs, deputy fire chiefs and officers. Each of the three volunteer fire departments (Bamfield, Beaver Creek and Sproat Lake) currently have similar procedures which includes an election process from amongst its members. Following the election, the ACRD Board appoints the Fire Chief. As per ACRD Bylaw 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 ACRD Board.* D. Holder advised that this Regional District is one of the last that still conducts an election for the fire chief position.

The Committee discussed the need to establish a vetting process and develop criteria for appointment of Fire Chiefs to the Volunteer Fire Departments. There needs to be a minimum standard and qualifications in place. Currently, there is no criteria for what is required to become a chief. The amount of responsibility and workload for the Fire Chief was discussed.

There was discussion regarding the different challenges faced by each of the three departments including lack of volunteers, recruitment, training, responsibility and time commitment.

D. Holder discussed the benefits of developing a job description for the fire chief position. A job description will help interested persons understand what is involved in being a fire chief including demands and responsibilities of the position. In addition, it helps the person understand the ACRD Board expectations.

Process to get the person to Fire Chief should be CAO, Fire Chiefs to get the best person possible. Ultimately, if someone is hurt and there is negligence it will be the fire chief and ACRD Board.

There was discussion regarding the need to look long term and consider the fact that most volunteer departments are going to a paid chief.

The CAO recommended D. Holder develop and vet a job description and qualifications with the fire chiefs. He stressed that one of the most important characteristics is leadership. In addition, it is very important the person has good knowledge of the department. Once you agree to the criteria and qualifications, the Selection Committee of department members vets applicants based on the criteria. This way it's not a vote, the person is selected on skills and abilities with membership involvement.

J. McNabb recommended criminal records checks be conducted for fire chiefs, deputies and officers.

*MOVED: M. Cann*

*SECONDED: K. Wyton*

*THAT the Committee charge D. Holder with developing criteria and a job description for the fire chiefs position with input from the ACRD's Volunteer Fire Chiefs and Deputies and bring back for consideration by the Committee at the next meeting.*

**CARRIED**

#### **c. Committee Next Steps in Review Process – D. Holder**

The Committee discussed the process for selection of Fire Chief for the volunteer fire departments. D. Holder recommended that rather than an election process, a committee or panel be struck with representation from the fire department membership at large, ACRD CAO, Fire Chief, Deputy Fire Chief and a Fire Chief from one of the other fire departments. D. Holder will investigate options and report back at the next meeting.

#### **d. Review – Fire Department Review Action List & Fire Services Report**

The CAO provided an overview on progress to date on regional fire services provided by the Fire Services Coordinator. It's intended that the Fire Services Coordinator will continue for this year. The Coordinator will continue to work on the priorities identified by in the report and approved by the volunteer departments. The CAO requested the fire chiefs and deputies to conduct one more review of the priorities as outlined in the report to see if it meets the needs of their departments.

The CAO recommended that the fire chiefs start providing an annual report to the ACRD Board on department activities and recognition of volunteers. He recommends D. Holder work with the departments on developing an annual reporting.

#### **4. OTHER BUSINESS/REPORTS**

The next meeting of the Committee will be scheduled in mid April 2017.



5. **ADJOURN**

*MOVED:* K. Wyton

*SECONDED:* P. Cote

*THAT this meeting be adjourned at 7:04 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY EMERGENCY PLANNING LIAISON GROUP MEETING

HELD ON THURSDAY, MARCH 23, 2017, 1:30 PM

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

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**PRESENT:** Dan Holder, ACRD  
Mike Kokura, ACRD Director  
Tim Pley, City of Port Alberni  
Hugh Braker, Tseshaht First Nation  
Charlie Starratt, Beaver Creek Volunteer Fire Department  
Jim Kraneveldt, Catalyst Paper  
Mike Ruttan, City of Port Alberni  
Denis Sauve, City of Port Alberni  
Bruce Patterson, BC Ambulance  
Dave Wiwchar, The Peak  
Mike Riddalls, AV Search & Rescue  
Kaz Takeuchi, Island Health  
Mike Carter, Port Alberni Port Authority  
Kelly Gilday, Port Alberni Fire Department

**STAFF:** Russell Dyson, Chief Administrative Officer  
Dan Holder, Emergency/Fire Service Coordinator Contractor  
Shellie Lyle, Administrative Assistant

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

The CAO called the meeting to order at 1:35 pm.

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

### 2. **INTRODUCTIONS**

Introductions were conducted around the table.

### 3. **PRESENTATIONS**

### 4. **REPORTS**

- a. Exercise Coastal Response Final Report – R. Dyson

The CAO explained that the report was prepared with the perspective on how to improve the Emergency Operations Center (EOC), the report was received by the ACRD Board and endorsed in the ACRD's 5 year financial plan. The recommendations summarized on page 35 references more equipment within the facility, alternative facilities for a Level 3 EOC and how to locate there, and working with partners to ensure personnel are trained and prepared. The Emergency Coordinator will be reaching out to the those section heads and utilizing them to plan and prepare for the operation of the EOC in the future.

The CAO attended the final workshop and explained the province will follow up with a Deputy Ministers committee to implement the identified deficiencies. There will also be additional events in the future. The "Salish Sea" exercise will involve the sinking of a BC ferry in Salt Spring Island. The commitment is there and there are plans in place to move forward regarding major events.

The province along with school teachers has also developed a "Master of Disaster" program for grade 6. School District #70 has not taken advantage of this program as of yet. The Emergency Coordinator is involved with the "Hike to High Ground" event with the High School.

**a. Alberni Valley Emergency Planning – R Dyson**

Terms of Reference Alberni Valley Emergency Policy Group

Terms of Reference Alberni Valley Emergency Planning Liaison Group

The CAO explained the Terms of Reference for the AV Emergency Planning Groups and explained the need for the two distinct groups. The Policy Group will engage politicians which will assist the Liaison Group to work and coordinate together as members of emergency response.

**b. EOC Level Three positions**

The CAO reviewed the EOC Level Three document. The CAO thanked the group for all their work and dedication. Tim Pley, City of Port Alberni CAO thanked Russell Dyson for all his work and support.

**c. ESS Level 1 – Red Cross Volunteers – Update – D. Holder**

Dan Holder handed out a document prepared by the Canadian Red Cross "Partnership Report Back Alberni-Clayoquot Regional District 2016". Dan reported there are eleven trained Emergency Social Services personnel (ESS). Will be looking for team leaders in Electoral Areas Beaver Creek, Cherry Creek and Sproat Lake to spear head initiatives. There are many facilities, need an inventory and contacts to provide to communities.

**d. Regional Training – L. Myres**

Linda Myers reported discussions with Keith Orchiston, District of Tofino Emergency Program Coordinator regarding the inclusion of EOC training and encouraged the committee to include other communities in training and exercises.

**e. Emergency Planning – Committees Restructuring – D. Holder**

The committee reviewed the “Emergency Program – Proposed New Structure” Dan explained an Operations working group was established and this group will meet quarterly.

**f. VHF Radio System – A. Winney**

Dan Holder spoke on behalf of Al Winney, Arrowsmith Amateur Radio Club regarding the Multijurisdictional Radio Interoperability Project (MRIP) linking the Mid Island Emergency Coordinators and Managers (MIECM) and its operational partners. The projects vision is to create a radio communication network through standardized EMBC radio frequencies (VHF). The Vertex VX-4600 VHF cost is \$520 plus taxes. Paul Peters, Emergency Telecommunications Coordinator is heading up an exercise “Sweeper” which will be held on May 3<sup>rd</sup>, this exercise will involve the amateur radio people to test the ability to communicate.

Bamfield will be delivering training this weekend and will have 11 amateur radio operators trained.

**g. Round Table Reports**

Mike Riddalls, AVSAR – 47 members, 36 days of call out last year, learned from ECR and as a result are replacing old equipment.

Hugh Braker, Tseshaht First Nation - has applied for flood mitigation funding. Tseshaht Tsunami warning system is live and residents in Beaver Creek can now hear the siren. TFN has bridge concerns and welcome any study's. The staff and community members have taken emergency preparedness training,

Kelly Gilday, PA Fire Chief - Hupacasath First Nation has a tower will investigate and continue to test the pager system for the emergency program.

Bruce Patterson, BC Ambulance - CRU trailer has been active for 6 years and only been tasked twice, want to divest and the AV Search and Rescue has stepped up and will take ownership. There was some rain damage, which will be fixed prior to handing over along with most of the supplies inside. Bamfield now has a First Responder. BC Ambulance is attaining new Motorola radios. There have been many overdoses in the community, the biggest concern being fentanyl, a small amount is very toxic might want to think about bringing your own PPE and wearing masks.

Mike Carter, PAPA – CRU trailer can be stored at the Port Authority although it is slightly in the inundation zone. Kinder Morgan Transmountain is investing in four new bases located in Sidney, Beecher Bay, Nanaimo and Port Alberni. The Port Alberni base will

have an office located between APD and PAPA, a warehouse and Marina, building could start as early as June and employ 17 people.

Mike Lowery is presenting May 16 @1:00 pm at the Port Alberni City Hall.

**5. NEXT MEETING**

**The next meeting of the Alberni Valley Emergency Planning Liaison Group is Thursday, June 22, 2017, 1:30 pm in the Regional District Board Room.**

**6. ADJOURN**

*THE meeting adjourned at 2:32 pm.*



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON TUESDAY, APRIL 4, 2017, 1:00 PM

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

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### DIRECTORS

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

### PRESENT:

Josie Osborne, Vice-Chairperson, Mayor, District of Tofino (via teleconference)

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Sharie Minions, Alternate Director, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Kirsten Johnsen, Member of Council, Toquaht Nation

Alan McCarthy, Member of Legislature, Yuułu?iþ'ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

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

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

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

### STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer

Mike Irg, Manager of Planning

Teri Fong, Manager of Finance

Shellie Lyle, Administrative Assistant

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 pm.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Cootes*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. INTRODUCTIONS & PRESENTATIONS

- a. **MINISTRY OF TRANSPORTATION**  
Mike Pearson, Operations Manager  
Erik Lachmuth, Acting District Manager

Introductions were conducted around the table.

#### 4. **REPORTS**

- a. **MINISTRY OF TRANSPORTATION**  
Road Maintenance Contract Standards and Specifications regarding:
- i. Ditch Maintenance;
  - ii. Vegetation Maintenance on the Shoulder and within the Right of Way;
  - iii. Center Line Painting;
  - iv. Response to Winter Conditions – plowing, salting and sanding;
  - v. Surface Renewal – the use of chip seal vs pavement

Erik Lachmuth, Ministry of Transportation and Infrastructure (MOTI) Acting District Manager provided an overview regarding MOTI's contract renewal process. The current maintenance contracts were ten years with an extension of 5 years will be complete in August 2018 across the province. MOTI will send out RFP's this summer for bidding on the new contracts in this service area. Maintenance specifications are classified as summer and winter and are generally determined by traffic volume or use of the road – province wide. Typically, specifications are accurate if there are thoughts that the classification needs to be updated contact MOTI with the information and they will investigate. The specifications for this maintenance contract are on line along with the audit schedule, there are 33 audits completed per season. Encourage the public to use the maintenance contractor as the first point of contact regarding concerns. MOTI's expectation is the contractor deals with concerns in an appropriate timeframe if it is not working with the maintenance contractor those concerns should then be shared with MOTI.

Links to more information about MOTI's maintenance contract, specifications and Contractor Assessment Program (CAP) are below:

<http://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/contracting-to-transportation/highway-bridge-maintenance/highway-maintenance>

<http://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/contracting-to-transportation/highway-bridge-maintenance/highway-maintenance/agreement>

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[http://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/highway-bridge-maintenance/highway-maintenance/highway\\_maintenance\\_ministry\\_quality\\_plan.pdf](http://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/highway-bridge-maintenance/highway-maintenance/highway_maintenance_ministry_quality_plan.pdf)

Brushing and Ditching - areas are identified each year with some flexibility for modifications.

Line Painting – try to cycle through every two years on main collector roads, the ones seeing the most traffic.

Winter Plowing and Sanding – no set budget need to meet the classification of the roads, performance is based on maximum accumulation on travel lanes. Currently use 12 ½ m gravel for sanding, some testing on smaller aggregate has been investigated.

Chip Seal vs Pavement – there are a variety of paving methods and all options are considered prior to resurfacing. The maintenance contractor can stretch funds further by using chip seal over pavement. Factors that determine this are extreme grades, industrial traffic, length of the life of the chip seal, main roads and side roads. Gravel roads go thru a full reshape in the spring and then grading beyond that as needed to deal with deficiencies.

CVSE (commercial vehicle safety and enforcement) patrols monitor commercial vehicles, logging trucks etc. They have mobile weighing units or they can require a vehicle to go to a station to be weighed.

Social Media has expanded from 15 years ago, seeing some great examples in some areas, will have expectations or improvements for new contactors. Drive BC provides an area for the public to provide feedback.

Garbage is the contractors responsibility to clean up within the right of way. Can be onerous but there are specifications for dealing with garbage issues.

Marion Creek Bridge will be paved as soon as the weather permits.

McCoy Lake Bridge will be installed within the fish window this summer. Could be as simple as a culvert but will probably end up with a structure. 150 meters of Somass Road will be widened this spring and a cross walk will be added.

MOTI is partnering with Western Forest products as they do annually on dust control for the road to Bamfield and small capital projects that have identified.

Mayor Osborne left the meeting at 1:55 pm.



**b. OTHER REPORTS - ROAD MAINTENANCE ISSUES**

*MOVED: Director Kokura*

*SECONDED: Director Cootes*

*THAT Mr. Joe VanBergen be invited to address the Committee of the Whole.*

**CARRIED**

Mr. VanBergen explained the concerns of the Sproat Lake Community Association siting no pedestrian walkway on the bridge at Wiener Bay, the need for painting of center lines along the roads in Sproat Lake, a need for a culvert by Thomson Farm and McCoy Lake road which is closed due to washouts and snow plowing concerns over the winter as roads were not plowed in a timely manner.

The Chairperson thanked the Ministry for the meeting today to provide an update on Road Maintenance Contract Standards and Specifications.

**5. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT this meeting be adjourned at 2:18 pm.*

**CARRIED**

Certified Correct:

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Penny Cote,  
Chairperson

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Wendy Thomson,  
Acting Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON WEDNESDAY, APRIL 5, 2017, 10:00 AM

Tofino District Council Chambers, 121 3<sup>rd</sup> Street, Tofino, BC

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### MEMBERS

Chairperson Dianne St. Jacques, Mayor, District of Ucluelet

### PRESENT:

Josie Osborne, Mayor, District of Tofino  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, Yuułu?iŋ'ath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Jessie Hannigan, Parks Canada

### STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer  
Mike Irg, Manager of Planning & Development  
Mark Fortune, Airport Superintendent

### 1. CALL TO ORDER

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

The Chairperson recognized the meeting being held in the Tla-o-qui-aht First Nation traditional territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **West Coast Financial Planning Committee Meeting – February 1, 2017**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the minutes of the West Coast Financial Planning Committee Meeting held on February 1, 2017 be received.*

**CARRIED**

### 4. CORRESPONDENCE FOR ACTION

- a. **Correspondence from Mr. Don MacKinnon, Area “C” resident, dated March 13, 2017 requesting consideration to access recent tree removal for runway visibility – Long Beach Airport Area “C”.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the correspondence from Mr. MacKinnon regarding access to recent tree removal at the Long Beach Airport be received and this request be forwarded to the Airport Superintendent to develop a plan for stock piling the wood at the Long Beach Airport and options for disposition.*

**CARRIED**

**5. CORRESPONDENCE FOR INFORMATION**

**6. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Special Operating Facilitation Agreement (SOFA).**

*MOVED: Director Osborne*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.*

**CARRIED**

- b. **Request for Decision regarding Kiosks #6 & 7 – Long Beach Airport Terminal Building.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.*

**CARRIED**

**c. Request for Decision regarding Kiosk # 9 – Long Beach Airport Terminal Building.**

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.*

**CARRIED**

**d. Administrative Memorandum regarding Alberni-Clayoquot Regional District Trail Connections to Parks Canada Traverse Trail**

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

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors engage the services of McElhanney Engineering to undertake preliminary design and costing for the south side of the Traverse Trail proposed extension for a cost of \$6,420.00 with the funding coming from Regional Parks.*

**CARRIED**

**7. REPORTS**

**a. Parks Canada – Pacific Rim National Park Update – J. Hannigan (verbal)**

Mr. Hannigan provided an update on progress made to date on the Traverse Trail project and circulated copies of the Traverse Trail Construction Plan for the North section.

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

The Airport Superintendent provided an update on the following projects at the Long Beach Airport:

- OLS clearing conducted on runway approaches 07,16,25 and 34
- Confirmation survey with SNC lavallin for OLS obstructions completed
- Removal of final OLS obstructions on runway 07, 25 and 34, completed prior to March 31 Parks Canada cut permit
- BCAAP lighting upgrade on Apron III, civil works completed

- Telus Fibre optic installation to terminal completed April 04, open public fibre WIFI to be installed in terminal by April 21
- ACAP projects, Taxiway and Apron rehab and Chemical spreader applications submitted to Transport Canada for 2018 consideration
- McGill engineering, Parks Canada water connection review
- CYAZ pump house (water) filter failure support / assistance

**c. Long Beach Airport Marketing Project Update – M. Fortune (verbal)**

The Airport Superintendent reported the draft logo has been distributed to the Long Beach Airport Advisory Committee for consideration.

**d. West Coast Multiplex – Design Services – Update - W. Thomson (verbal)**

The Acting CAO provided an update on the design and costing stage of the West Coast Multiplex Project. Submissions were received from three Architectural firms to undertake the project. The ACRD has appointed a Selection Committee to review and interview the firms. The Selection Committee will meet on April 13<sup>th</sup> in Tofino.

**e. Administrative Report - West Coast Project To Do List 2017**

The Committee reviewed the project list for 2017.

**f. Administrative Report - Proposed Transit Service Between Ucluelet, Long Beach & Tofino**

The Acting CAO spoke to the report on the proposed transit service between Ucluelet, Long Beach and Tofino. Staff will work with BC Transit to develop and RFP to retain the services of a consultant to develop a market/demand analysis for the proposed service.

**g. Administration Report - West Coast Emergency Planning Update**

The Acting CAO spoke to the report on West Coast Emergency Planning. Staff will develop a draft RFP to retain the services of a consultant to develop an emergency plan for the Long Beach electoral area. \$7,000.00 was budgeted in 2017 to undertake the plan.

**h. West Coast Cardboard Disposal Ban Update – M. Irg, Manager of Planning & Development (verbal)**

The Manager of Planning and Development provided an update on the cardboard disposal ban on the West Coast.

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the West Coast Committee instruct staff to conduct a public engagement session in Ucluelet and Tofino regarding the proposed cardboard disposal ban on the west coast starting on July 1, 2017.*

**CARRIED**

*MOVED: Director Bennett  
SECONDED: Director McCarthy*

*THAT reports a-h be received.*

**CARRIED**

**8. LATE BUSINESS**

**9. ADJOURN**

*MOVED: Director Osborne  
SECONDED: Director Bennett*

*THAT this meeting be adjourned 11:38 am.*

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Wendy Thomson,  
Acting Chief Administrative Officer



FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS



04275

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Regional District of Alberni-Clayoquot to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Regional District of Alberni-Clayoquot's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

**President  
Président**  
Clark Somerville  
Councillor  
Regional Municipality of  
Halton, ON

**First Vice-President  
Première vice-présidente**  
Jenny Gerbasi  
Councillor  
City of Winnipeg, MB

**Second Vice-President  
Deuxième vice-présidente**  
Sylvie Goneau  
Conseillère  
Ville de Gatineau, QC

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Troisième vice-président**  
Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

**Past President  
Président sortant**  
Raymond Leure  
Acting Mayor  
City of Vancouver, BC

**Chief Executive Officer  
Chef de la direction**  
Brock Carlton  
Ottawa, ON

24 rue Clarence Street,  
Ottawa Ontario, K1N 5P3

T 613-241-5221  
F 613-241-7440

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





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Invoice / Facture**

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

Dyson, Russell  
Regional District of Alberni-Clayoquot  
3008 - 5th Avenue  
Port Alberni, British Columbia /  
Colombie-Britannique V9Y 2E3

**Invoice / Facture:** ORD-04275-C4B2M0

**DATE:** 03/01/2017

**ACCOUNT/COMPTE:** 231

**DUE DATE/DATE LIMITE:** 04/01/2017

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	31,061.00000	\$0.0230	\$35.72	\$750.12
			<b>GST/TPS (5%):</b>	\$35.72
			<b>TOTAL:</b>	\$750.12

**PAYMENT/PAIEMENT**

**By cheque payable to:**  
**Federation of Canadian Municipalities**  
**Par chèque à l'ordre de:**

**Fédération canadienne des municipalités**  
24, rue Clarence Street

Ottawa, Ontario K1N 5P3  
HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

**By Electronic Funds Transfer/Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
**Transit Number/Numéro de transit:** 00006  
**Account Number/Numéro de compte:** 1006603

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence :** 231





March 24, 2017

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

Reference: 264110

Dear Chairperson Jack:

**Re: Proposed Flood Assessment Review**

Thank you for your letter regarding flood events in the Somass River watershed, and your request for a flood assessment review.

The risk of flooding is a serious hazard for many communities around B.C., and I appreciate you sharing your concerns about this matter. As you may be aware, the Province recently announced an \$80 million investment in emergency program funding for the coming fiscal year, with more than \$60 million of this investment dedicated to flood mitigation efforts.

As part of this \$60 million flood mitigation investment, a \$3 million fund will be established for communities to conduct flood risk assessments, create floodplain maps, and develop flood mitigation plans. More information will be available later this year, when intake for applications to this fund open under the direction of the Union of British Columbia Municipalities.

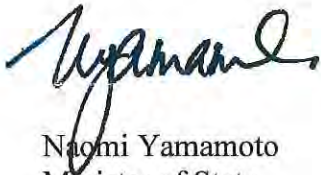
In the meantime, you may already be familiar with the National Disaster Mitigation Program (NDMP), a federal cost-sharing program established to address rising flood risks and costs. The NDMP provides the provincial government with a new opportunity to focus on non-structural flood mitigation priorities, such as those described in your letter. You can find more information about the program by visiting the web site at [www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgn/ndmp/index-en.aspx](http://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgn/ndmp/index-en.aspx). You may wish to submit an application to fund the proposed flood assessment review for the Somass River watershed through the NDMP.

I have also taken the liberty of sharing your letter with staff at EMBC's Disaster Mitigation Program so they too, are aware of your concerns.

.../2

Thank you again for taking the time to write.

Sincerely,



Naomi Yamamoto  
Minister of State

Copy to: Honourable Todd G. Stone  
Minister of Transportation and Infrastructure  
MLA, Kamloops-South Thompson

Honourable Mike Morris  
Minister of Public Safety and Solicitor General  
MLA, Prince George-Mackenzie

Disaster Mitigation Program  
Emergency Management BC



March 20, 2017

District Board Members  
Alberni-Clayoquot Regional District

**Re: Marine spill response base proposal for Port Alberni & Ucluelet**

Dear Board Members,

I am writing to inform you that Western Canada Marine Response Corporation (WCMRC) may be undertaking the construction of a new marine spill response base in Port Alberni and mooring additional response vessels in Ucluelet. As you may be aware, Kinder Morgan's Trans Mountain Expansion Project calls for enhanced marine response capacity of the project proceeds. Accordingly, WCMRC will open new responses bases and invest in new equipment to meet that enhanced capacity requirement.

Western Canada Marine Response Corporation (WCMRC) is the response organization certified by Transport Canada to respond to marine oil spills along British Columbia's 27,000 km of coastline and inland navigable waters as defined under the *Canada Shipping Act, 2001*. WCMRC's mandate is to ensure there is a state of preparedness in place to mitigate impacts should an oil spill occur. This includes the protection of cultural, economic, and environmental sensitivities, and the safety of both the responders and the public.

The functions of the response base will include:

- Initial rapid response centres with moorage for work boats, boom vessel, mobile skimmers, landing crafts, and storage vessels;
- Cascading resource centres;
- Coordination centres for local community engagement, updating shoreline sensitivities, exercises, identifying vessels of opportunity in area, contractor training, and other outreach opportunities; and
- Warehouse storage for response supplies

Within Port Alberni, vessels will be moored at the "Water St. Dock", located at 2964-3000 Harbour Rd. and a combined office warehouse will be located at 360 - 2750 Harbour Rd. (**Figure 1**). In Ucluelet vessels will utilize existing moorage at Ucluelet Small Craft Harbour - Outer Basin Dock at 1990 Bay Street (**Figure 2**).

South Coast Head Office: 206-3500 Gilmore Way, B.C. V5G 0B8 – Phone: 604 294-6001 – Fax: 604 294-6003  
South Coast Operations: 201 Kensington Avenue, Burnaby, BC V5B 4B2  
Vancouver Island Office: 6476A Norcross Road, Duncan, BC V9L 5T3 – Phone: 250 746-9443 – Fax: 250 746-9447  
North Coast Office: PO Box 369, 101 Drydock Road, Prince Rupert, BC V8J 3P9 – Phone: 250 624-5666 – Fax: 250 624-5166

24 Hour Emergency 604 294-9116  
[www.wcmrc.com](http://www.wcmrc.com)



In total, the Port Alberni/Ucluelet base is anticipated to consist of the following infrastructure:

- 350 ft. of moorage (Water St. Dock – Port Alberni)
- 150 ft. of moorage (Ucluelet)
- 7,000 sq. ft. office
- 6,000 sq. ft. warehouse
- Yard storage (40,000 sq. ft.) and access for 53' trailers
- Parking

Initial conceptual designs, based on the requirements above, are presented in **Figure 3 and 4**.

Pending regulatory approvals, construction of the base is anticipated to begin in mid-early 2017. If you have any questions, comments, concerns or would like further information please do not hesitate to contact me.

Regards,  
Michael Lowry  
Communication Manager  
[michael@wcmrc.com](mailto:michael@wcmrc.com)

**Figure 1 - Port Alberni Locations**



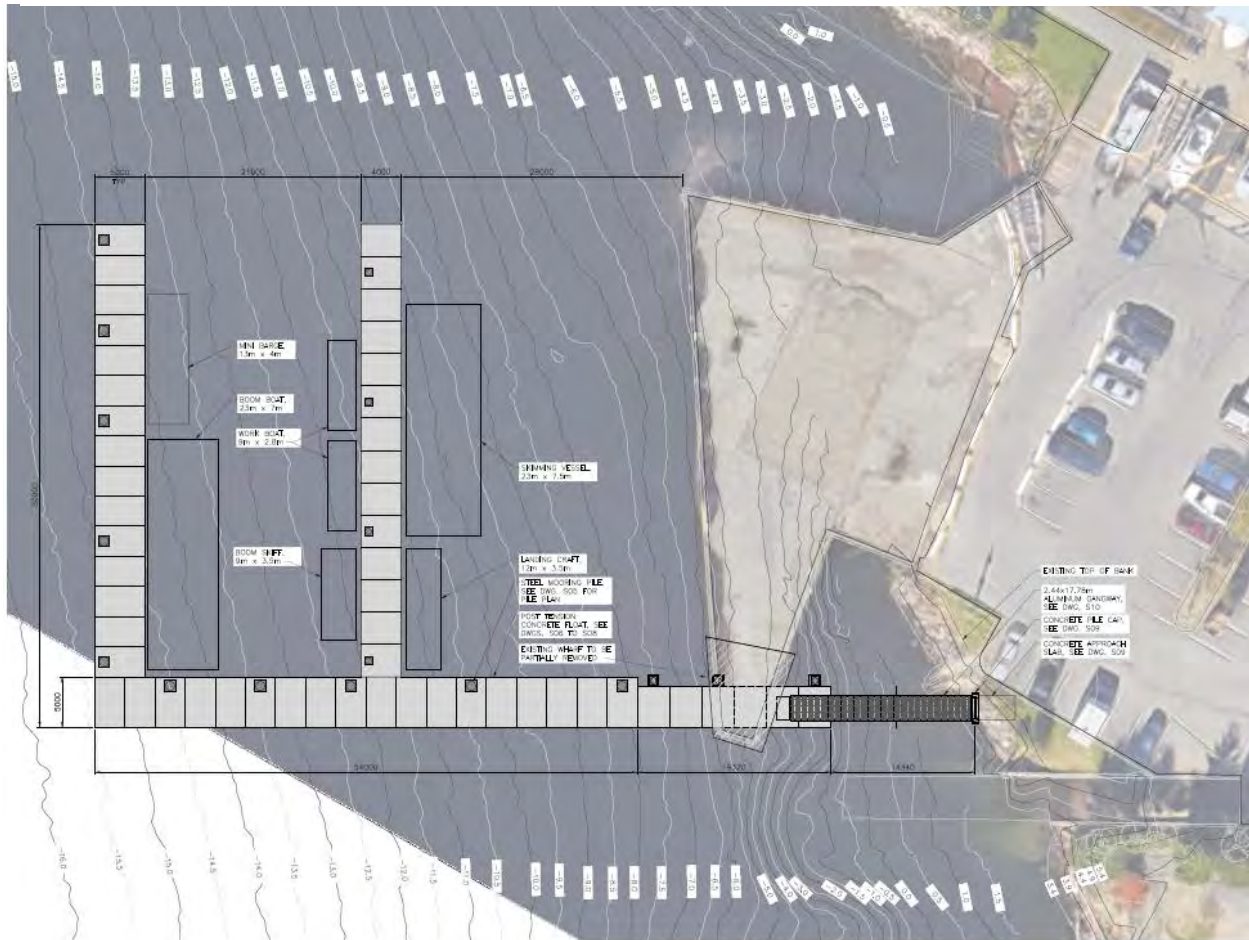
**Figure 2 – Ucluelet Small Craft Harbour Outer Basin Dock**



*Figure 3 – Combined Office/Warehouse Concept Design (Exterior)*



**Figure 4 – Water St. Dock Moorage General Arrangement (Port Alberni)**





**From:** Russell Dyson  
**Sent:** Monday, March 20, 2017 1:28 PM  
**To:** Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>  
**Subject:** FW: [SUSPECTED SPAM] SIBAC, Keeping It Rural Conference, Kelowna, June 20-21

**From:** Randy Morse [<mailto:randy@bcruralcentre.org>]  
**Sent:** March-17-17 3:09 PM  
**To:** Russell Dyson <[rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)>  
**Subject:** [SUSPECTED SPAM] SIBAC, Keeping It Rural Conference, Kelowna, June 20-21

Hi Russell,

I have attached three brief SIBAC documents, and would appreciate it if you could please circulate them to your full board.

The [Keeping It Rural 2017](#) conference poster notice is particularly important, given its time sensitivity.

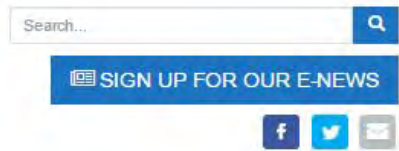
I'd also like to bring to your attention our new initiative — [the BC Rural Centre](#) — which we hope will become a must-visit source of useful, informative, and inspirational content on a wide range of issues of particular importance to rural British Columbians.

Thank you for your assistance. Should you have any questions I would be happy to hear from you.

Kind regards,

Randy

**Randy Morse**  
Communications Director  
SIBAC/BC Rural Centre  
[www.bcruralcentre.org](http://www.bcruralcentre.org)  
E [randy@bcruralcentre.org](mailto:randy@bcruralcentre.org)  
M (250) 353-3016



[www.bcruralcentre.org](http://www.bcruralcentre.org)

## ***Inspire → Share Tools → Cultivate Capacity → Facilitate Action***

Across the province, rural communities and First Nations share many common rural development challenges and aspirations. However, they often have to work with limited financial and human resources and are not always aware of rural development tools, strategies and initiatives that have been effective in other communities.

The Southern Interior Beetle Action Coalition (SIBAC) has created the BC Rural Centre as a rural development information distribution and sharing resource. The BC Rural Centre is a highly interactive, multi-media communications platform that will develop, collect and share information, tools and resources that will help facilitate rural development action in communities.

The BC Rural Centre will showcase and share rural success stories from across North America. The focus will be on sharing stories, tools, projects and strategies that have helped rural communities address their challenges and revitalize their communities.

For example, under the Resources Tab of the drop down menu - rural residents will be able to access videos, podcasts, presentations, case studies, documents and links on major rural development topic areas including:

- Agriculture
- Broadband
- Economic Dev.
- Forestry
- Infrastructure
- Investment
- Partnerships
- Policy
- Revitalization
- Services
- Statistics

Rural users will also be able to ask and receive answers to their questions on rural development information and tools.

To ensure that the BC Rural Centre can continue to respond to rural resident enquires and develop and post up-to-date, relevant and useful information; SIBAC has committed at least 3 years of funding for a full-time employee to develop content and respond to enquiries.

Please check the BC Rural Centre out and let us know what you think.



# Keeping it Rural

*2017 Conference*

SOUTHERN INTERIOR BEETLE ACTION COALITION

## **CONFERENCE NOTICE**

*Please join us June 20<sup>th</sup> & June 21<sup>st</sup> 2017 in Kelowna for two days of amazing presentations and workshops on rural community development.*

*Keeping it Rural 2017 will once again showcase some of the most successful rural development initiatives in North America and Australia.*

Keynote Speakers include:

- ❖ **Peter Kenyon** (Australia) Peter is an internationally recognized expert in small town renewal, youth empowerment and Asset Based Community development. Over the past four decades, Peter has worked with over 2000 communities across North America, Australia, Asia and the rest of the globe. In 1991, Peter created the Bank of I.D.E.A.S. to share successful community development stories and tools. [www.bankofideas.com.au](http://www.bankofideas.com.au)
- ❖ **Maggie Donin** (Vermont) Maggie is the Beginning Farmer Specialist with the Intervale Center. Created in 1988, the Intervale Center is now a globally recognized leader in agriculture sector and local food development. Maggie will be speaking on Intervale's amazing accomplishments in preserving farms - and developing a new generation of farmers – in Vermont. [www.intervale.org](http://www.intervale.org)
- ❖ **John Davis** (Minnesota) John is the Executive Director of Lanesboro Arts. Come learn how Lanesboro (pop. 754) economically revitalized itself into a thriving destination arts community – reversing population decline and creating local jobs [www.lanesboroarts.org/about/lanesboro](http://www.lanesboroarts.org/about/lanesboro)

**Please register for the conference on-line at [www.civicinfo.bc.ca/event/2017/SIBAC](http://www.civicinfo.bc.ca/event/2017/SIBAC)**

The Conference will be held at the Four Points by Sheraton Kelowna Airport Hotel.

A limited number of rooms are available for a conference rate of \$159/night plus taxes. For reservations, please call 1-855-900-5505 and request the “SIBAC” group block rate.

Please check the SIBAC BC Rural Centre website for updates about the conference [www.bcruralcentre.org/current-projects/keeping-rural-conference/2017-conference](http://www.bcruralcentre.org/current-projects/keeping-rural-conference/2017-conference).



## 2016 Year End Review

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To SIBAC Member Organizations:

It has been another successful and eventful year for our organization.

2016 marked the beginning of the implementation of the new SIBAC 2016 – 2018 Strategic Plan. During the spring, SIBAC Board members and staff were busy making presentations to our member organizations and other groups on the new Strategic Plan – and indeed we continue to do so. As you know, our new Strategic Plan focusses SIBAC's organizational efforts and resources on a couple of key strategic actions and projects. Given our limited financial resources, we believe that focussing on these key strategic projects will have the most significant rural development impact on our communities.

Given the new Strategic Plan and priorities, the organization advertised, interviewed and filled the two new SIBAC staff positions of SIBAC Executive Director and SIBAC Communications Director. Gordon Borgstrom of Kamloops was the successful candidate for the SIBAC Executive Director position and Randy Morse of Kaslo was the successful candidate for the SIBAC Communications Director position. Both Gordon and Randy bring many years of experience and a passion for rural development work to our organization. Having two full-time employees has significantly increased the organizational communication and project management capacity of SIBAC. Gordon and Randy will continue to travel extensively around the southern interior.

Under our Mobilizing Local Rural Investment Capital project, SIBAC staff worked intensively with Kootenay Employment Services (KES) and a community leadership group in Creston to establish the first community investment cooperative in the interior of BC. In December of 2016, after more than a year of tremendously hard work by KES staff and the community leadership group - the Creston and District Investment Cooperative signed up 107 founding members from the community and will become operational in 2017. (For more information please see [www.communityinvestmentcoop.ca](http://www.communityinvestmentcoop.ca)) SIBAC has been researching and promoting the concept of new locally controlled rural investment funds and organizations for the past five years. We are very proud of the facilitation and supporting role we were able to play in helping the Creston community make their investment cooperative a reality. We look forward to helping other southern interior communities in the coming year.

We are also very excited about a new interactive rural communications sharing platform and system we have created called the BC Rural Centre. As rural communities throughout BC – and indeed North America – we share many of the same rural development challenges and goals. We all know that in rural places it is often the same small group of dedicated volunteers working on community projects. Often, we simply don't have the luxury of spending hours and hours to try and research how other communities may have been able to respond to similar issues. Through the BC Rural Centre platform we will be able to provide timely, useful and appropriate information and tools for rural residents to help them with their rural development projects. I encourage you to spend some time exploring the website [www.bcruralcentre.org](http://www.bcruralcentre.org)

I continue to believe that SIBAC as a partnership of First Nations and local governments from across the southern interior makes us not only a unique – but valuable organization. We are doing important work that is helping our communities. On behalf of the entire SIBAC Board, thank you for your continued support.

**Rhona Martin**, SIBAC Chair



FOR IMMEDIATE RELEASE

March 28, 2017

***VENTURE CONNECT UPGRADES WILL HELP KEEP BUSINESSES OPERATING LOCALLY***

COURTENAY – Small and medium-sized enterprises are key economic drivers in rural communities, but they face unique challenges around things like succession planning, mergers and acquisitions, and other commercial services.

A new project proposed by Venture Connect, and supported with an investment of \$21,000 from the Island Coastal Economic Trust, is seeking to overcome that challenge.

“While attracting and supporting development of new businesses is important to economic growth, it is just as important to ensure retention and sustainability of existing SMEs,” said ICET Chair Phil Kent. “This project will help Venture Connect improve its service offerings to those businesses to help them sell their business, keeping jobs and economic activity in their community.”

The \$42,000 project will create a new confidential matching-system tool that connects business owners seeking to sell their business with potential buyers without compromising their competitive advantages. Another component will facilitate mergers and acquisitions, enabling potential buyers to bundle business opportunities, creating greater investment efficiency and sustainability.

“We’ll also be creating a ‘For Sale By Owner’ handbook to help SMEs better market their business to the right buyers,” said Venture Connect Manager Lori Camire. “One of the challenges in smaller, rural communities is that specific expertise such as commercial realtors, business valuers, or succession planning may not be available and existing self-help publications do not target small rural businesses. This project will help to address those issues and build capacity locally.”

Venture Connect was created in 2011 with financial support from ICET. Created as a subsidiary of six Vancouver Island not-for-profit economic development agencies, Venture Connect has a mandate to mitigate issues related to succession planning and business retention. This project is the first major upgrade and expansion of online tools since its launch.

Over the past year, the volume of inventory, the number of site visits, and the number of connections made between business owners and buyers has grown significantly. In 2015-2016 Venture Connect had 460 business listings, 36,484 site visits, and 499 connections.

## 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, MLAs and appointees from the Island and Coast. This exceptional team of leaders collaborate to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved more than \$49 million for over 170 economic infrastructure and economic development readiness projects. ICET investments have leveraged over \$270 million in investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

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

-end-

### For further information:

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

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

Lori Camire, Manager  
Venture Connect  
Tel. 250-724-1241  
[lcamire@cfac.ca](mailto:lcamire@cfac.ca)



Reference: 227773

**MAR 23 2017**

**Via Email:** kaustin@coldstream.ca

His Worship Mayor Jim Garlick  
District of Coldstream  
9901 Kalamalka Road  
Coldstream, British Columbia  
V1B 1L6

Dear Mayor Garlick:

Thank you for your letter of February 22, 2017, to Honourable Christy Clark, Premier of British Columbia, regarding the District of Coldstream Council's resolution on the Provincial Private Moorage Program. As this issue falls under the purview of the Ministry of Forests, Lands and Natural Resource Operations, I have been asked to respond.

I understand that you are concerned that dock owners might not be following local government requirements for those docks authorized under a General Permission for the reason that applications will not be required, and therefore, will not be referred to local government for input. Below are a number of current requirements and processes in place to address these issues, along with some of the proposed changes, prompted by your letter, which we hope will further mitigate your concerns:

- The General Permission includes a requirement that dock owners must comply with all laws applicable to the installation and use of a dock. Although this is a broad statement, I want to assure you that this does cover local government bylaws and zoning (as well as, all other relevant provincial and federal legislation).
- The Ministry of Forests, Lands, and Natural Resource Operations' Private Moorage webpage (see: <http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage>) and the General Permission checklist will both be updated to specifically advise prospective dock owners to contact local governments to find out if there are any additional legal requirements that must be met before proceeding with the construction of their dock. It will also be made clear that if they do not comply with local government bylaws and zoning, then they will not be eligible to be authorized under the General Permission. At this time, there is only a general reference on the webpage that "other legal requirements (i.e. provincial, federal and local government) may also be applicable."

Page 1 of 2

His Worship Mayor Jim Garlick

- Once the above changes are made to the webpage, prospective dock owners who contact FrontCounter BC (the ministry's first point of contact regarding applications and use of Crown land), will also be given the same information directly by staff.
- Currently, before any new dock is constructed or any existing dock is significantly modified in freshwater, the proponent must apply to the ministry (through FrontCounter BC), for an authorization under the *Water Sustainability Act* (WSA), section 11: "Changes in and about a stream" (fresh waterbody). In the Okanagan Region, when an application for a section 11 WSA authorization is submitted, the Natural Resource District advises clients that they must comply with local government bylaws, and then will inform local government of those WSA applications for docks that will be subject to a General Permission. (This process is being considered for other interior locations, but is for now being focussed on the Okanagan Region.)
- The ministry understands that property owners do not always know or fully understand the provincial government laws that apply to their activities. It is for this reason that most of the dock building companies in the Thompson-Okanagan have been informed directly about the revised Private Moorage Policy and the General Permission requirements. I believe there is opportunity for local governments to follow-up with these companies, as well, in order to ensure that the local government requirements are being adhered to by the dock builders.

I trust that the requirements and information currently in place, as well as the proposed revisions described above, will address your concerns in regards to the policy changes. I encourage local governments to work with Regional Land Authorization staff to identify areas of particular concern with higher risk of impacts that may warrant consideration as "application-only areas."

Thank you again for writing.

Sincerely,



Dave Peterson  
Assistant Deputy Minister

pc: Honourable Christy Clark, Premier of British Columbia  
Honourable Steve Thomson, Minister of Forests, Lands and Natural  
Resource Operations  
Eric Foster, MLA, Vernon-Monashee  
Andy Oetter, Director, Authorizations, Thompson-Okanagan Region  
Greg Kockx, Manager, Operational Program, Tenures, Competitiveness  
and Innovation Division



**Subject:** PETITION TO REMOVE GST BEING CHARGED ON CARBON TAX

Dear Mayor, Chair, Councillor, Electoral Area Director

Recently, Councillor Bob Spiers brought to our Council's attention the practice of the Federal Government applying Goods for Services Tax (GST) on the Provincial government's Carbon Tax. This is not GST applied on the "goods" (gasoline, natural gas, propane, diesel fuel) rather it is GST applied on the Carbon Tax. Essentially, a Tax on Tax.

This Tax on Tax affects British Columbians across the Province and in some manner affects every resident, business, and visitor in our respective municipalities. Folks we represent.

In 2016 the Federal Government collected \$63 million of federal taxes imposed on BC's carbon tax. The Federal Government will collect many times this amount across Canada as more Provinces apply a Carbon Tax, ironically at the strong insistence of the Federal Government.

Councillor Spiers has initiated an ePetition to the House of Commons to remove the GST on Carbon Tax. The subject ePetition is now before the Parliament of Canada. The ePetition does not question the Carbon Tax. It is focused on the imposition of a tax (GST) on a tax.

I have attached a resolution, passed by our Council which has been submitted to the Southern Interior Local Government Association for consideration at their Annual Convention in April. The resolution has also been forwarded to the Union of British Columbia Municipalities and to the Federation of Canadian Municipalities.

On March 20, 2017, Mark Warawa, MP for Langley-Aldergrove and Mel Arnold, MP for North Okanagan-Shuswap have introduced a bill in the House of Commons that seeks to eliminate the charging of GST on existing and future carbon taxes.

To be successful, to reduce the weight of taxation on our residents, requires individual action. We are not seeking Council or Board action. We are encouraging Councillors, Electoral Area Directors, Mayors and Chairs from across BC to become aware of the issue. If, as individuals, you feel the imposition of a federal tax on top of a provincial tax is unwarranted – I would ask you to act, to sign the ePetition.

The online petition closes May 3, 2017 at 1:32pm (EDT) and may be accessed at <https://petitions.parl.gc.ca/en/Petition/Details?Petition=e-713>

Regards,

Mayor Akbal Mund

City of Vernon Disclaimer: This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or

other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply to the sender and delete this information from your system. Use, dissemination, distribution, or reproduction of this transmission by unintended recipients is not authorized and may be unlawful.



# THE CORPORATION OF THE CITY OF VERNON

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## RESOLUTION OF COUNCIL

At their March 13, 2017 Regular meeting, Vernon City Council passed the following resolution in respect to Federal GST Charges on Provincial Carbon Tax:

"THAT Council endorse the resolution as presented and direct the Clerk to submit the resolution with the background statement to the Southern Interior Local Government Association (SILGA);

"WHEREAS the Government of British Columbia instituted a "carbon tax" in 2008;

AND WHEREAS, the Government of Canada imposes GST on the "carbon tax", essentially a tax on tax;

AND WHEREAS, the carbon tax and subsequently the GST on the carbon tax applies widely on carbon tax fuels and affects the cost of living for British Columbians;

NOW THEREFORE BE IT resolved that SILGA and UBCM lobby the provincial and federal governments to eliminate the GST being charged on the provincial carbon tax."

*CARRIED.'*

The undersigned hereby certifies the above resolution to be a true copy of the resolution passed by Council of the City of Vernon on March 13, 2017

Susan Blakely, Deputy Corporate Officer  
The Corporation of the City of Vernon

**Appendix B: Recognized places in numerical order**

- |  |   |   |  |
|--|---|---|--|
| 1. Tashme Internment Camp  | 17. McGillivray Falls                                     | 33. Don and Lion Islands  | 50. Cumberland and Royston                                     |
| 2. Midway  | 18. Calhoun Farm, Tappen                                  | 34. Fraser Valley / Fraser Valley Buddhist Temple                             | 51. University of British Columbia                             |
| 3. Greenwood Internment Camp   | 19. Taylor Lake   | 35. Haney, Maple Ridge  | 52. Fanny Bay  |
| 4. Christina Lake  | 20. Bridge River Internment Site                          | 36. Westminster Abbey, Mission  | 53. Newcastle Island and Nanaimo Shipyards                     |
| 5. Kaslo Internment Site   | 21. Minto Mine  | 37. Pitt Meadows Japanese Canadian Meeting Hall                               | 54. West Coast of Vancouver Island (Tofino and Ucluelet)       |
| 6. Slocan City / Slocan Extension Internment Camps                       | 22. Hope-Princeton Highway Road Camp                      | 38. Steveston   | 55. Victoria Port of Entry and William Head Quarantine Station |
| 7. Bay Farm Internment Camp  | 23. Eagle Pass (Revelstoke-Sicamous) Highway Road Camp    | 39. Strawberry Hill, Surrey   | 56. Vancouver Buddhist Temple                                  |
| 8. Popoff Internment Camp  | 24. Yellowhead-Blue River Highway Road Camp (Robson Park) | 40. Kamloops Japanese Canadian Association                                    |  |
| 9. Lemon Creek Internment Camp   | 25. Vancouver Japanese Language School and Japanese Hall  | 41. Kelowna Buddhist Temple   |  |
| 10. Nikkei Internment Memorial Centre National Historic Site, New Denver | 26. Mountain View Cemetery                                | 42. Bella Vista Road / Old Kamloops Road, Vernon                              |  |
| 11. Kohan Reflection Garden, New Denver                                  | 27. Ocean Falls   | 43. Seymour Valley (McKenzie Creek) Japanese Camp                             |  |
| 12. New Denver Orchard   | 28. Port Essington  | 44. 40th Marpole Boy Scout Hall & Marpole Japanese Language School            |  |
| 13. New Denver Church  | 29. Protected Area  | 45. Hastings Park   |  |
| 14. Rosebery Internment Camp   | 30. The Gulf Islands                                      | 46. Powell Street Historic Japanese Canadian Neighbourhood (Paueru-gai/パウエル街) |  |
| 15. Sandon Internment Camp   | 31. Nikkei National Museum & Cultural Centre              | 47. Stanley Park Japanese Canadian War Memorial                               |  |
| 16. Lillooet/East Lillooet Self-Supporting Internment Camp               | 32. Annieville Slough                                     | 48. Tonari Gumi Japanese Canadian Volunteer Association                       |  |
|  |   | 49. Duncan, Paldi and Chemainus   |  |



29. Protected Area

- Extended inland for 100 miles
- Extended from BC/Washington border to BC/Yukon border or southern tip of Alaska Panhandle
- Included all islands lying off the west coast of BC



**MAP OF RECOGNIZED PLACES**  
**Japanese Canadian Historic Places**  
**Recognition Project**



March 22, 2017

Ref. 41418

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

Dear Mr. Jack

As per the Memorandum of Understanding with the Province of British Columbia and the Union of British Columbia Municipalities, I am writing to notify the Alberni-Clayoquot Regional District of the background and progress made to date on negotiations and approvals of a Government to Government Agreement (G2GA) between the Province of BC and the five Maa-nulth First Nations.

I acknowledge that you represent Huu-ay-aht First Nation on the Regional District Board, further that three other Maa-nulth First Nations are also members.

Please be advised that the province was tasked with negotiating a G2GA with the Maa-nulth Nations. The agreement's purpose is procedural; it is designed to promote a collaborative forum for the discussion and resolution of matters of mutual interest and concern.

I am pleased to inform you that the negotiations of the G2GA have now concluded. Maa-nulth First Nations have indicated their approval and provincial approvals are now being sought. We believe that the negotiated process agreement meets our task goals. Attached, for your further information, you will find an Executive Summary of the G2GA, as well as the most recent draft of the G2GA. I anticipate that the G2GA will come into effect as soon as we are able to obtain our approvals.

Should matters of substance arise during the discussions at the G2G meetings that concern the Regional District, the province will engage the Regional District for input.

I have sent a concurrent notification letter to the Strathcona Regional District.

If you have any questions please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "W. Hutchinson". The signature is fluid and cursive, with a large loop at the end.

Wendy Hutchinson  
Provincial Implementation Committee Representative  
Implementation Director  
Implementation and Land Services Branch

bc: Kirsten Hunter, Senior Implementation Analyst, MARR

# Maa-nulth Government to Government Agreement

## *Executive Summary*

The Maa-nulth First Nations Government to Government (G2G) Agreement is a bilateral agreement negotiated between British Columbia and the five Maa-nulth First Nations.

Broadly speaking, this Agreement is intended to enhance the G2G relationship and to focus and coordinate resources of the parties to efficiently meet their respective obligations under the Maa-nulth Final Agreement, which came into effect on April 1 2011, and to provide a high level forum for the discussion and resolution of areas of mutual interest not covered by treaty obligations.

The G2G Agreement is designed to promote a collaborative and responsive senior level engagement framework for resolution of matters that cannot either be addressed or overseen through existing engagement mechanisms or where such mechanisms do not yet exist. For treaty related matters the G2G Agreement specifically aims to provide a means to quickly identify and resolve issues, before they are referred to the Implementation Committee or before triggering the Dispute Resolution provisions in Chapter 25 of the Final Agreement.

The parties' mutual interest in jointly developing this Agreement was codified in a December 2013 Memorandum of Understanding (MOU). The MOU provided the basis for the parties to work together to develop an initial Heads of Agreement, which would serve as a framework for the G2G Agreement. Development of the Heads of Agreement began in early 2014 and concluded in September 2014, establishing the purpose and scope of the G2G Agreement as well as the technical forums required to carry out the functions described within it.

G2G Agreement discussions based on the Heads of Agreement began in October 2014. In December 2014 while work continued on the project, Maa-nulth formally requested that the Province provide capacity funding to enable their full participation in the negotiations and drafting of the text of the G2G Agreement. The Province confirmed a \$100,000 capacity fund to Maa-nulth in March 2015. The provincial team was led by the Implementation and Land Services Branch with participation and advice on a continual basis from FLNRO and JAG. Maa-nulth was led by their legal counsel and Treaty Society Administrator.

In June 2015 the parties arrived at an approval draft. The core G2G Agreement depicts the principles, purpose and administrative structure supporting the broader G2G relationship, while the Appendixes contain the operational processes for two distinct forums established by the Agreement. Briefly the Senior Management Forum is tasked with overseeing, delegating or reviewing inquiries from the Leadership Forum. Each has a separate Terms of Reference

governing their operation and authority, which forms Appendix A and B of the G2G Agreement respectively.

The Agreement and both Appendices have undergone final review and approval by the Maa-nulth Nations, and final legal review by the Province. The Agreement is now ready for final Ministry approval and signature by the Minister of Aboriginal Relations and Reconciliation. The parties expect that this Agreement will be effective by February 2017.





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** April 12, 2017  
**Subject:** Finance Warrant No. 575

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**Recommendation:**

**THAT the Board of Directors approve Finance Warrant Number 575 in the amount of \$963,646.96 dated March 31, 2017.**

**Summary:**

Improve financial controls by increasing the transparency of the Regional District's financial affairs. Regional District Board of Directors review the details of the expenditures made in the previous month and when satisfied approves the finance warrant.

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

Minimal

**Policy or Legislation:**

None

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

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 1**  
**Date :** Apr 05, 2017 **Time :** 12:26 pm  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Mar-2017 To 31-Mar-2017  
**Cheque Date :** 01-Mar-2017 To 31-Mar-2017  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0012</b>	<b>ABELL PEST CONTROL INC</b>					
40281	15-Mar-2017	Issued	59	C		89.25
A0188174	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
<b>Total :</b>				89.25	0.00	89.25
<b>Supplier Total :</b>				89.25	0.00	89.25
<b>0016</b>	<b>ACE COURIER SERVICES</b>					
00172-0001	06-Mar-2017	Issued	46	T		131.34
14190899	01-4-2500-000	PAYABLES - TRADE		131.34		
Invoice Description --> AVLF - WATER MONITORING						
<b>Total :</b>				131.34	0.00	131.34
<b>Supplier Total :</b>				131.34	0.00	131.34
<b>0017</b>	<b>ACE COURIER SERVICES</b>					
00174-0001	20-Mar-2017	Issued	58	T		90.44
14192465	01-4-2500-000	PAYABLES - TRADE		90.44		
Invoice Description --> ACRD \$19.46, WCLF \$45.28, SB WATER \$21.40						
<b>Total :</b>				90.44	0.00	90.44
<b>Supplier Total :</b>				90.44	0.00	90.44
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>					
40317	22-Mar-2017	Issued	66	C		1981.99
SLVFD - FEB/17	01-4-2500-000	PAYABLES - TRADE		135.70		
Invoice Description --> SLVFD - 0064337 - FEB FUEL COST						
BCVFD - FEB/17	01-4-2500-000	PAYABLES - TRADE		427.80		
Invoice Description --> BCVFD - 0133967 - FEB FUEL COST						
BCWS - FEB/17	01-4-2500-000	PAYABLES - TRADE		554.12		
Invoice Description --> BCWS - 0104372 - FEB FUEL COST						
ACRD - FEB/17	01-4-2500-000	PAYABLES - TRADE		864.37		
Invoice Description --> ACRD - 0141614 - FEB FUEL COSTS						
<b>Total :</b>				1981.99	0.00	1981.99
<b>Supplier Total :</b>				1981.99	0.00	1981.99
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
00172-0002	06-Mar-2017	Issued	46	T		650.28
9361929749	01-4-2500-000	PAYABLES - TRADE		11.26		
Invoice Description --> ACRD - MAINTENANCE						
9353658173	01-4-2500-000	PAYABLES - TRADE		16.47		
Invoice Description --> SLVFD - EQUIPMENT						
9355866824	01-4-2500-000	PAYABLES - TRADE		141.95		
Invoice Description --> SLVFD - EQUIPMENT						
9355866832	01-4-2500-000	PAYABLES - TRADE		480.60		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				650.28	0.00	650.28

**ALBERNI-CLAYQUOOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Apr 05, 2017

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Supplier : 0002 To Z4209  
 Trans. Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque No. : All  
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
000175-0001	24-Mar-2017			Issued	65	T	221.05	
9389383259	01-4-2500-000	PAYABLES - TRADE				74.72		
Invoice Description --> BCWS - BUILDING MAINTENANCE								
9387285894	01-4-2500-000	PAYABLES - TRADE				146.33		
Invoice Description --> BCVFD - TRAINING EQUIPMENT								
<b>Total :</b>						221.05	0.00	221.05
<b>Supplier Total :</b>						871.33	0.00	871.33

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
<b>00031</b>	<b>AGAT LABORATORIES</b>							
000174-0002	20-Mar-2017			Issued	58	T	2820.04	
17344308E	01-4-2500-000	PAYABLES - TRADE				698.51		
Invoice Description --> WCLF - WATER MONITORING								
17348118E	01-4-2500-000	PAYABLES - TRADE				970.20		
Invoice Description --> WCLF - WATER MONITORING								
17348093E	01-4-2500-000	PAYABLES - TRADE				1151.33		
Invoice Description --> WCLF - WATER MONITORING								
<b>Total :</b>						2820.04	0.00	2820.04
<b>Supplier Total :</b>						2820.04	0.00	2820.04

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
<b>00056</b>	<b>AIR LIQUIDE CANADA</b>							
000172-0003	06-Mar-2017			Issued	46	T	243.55	
66259177	01-4-2500-000	PAYABLES - TRADE				29.16		
Invoice Description --> SLVFD - OXYGEN								
66259189	01-4-2500-000	PAYABLES - TRADE				58.33		
Invoice Description --> BCVFD - OXYGEN								
66346128	01-4-2500-000	PAYABLES - TRADE				156.06		
Invoice Description --> BCVFD - OXYGEN								
<b>Total :</b>						243.55	0.00	243.55

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
000174-0003	20-Mar-2017			Issued	58	T	477.10	
66439823	01-4-2500-000	PAYABLES - TRADE				53.75		
Invoice Description --> BCVFD - EQUIPMENT								
66405452	01-4-2500-000	PAYABLES - TRADE				423.35		
Invoice Description --> BCVFD - EQUIPMENT								
<b>Total :</b>						477.10	0.00	477.10

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
000175-0002	24-Mar-2017			Issued	65	T	26.35	
66439811	01-4-2500-000	PAYABLES - TRADE				26.35		
Invoice Description --> SLVFD - EQUIPMENT								
<b>Total :</b>						26.35	0.00	26.35
<b>Supplier Total :</b>						747.00	0.00	747.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description				Debit	Credit
<b>00060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>						
000176-0001	28-Mar-2017			Issued	67	T	6998.17

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



**Supplier :** 0002 To Z4209  
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**Cheque Date :** 01-Mar-2017 To 31-Mar-2017  
**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
23090	01-4-2500-000	PAYABLES - TRADE		6698.17		
Invoice Description --> SLVFD - RADIOS						
<b>Total :</b>				6698.17	0.00	6698.17
<b>Supplier Total :</b>				6698.17	0.00	6698.17

<b>0091 ALBERTA FIRE CHIEFS ASSOCIATION</b>						
40241	02-Mar-2017		Issued	47	C	575.10
IN17-124	01-4-2500-000	PAYABLES - TRADE			575.10	
Invoice Description --> BCFVD - TRAINING MATERIAL						
<b>Total :</b>				575.10	0.00	575.10
<b>Supplier Total :</b>				575.10	0.00	575.10
<hr/>						
40282	15-Mar-2017		Issued	59	C	562.05
IN16-1058	01-4-2500-000	PAYABLES - TRADE			562.05	
Invoice Description --> BCFVD - TRAINING						
<b>Total :</b>				562.05	0.00	562.05
<b>Supplier Total :</b>				1137.15	0.00	1137.15

<b>0232 ANDERSON, NEIL</b>						
40318	22-Mar-2017		Issued	66	C	250.00
2017-1001	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - ANDERSON						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

<b>0270 ANDREW SHERET LTD.</b>						
000174-0004	20-Mar-2017		Issued	58	T	1228.21
03-095743	01-4-2500-000	PAYABLES - TRADE			131.09	
Invoice Description --> BCWS - BUILDING MAINTENANCE SUPPLIES						
03-095481	01-4-2500-000	PAYABLES - TRADE			347.61	
Invoice Description --> BCWS - WATER SERVICE REPAIRS						
03-093261	01-4-2500-000	PAYABLES - TRADE			749.51	
Invoice Description --> BCWS - AIRVALVE REPLACEMENT - CAPITAL						
<b>Total :</b>				1228.21	0.00	1228.21
<hr/>						
000175-0003	24-Mar-2017		Issued	65	T	548.20
03-095599	01-4-2500-000	PAYABLES - TRADE			548.20	
Invoice Description --> BCWS - WATER SYSTEM - CAPITAL						
<b>Total :</b>				548.20	0.00	548.20
<b>Supplier Total :</b>				1776.41	0.00	1776.41

<b>0336 ARC WESTERN CANADA</b>						
000172-0004	06-Mar-2017		Issued	46	T	189.28

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



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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
NO24299	01-4-2500-000	PAYABLES - TRADE		189.28		
Invoice Description --> PLANNING - PLOTTER SUPPLIES						
<b>Total :</b>				189.28	0.00	189.28
<b>Supplier Total :</b>				189.28	0.00	189.28
<b>0396</b>	<b>ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES</b>					
40279	09-Mar-2017	Issued	55	C		2730.00
17AVICCREG	01-4-2500-000	PAYABLES - TRADE		2730.00		
Invoice Description --> 2017 AVICC CONVENTION REGISTRATION						
<b>Total :</b>				2730.00	0.00	2730.00
<b>Supplier Total :</b>				2730.00	0.00	2730.00
<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>					
40242	02-Mar-2017	Issued	47	C		1272.60
20170169	01-4-2500-000	PAYABLES - TRADE		1272.60		
Invoice Description --> LBA - BLOWER MOTOR & CAPACITOR REPLACEMENT						
<b>Total :</b>				1272.60	0.00	1272.60
<b>Supplier Total :</b>				1272.60	0.00	1272.60
<b>0473</b>	<b>BC FIRE TRAINING OFFICERS ASSOCIATION</b>					
40314	15-Mar-2017	Issued	60	C		100.00
2401	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> BCVFD - MEMBERSHIP DUES						
<b>Total :</b>				100.00	0.00	100.00
<b>Supplier Total :</b>				100.00	0.00	100.00
40349	24-Mar-2017	Issued	69	C		2250.00
2672	01-4-2500-000	PAYABLES - TRADE		2250.00		
Invoice Description --> SLVFD - 2017 CONFERENCE						
<b>Total :</b>				2250.00	0.00	2250.00
<b>Supplier Total :</b>				2350.00	0.00	2350.00
<b>0660</b>	<b>BC HYDRO</b>					
40244	02-Mar-2017	Issued	47	C		1417.68
400002776415	01-4-2500-000	PAYABLES - TRADE		1417.68		
Invoice Description --> SLVFD - LAKESHORE RD FIRE HALL						
<b>Total :</b>				1417.68	0.00	1417.68
<b>Supplier Total :</b>				17104.02	0.00	17104.02
40283	15-Mar-2017	Issued	59	C		17104.02
400002790806	01-4-2500-000	PAYABLES - TRADE		17104.02		
Invoice Description --> ACRD - HYDRO CONSOLIDATED						
<b>Total :</b>				17104.02	0.00	17104.02

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



**AP5100** **Page : 5**  
**Date :** Apr 05, 2017 **Time :** 12:26 pm  
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**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40320	22-Mar-2017	Issued	66	C		1750.55
105009565209	01-4-2500-000	PAYABLES - TRADE		1750.55		
Invoice Description --> BVFD - HYDRO						
<b>Total :</b>				1750.55	0.00	1750.55
<b>Supplier Total :</b>				20272.25	0.00	20272.25

0700	BC TRANSIT					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40321	22-Mar-2017	Issued	66	C		17842.00
117602	01-4-2500-000	PAYABLES - TRADE		17842.00		
Invoice Description --> JAN 2017 CUSTOM TRANSIT						
<b>Total :</b>				17842.00	0.00	17842.00
<b>Supplier Total :</b>				17842.00	0.00	17842.00

0740	BEAVER CREEK HOME CENTER					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000172-0005	06-Mar-2017	Issued	46	T		209.60
1703-164766	01-4-2500-000	PAYABLES - TRADE		9.31		
Invoice Description --> INTEREST: SLVFD						
1702-606111	01-4-2500-000	PAYABLES - TRADE		11.96		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
1702-610095	01-4-2500-000	PAYABLES - TRADE		14.20		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
1703-164607	01-4-2500-000	PAYABLES - TRADE		23.18		
Invoice Description --> INTEREST: ACRD - \$6.78, BCWS \$14.69, BI \$0.24, ENVIRO SVS \$1.47						
1701-986223	01-4-2500-000	PAYABLES - TRADE		24.42		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS						
1702-608894	01-4-2500-000	PAYABLES - TRADE		43.43		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
1701-986805	01-4-2500-000	PAYABLES - TRADE		83.10		
Invoice Description --> SLVFD - HALL UPGRADES						
<b>Total :</b>				209.60	0.00	209.60
000174-0005	20-Mar-2017	Issued	58	T		160.96
1702-606547	01-4-2500-000	PAYABLES - TRADE		6.66		
Invoice Description --> SLVFD- EQUIPMENT						
1612-979421	01-4-2500-000	PAYABLES - TRADE		54.24		
Invoice Description --> SLVFD - EQUIPMENT						
1612-974521	01-4-2500-000	PAYABLES - TRADE		100.06		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				160.96	0.00	160.96
<b>Supplier Total :</b>				370.56	0.00	370.56

0785	BERKS INTERTRUCK LTD.					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000172-0006	06-Mar-2017	Issued	46	T		1809.98
31778	01-4-2500-000	PAYABLES - TRADE		546.67		

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 Batch No. : All

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description -->	SLVFD - TRUCK #53 - MAINTENANCE						
31763	01-4-2500-000	PAYABLES - TRADE			605.02		
Invoice Description -->	SLVFD - TRUCK # 51 - MAINTENANCE						
31766	01-4-2500-000	PAYABLES - TRADE			658.29		
Invoice Description -->	SLVFD - TRUCK #52 - MAINTENANCE						
<b>Total :</b>					1809.98	0.00	1809.98
<b>Supplier Total :</b>					1809.98	0.00	1809.98

<b>0791 BERRY &amp; VALE CONTRACTING LTD</b>							
000174-0006	20-Mar-2017	Issued	58	T			108067.70
2102	01-4-2500-000	PAYABLES - TRADE			945.00		
Invoice Description -->	AVLF - ILLEGAL DUMPING						
2101	01-4-2500-000	PAYABLES - TRADE			39177.63		
Invoice Description -->	WCLF - FEB CONTRACT - \$34,893.52, FREON \$84, OTHER\$2334.50						
2100	01-4-2500-000	PAYABLES - TRADE			67945.07		
Invoice Description -->	AVLF - FEB CONTRACT \$63,495.41, MMBC \$806.18, FREON \$408						
<b>Total :</b>					108067.70	0.00	108067.70
<b>Supplier Total :</b>					108067.70	0.00	108067.70

<b>0825 BLACK PRESS GROUP LTD.</b>							
000174-0007	20-Mar-2017	Issued	58	T			2724.39
33115599	01-4-2500-000	PAYABLES - TRADE			2724.39		
Invoice Description -->	ACRD - \$654.93, PLANNING \$1606.75, LBA \$131.85, CC TRAIL \$198.90						
<b>Total :</b>					2724.39	0.00	2724.39
<b>Supplier Total :</b>					2724.39	0.00	2724.39

<b>0900 TRACY BOND (PETTY CASH)</b>							
40350	28-Mar-2017	Issued	70	C			151.05
MAR27/17	01-4-2500-000	PAYABLES - TRADE			151.05		
Invoice Description -->	ACRD - GEN OFFICE \$134.50, ACHN \$16.55						
<b>Total :</b>					151.05	0.00	151.05
<b>Supplier Total :</b>					151.05	0.00	151.05

<b>0914 BOWERMAN EXCAVATING LTD</b>							
000174-0008	20-Mar-2017	Issued	58	T			1901.81
9248	01-4-2500-000	PAYABLES - TRADE			1901.81		
Invoice Description -->	AVRA - RUNWAY EXTENSION - PROGRESS #9 - CAPITAL						
<b>Total :</b>					1901.81	0.00	1901.81
<b>Supplier Total :</b>					1901.81	0.00	1901.81

0916 BOWMARK CONCRETE LTD.

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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
40245	02-Mar-2017	Issued	47	C			966.81
15729	01-4-2500-000	PAYABLES - TRADE			966.81		
Invoice Description -->		ACRD - BUILDING INSPECTION RENO - CAPITAL					
<b>Total :</b>					966.81	0.00	966.81
<b>Supplier Total :</b>					966.81	0.00	966.81
<b>0940</b>	<b>DUVALL, EDITH</b>						
000173-0001	10-Mar-2017	Issued	54	T			1750.00
EDUVALL78093	01-4-2500-000	PAYABLES - TRADE			1750.00		
Invoice Description -->		ACRD OFFICE - MONTHLY JANITORIAL					
<b>Total :</b>					1750.00	0.00	1750.00
<b>Supplier Total :</b>					1750.00	0.00	1750.00
<b>0950</b>	<b>BRETT, KENNETH</b>						
000174-0009	20-Mar-2017	Issued	58	T			1000.00
BRE178197	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description -->		ALBERNI VALLEY AIRPORT SUPERVISION					
<b>Total :</b>					1000.00	0.00	1000.00
<b>Supplier Total :</b>					1000.00	0.00	1000.00
<b>1035</b>	<b>BUTLER, LES</b>						
000174-0010	20-Mar-2017	Issued	58	T			3281.25
2017-02	01-4-2500-000	PAYABLES - TRADE			3281.25		
Invoice Description -->		BWS - FEB 2017 CONTRACTOR					
<b>Total :</b>					3281.25	0.00	3281.25
<b>Supplier Total :</b>					3281.25	0.00	3281.25
<b>1036</b>	<b>BUTLER, SKYE</b>						
40284	15-Mar-2017	Issued	59	C			1067.16
2017.8	01-4-2500-000	PAYABLES - TRADE			1067.16		
Invoice Description -->		BCEP - LUSAR TRAINING					
<b>Total :</b>					1067.16	0.00	1067.16
<b>Supplier Total :</b>					1067.16	0.00	1067.16
<b>1050</b>	<b>BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
40280	09-Mar-2017	Issued	56	C			4919.46
BVFD- JAN31-FEB1:	01-4-2500-000	PAYABLES - TRADE			4919.46		
Invoice Description -->		BVFD - JAN31 TO FEB 13/17 - EXPESNSE REIMBURSED TO IMPREST FUND					
<b>Total :</b>					4919.46	0.00	4919.46



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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				4919.46	0.00	4919.46

<b>1063 CASEWARE INTERNATIONAL INC.</b>							
40246	02-Mar-2017		Issued	47	C	1218.00	
INV-44459-K6P3J1	01-4-2500-000	PAYABLES - TRADE			1218.00		
Invoice Description -->		ACRD - ANNUAL WORKING PAPERS SOFTWARE					
<b>Total :</b>					1218.00	0.00	1218.00
<b>Supplier Total :</b>					1218.00	0.00	1218.00

<b>1065 CHARTERED PROFESSIONAL ACCOUNTANTS OF BRITISH COLUMBIA</b>							
40285	15-Mar-2017		Issued	59	C	976.50	
C84015448-2017 DL	01-4-2500-000	PAYABLES - TRADE			976.50		
Invoice Description -->		2017 CPABC ANNUAL DUES - FONG					
<b>Total :</b>					976.50	0.00	976.50
40322	22-Mar-2017		Issued	66	C	976.50	
C84029539-2017 DL	01-4-2500-000	PAYABLES - TRADE			976.50		
Invoice Description -->		2017 CPABC ANNUAL DUES - MCGIFFORD					
<b>Total :</b>					976.50	0.00	976.50
<b>Supplier Total :</b>					1953.00	0.00	1953.00

<b>1110 CANADA POST CORPORATION</b>							
000174-0011	20-Mar-2017		Issued	58	T	104.27	
9614241777	01-4-2500-000	PAYABLES - TRADE			-111.92		
Invoice Description -->		CREDIT - SPROAT LAKE - NEWSLETTER					
9614474726	01-4-2500-000	PAYABLES - TRADE			216.19		
Invoice Description -->		SPROAT LAKE - NEWSLETTER					
<b>Total :</b>					104.27	0.00	104.27
<b>Supplier Total :</b>					104.27	0.00	104.27

<b>1113 CANADIAN ALBERNI ENGINEERING LTD</b>							
000176-0002	28-Mar-2017		Issued	67	T	294.01	
IN008498	01-4-2500-000	PAYABLES - TRADE			294.01		
Invoice Description -->		SLVFD - MAINTENANCE					
<b>Total :</b>					294.01	0.00	294.01
<b>Supplier Total :</b>					294.01	0.00	294.01

<b>1210 MAXXAM ANALYTICS</b>						
000172-0016	06-Mar-2017		Issued	46	T	493.50
VA1039998	01-4-2500-000	PAYABLES - TRADE			493.50	
Invoice Description -->		SB - WATER MONITORING				

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
		<b>Total :</b>		493.50	0.00	493.50
000175-0012	24-Mar-2017	Issued	65	T		226.43
VA1045042	01-4-2500-000	PAYABLES - TRADE		226.43		
Invoice Description -->		SB - WATER MONITORING				
		<b>Total :</b>		226.43	0.00	226.43
		<b>Supplier Total :</b>		719.93	0.00	719.93
-----						
<b>1270</b>	<b>CDW CANADA INC</b>					
000174-0012	20-Mar-2017	Issued	58	T		426.55
HDG9837	01-4-2500-000	PAYABLES - TRADE		426.55		
Invoice Description -->		PLANNING - TONER				
		<b>Total :</b>		426.55	0.00	426.55
000176-0003	28-Mar-2017	Issued	67	T		772.07
HFJ0519	01-4-2500-000	PAYABLES - TRADE		772.07		
Invoice Description -->		ACRD - COMPUTER EXPENSE				
		<b>Total :</b>		772.07	0.00	772.07
		<b>Supplier Total :</b>		1198.62	0.00	1198.62
-----						
<b>1316</b>	<b>CERTITECH IT SERVICES</b>					
000174-0013	20-Mar-2017	Issued	58	T		5722.50
00206	01-4-2500-000	PAYABLES - TRADE		5722.50		
Invoice Description -->		FEB 2017 - IT SUPPORT \$4850, BCWS \$100, FIRE DEPT\$150, WCLF \$250, AVRA \$100				
		<b>Total :</b>		5722.50	0.00	5722.50
		<b>Supplier Total :</b>		5722.50	0.00	5722.50
-----						
<b>1342</b>	<b>CITY OF PORT ALBERNI</b>					
000174-0014	20-Mar-2017	Issued	58	T		21000.00
TERM2016EMERGS	01-4-2500-000	PAYABLES - TRADE		21000.00		
Invoice Description -->		AVEP - TERM 2016 - EMERGENCY SOCIAL SERVICES AGREEMENT				
		<b>Total :</b>		21000.00	0.00	21000.00
40316	20-Mar-2017	Issued	61	C		586.50
BP006829	01-4-2500-000	PAYABLES - TRADE		586.50		
Invoice Description -->		ALVF - 3RD AVE RECYCLING DEPOT - BUILDING PERMIT - CAPITAL				
		<b>Total :</b>		586.50	0.00	586.50
		<b>Supplier Total :</b>		21586.50	0.00	21586.50
-----						
<b>1363</b>	<b>CITY OF NANAIMO</b>					
40286	15-Mar-2017	Issued	59	C		3538.50
AR005501	01-4-2500-000	PAYABLES - TRADE		598.50		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> SLVFD - TRAINING							
AR005499	01-4-2500-000	PAYABLES - TRADE	2940.00				
Invoice Description --> SLVFD - TRAINING							
<b>Total :</b>			3538.50	0.00		3538.50	
40323	22-Mar-2017		Issued	66	C	1076.25	
AR005258	01-4-2500-000	PAYABLES - TRADE	78.75				
Invoice Description --> SLVFD - TRAINING							
AR005531	01-4-2500-000	PAYABLES - TRADE	997.50				
Invoice Description --> BCVFD - TRAINING							
<b>Total :</b>			1076.25	0.00		1076.25	
<b>Supplier Total :</b>			4614.75	0.00		4614.75	
-----							
<b>1382</b>	<b>COAST BC CATERING 2010</b>						
00172-0007	06-Mar-2017		Issued	46	T	102.90	
#13 - 2017	01-4-2500-000	PAYABLES - TRADE	102.90				
Invoice Description --> ACRD - BAMFIELD MEETING							
<b>Total :</b>			102.90	0.00		102.90	
<b>Supplier Total :</b>			102.90	0.00		102.90	
-----							
<b>1459</b>	<b>COLYN'S LANDSCAPING LTD.</b>						
40287	15-Mar-2017		Issued	59	C	861.00	
170301	01-4-2500-000	PAYABLES - TRADE	63.00				
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE - CHAINLINK FENCE							
161028	01-4-2500-000	PAYABLES - TRADE	798.00				
Invoice Description --> ACRD - GENERATOR COMPOUND CHAINLINK FENCE INSTALLATION							
<b>Total :</b>			861.00	0.00		861.00	
<b>Supplier Total :</b>			861.00	0.00		861.00	
-----							
<b>1650</b>	<b>CUPE - LOCAL 118</b>						
00172-0008	06-Mar-2017		Issued	46	T	1522.75	
DUESFEB17	01-4-2500-000	PAYABLES - TRADE	1522.75				
Invoice Description --> FEBRUARY 2017 UNION DUES							
<b>Total :</b>			1522.75	0.00		1522.75	
00175-0004	24-Mar-2017		Issued	65	T	1550.58	
DUESMAR17	01-4-2500-000	PAYABLES - TRADE	1550.58				
Invoice Description --> MARCH 2017 UNION DUES							
<b>Total :</b>			1550.58	0.00		1550.58	
<b>Supplier Total :</b>			3073.33	0.00		3073.33	

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
40288	15-Mar-2017		Issued	59	C	39940.31		
910899328	01-4-2500-000	PAYABLES - TRADE			C	4305.00		
Invoice Description -->		LBA - VEGETATION MANAGEMENT - CAPITAL						
910892519	01-4-2500-000	PAYABLES - TRADE			C	14985.60		
Invoice Description -->		LBA - VEGETATION MANAGEMENT - CAPITAL						
910899327	01-4-2500-000	PAYABLES - TRADE			C	20649.71		
Invoice Description -->		LBA - VEGETATION MANAGEMENT & CLEARING - CAPITAL						
<b>Total :</b>						39940.31	0.00	39940.31
40324	22-Mar-2017		Issued	66	C	22330.35		
910947408	01-4-2500-000	PAYABLES - TRADE			C	5876.85		
Invoice Description -->		LBA - FLIGHTWAY CLEARING - CAPITAL						
910947406	01-4-2500-000	PAYABLES - TRADE			C	16453.50		
Invoice Description -->		LBA - FLIGHTWAY CLEARING - CAPITAL						
<b>Total :</b>						22330.35	0.00	22330.35
<b>Supplier Total :</b>						62270.66	0.00	62270.66
-----								
<b>1672</b>	<b>D.A.S.T WELDING INC.</b>							
40325	22-Mar-2017		Issued	66	C	25.88		
5218	01-4-2500-000	PAYABLES - TRADE			C	25.88		
Invoice Description -->		BCWS - WATER QUALITY						
<b>Total :</b>						25.88	0.00	25.88
<b>Supplier Total :</b>						25.88	0.00	25.88
-----								
<b>1676</b>	<b>DELPRO AUTOMATION INC</b>							
40289	15-Mar-2017		Issued	59	C	4820.48		
44157	01-4-2500-000	PAYABLES - TRADE			C	4820.48		
Invoice Description -->		BCWS - KITSUKSIS REPAIR - CAPITAL						
<b>Total :</b>						4820.48	0.00	4820.48
<b>Supplier Total :</b>						4820.48	0.00	4820.48
-----								
<b>1703</b>	<b>DALEY, D.J.</b>							
40326	22-Mar-2017		Issued	66	C	2185.00		
274409	01-4-2500-000	PAYABLES - TRADE			C	2185.00		
Invoice Description -->		FEB 2017 - LBA & MWS CONTRACTOR						
<b>Total :</b>						2185.00	0.00	2185.00
<b>Supplier Total :</b>						2185.00	0.00	2185.00
-----								
<b>1709</b>	<b>DEER BAY CONTRACTING</b>							
40290	15-Mar-2017		Issued	59	C	1984.50		
5016	01-4-2500-000	PAYABLES - TRADE			C	1984.50		
Invoice Description -->		76 SB - TRANSPORTATION - GRADING						

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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1984.50	0.00	1984.50
<b>Supplier Total :</b>				1984.50	0.00	1984.50
-----						
<b>1776</b>	<b>DOETZEL, RON</b>					
40327	22-Mar-2017	Issued	66	C		250.00
2017-1002	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - DOETZEL						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
-----						
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>					
00172-0009	06-Mar-2017	Issued	46	T		57.26
G44141	01-4-2500-000	PAYABLES - TRADE		57.26		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS						
<b>Total :</b>				57.26	0.00	57.26
<b>Supplier Total :</b>				57.26	0.00	57.26
-----						
<b>00175-0005</b>	<b>24-Mar-2017</b>	<b>Issued</b>	<b>65</b>	<b>T</b>		<b>19.75</b>
G44171	01-4-2500-000	PAYABLES - TRADE		19.75		
Invoice Description --> BCWS - BUILDING MAINT						
<b>Total :</b>				19.75	0.00	19.75
<b>Supplier Total :</b>				77.01	0.00	77.01
-----						
<b>1843</b>	<b>DUNCAN ELECTRIC MOTOR LTD</b>					
40247	02-Mar-2017	Issued	47	C		2051.56
P3229	01-4-2500-000	PAYABLES - TRADE		2051.56		
Invoice Description --> WCLF&AVLF - LIFT INSPECTIONS						
<b>Total :</b>				2051.56	0.00	2051.56
<b>Supplier Total :</b>				2051.56	0.00	2051.56
-----						
<b>1847</b>	<b>DUPERE, JOHANNE</b>					
000174-0015	20-Mar-2017	Issued	58	T		200.00
DUP178198	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				200.00	0.00	200.00
-----						
<b>1848</b>	<b>D.R.CLOUGH CONSULTING</b>					
40328	22-Mar-2017	Issued	66	C		1568.33
ACRD17-2	01-4-2500-000	PAYABLES - TRADE		1568.33		
Invoice Description --> LBA - FLIGHTWAY CLEARING - CAPITAL						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1568.33	0.00	1568.33
<b>Supplier Total :</b>				1568.33	0.00	1568.33
<hr/>						
<b>1890</b>	<b>TETRA TECH EBA INC.</b>					
00175-0015	24-Mar-2017	Issued	65	T		38057.30
60528245	01-4-2500-000	PAYABLES - TRADE		5658.42		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - CAPITAL						
60528243	01-4-2500-000	PAYABLES - TRADE		9359.91		
Invoice Description --> AVRA - RUNWAY CONSTRUCTION TENDER - CAPITAL						
60528246	01-4-2500-000	PAYABLES - TRADE		23038.97		
Invoice Description --> AVRA - NW OLS ROADS - CAPITAL						
<b>Total :</b>				38057.30	0.00	38057.30
<b>Supplier Total :</b>				38057.30	0.00	38057.30
<hr/>						
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>					
40329	22-Mar-2017	Issued	66	C		4308.75
#2FEB17	01-4-2500-000	PAYABLES - TRADE		4308.75		
Invoice Description --> PLANNING - AGRICULTURAL SUPPORT						
<b>Total :</b>				4308.75	0.00	4308.75
<b>Supplier Total :</b>				4308.75	0.00	4308.75
<hr/>						
<b>1957</b>	<b>EMMONDS, STEVEN C</b>					
40330	22-Mar-2017	Issued	66	C		250.00
2017-1009	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - EMMONDS						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>1970</b>	<b>EQUIFAX CANADA INC.</b>					
40291	15-Mar-2017	Issued	59	C		10.50
4147314	01-4-2500-000	PAYABLES - TRADE		10.50		
Invoice Description --> WCLF - CREDIT CHECK FEE						
<b>Total :</b>				10.50	0.00	10.50
<b>Supplier Total :</b>				10.50	0.00	10.50
<hr/>						
<b>1979</b>	<b>ERIK LARSEN DIESEL CO. LTD.</b>					
000172-0011	06-Mar-2017	Issued	46	T		334.71
714574	01-4-2500-000	PAYABLES - TRADE		334.71		
Invoice Description --> SALMON BEACH - SEWER TRUCK MAINTENANCE						
<b>Total :</b>				334.71	0.00	334.71

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				334.71	0.00	334.71

1990	EVITT ELECTRIC					
00172-0012	06-Mar-2017		Issued	46	T	2753.48
35850	01-4-2500-000	PAYABLES - TRADE				128.80
	Invoice Description -->	SLVFD - WATER TANKS				
00782C	01-4-2500-000	PAYABLES - TRADE				142.69
	Invoice Description -->	SLVFD - HALL #3 REKEY LOCKPAD				
35902	01-4-2500-000	PAYABLES - TRADE				238.24
	Invoice Description -->	SLVFD - HALL # 3 MAINTENANCE				
35848	01-4-2500-000	PAYABLES - TRADE				314.12
	Invoice Description -->	SLVFD - HALL # 3 MAINTENANCE				
35817	01-4-2500-000	PAYABLES - TRADE				417.36
	Invoice Description -->	SLVFD - HALL #2 MAINTENANCE				
35903	01-4-2500-000	PAYABLES - TRADE				473.19
	Invoice Description -->	SLVFD - HALL # 1 MAINTENANCE				
35900	01-4-2500-000	PAYABLES - TRADE				510.09
	Invoice Description -->	SLVFD - HALL # 3 MAINTENANCE				
35920	01-4-2500-000	PAYABLES - TRADE				528.99
	Invoice Description -->	SLVFD - HALL #3 UPGRADES - CAPITAL				
<b>Total :</b>						2753.48
<b>Total :</b>						0.00
<b>Total :</b>						2753.48
00175-0007	24-Mar-2017		Issued	65	T	5.05
01547A	01-4-2500-000	PAYABLES - TRADE				5.05
	Invoice Description -->	SLVFD - EQUIPMENT				
<b>Total :</b>						5.05
<b>Total :</b>						0.00
<b>Total :</b>						5.05
<b>Supplier Total :</b>						2758.53
<b>Supplier Total :</b>						0.00
<b>Supplier Total :</b>						2758.53

1999	E-Z SEE REFLECTIVE ADDRESS SYSTEMS					
00172-0010	06-Mar-2017		Issued	46	T	277.20
323	01-4-2500-000	PAYABLES - TRADE				44.10
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
325	01-4-2500-000	PAYABLES - TRADE				44.10
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
321	01-4-2500-000	PAYABLES - TRADE				48.30
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
328	01-4-2500-000	PAYABLES - TRADE				48.30
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
320	01-4-2500-000	PAYABLES - TRADE				92.40
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
<b>Total :</b>						277.20
<b>Total :</b>						0.00
<b>Total :</b>						277.20
00175-0006	24-Mar-2017		Issued	65	T	466.20
333	01-4-2500-000	PAYABLES - TRADE				466.20
	Invoice Description -->	SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION				
<b>Total :</b>						466.20
<b>Total :</b>						0.00
<b>Total :</b>						466.20

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						743.40	0.00	743.40
-----								
<b>2067</b>	<b>FORTISBC</b>							
40292	15-Mar-2017		Issued	59	C	260.00		
FEB22/17	01-4-2500-000	PAYABLES - TRADE			260.00			
Invoice Description -->		BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>						260.00	0.00	260.00
<b>Supplier Total :</b>						260.00	0.00	260.00
-----								
<b>2140</b>	<b>GEDDES, RICHARD D.</b>							
000174-0016	20-Mar-2017		Issued	58	T	55.00		
RG-SLVFD0178200	01-4-2500-000	PAYABLES - TRADE			55.00			
Invoice Description -->		SLVFD - MONTHLY PHONE REIMBURSEMENT						
<b>Total :</b>						55.00	0.00	55.00
<b>Supplier Total :</b>						55.00	0.00	55.00
-----								
<b>000175-0008</b>	<b>24-Mar-2017</b>		Issued	65	T	1800.00		
0007	01-4-2500-000	PAYABLES - TRADE			1800.00			
Invoice Description -->		SLVFD - TRAINING						
<b>Total :</b>						1800.00	0.00	1800.00
<b>Supplier Total :</b>						1855.00	0.00	1855.00
-----								
<b>2233</b>	<b>GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC</b>							
40248	02-Mar-2017		Issued	47	C	540.75		
P-115	01-4-2500-000	PAYABLES - TRADE			540.75			
Invoice Description -->		GEN GOVT - GFOA MEMBERSHIP 2017						
<b>Total :</b>						540.75	0.00	540.75
<b>Supplier Total :</b>						540.75	0.00	540.75
-----								
<b>2322</b>	<b>GUILLEVIN INTERNATIONAL CO.</b>							
000175-0009	24-Mar-2017		Issued	65	T	273.26		
0428-508326	01-4-2500-000	PAYABLES - TRADE			86.81			
Invoice Description -->		SLVFD - EQUIPMENT						
0428-508099	01-4-2500-000	PAYABLES - TRADE			186.45			
Invoice Description -->		SLVFD - EQUIPMENT						
<b>Total :</b>						273.26	0.00	273.26
<b>Supplier Total :</b>						273.26	0.00	273.26
-----								
<b>000176-0004</b>	<b>28-Mar-2017</b>		Issued	67	T	175.82		
0428-508684	01-4-2500-000	PAYABLES - TRADE			175.82			
Invoice Description -->		SLVFD - EQUIPMENT						
<b>Total :</b>						175.82	0.00	175.82
<b>Supplier Total :</b>						449.08	0.00	449.08



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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2330</b>	<b>GW SOLUTIONS</b>					
40249	02-Mar-2017	Issued	47	C		934.50
GWS 16-35-3	01-4-2500-000	PAYABLES - TRADE		934.50		
Invoice Description -->		WELL LICENSING - AVRA & LBA APPLICATIONS				
<b>Total :</b>				934.50	0.00	934.50
<b>Supplier Total :</b>				934.50	0.00	934.50
<b>2366</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>					
40250	02-Mar-2017	Issued	47	C		316.96
137832	01-4-2500-000	PAYABLES - TRADE		316.96		
Invoice Description -->		BCWS - DPD FREE CHLORINE				
<b>Total :</b>				316.96	0.00	316.96
<b>Supplier Total :</b>				316.96	0.00	316.96
<b>2485</b>	<b>HOLDER, DAN</b>					
40293	15-Mar-2017	Issued	59	C		7305.19
FEB28/17-ESC	01-4-2500-000	PAYABLES - TRADE		3507.21		
Invoice Description -->		EMERGENCY SERVICES COORDINATOR - FEB 2017				
FEB28/17-FSC	01-4-2500-000	PAYABLES - TRADE		3797.98		
Invoice Description -->		FIRE SERVICES COORDINATOR - FEB 2017				
<b>Total :</b>				7305.19	0.00	7305.19
<b>Supplier Total :</b>				7305.19	0.00	7305.19
<b>2499</b>	<b>HOMETOWN AUTOMOTIVE LTD.</b>					
000172-0013	06-Mar-2017	Issued	46	T		57.03
5443	01-4-2500-000	PAYABLES - TRADE		57.03		
Invoice Description -->		BUILDING INSPECTION - 2014 JEEP CHEROKEE - MAINTENANCE				
<b>Total :</b>				57.03	0.00	57.03
000175-0010	24-Mar-2017	Issued	65	T		165.16
5455	01-4-2500-000	PAYABLES - TRADE		45.15		
Invoice Description -->		ACRD - 2008 TOYOTA - YARIS				
5457	01-4-2500-000	PAYABLES - TRADE		57.03		
Invoice Description -->		ACRD - 2011 FORD RANGER				
5458	01-4-2500-000	PAYABLES - TRADE		62.98		
Invoice Description -->		BCWS - 2009 FORD PICKUP F250				
<b>Total :</b>				165.16	0.00	165.16
<b>Supplier Total :</b>				222.19	0.00	222.19
<b>2521</b>	<b>HORNET EXCAVATING</b>					
40331	22-Mar-2017	Issued	66	C		2636.94
481	01-4-2500-000	PAYABLES - TRADE		1110.51		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
		Invoice Description --> BCWS - WATER QUALITY					
479	01-4-2500-000	PAYABLES - TRADE	1525.13				
		Invoice Description --> BCWS - YARD MAINTENANCE					
<b>Total :</b>			2635.64	0.00		2635.64	
<b>Supplier Total :</b>			2635.64	0.00		2635.64	

<b>2647 RECEIVER GENERAL - INDUSTRY CANADA</b>							
40251	02-Mar-2017		Issued	47	C		738.00
20170004106	01-4-2500-000	PAYABLES - TRADE				738.00	
		Invoice Description --> SLVFD - ANNUAL RADIO LICENSES					
<b>Total :</b>			738.00	0.00		738.00	
40294	15-Mar-2017		Issued	59	C		1481.00
20170003963	01-4-2500-000	PAYABLES - TRADE				473.00	
		Invoice Description --> RADIO LICENSE - SPLIT EMER PLAN, AVLF, BCWS - LBA					
2017003793	01-4-2500-000	PAYABLES - TRADE				1008.00	
		Invoice Description --> BCVFD - ANNUAL RADIO LICENCE					
<b>Total :</b>			1481.00	0.00		1481.00	
<b>Supplier Total :</b>			2219.00	0.00		2219.00	

<b>2732 SOUTHWEST BINDINGS</b>							
40252	02-Mar-2017		Issued	47	C		362.23
727293	01-4-2500-000	PAYABLES - TRADE				362.23	
		Invoice Description --> LAMINATING SUPPLIES					
<b>Total :</b>			362.23	0.00		362.23	
<b>Supplier Total :</b>			362.23	0.00		362.23	

<b>2748 ISLAND BEVERAGE SERVICES</b>							
40295	15-Mar-2017		Issued	59	C		108.78
16191	01-4-2500-000	PAYABLES - TRADE				108.78	
		Invoice Description --> ACRD - OFFICE SUPPLIES					
<b>Total :</b>			108.78	0.00		108.78	
<b>Supplier Total :</b>			108.78	0.00		108.78	

<b>2787 JACKSON, ROBERT</b>							
000174-0017	20-Mar-2017		Issued	58	T		75.02
CSPNOV1278199	01-4-2500-000	PAYABLES - TRADE				75.02	
		Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE					
<b>Total :</b>			75.02	0.00		75.02	
<b>Supplier Total :</b>			75.02	0.00		75.02	

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2827</b>	<b>JAL DESIGNS</b>					
40253	02-Mar-2017	Issued	47	C		2107.84
40497766	01-4-2500-000	PAYABLES - TRADE		237.44		
Invoice Description --> SLVFD - HOODIES						
40497577	01-4-2500-000	PAYABLES - TRADE		1870.40		
Invoice Description --> BCFVD - TSHIRTS						
<b>Total :</b>				2107.84	0.00	2107.84
<b>Supplier Total :</b>				2107.84	0.00	2107.84

<b>2840</b>	<b>JUSTICE INSTITUTE OF BC</b>					
40254	02-Mar-2017	Issued	47	C		440.50
20046001	01-4-2500-000	PAYABLES - TRADE		140.00		
Invoice Description --> BVFD - EXAMS						
20047782	01-4-2500-000	PAYABLES - TRADE		300.50		
Invoice Description --> BCFVD - TRAINING						
<b>Total :</b>				440.50	0.00	440.50
<b>Supplier Total :</b>				440.50	0.00	440.50
<b>2826</b>	<b>15-Mar-2017</b>	Issued	59	C		400.00
20047447	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> SLVFD- TRAINING						
20046712	01-4-2500-000	PAYABLES - TRADE		360.00		
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				400.00	0.00	400.00
<b>Supplier Total :</b>				840.50	0.00	840.50

<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>					
000175-0011	24-Mar-2017	Issued	65	T		16651.90
1665-006	01-4-2500-000	PAYABLES - TRADE		589.84		
Invoice Description --> BCWS - INFRASTRUCTURE ASSESSMENT - CAPITAL						
1372-020	01-4-2500-000	PAYABLES - TRADE		1018.45		
Invoice Description --> BWS - HYDRANT INSTALL - CAPITAL						
1634-010	01-4-2500-000	PAYABLES - TRADE		15043.61		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
<b>Total :</b>				16651.90	0.00	16651.90
<b>Supplier Total :</b>				16651.90	0.00	16651.90

<b>2890</b>	<b>L.B. WOODCHOPPERS LTD.</b>					
000172-0014	06-Mar-2017	Issued	46	T		128.63
261950	01-4-2500-000	PAYABLES - TRADE		128.63		
Invoice Description --> BCFVD - EQUIPMENT						
<b>Total :</b>				128.63	0.00	128.63
000174-0018	20-Mar-2017	Issued	58	T		218.35
261970	01-4-2500-000	PAYABLES - TRADE		11.53		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
Invoice Description --> BCWS - SAFETY SUPPLIES								
262428	01-4-2500-000	PAYABLES - TRADE				207.82		
Invoice Description --> ACRD - SAFETY EQUIPMENT								
<b>Total :</b>						219.35	0.00	219.35
00176-0005	28-Mar-2017		Issued	67	T		204.84	
263055	01-4-2500-000	PAYABLES - TRADE				204.84		
Invoice Description --> SLVFD - EQUIPMENT								
<b>Total :</b>						204.84	0.00	204.84
<b>Supplier Total :</b>						552.82	0.00	552.82

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>3008</b>	<b>LAND TITLE AND SURVEY AUTHORITY OF B.C.</b>							
EFT-1	06-Mar-2017		Issued	78	E		500.00	
FT380015	01-4-2500-000	PAYABLES - TRADE				500.00		
Invoice Description --> PLANNING PROPERTY INQUIRES ACCOUNT TOP UP								
<b>Total :</b>						500.00	0.00	500.00
<b>Supplier Total :</b>						500.00	0.00	500.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>3011</b>	<b>LANDWORKS CONSULTANTS INC</b>							
00174-0020	20-Mar-2017		Issued	58	T		472.50	
1712	01-4-2500-000	PAYABLES - TRADE				472.50		
Invoice Description --> PLANNING - ZONING BYLAW REWRITE								
<b>Total :</b>						472.50	0.00	472.50
<b>Supplier Total :</b>						472.50	0.00	472.50

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>							
00172-0015	06-Mar-2017		Issued	46	T		1553.53	
2010-23456	01-4-2500-000	PAYABLES - TRADE				12.60		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES								
2010-23434	01-4-2500-000	PAYABLES - TRADE				32.63		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES								
2010-23435	01-4-2500-000	PAYABLES - TRADE				227.30		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES								
2010-23335	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT								
2010-23347	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT								
2010-23463	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT								
2010-23498	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT								
<b>Total :</b>						1553.53	0.00	1553.53

00174-0019	20-Mar-2017		Issued	58	T		1316.00
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**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Mar-2017 To 31-Mar-2017  
**Cheque Date :** 01-Mar-2017 To 31-Mar-2017  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
BCEP-FARES FEB01	01-4-2500-000	PAYABLES - TRADE		35.00		
Invoice Description --> BCEP - FARE FOR RADIO CONSULTANT						
2010-23575	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23672	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23739	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23756	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
<b>Total :</b>				1316.00	0.00	1316.00
<b>Supplier Total :</b>				2869.53	0.00	2869.53

<b>3057 THE LOCKSMITH MONSTER</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40255	02-Mar-2017	Issued	47	C		80.85
LM2324	01-4-2500-000	PAYABLES - TRADE		80.85		
Invoice Description --> ACRD - SAFE REPAIR						
<b>Total :</b>				80.85	0.00	80.85
<b>Supplier Total :</b>				80.85	0.00	80.85

<b>3117 LORDCO</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000174-0021	20-Mar-2017	Issued	58	T		104.73
208811	01-4-2500-000	PAYABLES - TRADE		104.73		
Invoice Description --> SLVFD -EQUIPMENT						
<b>Total :</b>				104.73	0.00	104.73
<b>Supplier Total :</b>				104.73	0.00	104.73

<b>3131 LINDE NANAIMO</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40256	02-Mar-2017	Issued	47	C		12.66
55711375	01-4-2500-000	PAYABLES - TRADE		12.66		
Invoice Description --> LBA - OXYGEN						
<b>Total :</b>				12.66	0.00	12.66
<b>Supplier Total :</b>				12.66	0.00	12.66

<b>3205 MAGIC MOMENTS</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40257	02-Mar-2017	Issued	47	C		85.12
17-100203	01-4-2500-000	PAYABLES - TRADE		29.12		
Invoice Description --> EMERGENCY PLANNING - PLAQUE						
17-022705	01-4-2500-000	PAYABLES - TRADE		56.00		
Invoice Description --> ACRD - LOGO PRINT ON VESTS						
<b>Total :</b>				85.12	0.00	85.12

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Supplier : 0002 To Z4209  
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 Cheque Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque No. : All  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				85.12	0.00	85.12

**3214 MARCIE DEWITT**

00174-0022	20-Mar-2017		Issued	58	T	6500.00	
FEB28/17	01-4-2500-000	PAYABLES - TRADE			6500.00		
Invoice Description -->		ACHN - COORDINATOR - FEB 2017					
<b>Total :</b>					6500.00	0.00	6500.00
<b>Supplier Total :</b>					6500.00	0.00	6500.00

**3273 MCDOUGALL'S LANDSCAPING**

40258	02-Mar-2017		Issued	47	C	934.50	
4458	01-4-2500-000	PAYABLES - TRADE			367.50		
Invoice Description -->		ACRD - OFFICE - SALT					
4459	01-4-2500-000	PAYABLES - TRADE			567.00		
Invoice Description -->		AVLF - 3RD AVE DEPOT - SALT					
<b>Total :</b>					934.50	0.00	934.50

40297	15-Mar-2017		Issued	59	C	1220.10	
4475	01-4-2500-000	PAYABLES - TRADE			451.50		
Invoice Description -->		AVLF - 3RD AVE DEPOT - SALT					
4474	01-4-2500-000	PAYABLES - TRADE			768.60		
Invoice Description -->		ACRD - OFFICE - SALT					
<b>Total :</b>					1220.10	0.00	1220.10
<b>Supplier Total :</b>					2154.60	0.00	2154.60

**3280 MCGILL & ASSOCIATES ENGINEERING**

00175-0013	24-Mar-2017		Issued	65	T	18592.96
15862	01-4-2500-000	PAYABLES - TRADE			141.75	
Invoice Description -->		AVLF - ACCESS RD PAVING - CAPITAL				
15923	01-4-2500-000	PAYABLES - TRADE			169.31	
Invoice Description -->		AVLF - INTERCEPTION WELLS - CAPITAL				
15918	01-4-2500-000	PAYABLES - TRADE			177.19	
Invoice Description -->		ALVF - LEACHATE INTERCEPTION CONTROL SOUTH BOUNDARY				
15926	01-4-2500-000	PAYABLES - TRADE			255.24	
Invoice Description -->		AVLF - TRANSFER STATION - GYPROC RECYCLING - CAPITAL				
15920	01-4-2500-000	PAYABLES - TRADE			271.69	
Invoice Description -->		AVLF - NORTH EAST EXPANSION - CAPITAL				
15924	01-4-2500-000	PAYABLES - TRADE			283.50	
Invoice Description -->		WCLF - LEACHATE INVESTIGATION & REMEDIATION				
15915	01-4-2500-000	PAYABLES - TRADE			401.63	
Invoice Description -->		WCLF - GENERAL CONSULTING				
15922	01-4-2500-000	PAYABLES - TRADE			437.06	
Invoice Description -->		AVLF - COVER MATERIAL				
15928	01-4-2500-000	PAYABLES - TRADE			448.88	
Invoice Description -->		AVLF - SCADA MONITORING - CAPITAL				

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ALBERNI-CLAYQUOT REGIONAL DISTRICT  
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Supplier : 0002 To Z4209  
 Trans. Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque No. : All  
 Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
15925	01-4-2500-000	PAYABLES - TRADE		503.31		
Invoice Description --> ALVF - TRANSFER STATION - GYROC RECYCLING - CAPITAL						
15868	01-4-2500-000	PAYABLES - TRADE		602.44		
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL						
15919	01-4-2500-000	PAYABLES - TRADE		700.88		
Invoice Description --> MWS - GENERAL CONSULTING						
15927	01-4-2500-000	PAYABLES - TRADE		921.38		
Invoice Description --> ACRD - BATHROOM RENO - DOWNSTAIRS - CAPITAL						
15921	01-4-2500-000	PAYABLES - TRADE		976.50		
Invoice Description --> AVLF - GAS MANAGEMENT - CAPITAL						
15867	01-4-2500-000	PAYABLES - TRADE		1169.44		
Invoice Description --> LBA - GENERAL CONSULTING						
15914	01-4-2500-000	PAYABLES - TRADE		2023.18		
Invoice Description --> AVLF - GENERAL CONSULTING						
15916	01-4-2500-000	PAYABLES - TRADE		2511.54		
Invoice Description --> AVLF - ANNUAL REPORTING						
15929	01-4-2500-000	PAYABLES - TRADE		3192.84		
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
15917	01-4-2500-000	PAYABLES - TRADE		3405.20		
Invoice Description --> WCLF - ANNUAL REPORTING						
<b>Total :</b>				18592.96	0.00	18592.96
<b>Supplier Total :</b>				18592.96	0.00	18592.96
<b>3286</b>	<b>MCLELLAN, MEAGAN</b>					
40332	22-Mar-2017	Issued	66	C		300.00
RE16009 - REFUND	01-4-2500-000	PAYABLES - TRADE		300.00		
Invoice Description --> PLANNING - REFUND RE16009 - REZONING						
<b>Total :</b>				300.00	0.00	300.00
<b>Supplier Total :</b>				300.00	0.00	300.00
<b>3287</b>	<b>McLEAN &amp; HIGGINS LTD.</b>					
40333	22-Mar-2017	Issued	66	C		18.26
43643	01-4-2500-000	PAYABLES - TRADE		18.26		
Invoice Description --> BCVFD - MAINTENANCE						
<b>Total :</b>				18.26	0.00	18.26
<b>Supplier Total :</b>				18.26	0.00	18.26
<b>3298</b>	<b>MCLELLAN, MEAGAN</b>					
40259	02-Mar-2017	Issued	47	C		300.00
RE16009 - REFUND	01-4-2500-000	PAYABLES - TRADE		300.00		
Invoice Description --> RE16009: REZONING APLPLICATION REFUND						
<b>Total :</b>				300.00	0.00	300.00

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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name							
Chq/Ref #	Cheque Date		Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description						
<b>Supplier Total :</b>						300.00	0.00	300.00
-----								
<b>3340</b>	<b>MINISTER OF FINANCE</b>							
40260	02-Mar-2017		Issued	47	C			2175.00
MSPMAR/17	01-4-2500-000	PAYABLES - TRADE				2175.00		
Invoice Description -->		MSP PREMIUMS FOR MARCH 2017						
<b>Total :</b>						2175.00	0.00	2175.00
<b>Supplier Total :</b>						2175.00	0.00	2175.00
-----								
<b>3349</b>	<b>MINISTER OF FINANCE</b>							
40298	15-Mar-2017		Issued	59	C			51.31
770-00611.075	01-4-2500-000	PAYABLES - TRADE				51.31		
Invoice Description -->		BCWS - TRANSFER TO TAXES 770-00611.075						
<b>Total :</b>						51.31	0.00	51.31
<b>Supplier Total :</b>						51.31	0.00	51.31
-----								
<b>3375</b>	<b>MINISTER OF FINANCE (TECH INN. &amp; CITIZENS SVCS)</b>							
40299	15-Mar-2017		Issued	59	C			368.26
93827392	01-4-2500-000	PAYABLES - TRADE				368.26		
Invoice Description -->		SLVFD - EQUIPMENT						
<b>Total :</b>						368.26	0.00	368.26
<b>Supplier Total :</b>						368.26	0.00	368.26
-----								
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>							
EFT-4	09-Mar-2017		Issued	40	E			10039.53
PP#04 - 2017	01-4-2500-000	PAYABLES - TRADE				10039.53		
Invoice Description -->		PP # 04 - 2017 PENSION REMITTANCE						
<b>Total :</b>						10039.53	0.00	10039.53
EFT-5	23-Mar-2017		Issued	52	E			10019.04
PP#05 - 2017	01-4-2500-000	PAYABLES - TRADE				10019.04		
Invoice Description -->		PP # 05 - 2017 PENSION REMITTANCE						
<b>Total :</b>						10019.04	0.00	10019.04
<b>Supplier Total :</b>						20058.57	0.00	20058.57
-----								
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>							
EFT-5	02-Mar-2017		Issued	78	E			3299.15
AVRA03/17	01-4-2500-000	PAYABLES - TRADE				3299.15		
Invoice Description -->		AVRA SHORT TERM BORROWING INTEREST						
<b>Total :</b>						3299.15	0.00	3299.15
EFT-6	02-Mar-2017		Issued	78	E			1467.70



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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium		Amount
Invoice No.	Account No.	Account Description			Debit	Credit	
LBATRACMAR17	01-4-2500-000	PAYABLES - TRADE			1467.70		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING							
<b>Total :</b>					1467.70	0.00	1467.70
<b>Supplier Total :</b>					4766.85	0.00	4766.85
<b>3551</b>	<b>MYRES, LINDA</b>						
00174-0023	20-Mar-2017		Issued	58	T		1335.04
2017.7	01-4-2500-000	PAYABLES - TRADE			1335.04		
Invoice Description --> BCEP - REIMBURSEMENT FOR BACK UP TSUNAMI WARNING SYSTEM							
<b>Total :</b>					1335.04	0.00	1335.04
<b>Supplier Total :</b>					1335.04	0.00	1335.04
<b>3600</b>	<b>NEOPOST</b>						
40261	02-Mar-2017		Issued	47	C		1428.14
2299518	01-4-2500-000	PAYABLES - TRADE			1428.14		
Invoice Description --> ACRD - CONTRACT RENTAL & RATE CHANGE PROTECTION							
<b>Total :</b>					1428.14	0.00	1428.14
<b>Supplier Total :</b>					1428.14	0.00	1428.14
<b>3627</b>	<b>NEXCAR SALES LTD.</b>						
00172-0017	06-Mar-2017		Issued	46	T		55.95
E8856	01-4-2500-000	PAYABLES - TRADE			55.95		
Invoice Description --> ACRD - 2010 DODGE RAM - DETAIL							
<b>Total :</b>					55.95	0.00	55.95
<b>00176-0006</b>	<b>28-Mar-2017</b>		Issued	67	T		55.95
E9014	01-4-2500-000	PAYABLES - TRADE			55.95		
Invoice Description --> ACRD - 2008 TOYOTA YARIS							
<b>Total :</b>					55.95	0.00	55.95
<b>Supplier Total :</b>					111.90	0.00	111.90
<b>3658</b>	<b>NATURAL PASTURES CHEESE CO</b>						
40262	02-Mar-2017		Issued	47	C		185.19
70841	01-4-2500-000	PAYABLES - TRADE			185.19		
Invoice Description --> ISLAND AG SHOW							
<b>Total :</b>					185.19	0.00	185.19
<b>Supplier Total :</b>					185.19	0.00	185.19
<b>3693</b>	<b>NUU-CHAH-NULTH TRIBAL COUNCIL</b>						
40263	02-Mar-2017		Issued	47	C		30.00
7184	01-4-2500-000	PAYABLES - TRADE			30.00		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description							
Invoice Description --> WOODSTOVE EXCHANGE - WEB AD									
7176	01-4-2500-000	PAYABLES - TRADE					178.00		
Invoice Description --> WOODSTOVE EXCHANGE - AD									
<b>Total :</b>							208.00	0.00	208.00
<b>Supplier Total :</b>							208.00	0.00	208.00
-----									
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>								
40264	02-Mar-2017			Issued	47	C			8270.12
447543	01-4-2500-000	PAYABLES - TRADE					8270.12		
Invoice Description --> MARCH 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS									
<b>Total :</b>							8270.12	0.00	8270.12
<b>Supplier Total :</b>							8270.12	0.00	8270.12
-----									
<b>3797</b>	<b>PITEAU ASSOCIATES</b>								
00174-0025	20-Mar-2017			Issued	58	T			8232.02
18332	01-4-2500-000	PAYABLES - TRADE					3887.63		
Invoice Description --> AVLF - WATER MONITORING									
18333	01-4-2500-000	PAYABLES - TRADE					4344.39		
Invoice Description --> WCLF - WATER MONITORING									
<b>Total :</b>							8232.02	0.00	8232.02
<b>Supplier Total :</b>							8232.02	0.00	8232.02
-----									
00175-0014	24-Mar-2017			Issued	65	T			5106.29
18337	01-4-2500-000	PAYABLES - TRADE					5106.29		
Invoice Description --> AVLF - SOUTH EXPANSION - CAPITAL									
<b>Total :</b>							5106.29	0.00	5106.29
<b>Supplier Total :</b>							5106.29	0.00	5106.29
-----									
<b>3800</b>	<b>PORT ALBERNI EFAP SUPPORT SOCIETY</b>								
40334	22-Mar-2017			Issued	66	C			2205.00
172	01-4-2500-000	PAYABLES - TRADE					2205.00		
Invoice Description --> 2017 EFAP MEMBERSHIP									
<b>Total :</b>							2205.00	0.00	2205.00
<b>Supplier Total :</b>							2205.00	0.00	2205.00
-----									
<b>4101</b>	<b>PLUMBING OFFICIALS' ASSOC. OF B.C.</b>								
40265	02-Mar-2017			Issued	47	C			80.00
LS2017DUES	01-4-2500-000	PAYABLES - TRADE					80.00		
Invoice Description --> LUC STEFANI - 2017 MEMBERSHIP DUES									
<b>Total :</b>							80.00	0.00	80.00
<b>Supplier Total :</b>							80.00	0.00	80.00

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Bank : 0099 To 4  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4115</b>	<b>PRICE'S ALARM SYSTEM LTD</b>					
000172-0018	06-Mar-2017	Issued	46	T		152.46
2485397	01-4-2500-000	PAYABLES - TRADE		152.46		
Invoice Description --> SLVFD - HALL # 3 SERVICE CALL						
<b>Total :</b>				152.46	0.00	152.46
000176-0007	28-Mar-2017	Issued	67	T		115.01
2504419	01-4-2500-000	PAYABLES - TRADE		115.01		
Invoice Description --> SLVFD - SERVICE CALL						
<b>Total :</b>				115.01	0.00	115.01
<b>Supplier Total :</b>				267.47	0.00	267.47
<b>4156</b>	<b>WSP CANADA INC.</b>					
000174-0035	20-Mar-2017	Issued	58	T		1249.13
0631594	01-4-2500-000	PAYABLES - TRADE		1249.13		
Invoice Description --> LBA - JAN - MAR 2017 - LANDING FEE SOFTWARE						
<b>Total :</b>				1249.13	0.00	1249.13
<b>Supplier Total :</b>				1249.13	0.00	1249.13
<b>4180</b>	<b>PUROLATOR COURIER SERVICE</b>					
40338	24-Mar-2017	Issued	68	C		67.64
433926136	01-4-2500-000	PAYABLES - TRADE		67.64		
Invoice Description --> PLANNING - AVLF 3RD AVE DEPOT - SHIPPING						
<b>Total :</b>				67.64	0.00	67.64
<b>Supplier Total :</b>				67.64	0.00	67.64
<b>4182</b>	<b>Q ACADEMY</b>					
40339	24-Mar-2017	Issued	68	C		1785.00
0000282	01-4-2500-000	PAYABLES - TRADE		1785.00		
Invoice Description --> ACRD - TRAINING - DODD						
<b>Total :</b>				1785.00	0.00	1785.00
<b>Supplier Total :</b>				1785.00	0.00	1785.00
<b>4187</b>	<b>QUALITY FOODS - PORT ALBERNI</b>					
000174-0026	20-Mar-2017	Issued	58	T		118.05
62 151205	01-4-2500-000	PAYABLES - TRADE		118.05		
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				118.05	0.00	118.05
000176-0008	28-Mar-2017	Issued	67	T		18.77
66 219959	01-4-2500-000	PAYABLES - TRADE		18.77		
Invoice Description --> ACRD - OFFICE SUPPLIES						

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**Batch No. :** All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				18.77	0.00	18.77
<b>Supplier Total :</b>				136.82	0.00	136.82

4220	RAYNER & BRACHT LTD						
40300	15-Mar-2017		Issued	59	C	1089.20	
2107028	01-4-2500-000	PAYABLES - TRADE			1089.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - FEB 2017							
<b>Total :</b>					1089.20	0.00	1089.20
<b>Supplier Total :</b>					1089.20	0.00	1089.20

4250	RAYLEC POWER LTD.						
40301	15-Mar-2017		Issued	59	C	206058.20	
20178852	01-4-2500-000	PAYABLES - TRADE			206058.20		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 1							
<b>Total :</b>					206058.20	0.00	206058.20
<b>Supplier Total :</b>					206058.20	0.00	206058.20
40351	28-Mar-2017		Issued	70	C	60122.88	
20178982	01-4-2500-000	PAYABLES - TRADE			60122.88		
Invoice Description --> LBA - LIGHTING PROJECT - PROGRESS #10 - CAPITAL							
<b>Total :</b>					60122.88	0.00	60122.88
<b>Supplier Total :</b>					266181.08	0.00	266181.08

4280	RECEIVER GENERAL FOR CANADA						
40302	15-Mar-2017		Issued	59	C	20946.11	
PP#05 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE			1165.27		
Invoice Description --> TAX REMITTANCE FOR PP # 05 - 2017 - DIRECTORS							
PP#05 - 2017	01-4-2500-000	PAYABLES - TRADE			19780.84		
Invoice Description --> TAX REMITTANCE FOR PP # 05 - 2017							
<b>Total :</b>					20946.11	0.00	20946.11
40335	22-Mar-2017		Issued	66	C	19728.51	
PP#06 - 2017	01-4-2500-000	PAYABLES - TRADE			19728.51		
Invoice Description --> TAX REMITTANCE FOR PP # 06 - 2017							
<b>Total :</b>					19728.51	0.00	19728.51
<b>Supplier Total :</b>					40674.62	0.00	40674.62

4491	ROMPRE, SUZANNE						
000174-0027	20-Mar-2017		Issued	58	T	850.00	
FEB28/17	01-4-2500-000	PAYABLES - TRADE			850.00		
Invoice Description --> FEBRUARY BAMFIELD TRANSFER STATION CONTRACTOR							
<b>Total :</b>					850.00	0.00	850.00

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Supplier : 0002 To Z4209  
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Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**Supplier Total :** 850.00 0.00 850.00

**4499 ROTO-ROOTER**

40303	15-Mar-2017		Issued	59	C	661.50
130488	01-4-2500-000	PAYABLES - TRADE				661.50
Invoice Description --> LBA - SEWER LINE MAINTENANCE						
<b>Total :</b>						661.50 0.00 661.50
<b>Supplier Total :</b>						661.50 0.00 661.50

**4611 SHRED-IT INTERNATIONAL ULC**

40266	02-Mar-2017		Issued	47	C	275.31
8100090140	01-4-2500-000	PAYABLES - TRADE				275.31
Invoice Description --> ACRD OFFICE - SHREDDING SERVICES						
<b>Total :</b>						275.31 0.00 275.31
<b>Supplier Total :</b>						275.31 0.00 275.31

**4630 SINGH, ASHA**

40304	15-Mar-2017		Issued	59	C	366.10
MAR09/17	01-4-2500-000	PAYABLES - TRADE				366.10
Invoice Description --> AVLF - REFUND PREPAID ACCOUNT						
<b>Total :</b>						366.10 0.00 366.10
<b>Supplier Total :</b>						366.10 0.00 366.10

**4645 SHAW CABLE**

40267	02-Mar-2017		Issued	47	C	486.92
BCWS - 01-MAR-17	01-4-2500-000	PAYABLES - TRADE				486.92
Invoice Description --> BCWS - ACCT # 012-8095-8259						
<b>Total :</b>						486.92 0.00 486.92
<b>Supplier Total :</b>						486.92 0.00 486.92

**4646 SHAW CABLESYSTEMS G.P.**

40305	15-Mar-2017		Issued	59	C	277.92
MAR/17-FABER	01-4-2500-000	PAYABLES - TRADE				69.33
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD						
MAR/17-LAKESHOR	01-4-2500-000	PAYABLES - TRADE				69.33
Invoice Description --> SLVFD - ACCT#012-8269-3473 - LAKESHORE RD						
MAR/17-PACIFIC RII	01-4-2500-000	PAYABLES - TRADE				139.26
Invoice Description --> SLVFD - ACCT #012-8186-3376 - PACIFIC RIM HWY						
<b>Total :</b>						277.92 0.00 277.92

40340	24-Mar-2017		Issued	68	C	207.52
BCVFD - MAR01/17	01-4-2500-000	PAYABLES - TRADE				207.52

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> BCVFD - ACCT# 012-7703-7133						
<b>Total :</b>				207.52	0.00	207.52
<b>Supplier Total :</b>				485.44	0.00	485.44
-----						
<b>4648</b>	<b>SETON LAKE CONTRACTING LTD</b>					
40306	15-Mar-2017	Issued	59	C		4200.00
170228	01-4-2500-000	PAYABLES - TRADE		4200.00		
Invoice Description --> LBA - FLIGHTWAY CLEARING - CAPITAL						
<b>Total :</b>				4200.00	0.00	4200.00
<b>Supplier Total :</b>				4200.00	0.00	4200.00
-----						
<b>4673</b>	<b>MORNEAU SHEPELL LTD</b>					
40268	02-Mar-2017	Issued	47	C		1044.75
511740	01-4-2500-000	PAYABLES - TRADE		1044.75		
Invoice Description --> BCVFD - LICENSES & FEES						
<b>Total :</b>				1044.75	0.00	1044.75
<b>Supplier Total :</b>				1044.75	0.00	1044.75
-----						
<b>4717</b>	<b>SMITH, RYAN</b>					
000172-0019	06-Mar-2017	Issued	46	T		88.83
PCFEB/17	01-4-2500-000	PAYABLES - TRADE		88.83		
Invoice Description --> SALMON BEACH SEWAGE						
<b>Total :</b>				88.83	0.00	88.83
<b>000174-0029</b>	<b>20-Mar-2017</b>	<b>Issued</b>	<b>58</b>	<b>T</b>		<b>5549.69</b>
FEB28/17	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
<b>Total :</b>				5549.69	0.00	5549.69
<b>Supplier Total :</b>				5638.52	0.00	5638.52
-----						
<b>4725</b>	<b>SOFTCHOICE CORPORATION</b>					
40269	02-Mar-2017	Issued	47	C		1275.42
4460952	01-4-2500-000	PAYABLES - TRADE		49.59		
Invoice Description --> ACRD - TABLET COVER						
4466821	01-4-2500-000	PAYABLES - TRADE		161.79		
Invoice Description --> ACRD - TONER						
4470956	01-4-2500-000	PAYABLES - TRADE		1064.04		
Invoice Description --> ACRD - TONER						
<b>Total :</b>				1275.42	0.00	1275.42
<b>Supplier Total :</b>				1275.42	0.00	1275.42

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>					
000174-0030	20-Mar-2017	Issued	58	T		13630.41
27721	01-4-2500-000	PAYABLES - TRADE		13630.41		
Invoice Description --> FEBRUARY 2017 WC GARBAGE & RECYCLING						
<b>Total :</b>				13630.41	0.00	13630.41
<b>Supplier Total :</b>				13630.41	0.00	13630.41
<b>4752</b>	<b>SOUTHSIDE AUTO SUPPLY LTD.</b>					
40270	02-Mar-2017	Issued	47	C		49.26
517870	01-4-2500-000	PAYABLES - TRADE		49.26		
Invoice Description --> BCVFD - WIPER BLADES						
<b>Total :</b>				49.26	0.00	49.26
<b>Supplier Total :</b>				49.26	0.00	49.26
<b>4760</b>	<b>SPROAT LAKE VOL. FIRE DEPARTMENT</b>					
40307	15-Mar-2017	Issued	59	C		3215.93
SLVFD - JAN - 2017	01-4-2500-000	PAYABLES - TRADE		3215.93		
Invoice Description --> SLVFD - JAN REIMBURSEMENT						
<b>Total :</b>				3215.93	0.00	3215.93
<b>40341</b>	<b>24-Mar-2017</b>	Issued	68	C		3611.59
SLVFD - FEB - 2017	01-4-2500-000	PAYABLES - TRADE		3611.59		
Invoice Description --> SLVFD - FEB REIMBURSEMENT						
<b>Total :</b>				3611.59	0.00	3611.59
<b>Supplier Total :</b>				6827.52	0.00	6827.52
<b>4775</b>	<b>SPROAT LAKE LANDING INC</b>					
40271	02-Mar-2017	Issued	47	C		113.07
2257530	01-4-2500-000	PAYABLES - TRADE		113.07		
Invoice Description --> REG. PLANNING - AG SHOW						
<b>Total :</b>				113.07	0.00	113.07
<b>Supplier Total :</b>				113.07	0.00	113.07
<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>					
000172-0020	06-Mar-2017	Issued	46	T		1017.78
74963	01-4-2500-000	PAYABLES - TRADE		92.41		
Invoice Description --> LEGAL FEES: GEN GOVT						
74965	01-4-2500-000	PAYABLES - TRADE		124.32		
Invoice Description --> LEGAL FEES: BUILDING INSPECTION						
74964	01-4-2500-000	PAYABLES - TRADE		801.05		
Invoice Description --> LEGAL FEES: GEN GOVT						

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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1017.78	0.00	1017.78
00174-0031	20-Mar-2017	Issued	58	T		874.00
75216	01-4-2500-000	PAYABLES - TRADE		224.00		
Invoice Description -->		LEGAL FEES				
75426	01-4-2500-000	PAYABLES - TRADE		308.00		
Invoice Description -->		LEGAL FEES				
75217	01-4-2500-000	PAYABLES - TRADE		342.00		
Invoice Description -->		LEGAL FEES				
<b>Total :</b>				874.00	0.00	874.00
<b>Supplier Total :</b>				1891.78	0.00	1891.78

<b>4788 STAPLES ADVANTAGE</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				376.77	0.00	376.77
40272	02-Mar-2017	Issued	47	C		376.77
43662076	01-4-2500-000	PAYABLES - TRADE		34.21		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
43685940	01-4-2500-000	PAYABLES - TRADE		82.41		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
43324980	01-4-2500-000	PAYABLES - TRADE		114.76		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
43628866	01-4-2500-000	PAYABLES - TRADE		145.39		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
<b>Total :</b>				376.77	0.00	376.77
<b>Supplier Total :</b>				376.77	0.00	376.77

<b>4845 STAPLES BUSINESS DEPOT #321</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				250.72	0.00	250.72
40308	15-Mar-2017	Issued	59	C		250.72
2191877	01-4-2500-000	PAYABLES - TRADE		8.93		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
2185991	01-4-2500-000	PAYABLES - TRADE		58.44		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
2191874	01-4-2500-000	PAYABLES - TRADE		85.22		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
2187381	01-4-2500-000	PAYABLES - TRADE		98.13		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
<b>Total :</b>				250.72	0.00	250.72
<b>Supplier Total :</b>				250.72	0.00	250.72

<b>4885 SUN COAST WASTE SERVICES</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				23970.83	0.00	23970.83
00174-0032	20-Mar-2017	Issued	58	T		23970.83
157695	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description -->		FEBRUARY 2017 - AV RECYCLING CONTRACT				



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Supplier : 0002 To Z4209  
 Trans. Date : 01-Mar-2017 To 31-Mar-2017  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
<b>Supplier Total :</b>					23970.83	0.00	23970.83
-----							
<b>4888</b>	<b>SEVIGNY, SHELLY</b>						
00174-0028	20-Mar-2017	Issued	58	T		415.00	
FEB/2017	01-4-2500-000	PAYABLES - TRADE			415.00		
Invoice Description -->		SLVFD - OFFICE ADMIN					
<b>Total :</b>					415.00	0.00	415.00
<b>Supplier Total :</b>					415.00	0.00	415.00
-----							
<b>4917</b>	<b>SUPERIOR PROPANE</b>						
40273	02-Mar-2017	Issued	47	C		2418.32	
11155617	01-4-2500-000	PAYABLES - TRADE			-350.91		
Invoice Description -->		BVFD- CREDIT FOR PROPANE TANK RENTAL					
14524332	01-4-2500-000	PAYABLES - TRADE			254.07		
Invoice Description -->		BVFD - ANNUAL PROPANE TANK RENTAL					
14477126	01-4-2500-000	PAYABLES - TRADE			638.36		
Invoice Description -->		BWS - PROPANE					
14477335	01-4-2500-000	PAYABLES - TRADE			1876.80		
Invoice Description -->		BWS - PROPANE					
<b>Total :</b>					2418.32	0.00	2418.32
<b>Supplier Total :</b>					2418.32	0.00	2418.32
-----							
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>						
40274	02-Mar-2017	Issued	47	C		1363.27	
20322435193	01-4-2500-000	PAYABLES - TRADE			1363.27		
Invoice Description -->		ACRD CELLPHONES					
<b>Total :</b>					1363.27	0.00	1363.27
<b>40342</b>	<b>24-Mar-2017</b>	Issued	68	C		1313.02	
20322435194	01-4-2500-000	PAYABLES - TRADE			1313.02		
Invoice Description -->		ACRD CELLPHONES					
<b>Total :</b>					1313.02	0.00	1313.02
<b>Supplier Total :</b>					2676.29	0.00	2676.29
-----							
<b>4984</b>	<b>TELUS</b>						
40343	24-Mar-2017	Issued	68	C		2141.52	
MAR07/17	01-4-2500-000	PAYABLES - TRADE			2141.52		
Invoice Description -->		ACRD CONSOLIDATED					
<b>Total :</b>					2141.52	0.00	2141.52
<b>Supplier Total :</b>					2141.52	0.00	2141.52



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**Supplier :** 0002 To Z4209  
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
000174-0033	20-Mar-2017		Issued	58	T	78.75		
7994	01-4-2500-000	PAYABLES - TRADE				78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEBSITE								
<b>Total :</b>						78.75	0.00	78.75
<b>Supplier Total :</b>						78.75	0.00	78.75
<b>5131</b>	<b>TSESHAHT MARKET</b>							
40309	15-Mar-2017		Issued	59	C	461.26		
2348925	01-4-2500-000	PAYABLES - TRADE				60.02		
Invoice Description --> SLVFD - FUEL TRUCK #41								
2325865	01-4-2500-000	PAYABLES - TRADE				65.54		
Invoice Description --> SLVFD - TRAINING SITE								
2327166	01-4-2500-000	PAYABLES - TRADE				105.00		
Invoice Description --> SLVFD - FUEL TRUCK #40								
2327460	01-4-2500-000	PAYABLES - TRADE				106.10		
Invoice Description --> SLVFD - FUEL TRUCK #41								
2317338	01-4-2500-000	PAYABLES - TRADE				124.60		
Invoice Description --> SLVFD - FUEL TRUCK #47								
<b>Total :</b>						461.26	0.00	461.26
<b>Supplier Total :</b>						461.26	0.00	461.26
<b>5137</b>	<b>TAMARACK INSTITUTE</b>							
40275	02-Mar-2017		Issued	47	C	695.00		
CEV2017-067	01-4-2500-000	PAYABLES - TRADE				695.00		
Invoice Description --> HN - CONFERENCE - COMMUNITY ENGAGEMENT								
<b>Total :</b>						695.00	0.00	695.00
<b>Supplier Total :</b>						695.00	0.00	695.00
<b>5138</b>	<b>TY FOREST SERVICES LTD</b>							
40276	02-Mar-2017		Issued	47	C	2089.50		
2017-01	01-4-2500-000	PAYABLES - TRADE				2089.50		
Invoice Description --> LBA - VEG MANAG OUTSIDE - CAPITAL								
<b>Total :</b>						2089.50	0.00	2089.50
<b>Supplier Total :</b>						2089.50	0.00	2089.50
<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>							
40310	15-Mar-2017		Issued	59	C	298.25		
LBA - FEB/17	01-4-2500-000	PAYABLES - TRADE				298.25		
Invoice Description --> LBA-SB - FUEL COST FEB 2017								
<b>Total :</b>						298.25	0.00	298.25

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				298.25	0.00	298.25

<b>5151 UCLUELET RECREATION DEPARTMENT</b>							
40344	24-Mar-2017		Issued	68	21.00		
3008061.002	01-4-2500-000	PAYABLES - TRADE			21.00		
Invoice Description --> ACRD - LB ADVISORY COMMITTEE							
<b>Total :</b>					21.00	0.00	21.00
<b>Supplier Total :</b>					21.00	0.00	21.00

<b>5186 UCLUELET RENT-IT CENTER</b>							
000174-0034	20-Mar-2017		Issued	58	393.75		
25505	01-4-2500-000	PAYABLES - TRADE			393.75		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL							
<b>Total :</b>					393.75	0.00	393.75
<b>Supplier Total :</b>					393.75	0.00	393.75

<b>5274 VANCOUVER ISLAND FIRE FIGHTERS ASSOCIATION</b>							
40311	15-Mar-2017		Issued	59	102.00		
BCVFD - 2017DUES	01-4-2500-000	PAYABLES - TRADE			102.00		
Invoice Description --> BCVFD - 2017 MEMBERSHIP DUES							
<b>Total :</b>					102.00	0.00	102.00
<b>Supplier Total :</b>					102.00	0.00	102.00

<b>5309 VANCOUVER ISLAND TREE SERVICE</b>							
000175-0016	24-Mar-2017		Issued	65	4410.00		
3899	01-4-2500-000	PAYABLES - TRADE			4410.00		
Invoice Description --> LBA - RUNWAY CLEARING - CAPITAL							
<b>Total :</b>					4410.00	0.00	4410.00
<b>Supplier Total :</b>					4410.00	0.00	4410.00

<b>5315 VIKING FIRE PROTECTION INC</b>							
40312	15-Mar-2017		Issued	59	33074.53		
528360	01-4-2500-000	PAYABLES - TRADE			33074.53		
Invoice Description --> AVLF - 3RD AVE DEPOT - SPRINKLER - CAPITAL							
<b>Total :</b>					33074.53	0.00	33074.53
40336	22-Mar-2017		Issued	66	53916.93		
531008	01-4-2500-000	PAYABLES - TRADE			7349.90		
Invoice Description --> AVLF - 3RD AVE DEPOT - SPRINKLER - CAPITAL							
532085	01-4-2500-000	PAYABLES - TRADE			13492.50		
Invoice Description --> AVLF - 3RD AVE DEPOT - SPRINKLER - CAPITAL							
530989	01-4-2500-000	PAYABLES - TRADE			33074.53		

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



Supplier : 0002 To Z4209  
 Trans. Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque No. : All  
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> AVLF - 3RD AVE DEPOT - SPRINKLER - CAPITAL								
<b>Total :</b>						53916.93	0.00	53916.93
<b>Supplier Total :</b>						86991.46	0.00	86991.46
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<b>5396</b>	<b>TD VISA (GEDDES)</b>							
40345	24-Mar-2017		Issued	68	C	667.20	667.20	
MAR06/17	01-4-2500-000	PAYABLES - TRADE				667.20		
Invoice Description --> SLVFD - TRAINING \$667.20								
<b>Total :</b>						667.20	0.00	667.20
<b>Supplier Total :</b>						667.20	0.00	667.20
-----								
<b>5397</b>	<b>TD VISA (CANN)</b>							
40346	24-Mar-2017		Issued	68	C	809.79	809.79	
MAR.06/17	01-4-2500-000	PAYABLES - TRADE				809.79		
Invoice Description --> SLVFD - TRAVEL\$19.22, TRAINING \$555.44, FF APPRECIATIONS\$67.14, POSTAGE\$14.53, EQUIP:								
<b>Total :</b>						809.79	0.00	809.79
<b>Supplier Total :</b>						809.79	0.00	809.79
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<b>5402</b>	<b>TD VISA (BCVFD)C. STARRATT</b>							
40347	24-Mar-2017		Issued	68	C	658.27	658.27	
MAR06/17	01-4-2500-000	PAYABLES - TRADE				658.27		
Invoice Description --> BCVFD - EQUIPMENT \$492.44, TRAINING \$194.29, INTERNET\$5.60, CREDIT LICENSE (34.06)								
<b>Total :</b>						658.27	0.00	658.27
<b>Supplier Total :</b>						658.27	0.00	658.27
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<b>5410</b>	<b>TD VISA</b>							
40277	02-Mar-2017		Issued	47	C	1733.18	1733.18	
FEB05/17	01-4-2500-000	PAYABLES - TRADE				1733.18		
Invoice Description --> ACRD -								
<b>Total :</b>						1733.18	0.00	1733.18
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40348	24-Mar-2017		Issued	68	C	2276.86	2276.86	
MAR06/17	01-4-2500-000	PAYABLES - TRADE				2276.86		
Invoice Description --> ACRD - \$584.29, AVRA \$1338.96, WCLF \$54.87, LBA \$91.83, BVFD \$206.91								
<b>Total :</b>						2276.86	0.00	2276.86
<b>Supplier Total :</b>						4010.04	0.00	4010.04
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<b>5423</b>	<b>WALCO INDUSTRIES LTD.</b>							
000176-0009	28-Mar-2017		Issued	67	T	196.88	196.88	
32609	01-4-2500-000	PAYABLES - TRADE				196.88		
Invoice Description --> BCWS - SERVICE REPAIR								

100

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



AP5100  
 Date : Apr 05, 2017

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Supplier : 0002 To Z4209  
 Trans. Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque Date : 01-Mar-2017 To 31-Mar-2017  
 Cheque No. : All  
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				196.88	0.00	196.88
<b>Supplier Total :</b>				196.88	0.00	196.88

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5443</b>	<b>WASP MANUFACTURING LTD</b>					
40313	15-Mar-2017	Issued	59	C	2011.52	
28-FEB-17	01-4-2500-000	PAYABLES - TRADE		2011.52		
Invoice Description --> SLVFD - FIRE PREVENTION						
<b>Total :</b>				2011.52	0.00	2011.52
<b>Supplier Total :</b>				2011.52	0.00	2011.52

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5475</b>	<b>PACIFIC SMARTFX LTD.</b>					
00174-0024	20-Mar-2017	Issued	58	T	814.28	
3066	01-4-2500-000	PAYABLES - TRADE		814.28		
Invoice Description --> SB - SECURITY - GATE MAINTENANCE						
<b>Total :</b>				814.28	0.00	814.28
<b>Supplier Total :</b>				814.28	0.00	814.28

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5537</b>	<b>WINDSOR PLYWOOD</b>					
00172-0021	06-Mar-2017	Issued	46	T	1.06	
FEB17INT	01-4-2500-000	PAYABLES - TRADE		1.06		
Invoice Description --> ACRD - INTEREST						
<b>Total :</b>				1.06	0.00	1.06
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>6020</b>	<b>ZONE WEST ENTERPRISES LTD</b>					
40278	02-Mar-2017	Issued	47	C	575.40	
50934	01-4-2500-000	PAYABLES - TRADE		575.40		
Invoice Description --> SLVFD - UNIFORMS						
<b>Total :</b>				575.40	0.00	575.40
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>O153</b>	<b>JOHNSON, BRAD</b>					
40337	22-Mar-2017	Issued	66	C	250.00	
2017-1008	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - JOHNSON						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

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



**AP5100**  
**Date :** Apr 05, 2017

**Page : 37**  
**Time : 12:26 pm**

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Mar-2017 To 31-Mar-2017  
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**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description			Debit	Credit
<b>Total Computer Paid :</b>	<u>612,629.67</u>	<b>Total EFT PAP :</b>	<u>25,325.42</u>		<b>Total Paid :</b>	<u>963,646.96</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>325,691.87</u>			



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Kathy McArthur, Environmental Services Coordinator  
**Meeting Date:** April 12, 2017  
**Subject:** Sproat Lake Lakebed Licence Renewal, Dickson Park

---

**Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors amend the Sproat Lake Lakebed Licence agreement with TimberWest Forestry Company and delete section 2.1 – “March 30, 2017” and replace with “March 30, 2020” and pay a term fee of \$10.00 and authorize the acting CAO to enter into the agreement.*

**Summary:**


In 2014, the ACRD entered into a three-year agreement to licence the lakebed with the TimberWest Forest Company. The Sproat Lake Parks Commission requested this licence to provide a dock use for the public at the Dickson Park. The attached amendment is to extend the licence for an additional three years. The current licence with TimberWest Forest Company expired on March 30, 2017. The Sproat Lake Parks Commission would like to continue the license.


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

Minimal.

**Financial:**

The ACRD will pay \$10.00 to TimberWest Forest Company for the term of the licence and the cost will be from the Sproat Lake community Park service area.

Submitted by:   
Kathy McArthur, Environmental Services Coordinator

Approved by:   
Wendy Thomson, Acting Chief Administrative Officer

**AMENDMENT TO SPROAT LAKE LAKEBED LICENCE**

**THIS AGREEMENT** ("Amending Agreement") dated for reference, March 24, 2017.

BETWEEN:

**TIMBERWEST FOREST COMPANY**

(the "Licensor")

AND:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

(the "Licensee")

**WHEREAS:**

- A. Pursuant to a licence agreement dated March 31, 2014 (the "Agreement"), the Licensor agreed to grant the Licensee use of the Licensed Area, as described therein, for the purposes set out in section 1.1 of the Agreement;
- B. The parties have agreed to amend the Agreement as set out herein.

**NOW THEREFORE** in consideration of the amount of \$10.00 now paid by each party to the other and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the parties, the parties agree as follows:

- 1. Amendment. The parties agree that the Agreement is hereby amended as follows:
  - a. section 2.1 is amended by deleting the phrase "March 30, 2017" in the second line thereof and replacing it with the phrase "March 30, 2020".
- 2. Ratification of Licence Agreement. The parties hereby ratify and affirm the Agreement and their respective rights and obligations thereunder and confirm that the Agreement remains in full force and effect in accordance with its terms, unaltered other than with respect to the amendment set out in section 1 above.
- 3. Execution by Fax or Electronic Means. This Amending Agreement may be executed by the parties and transmitted by fax or other electronic means and if so executed and transmitted this Amending Agreement will be for all purposes as effective as if the parties had delivered an executed original of the Amending Agreement.

**IN WITNESS WHEREOF** the parties have executed this Amending Agreement effective as of and from the date set out above.

**TIMBERWEST FOREST COMPANY,**  
By its Managing Partner,  
TimberWest Forest Corp.

**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory



# Schedule 'A'



01-2108

Disclaimer: This map may not be reproduced or redistributed without the prior written permission of TimberWest Forest Company.  
CAUTION: This map is not designed to assist in navigation. This map may be generalized and may not reflect current conditions. Uncharted hazards may exist.



## REQUEST FOR DECISION

**To:** Board of Directors, Alberni-Clayoquot Regional District

**From:** West Coast Committee and Mike Irg, Manager of Planning and Development

**Meeting Date:** April 12, 2017

**Subject:** Traverse Trail Proposed Southern Extension

### **Recommendation From the West Coast Committee:**

That the Alberni Clayoquot Regional District Board of Directors engage the services of McElhanney Engineering to undertake preliminary design and costing for the south side of the Traverse Trail proposed extension for a cost of \$6,420.00 with the funding to come from Regional Parks.

### **Desired Outcome:**

An engineered design and cost estimate in required to apply for federal and provincial grant funding.

### **Summary:**

Once the proposed engineering work is completed, the ACRD is able to apply for grant funding for the trail construction.

### **Background:**

The District of Tofino has already completed the design work for the northern section of the trail.

### **Financial:**

The funds are available in the Regional Parks capital reserve fund.

### **Policy or Legislation:**

The ACRD has the authority to conduct the engineering work.

It is important to note that prior to construction work starting, the trail needs to be part of a service. At this time, the West Coast Committee nor the Board has not decided what service will support the trail.

### **Options Considered:**

See attached staff report to the West Coast Committee.

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

Mike Irg, MCIP, RPP  
Manager of Planning and Development

Reviewed by: \_\_\_\_\_

Wendy Thomson, Acting Chief Administrative Officer



## MEMORANDUM

**To:** West Coast Committee  
**From:** Mike Irg, Manager of Planning and Development  
**Date:** April 5, 2017  
**Subject:** ACRD Trail Connections to Parks Canada Traverse Trail

---

### **Recommendation:**

West Coast Committee direction to the ACRD Board of Directors requested.

### **Summary:**

Parks Canada is in the process of constructing the Traverse Trail through Pacific Rim National Park. There is potential to connect existing trails in Tofino and Ucluelet, through ACRD jurisdiction, to Parks Canada's Traverse Trail. There is 1.2 kilometers of trail to construct in the ACRD to connect to the Traverse Trail with the existing Ucluelet/South Long Beach Multi Use Path and 2.785 kilometers of trail to construct (1.97 km in the District of Tofino and 0.845 km in the ACRD) to connect the Traverse Trail with the District of Tofino trail. (See attached map)

McElhanney Engineering has provided proposals to develop order of magnitude cost estimates for the two portions of the trail connections \$9,818 for the 2.785 km northern connection and \$6,642 for the 1.2 km southern connection.

The engineering plans are required in order to make grant applications for the proposed trail construction.

### **Background:**

With the creation of the Traverse Trail in Pacific Rim National Park Reserve, there is an opportunity to connect to existing trail systems that will run the entire length of the Peninsula. Trail development is one of the most cost effective and appealing park systems. Providing this linkage will benefit both tourism and local users.

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

Some staff time would be required to oversee the contracts and subsequent grant applications.

### **Financial:**

The options available to pay these costs are through General Government, as a proposed service; through Regional Parks, from the Regional Parks capital reserve; or through a funding arrangement between Tofino, Ucluelet and the ACRD.

### **Policy or Legislation:**

Existing ACRD parks services include a regional parks service and a Long Beach parks service.

At this stage staff is requesting Committee direction to fund the engineering and planning of the proposed trail connections.

In order for construction of the project to proceed, it must be part of a service area.

**Options Considered:**


The options for funding the engineering plans are:

- 1/ Though General Government as a proposed service;
- 2/ Though Regional Parks from the Capital Reserve fund.
- 3/ Through a cooperative funding arrangement between the District of Tofino, the District of Ucluelet, ACRD (potentially Long Beach parks service) and possibly Yuułuʔiłʔatḥ Government.



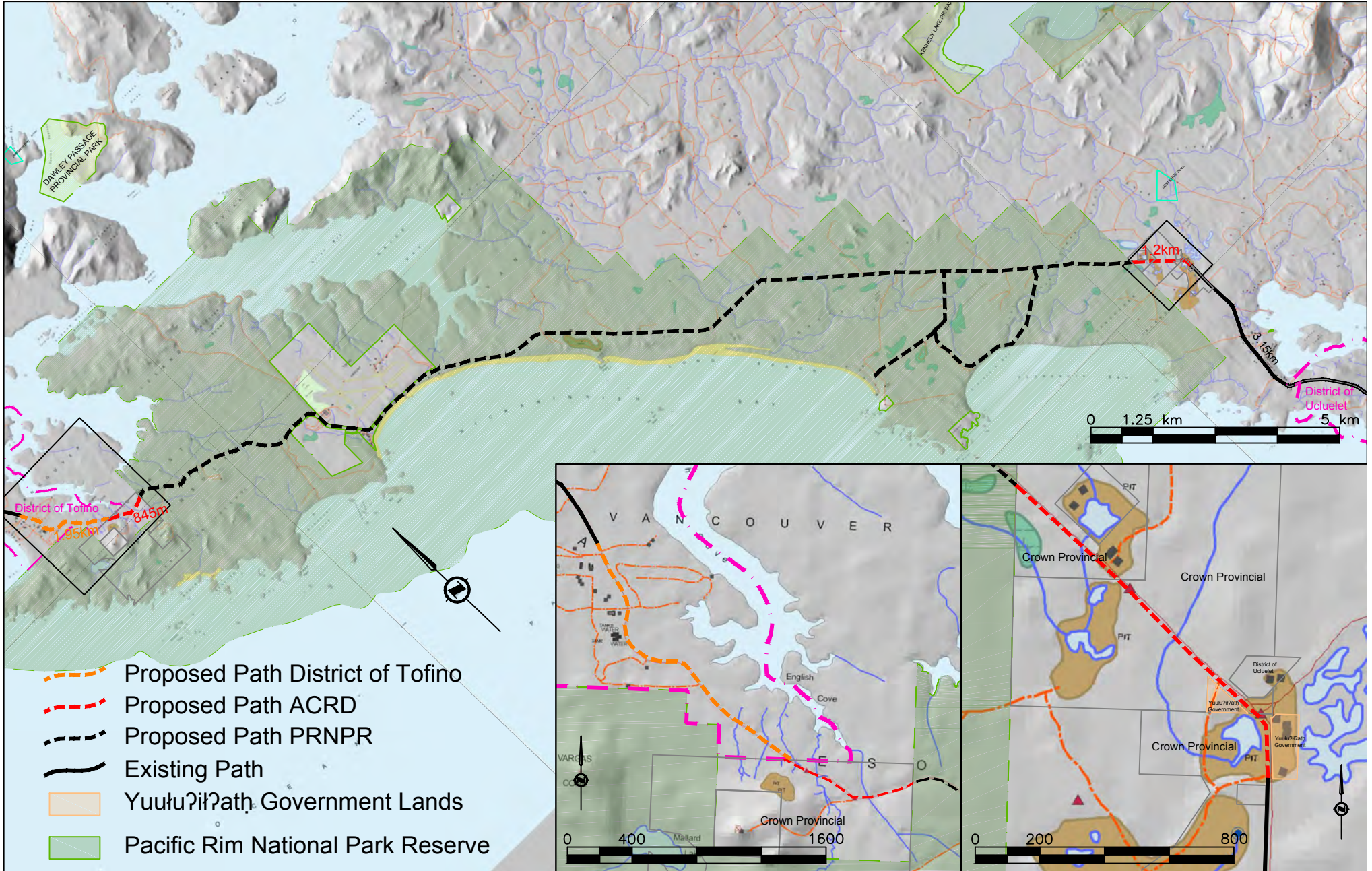
Submitted by: \_\_\_\_\_

Mike Irg, MCIP, RPP  
Manager of Planning and Development



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

Wendy Thomson, Acting Chief Administrative Officer



Alberni Clayoquot Regional District  
3008 Fifth Street  
Port Alberni, BC V9Y 2E2

March 14, 2017  
File No.: 2231-P07280-01

Attention: Mr. Russell Dyson  
Chief Administrative Officer

Dear Mr. Dyson

**Reference: Traverse Trail Extension  
Preliminary Design and Costing  
Proposal for Civil Engineering Services**

---

As per your email dated March 13, 2017 we are pleased to provide our scope of work and budget to undertake a preliminary route design and “order of magnitude” cost estimate for the above noted project.

**1. Background**

As part of the 2016 Federal Infrastructure Initiative, the Federal Government has committed up to \$191M to the Parks Canada Agency to improve tourism and highway assets. Included in the Initiative is a \$17.7M commitment to build a new biking and walking trail in the Pacific Rim National Park (PRNP).

Based on the above commitments, the Alberni Clayoquot Regional District (ACRD) would like to explore the option of connecting the District of Ucluelet’s multi-use path to the proposed PRNP trail system. The existing multi-use path terminates south of the intersection of Highway 4 and the Pacific Rim Visitor Centre. The approximate path extension is estimated at 1.5km north to the PRNP boundary.

This proposal outlines the work required to develop a preliminary route design, identify areas of concern and prepare an “order of magnitude” budgetary cost estimate. The intent is to apply for funding under the UBCM Strategic Priorities Fund at the June 1, 2017 intake.

Based on our understanding and our experience with similar projects, we have developed the following Scope of Work:

## **2. Scope of Work**

### ***Task 1.1: Base Plan Preparation***

McElhanney staff will compile a base drawing for this assignment using the ACRD's existing Lidar and Orthophotography. The base plan will include the following information:

- Property boundaries;
- Road information;
- Major utility conflicts (i.e. BC Hydro pole locations).

This base drawing will be used to prepare all subsequent preliminary route locations.

### ***Task 1.2: Site Reconnaissance***

A site visit will be undertaken to verify key components of the base plan and define areas of conflict that could significantly impact cost.

### ***Task 1.3: Route Assessment***

The initial step in route selection will be to focus on the west side of Highway 4. Factors to be considered in this selection include the following:

- Interconnection with current routes;
- Creek crossing requirements;
- Potential environmental impacts;
- Topography within the right-of-way; and,
- Ease of construction.

We propose to undertake this as desktop study based on the information provided above, photos and our site reconnaissance. The route will be indicated by a bold line on the base mapping with areas of interest or concern highlighted.

### ***Task 1.4: Budgetary Cost Estimate***

A Schedule of Quantities that lists the work items to be undertaken will be developed. This will be used to prepare a Class "C" budgetary cost estimate. This cost estimate will be based on unit rates for recent local projects.

A Class "C" cost estimate has an accuracy level within 25 to 40%. It is an estimate prepared with limited site information, and based on probable conditions affecting the

## Proposal to Alberni Clayoquot Regional District

### Traverse Trail Extension

project. It represents a summation of all identifiable project elemental costs and is used for project planning.

### 3. Deliverables

The following list of deliverables are anticipated for the project:

- Full Size Preliminary Route Drawings at 1:500 Scale (approximately four drawings in total);
- Class “C” Budgetary Cost Estimate.

Three (3) hard copies will be provided, as well as digital versions in PDF format.

### 4. Budget

We propose to complete this scope of work based on our hourly rates, to an upset price as follows:

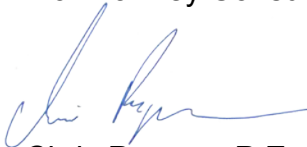
Table 1: Fee Estimate

Task 1.1	Base Plan Preparation	\$ 3,080.00
Task 1.2	Site Reconnaissance	\$ 1,340.00
Task 1.3	Route Assessment	\$ 500.00
Task 1.4	Budgetary Cost Estimate	\$ 1,500.00
	<b>Total (GST not included)</b>	<b>\$ 6,420.00</b>

### 5. Terms

Please review this scope and fee proposal and give us a call with any questions. Upon authorization to proceed we can begin work immediately.

Yours truly,  
McElhanney Consulting Services Ltd.



Chris Pogson, P.Eng.  
Branch Manager, Nanaimo/Duncan





## REQUEST FOR DECISION

**To:** Regional Board of Directors

**From:** West Coast Committee & Mark Fortune, Airport Superintendent

**Meeting Date:** April 12, 2017

**Subject:** Special Operating Facilitation Agreement (SOFA)

---

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.***

**Summary:**

In order for Point Break Skydiving to operate from the Long Beach Airport, a SOFA agreement is required so that aviation safety and oversight can be maintained at the airport during skydiving operations. The SOFA agreement is attached.

This agreement allows Point Break Skydiving to issue a NOTAM on behalf of the airport during skydiving operations. A NOTAM "Notice to Airmen" is a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

The NOTAM will indicate that aircraft ground movements are not authorized while jumpers are under parachute. The airport use is restricted for 3 to 4 minutes in duration.

The SOFA agreement will allow Point Break Skydiving to issue a NOTAM on behalf of the airport.

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

Minimal

**Options Considered:**

As per Transport Canada and Nav Canada regulations.

Submitted by:

Mark Fortune, Airport Superintendent

Approved by:

Wendy Thomson, Acting Chief Administrative Officer

## Special Operations Facilitation Agreement (SOFA)

**BETWEEN:** NAV CANADA Nanaimo FSS (Nanaimo Radio),  
Tofino-Long Beach Airport and Point Break Skydiving

**EFFECTIVE:** May 15, 2017 through December 31, 2018

**SUBJECT:** SKYDIVING OPERATIONAL PROCEDURES AND COORDINATION

### A. PURPOSE

A.1 This Agreement defines responsibilities and establishes standard operating procedures between Nanaimo Radio, Tofino-Long Beach Airport and Point Break Skydiving to ensure the safe and effective integration of parachute activities within the normal airport operating environment.

### **B. RESPONSIBILITIES**

B.1 Point Break Skydiving shall:

- a. issue a NOTAM via YKA FIC defining the times, duration, and location of the parachute activities, (Appendix A);
- b. coordinate the issue of a voice advisory NOTAM restricting airport operations with Tofino - Long Beach Airport and Nanaimo Radio
- c. ensure all jump aircraft are equipped with a functioning Mode C transponder and 2-way VHF radio;
- d. adhere to all rules and procedures governing the mandatory frequency airspace surrounding the Tofino-Long Beach Airport;
- e. insure that parachute activities do not conflict with or present a hazard to other aircraft operations at the Tofino-Long Beach Airport.
- f. where practicable try to de-conflict jump activity with scheduled aircraft arriving and departing from Tofino-Long Beach Airport.
- g. have in place a two way radio equipped employee who is able to communicate the position of the jumpers from the time they exit the aircraft until they are recovered on the ground.
- h. the Runway Protected Area (RPA) extends 200 feet from the runway edge in all directions. Jumpers should avoid flight over or near the runway. In the event that a

jumper has to land in the RPA, Jumper Ground will immediately notify Nanaimo FSS. Any jumpers landing in the RPA will be reported as a runway incursion.

**B.2 Nanaimo Radio shall:**

- a. provide Airport Advisory Service and traffic updates as required to aircraft engaged in parachute activity to enhance the safety of the jump operation;
- b. assist aircraft on the YAZ MF in avoiding conflict with jumpers and jump aircraft when skydiving is active;
- c. Inform YVR ACC when skydiving operations are in progress;
- d. Inform aircraft arriving at and departing from the Tofino-Long Beach Airport of the voice advisory NOTAM when jumpers are under parachute.

**B.3 Tofino-Long Beach Airport shall:**

- a. publish a voice advisory NOTAM defining the restrictions to airport operations that shall be implemented when skydiving activities are in progress (Appendix D);
- b. delegate authority to the Point Break Skydiving to activate the NOTAM's (Appendix D) through Kamloops FIC on its behalf.

**C. DESCRIPTION OF AIRSPACE**

C.1 The airspace in the vicinity of the jump zones is Class 'E' uncontrolled airspace extending from the surface up to 12500'ASL and includes the Class 'E' control zone from the surface to 3100 AGL.

C.2 **Jump Zone Descent and Landing Area:** as described in the attachment

**D. PROCEDURES**

**D.1 Point Break Skydiving aircraft shall:**

- a. contact Nanaimo Radio to provide and operation briefing and request transponder code assignment at least 20 minutes prior to departure;
- b. maintain a listening watch on the mandatory frequency when above or outside the class 'E' control zone;

- c. broadcast intentions for flight and skydiving activities on the Enroute frequency when above or outside the Class 'E' control zone;
- d. advise Nanaimo Radio and broadcast on the enroute frequency (when applicable) at least one minute prior to jump; (phraseology: "ONE MINUTE TO JUMP")
- e. advise Nanaimo Radio when sky divers have departed the aircraft, or if the jump has been aborted; (phraseology: "JUMPER(s) AWAY or JUMP ABORTED")
- f. hold jumpers in the jump aircraft until aircraft arriving at or departing from Tofino Long Beach Airport have reported down and clear or outside of the control zone;
- g. for the duration of the parachute descent, the jump aircraft will remain at or above the highest parachute;
- h. advise Nanaimo radio when all skydivers have landed. (phraseology: "JUMPERS ON THE GROUND")

D.3 Nanaimo Radio shall:

- a. provide airport advisory service, traffic information and estimates of other known aircraft that are expected to be using the Tofino-Long Beach Airport;
- b. inform non-participating aircraft of the skydiving operations and relay active voice advisory NOTAM information once the sky divers have departed the aircraft;
- c. request aircraft inbound to Tofino-Long Beach Airport to remain clear of the control zone until jumpers are down;
- d. inform YVR ACC Airports Sector of any jump activity planned to take place within 10 minutes before or after an estimated IFR aircraft arrival time.

## Signature Page

### Special Operations Facilitation Agreement (SOFA)

**BETWEEN:** NAV CANADA Nanaimo FSS (Nanaimo Radio),  
Tofino-Long Beach Airport and Point Break Skydiving

**EFFECTIVE:** May 15, 2017 through December 31, 2018

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Brent Bell - Nav Canada Site Manager Nanaimo Flight Services

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
John Jack, Chairperson, Alberni-Clayoquot Regional District

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeffery Warden – Owner Point Break Skydiving

## **E. ATTACHMENTS**

Attachment A: Frequencies and Telephone Numbers

Attachment B: Parachute Aircraft Climb and Decent Areas

Attachment C: Parachute Landing Area's

Attachment D: NOTAM

## ATTACHMENT A: Frequencies and Telephone Numbers

### Frequencies

<u>Nanaimo Radio</u>	123.25 MHz	
<u>Vancouver Centre</u> (Airports Specialty)	127.925	132.9
<u>Pacific Radio</u> Kamloops FIC	128.85	

### Telephone Numbers

<u>Nanaimo Radio</u>	250-245-8133 Supervisor 250-245-4032 Operations
<u>Vancouver Centre</u> (Airports Specialty)	250-655-2866
<u>Point Break Skydiving</u> Jeffery Warden - Operator <a href="mailto:pangaea@me.com">pangaea@me.com</a>	250 792-0532
<u>Tofino Long Beach Airport</u> Mark Fortune – Manager <a href="mailto:lbairport@acrd.bc.ca">lbairport@acrd.bc.ca</a>	250-725-3751

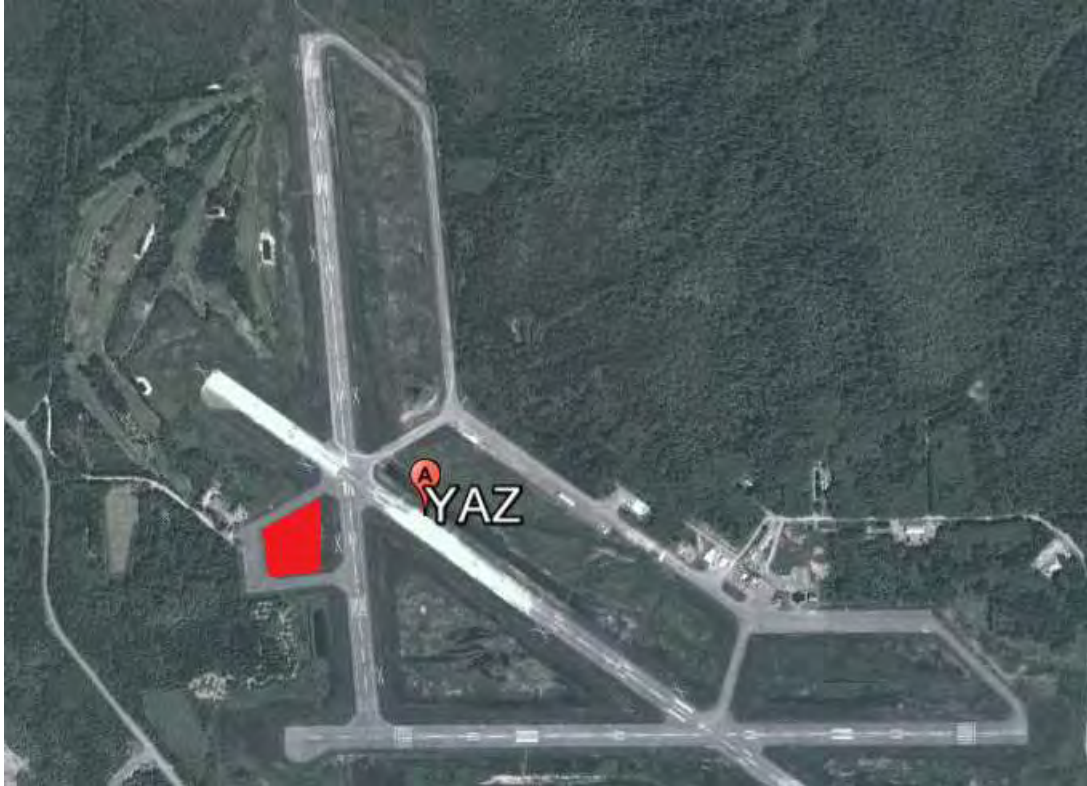
**ATTACHMENT B: Climb and Descent Areas**





## Attachment C: Skydiving airspace and parachute landing area.

Landing Area 1 Primary Landing Zone



Landing Area 2 (Secondary Landing Zone)



## Attachment D – NOTAM

NOTAM CYAZ PARAJUMPS ACT RADIUS 3NM CENTER N49 04 56 W125 46 21 TOFINO AD SFC TO 12000 MSL YYMMDDHHMM TIL (APRX) YYMMDDHHMM

NOTAM CYAZ PARAJUMPS AIRCRAFT GROUND MOVEMENT NOT AUTHORIZED WHILE JUMPERS UNDER PARACHUTE CONTACT NANAIMO RDO 123.25 FOR UPDATE PRIOR TO TAXI YYMMDDHHMM TIL (APRX) YYMMDDHHMM



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** April 12, 2017  
**Subject:** ACRD Vehicle Maintenance

---

### Recommendation:

**That the Alberni-Clayoquot Regional District Board of Directors award Nexcar Sales Ltd. the ACRD vehicle maintenance contract for 12 months commencing May 1, 2017.**

### Summary:

The ACRD advertised a request for proposals for the service and maintenance of the local portion of the ACRD fleet (excluding Fire Trucks). Eight proposals were received from local automotive shops that included prices for requested services such as oil changes, tune-ups, major mechanical work and monthly checks. Each proposal was evaluated and two of the proposals, Rick Denis Automotive and Nexcar Sales Ltd., were deemed to be the lowest and essentially equal in terms of estimated annual costs.

The ACRD currently uses Nexcar Sales Ltd to provide vehicle detailing and therefore staff recommend that they also provide the vehicle maintenance in an effort to streamline operations.

### Time Requirements – Staff & Elected Officials:

Staff time has been required to advertise the request for proposals as well as evaluate the submissions. Minimal staff time will be required to enter into an agreement with the successful proponent and to notify the others.


### Financial:

In 2016 the contract with Hometown Automotive cost the ACRD \$10,000 for vehicle maintenance. It is anticipated that the costs will remain approximately the same for 2017.


### Options Considered:

The evaluation between Rick Denis Automotive and Nexcar Sales Ltd. resulted in no financial preference from staff as to which provider to use. The only advantage of utilizing Nexcar is the detailing component. Staff would be equally comfortable with the vehicle maintenance being awarded to Rick Denis Automotive.

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

  
Teri Fong, CPA, CGA, Manager of Finance

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

  
Wendy Thomson, Acting Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** April 12, 2017

**Subject:** 2017-2018 Annual Operating Agreement

---

### Recommendation:

**That the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the Transit Service Agreement between BC Transit and the ACRD effective April 1, 2017 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.**

**That the ACRD Board of Directors approve the Annual Operating Agreement between BC Transit and the ACRD for the 2017/18 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.**

### Desired Outcome:

To enter into a new Transit Service Agreement and the Annual Operating Agreement for custom transit services in the ACRD transit service area.

### Background:

The ACRD has had a Master Operating Agreement with BC Transit since 1992 for the provision of a public passenger transportation system and share in the costs of providing the service. The Operating Company, Diversified Transportation Ltd. operates, manages and maintains the service in the ACRD transit service area. The service area is comprised of the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

As per the attached letter, BC Transit has changed procedures for 2017 because of an Independent Review Panel. Therefore, the Master Operating Agreement requires replacement by a new Transit Service Agreement. The Annual Operating Agreement also requires approval and sets out, together with the Transit Service Agreement, the specific terms and conditions for the operation of the service for the upcoming term. Copies of both the Transit Service Agreement and the Annual Operating Agreement have been included for your information.

### Time Requirements – Staff & Elected Officials:

Minimal staff time is required to enter into the agreement.

### Financial:

The total operating costs are nearly \$3,000.00 more than the draft budget that was provided by BC Transit in October 2016. Despite this increase, staff feel confident that the 2017 costs will remain within the Custom Transit Financial Plan budget unless unusually high fuel maintenance costs are incurred during the year.

**Policy or Legislation:**

The new Transit Service Agreement will replace the current Master Operating Agreement.



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

Teri Fong, CPA, CGA, Manager of Finance



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

Wendy Thomson, Acting Chief Administrative Officer

March 30, 2017

Wendy Thomson  
Acting CAO  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Wendy,

**SUBJECT: 2017-2018 Annual Operating Agreement**

Further to the information provided in your budget forecast and subsequent budget discussions, please find enclosed your final 2017-2018 Annual Operating Agreement (AOA) for approval. The attached System Specific Budget Notes outline year-over-year changes along with relevant updates from your budget forecast.

The 2017/18 AOAs incorporate the changes recommended by the provincially-commissioned Independent Review Panel and supported by recent amendments to the BC Transit Regulations. The AOA is now a two-party agreement between the local government and BC Transit reducing the administrative burden and potential for confusion associated with three-party agreements.

To enable this transition, a new Transit Service Agreement (TSA) will serve as the principal overarching agreement, replacing the Master Operating Agreement (MOA). The TSA integrates the relevant language of the previous MOA. Each year, the AOA will confirm the budgeted service levels, revenue projections and cost structure for your transit system. During this transition year, it is important that the TSA and AOA are signed simultaneously and returned to BC Transit in a timely manner. Once signed, copies can be faxed or sent in a .pdf format to BC Transit for execution within thirty days of receipt.

Additionally, based on feedback received from numerous local governments, the budget schedule attached to the AOA has been streamlined to facilitate information sharing and publication. All commercially-confidential information subject to protection by the *Freedom of Information & Protection of Privacy Act* has been removed. This enables the AOA to be more conveniently presented for decision by Council and Regional Boards within the public realm. To support discussions, as well as budgeting and planning decisions, a detailed budget will continue to be provided separately to staff.

.../2

As previously communicated, the new funding model with the Province provides for base operating funding over the three-year period from 2015/16 to 2017/18. The 2017/18 Budget represents year three of this funding agreement and BC Transit continues to work with the Province towards establishing the terms of the subsequent three-year period (2018/19 to 2020/21). Pending approval of the Provincial budget, the new three-year funding agreement will be established. Until this agreement is finalized, we are unable to provide forecasts for 2018/19 and 2019/20. We thank you for your continued patience and understanding.

If you have any questions regarding your AOA, please contact me at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "M. Moore".

Myrna Moore  
Senior Regional Transit Manager, BC Transit

Attachment: Transit System Specific Budget Notes

**ALBERNI-CLAYOQUOT  
TRANSIT SERVICE AGREEMENT**

**between**

**THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**and**

**BRITISH COLUMBIA TRANSIT**

**Effective**

**April 1, 2017**

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**



**TRANSIT SERVICE AGREEMENT**

BETWEEN:

**THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

(the "Municipality")

AND:

**BRITISH COLUMBIA TRANSIT**

(the "Authority")

WHEREAS the Authority has, at the request of the Municipality, established the Transit Service Area described in this agreement pursuant to the *British Columbia Transit Act*,

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area; and

WHEREAS the Municipality and the Authority wish to define their respective rights and responsibilities with respect to the provision of transit services in the Transit Service Area.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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## **SECTION 1: DEFINITIONS**

The Definitions that shall apply to this Agreement as approved pursuant to the *BC Transit Act* and Regulations are defined in Schedule "A" and, unless the context clearly indicates to the contrary, any words defined in the singular shall include the plural and vice versa.

## **SECTION 2: INCORPORATION OF SCHEDULES**

The parties agree that the attached schedules form part of this agreement and are binding on the parties.

## **SECTION 3: ANNUAL OPERATING AGREEMENT**

The Municipality and the Authority shall enter into an Annual Operating Agreement prescribed by regulation made pursuant to the British Columbia Transit Act.

## **SECTION 4: INCORPORATION OF ANNUAL OPERATING AGREEMENT**

Upon execution, this Transit Service Agreement shall be deemed integrated into the Annual Operating Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.

## **SECTION 5: TRANSIT SERVICE AREA**

For the purposes of this agreement, the "Transit Service Area" is defined as the area comprised within the boundaries shown in Schedule "B" to be known as the Alberni-Clayoquot Transit Service Area.

## **SECTION 6: TERM AND TERMINATION**

The parties agree that the effective date of this agreement is to be April 1, 2017, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Annual Operating Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.

Upon commencement of this agreement it shall remain in full force and effect unless and until terminated in accordance with the provisions of this Agreement. Either party may terminate this agreement as follows:

- a) Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 18.
- b) Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 18.

## SECTION 7: MUNICIPAL RESPONSIBILITIES

In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act*, and regulations made pursuant to the Act, the Municipality shall be responsible for:

- a) Participating in the development of, and where in agreement approving, plans and amendments to the Public Passenger Transportation System including:
  - i. Determining service goals, levels and objectives for the Public Passenger Transportation System;
  - ii. Establishing service performance standards and guidelines for the System;
  - iii. Approving transit service plans and, where feasible, incorporating these plans into Official Community Plans and transportation plans for the Municipality;
  - iv. Approving bus routes;
  - v. Approving the Service Specifications prepared by the Authority consistent with operating and capital budgets set by the Authority; and
  - vi. Approving, after prior consultation with the Authority, requests for Special Transit Services in accordance with the policies and procedures developed by the Authority and the contingency budget provisions or as otherwise agreed to by parties for the payment of the Special Transit Services.
- b) Bus stops, shelters and related amenities including:
  - i. Approving, installing and maintaining bus stops, shelters and related amenities. The purchasing of materials, installation and maintenance of stops and shelters and related costs are the responsibility of the Municipality except in instances where the Authority has, by a separate written agreement entered into with the Municipality, agreed to share the costs according to the terms of that agreement;
  - ii. Identifying bus stops or shelters with signs and decals provided by the Authority and consistent with the Authority's brand standards; and
- c) Notifying the Operating Company and the Authority at least 48 hours in advance of any scheduled or anticipated street closures or traffic disruptions affecting transit service; develop alternate routings in consultation with the Operating Company; and ensure that adequate signage is posted along affected portions of routes.
- d) Establishing necessary traffic control by-laws and transit priority measures on their streets;
- e) With respect to System Revenues:
  - i. In consultation with the Authority, establishing a tariff and Fares and prescribing the terms and conditions applicable to each Fare category and amending this Fare structure in whole or in part from time to time;
  - ii. Depositing system revenues received from the Operating Company.
  - iii. Submitting a completed "Report of Revenue" form, supplied by the Authority, within 10 working days of the end of each month showing all system revenues collected on a monthly basis.
- f) With respect to budgets and payment:
  - i. Approving annual budgets consistent with the Service Specification and the Authority's budgets;
  - ii. Paying the amounts owing to the Authority on a monthly basis as invoiced by BC Transit in accordance with the budget provided in the Annual Operating Agreement;
  - iii. Where requested by BC Transit, the Municipality shall determine its administration costs relative to its responsibilities. Payment for these costs shall not exceed 2% of the Direct Operating Costs provided in the budget provided in the Annual Operating Agreement;
- g) Supporting the sustainability of the Public Passenger Transportation System by:

- i. Taking into consideration the impacts on transit service effectiveness when making local land use decisions;
- ii. Promoting the use of the Public Passenger Transportation System.
- h) Notifying the Operating Company and the Authority of any customer complaints or concerns received by the Municipality; and,
- i) The Municipality may negotiate and enter into Community Transit Partnership Agreements only with prior written approval from the Authority;
- j) The Municipality agrees that the Authority will be the primary spokesperson for transit operational issues relating to the Public Passenger Transportation System and will cooperate when necessary to ensure accurate and effective public communications.

## SECTION 8: AUTHORITY RESPONSIBILITIES

The Authority shall:

- a) Set the annual operating and capital budgets for all transit services in the Transit Service Area;
- b) Provide the personnel required to develop and implement transit service plans, fare tariffs and marketing programs for the Transit Service Area;
- c) Administer and manage the activities of the operating company with respect to the services provided under this agreement, including:
  - i. Conducting financial and service audits of the Public Passenger Transit System; and
  - ii. Monitor the Transit Services provided in the Transit Service Area and report and make recommendations to the Municipality with respect to the standards of service and performance of the public transportation systems
- d) Institute marketing programs for transit service in the Transit Service Area, including:
  - i. In consultation with the Municipality, providing public information, marketing and communications services consistent with the budget established in the Annual Operating Agreement and the Authority's branding standards to promote the Public Passenger Transportation System, and
  - ii. Ensuring that the Municipality's respective corporate graphic standards are met in local promotions and communications.
- e) In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act* and relevant *Regulations*, the Authority shall be responsible for providing and directing the Shared Services Resources for managing the Operating Company's overall delivery of Transit Services including:
  - i. Establishing customer service practices and procedures; and
  - ii. Conducting any inspections and audits the Authority deems necessary of the Operating Company, Transit Services, Revenue Service Vehicles, Premises and other Physical Assets.
- f) Develop policies and procedures for the delivery of the Transit Services including:
  - i. Prescribing Registered User eligibility criteria and developing procedures and policies to be used by the Operating Company for the assessment and registration of Eligible Users for Custom Transit Services; and
  - ii. Developing procedures and policies for the delivery of Extra Services.
- g) Plan, prepare and implement the Transit Services including:
  - i. Providing Public Passenger Transportation System marketing in accordance with Section 8(d) of this agreement;
  - ii. Ensuring that the terms and conditions of the transit advertising agreement between the Authority and the advertising contract company are met, and

- that the designated revenues generated by this contract are credited to the Municipality;
- iii. Negotiating the terms of the Provincial BC Bus Pass and ensuring that the designated revenue is credited to the Municipality;
  - iv. Providing to the Municipality on a periodic basis reports which will specify:
    - 1) The actual costs of service compared to the budgeted costs specified in the Annual Operating Agreement;
    - 2) The revenue accrued to date, including farebox and other transit revenue (obtained from the Municipality or credited to the Municipality) compared to the budgeted revenue amount; and
    - 3) The annual performance summary of the service compared to the service standards established by the Municipality as outlined in Schedule "C".
  - h) Determining and providing the Revenue Service Vehicles, Premises and other Physical Assets required by the Operating Company for the provision of the Transit Services pursuant to lease or license agreements with the Authority and monitor the use, maintenance and conditions of such Revenue Service Vehicles, Premises and Physical Assets;
  - i) Provide to the Municipality full contact information for the Operating Company, so that the Municipality may fulfill all obligations under this agreement and/or the Annual Operating Agreement with respect to providing notice to the Operating Company;
  - j) Exercise its authority as primary spokesperson for transit operational issues relating to the Public Passenger Transportation System in a manner which does not interfere with the authority of the Municipality to communicate with the public with respect to local public transportation issues; and,
  - k) The Authority shall receive and review any and all proposals from the Municipality to enter into a Community Transit Partnership Agreement and, if acceptable to the Authority, provide its prior written approval of such Community Transit Partnership Agreement, such approval not to be unreasonable withheld by the Authority.

## **SECTION 9: FUNDING AGREEMENT**

The Municipality and the Authority agree to contribute their respective portion of the annual cost of the Public Passenger Transportation System as prescribed in the Annual Operating Agreement.

## **SECTION 10: CAPITAL AND OPERATING EXPENDITURES**

Nothing in this agreement shall be construed as committing the Authority or the Municipality to incur capital or operating expenditures for equipment, facilities or otherwise, within the Transit Service Area unless the same shall be contained within the approved budget of British Columbia Transit.

## **SECTION 11: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

This Agreement and the parties hereto are subject to the provisions of the Freedom Of Information And Protection Of Privacy Act ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

**SECTION 12: AMENDMENT**

This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.

**SECTION 13: SETTLEMENT OF DISPUTES**

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

**SECTION 14: ENUREMENT**

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**SECTION 15: ASSIGNMENT**

This Agreement shall not be assignable without prior written consent of the parties.

**SECTION 16: GOVERNING LAW**

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

**SECTION 17: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or .pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

**SECTION 18: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

**BRITISH COLUMBIA TRANSIT**  
c/o President & CEO  
P.O. Box 610  
520 Gorge Road East  
Victoria, British Columbia V8W 2P3

and to the Municipality at:

**Regional District of Alberni-Clayoquot**  
c/o Administrator  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.



IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

**THE REGIONAL DISTRICT OF ALBERNI-  
CLAYOQUOT**

\_\_\_\_\_  
  
\_\_\_\_\_

**BRITISH COLUMBIA TRANSIT**

\_\_\_\_\_  
PRESIDENT & CEO

\_\_\_\_\_  
CORPORATE SECRETARY

**SCHEDULE "A": DEFINITIONS**

- a) **"Annual Operating Agreement"** means the Annual Operating Agreement and all attached schedules negotiated and entered into on a periodic basis pursuant to the British Columbia Transit Act, between the parties hereto this Transit Service Agreement;
- b) **"Attendant"** means a person whose presence is essential to the Registered User to enable the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- c) **"Community Transit Partnership Agreement"** means a partnership agreement entered into by the Municipality and a third party pursuant to Section 7(i) and Section 8(k), whereby the third party agrees to pay a fee to the Municipality in order to fund certain services provided under the Service Specifications;
- d) **"Companion" or "Escort"** means a person who accompanies the Registered User but whose presence is not essential to the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- e) **"Conventional Transit Services"** shall mean services and facilities operated by or for a Public Passenger Transportation System to transport persons on specified fixed routes and schedules using public streets or thoroughfares, but does not include Custom Transit Services or Paratransit Services;
- f) **"Custom Transit Services"** shall mean services and facilities operated or provided by a Public Passenger Transportation System for on demand point to point transportation of any Registered User;
- g) **"Direct Operating Costs"** means the sum of the Fixed Costs and Variable Costs of service, maintenance and other costs of service, where:
  - i. **"Fixed Costs"** means items of cost that may be reasonably and conveniently identified with the overall service but which cannot be directly assigned to a unit of service such as hours or kilometres of service. Items of cost will exclude the cost of items which are normally capitalized but may include appropriate charges for depreciation of capital assets or the leasing of capital assets. The use of the term Fixed Costs does not mean that some items of cost included will not vary depending on service requirements;
  - ii. **"Variable Costs"** means items of cost which may be reasonably and conveniently identified and allocated to a specific unit of service such as hours or kilometres of service;
  - iii. **"Maintenance Costs"** means parts and materials, sublet and labour costs of a qualified licensed mechanic for the maintenance of the Revenue Service Vehicles, but shall not include costs associated with interior and exterior transit advertising signs and non-mechanical servicing of Revenue Service Vehicles such as fuelling, clearing fareboxes, cleaning and painting wheel rims, vehicle washing and other work performed by a serviceman; and,
  - iv. **"Other Costs"** shall include but not be limited to vehicle insurance costs, incurred by the Authority and Operating Company, contingency costs, taxi program costs (if applicable);
- h) **"Eligible User"** means any person who is deemed eligible to use Custom Transit Services as defined in Section 11 of the British Columbia Transit Act Regulations.
- i) **"Extra Service"** means Overloads or Special Transit Service;
- j) **"Fare"** means an entitlement to ride upon the services of the Public Passenger Transportation System;
- k) **"FOIPPA"** means the Freedom of Information and Protection of Privacy Act and Regulations (British Columbia);
- l) **"Operating Company"** means:

- i. the company or person contracted by the Authority to operate and manage the Public Passenger Transportation System within the Transit Service Area, or
  - ii. a person designated by the minister to contract with the Authority with respect to the operation by that person of a Public Passenger Transportation System in the Transit Service Area;
- m) **“Overloads”** means additional Revenue Service Vehicles operating on specified routes to cope with ridership demands which cannot be served by the regularly scheduled service;
  - n) **“Paratransit Services”** shall mean services and facilities operated or provided by a Public Passenger Transportation System offering more flexible service than Conventional Transit Services. Paratransit Service is a blend of Conventional Transit Services and Custom Transit Services providing service to able bodied transit passengers as well as Registered Users using the same Revenue Service Vehicles that deviate periodically from their fixed route and fixed schedules to provide on demand point to point service;
  - o) **“Physical Assets”** other than revenue service vehicles, means any land, buildings, equipment or other items of a material nature which for accounting purposes are considered to contribute to delivery of Transit Services for a period exceeding one fiscal year;
  - p) **“Premises”** means the lands, buildings and equipment owned or leased by the Authority and used in the provision of the Public Passenger Transportation System;
  - q) **“Public Passenger Transportation System”** means a public transit system as prescribed by the British Columbia Transit Act;
  - r) **“Registered User”** means an Eligible User who has satisfied certification and registration requirements established by the Authority to allow them to use Custom Transit Services;
  - s) **“Revenue Hours”**, **“Revenue Kilometres”** means those units of service that are actually offered to the public as reflected in the public timetable and set out in the Service Specification, including lay over time between trips;
  - t) **“Service Specifications”** means a detailed description of the Public Passenger Transportation System;
  - u) **“Shared Services Resources”** means the management, planning, financial, procurement, fleet and maintenance management, contract and performance management, marketing, environmental, safety, training and other services and resources provided by the Authority to support the Public Passenger Transportation System;
  - v) **“Special Transit Service”** means infrequent and temporary service provided within the Transit Service Area for specific events or purposes beyond the Revenue Hours outlined in the Service Specifications. Special Transit Services will not exceed the boundaries of the ICBC coverage unless written permission is given in advance by the Municipality and the Authority;
  - w) **“Statutory Holidays”** means New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day and/or any other days that may be gazetted as being a holiday in and for the Province of British Columbia;
  - x) **“System Revenues”** means the revenue of the Public Passenger Transportation System and includes revenue from farebox, revenue from sale of passes and tickets, revenue from advertising contracts and any other Fare related revenue accruing from the operation of the Public Passenger Transportation System pursuant to this Agreement;
  - y) **“Transit Services”** includes without limitation any activity related to the provision of the Public Passenger Transportation System, whether conducted directly or indirectly by the Operating Company or its agents, affiliates, subsidiaries, contractors or representatives,

to operate, maintain, repair or store vehicles, equipment or infrastructure and conduct any related environmental and waste management measures and includes Conventional, Custom and Paratransit Transit Services;

- z) **“Taxi Supplement”** A portion of Custom Transit Service in which the operating company dispatches taxis in the same shared-ride manner as regular custom transit vehicles in accordance with the Service Specifications; and,
- aa) **“Transit Service Area”** means the boundaries of the Transit Services as defined in Schedule “B” of this Agreement.

**SCHEDULE "B": TRANSIT SERVICE AREA**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

**SCHEDULE “C”: SERVICE STANDARDS**

The service standards established for the Alberni-Clayoquot Transit System are to be reviewed, confirmed and incorporated into this schedule at a future date in accordance with Section 12 of this Agreement to satisfy the requirements of Section 8(g)iv(3).

**ALBERNI-CLAYOQUOT  
ANNUAL OPERATING AGREEMENT**

**between**

**THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**and**

**BRITISH COLUMBIA TRANSIT**

**Effective**

**April 1, 2017**

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

**ANNUAL OPERATING AGREEMENT**

BETWEEN:

**THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

(the "Municipality")

AND:

**BRITISH COLUMBIA TRANSIT**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:



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## **SECTION 1: DEFINITIONS**

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

## **SECTION 2: INCORPORATION OF SCHEDULES**

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

## **SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT**

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

## **SECTION 4: TERM AND RENEWAL**

- a) The parties agree that the effective date of this agreement is to be April 1, 2017, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2018 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

## **SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant

to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## **SECTION 6: SETTLEMENT OF DISPUTES**

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## **SECTION 7: MISCELLANEOUS PROVISIONS**

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
  - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
  - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
  - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
    - i. *For Conventional Transit Service:*
      1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
      2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
      3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
      4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
    - ii. *For Custom Transit Service:*
      1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
      2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
  4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
  - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

#### **SECTION 8: GOVERNING LAW**

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

#### **SECTION 9: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

**SECTION 10: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

**BRITISH COLUMBIA TRANSIT**  
c/o President & CEO  
P.O. Box 610  
520 Gorge Road East  
Victoria, British Columbia V8W 2P3

and to the Municipality at:

**Regional District of Alberni-Clayoquot**  
c/o Administrator  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

**THE REGIONAL DISTRICT OF ALBERNI-  
CLAYOQUOT**

\_\_\_\_\_  
  
\_\_\_\_\_

**BRITISH COLUMBIA TRANSIT**

\_\_\_\_\_  
Brian Anderson, Chief Operating Officer  
BC TRANSIT

\_\_\_\_\_  
Alan Thomas, Chief Financial Officer  
BC TRANSIT

**SCHEDULE "A": TARIFF AND FARES**

Appendix 1: Tariff Notes

*No additional notes required. See Appendix 2 for details.*

## Appendix 2: Tariff and Fares

**Fares:**

All fares are for one-way trips.

**Effective May 1, 2009**

	Within city boundaries & up to 6km radius from city limits	Within 6-13km radius from city limits	Within 13-20km radius from city limits	Beyond 20km from city limits
Passenger	\$2.00	\$2.75	\$3.25	\$4.50
Companion	\$2.00	\$2.75	\$3.25	\$4.50
Attendants	Free	Free	Free	Free

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.



### SCHEDULE "B": SERVICE SPECIFICATIONS

Alberni Clayoquot Service:

**Scheduled Revenue Service**

17/18 Full Year (Apr 01, 2017 to Mar 31, 2018)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	20.00	20.00	20.00	20.00	20.00		4.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Flexible Hours**

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018
	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

**Extra Revenue Service**

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

**Adjusted Revenue Service**

	Apr, 2017	May, 2017	Jun, 2017	Jul, 2017	Aug, 2017	Sep, 2017	Oct, 2017	Nov, 2017	Dec, 2017	Jan, 2018	Feb, 2018	Mar, 2018

**2017/2018 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2017 to Apr 30, 2017	3	4	4	4	3	5	5	2	30	Apr 14, 2017 Good Friday 2017 (Fri)
May 01, 2017 to May 31, 2017	4	5	5	4	4	4	4	1	31	Apr 17, 2017 Easter Monday 2017 (Mon)
Jun 01, 2017 to Jun 30, 2017	4	4	4	5	5	4	4	0	30	May 22, 2017 Victoria Day 2017 (Mon)
Jul 01, 2017 to Jul 31, 2017	5	4	4	4	4	4	5	1	31	Jul 01, 2017 Canada Day 2017 (Sat)
Aug 01, 2017 to Aug 31, 2017	3	5	5	5	4	4	4	1	31	Aug 07, 2017 BC Day 2017 (Mon)
Sep 01, 2017 to Sep 30, 2017	3	4	4	4	5	5	4	1	30	Sep 04, 2017 Labour Day 2017 (Mon)
Oct 01, 2017 to Oct 31, 2017	4	5	4	4	4	4	5	1	31	Oct 09, 2017 Thanksgiving Day 2017 (Mon)
Nov 01, 2017 to Nov 30, 2017	4	4	5	5	4	3	4	1	30	Nov 11, 2017 Remembrance Day 2017 (Sat)
Dec 01, 2017 to Dec 31, 2017	3	3	4	4	5	5	5	2	31	Dec 25, 2017 Christmas Day 2017 (Mon)
Jan 01, 2018 to Jan 31, 2018	4	5	5	4	4	4	4	1	31	Dec 26, 2017 Boxing Day 2017 (Tue)
Feb 01, 2018 to Feb 28, 2018	3	4	4	4	4	4	4	1	28	Jan 01, 2018 New Years Day 2018 (Mon)
Mar 01, 2018 to Mar 31, 2018	4	4	4	5	4	5	4	1	31	Feb 12, 2018 Family Day 2018 (Mon) Mar 30, 2018 Good Friday (2018) (Fri)
<b>Total</b>	44	51	52	52	50	51	52	13	365	13 Exceptions

**Monthly Summary**

Month	Custom Transit									
	Revenue Hours					Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total	
April, 2017	380.00		20.00		400.00				0.00	
May, 2017	456.00		20.00		476.00				0.00	
June, 2017	456.00		20.00		476.00				0.00	
July, 2017	440.00		20.00		460.00				0.00	
August, 2017	456.00		20.00		476.00				0.00	
September, 2017	416.00		20.00		436.00				0.00	
October, 2017	440.00		20.00		460.00				0.00	
November, 2017	456.00		20.00		476.00				0.00	
December, 2017	400.00		20.00		420.00				0.00	
January, 2018	456.00		20.00		476.00				0.00	
February, 2018	396.00		20.00		416.00				0.00	
March, 2018	436.00		20.00		456.00				0.00	
<b>Total</b>	5,188.00	0.00	240.00	0.00	5,428.00	0.00	0.00	0.00	0.00	

**SCHEDULE "C": BUDGET****Alberni - Clayoquot Custom Transit**

	<b>Base Budget 2017/2018</b>
Total Revenue	\$33,395
Total Direct Operating Costs	\$438,773
Total Operating Costs	\$478,781
Total Costs (including Local Government Share of Lease Fees)	\$548,194
<b>Net Local Government Share of Costs</b>	<b>\$183,319</b>



## REQUEST FOR DECISION

**To:** Regional Board of Directors

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

**Meeting Date:** April 12, 2017

**Subject:** Kiosk #9 lease – Long Beach Airport Terminal Building

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.***

**Summary:**

In 2016, an appraisal of the lease rates were undertaken at the Long Beach Airport to provide staff and directors updated market rates for property in the area. This was to ensure new best value for money and that the local taxpayers are provided fair consideration. Directors reviewed the new market rates and directed staff to apply these rates moving forward.

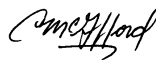
The “Notice of Disposition” process was undertaken for an expired kiosk lease at the Long Beach terminal building. The results were two interested parties for the kiosk, Orca Air and KD Air. Both parties that are interested already occupy kiosks at the Long Beach Airport terminal building and both are good tenants. Both companies are agreeable to the new lease rates and both are currently in good standing with their payments.


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

There would be minimal staff time required to undertake the lease with Orca Air, it is simply a revision of an existing lease. Some time will be required to bring the recommendation to the Board then complete the agreement once approved.

**Financial:**

The prior lease was \$4,800 per year and this lease is \$6,720, which will provide \$1,920 in additional lease revenue for the Long Beach Airport Service Area.

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

Approved by:   
 Wendy Thomson, Acting Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Regional Board of Directors

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

**Meeting Date:** April 12, 2017

**Subject:** Kiosks #6 & 7 – Long Beach Airport Terminal Building

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.***

### Summary:

In 2016, an appraisal of the lease rates were undertaken at the Long Beach Airport to provide staff and directors updated market rates for property in the area. This was to ensure new best value for money and that the local taxpayers are provided fair consideration. Directors reviewed the new market rates and directed staff to apply these rates moving forward.

The "Notice of Disposition" process was undertaken for a five-year lease on an expired agreement for kiosk #6 and the vacant kiosk #7 at the Long Beach Airport terminal building. There were no interested parties for either of the kiosks. Devon Transport has expressed an interest in continuing a month-to-month lease for kiosk #6 if possible. Staff prefer at least an annual agreement that can be renewed for a second term.

Devon Transport Ltd. has been leasing kiosk #6 at the terminal building since July of 2010 and have been a very good leasee and pay promptly each month.

### Time Requirements – Staff & Elected Officials:

There would be minimal staff time required to undertake the lease with Devon Transport Ltd., it is simply a revision of an existing lease. Some time will be required to bring the recommendation to the Board then complete the agreement once approved.

### Financial:

The prior lease was \$5,100 per year and this lease will increase revenue by \$900 per year to \$6,000 for the Long Beach Airport service area.



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



Approved by: \_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Luc Stefani, Building Inspector, Property Maintenance Coordinator

**Meeting Date:** April 12, 2017

**Subject:** Automated External Defibrillator Supply Agreement

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year Automated External Defibrillator (AED) Supply agreement with the Heart and Stroke Foundation of Canada to place an AED in the ACRD office, and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.***

***THAT the ACRD Board of Directors send a letter of appreciation to the BC Heart and Stroke Foundation for it's donation.***

**Desired Outcome:**

To assist the Heart and Stroke Foundation ensuring access to prompt defibrillation of out-of-hospital sudden cardiac arrest victims by enhancing and increasing access to AEDs in public places in BC in accordance with the BC PAD Program.

**Summary:**

The ACRD Joint Occupational Health and Safety Committee (JOHSC) has been investigating having an AED installed at the ACRD office. The Heart and Stroke Foundation has a BC Public Access to Defibrillation Program (PAD) available for public areas and will supply the unit and AED training to Venues that receive a unit. One JOHSC member will be appointed as the "Venue Contact" as the primary contact for AED related matters. Maintenance of the AED will be at the ACRD's expense, which must be serviced by a qualified person approved by the manufacturer of the AED unit. Staff have contacted MIA to ensure that we have the appropriate insurance to have the AED unit on site.

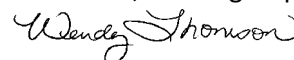
**Time Requirements – Staff & Elected Officials:**

Time to finalize agreement and some time for staff to receive the appropriate training to operate the AED.

**Financial:**

There is not cost for the AED unit itself. ACRD will be responsible for maintenance costs of the unit, which are minimal. Pads need to be replaced every two years (\$57/pair) and the battery is good for four years (\$431). Amortized over a seven year life expectancy, the yearly maintenance cost would be around \$100.00.

Submitted by:   
Luc Stefani, Building Inspector, Property Maintenance Coordinator

Approved by:   
Wendy Thomson, Acting Chief Administrative Officer



## IN THE MATTER OF

The BC Public Access to Defibrillation Program and the Mutual Understanding  
Between

the Heart and Stroke Foundation of Canada  
(as represented by its BC Office)

and

[CORRESPONDING MUNICIPALITY OR REGIONAL DISTRICT  
ACCEPTING DONATED AED for VENUE]

## AED SUPPLY AGREEMENT

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### WHEREAS:

- A. The Heart and Stroke Foundation of Canada as represented by its BC office (hereinafter called the "HSFC") is a non-profit, registered charity providing fundraising, health promotion, research, patient support and advocacy throughout British Columbia for the benefit of people affected by cardiovascular and cerebrovascular disease;
- B. Sudden cardiac arrest strikes over 40,000 Canadians each year, often without warning. The vast majority of cardiac arrest victims will die without an electric shock, also called defibrillation, to restart their heart;
- C. HSFC has developed the BC Public Access to Defibrillation program (hereinafter called the "BC PAD Program") to ensure prompt defibrillation of out-of-hospital sudden cardiac arrest victims by enhancing and increasing access to automated external defibrillators (hereinafter called "AED") in public places in British Columbia in accordance with the BC PAD Program as further described in Schedule "A";
- D. The BC PAD Program seeks to place AEDs in public places where there is a greater chance they will save a life;
- E. HSFC intends on donating AEDs to community centres, recreation centres, secondary schools, arenas, pools, playing fields, senior centres and other identified priority public places over three years;

- F. A province-wide survey of all British Columbia municipalities was completed in 2012 to identify specific venues within each municipality;
- G. Through the BC PAD program, HSFC is donating one (1) AED Unit to the [INSERT VENUE NAME HERE] of [INSERT MUNICIPALITY OR REGIONAL DISTRICT NAME HERE]; and
- H. The Recipient agrees to participate in the BC PAD Program which will result in the installation of the donated AED Unit at the Venue along with the coordination of the required Venue Orientation Session;

**NOW THEREFORE**, in consideration of mutual covenants and understandings described above, the receipt and sufficiency of which are hereby acknowledged, HSFC and the Recipient agree on respective roles and responsibilities as set out in this Letter of Agreement (“the Agreement”) as follows:

## ARTICLE 1 INTERPRETATION

### 1.1 Definitions

The terms defined in this Section 1.1 shall have the following meanings unless the context expressly or by necessary implication otherwise requires:

“AED Units” means automated external defibrillators donated by HSFC and accepted by Recipient, as described in Schedule “C”;

“AED Accessories” means the AED cabinet and wall mount and all other accessories as further set out in Schedule “B”;

“AED Box” means the AED Unit(s) and the AED Accessories as further set out in Schedule “B”;

“AED Orientation Materials” means CPR Anytime Kits, DVDs and handouts, as available and all other materials contained in the Facilitator Box, as further set out in Schedule “B”;

“AED Signs” means signs or plaques provided by HSF to Recipient noting the presence of an AED Unit and/or crediting the persons or entities contributing to the donation of the AED Packages;

“AED Trainer Units” means the three (3) AED trainers, the AED training remote, six (6) pocket masks, and the CPR/AED Instructional DVD contained in the Facilitator Box, and loaned by HSFC to the Recipient in accordance with this Agreement;

“Agreement” means this AED Supply Agreement and all supplemental, amending or confirming instruments;



“BC PAD Program Facilitator” means any combination of BC Ambulance Paramedics, local firefighters and/or other HSFC-approved medical service personnel;

“Claims” means claims, losses, damages (direct, indirect, consequential or otherwise) suits, judgments, causes of action, legal proceedings, executions, demands, penalties or other sanctions of every nature and kind whatsoever, whether accrued, actual, contingent or otherwise and any and all costs arising in connection therewith, including without limitation, legal fees and disbursements on a solicitor and own client basis (including without limitation all such legal fees and disbursements in connection with any and all appeals);

“Confirmed Placement Window” means a twelve day period during a month, proposed by the PAD Program Facilitator to the Recipient and/or to the Venue Contact for the Recipient, during which a Venue Orientation Session may be scheduled;

“Facilitator Box” means the AED Trainer Units and the AED Orientation Materials;

“Guests” means one or more employees of the Recipient or volunteers selected by Recipient, at Recipient’s discretion, to participate in the Venue Orientation Session;

“Intellectual Property” means all copyrights, trademarks, patents, service marks, industrial designs, ideas, works, creations, trade secrets, developments, programs, codes, drawings, sketches, compilations of information, analysis, experiments, data, formula, methods, processes, techniques, prototypes, products, samples, equipment, and any modifications or improvements thereto;

“PAD Coordinator” means designated HSFC personnel assigned by HSFC to administer the PAD Program;

“Permitted Use” means the use for which AED Units were designed, as stated by the manufacturer, in accordance with applicable operating instructions, insurance policies, laws and government regulations.

“Person” means an individual, a corporation, a limited partnership, a general partnership, and any other legal or business entity, and “Persons” shall have a corresponding meaning.

“Recipient” shall mean the municipal or regional corporation who owns, leases or is generally responsible for the Venue and who has the legal capacity to enter into this Agreement and to fulfill the obligations thereunder;

“Venue” means the site as designated by Recipient, where the AED Box and the Facilitator Box will be delivered. For the purpose of this Agreement, the Venue designated by the Recipient is [SITE];

“Venue Contact” means a person appointed by the Recipient and designated as the primary contact for matters pertaining to the AED Unit, the Venue Orientation Session and the implementation of the PAD Program at the Venue;

“Venue Orientation Session” means the complimentary orientation session offered by one or more BC PAD Program Facilitators;

## **1.2 Headings**

The headings contained in this Agreement are for convenience of reference only and in no way define, limit or describe the scope, construction, interpretation or intent of this Agreement or in any way affect this Agreement.

## **1.3 Governing Law**

This Agreement shall be construed and enforced in accordance with the laws of the Province of British Columbia and the applicable laws of Canada and shall be treated in all respects as an British Columbia contract. Each of the parties attorns to the jurisdiction of the courts of the Province of British Columbia.

## **1.4 Severability**

If any covenant, obligation, term, condition or agreement of this Agreement, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such covenant, obligation, term, condition or agreement to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each covenant, obligation, term, condition or agreement of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

## **1.5 Entire Agreement**

This Agreement and any agreements herein contemplated to be entered into between, by or with the parties hereto, constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, letters of intent, offers to connect, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the parties in connection with the subject matter hereof except as specifically set forth in this Agreement. No supplement, modification, waiver or termination of this Agreement shall be binding unless executed in writing by the parties. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall such waiver constitute a continuing waiver. Failure on the part of a party to complain of any act or failure to act of another party or to declare another party in default, irrespective of how long such failure continues, shall not constitute a waiver by such first mentioned party of its rights hereunder.

## **1.6 Rights of Parties Independent**

The rights available to the parties under this Agreement and at law shall be deemed to be several and not dependent on each other and each such right shall be accordingly construed as complete in itself and not by reference to any other such right. Any one or more and/or any

combination of such rights may be exercised by a party from time to time and, subject to the provisions of this Agreement, no such exercise shall exhaust the rights of such party or preclude any other party from exercising any one or more of such rights or combination thereof from time to time thereafter or simultaneously.

### **1.7 Schedules**

The Schedules annexed hereto form part of and shall be construed in accordance with this Agreement. The following are such Schedules:

- |     |              |  |
|-----|--------------|--|
| (a) | Schedule "A" | BC PAD Program Overview  |
| (b) | Schedule "B" | "PAD Program Materials" including the contents of the AED Box and of the Facilitator Box |
| (c) | Schedule "C" | The Powerheart AED G3 Plus   |

## **ARTICLE 2 OBLIGATIONS OF THE PARTIES**

### **2.1 HSFC Obligations**

HSFC:

- (a) shall, as soon as possible after the execution of this Agreement, offer to Recipient, free of charge, except as may be incurred in accordance with paragraph 2.2 of this Agreement, one AED Unit and associated AED Accessories as contained in the AED Box, on an "as is" basis, for installation at the Venue ("HSFC's Offer");
- (b) shall, as soon as possible after the acceptance by the Recipient of HSFC's Offer, make necessary arrangements to have the AED Box shipped to the Venue designated by the Recipient;
- (c) shall, as soon as possible after the acceptance by the Recipient of HSFC's Offer, make necessary arrangements to have the Facilitator Box shipped to the Venue as designated by the Recipient, along with a postage prepaid container or box for returning the AED Trainer Units to HSFC at the address provided, one business day after the Venue Orientation Session has been completed, in accordance with this Agreement;
- (d) shall, as soon as possible after the acceptance by the Recipient of HSFC's Offer, facilitate communication between the Recipient and/or the Venue Contact and the BC PAD Program Facilitator to initiate the scheduling of the Venue Orientation Session to be provided to up to six (6) Guests during the Confirmed Placement Window agreed by the Recipient and/or the Venue Contact and the BC PAD Program Facilitator. The Venue Orientation Session shall be provided by one or more BC PAD Program Facilitator;

(e) may, during the operational life of the AED Unit, provide additional materials such as decals, posters and other materials associated with the BC PAD Program for distribution or display by Recipient at the Venue;

(f) shall work with the BC Ambulance Service, to establish a program for the oversight of AED Units placed through the BC PAD Program, which program shall be offered and performed by the BC Ambulance Services and/or other HSFC-approved medical service personnel.

## 2.2 Recipient Obligations

Recipient:

(a) shall, upon receipt of HSFC's Offer, indicate its acceptance of HSFC's Offer in writing by returning a signed copy of this Agreement by e-mail or as otherwise agreed by the parties;

(b) upon receipt of HSFC's Offer, shall designate a Venue Contact who shall be responsible for the implementation and the performance of the Recipient's Obligations under paragraphs 2.2 and Section 6 of this Agreement on behalf of the Recipient;

(c) upon acceptance of HSFC's Offer, shall take delivery or arrange for the Venue Contact to take delivery of the AED Box on behalf of the Recipient;

(d) upon acceptance of HSFC's Offer, shall take delivery or arrange for the Venue Contact to take delivery of the Facilitator Box on behalf of the Recipient and shall store the unopened Facilitator Box in a secure area for the BC PAD Program Facilitator offering the Venue Orientation Session;

(e) shall become the sole and exclusive owner of each AED Box received from HSFC and installed at the Venue, immediately upon delivery of each AED Box to the Venue;

(f) shall, within one (1) business day following the date the Venue Orientation Session is held at the Venue or at any other appropriate location as agreed with the BC PAD Program Facilitator and the PAD Coordinator, return by overnight courier, or as otherwise agreed by the parties, the AED Trainer Units provided by HSFC, in the labelled and postage prepaid container or box provided by HSFC;

(g) upon delivery of the AED Box to the Venue, shall designate or arrange for the Venue Contact to designate a publicly accessible location within the Venue where the AED Unit will be installed and made available for use by members of the public;

(h) as soon as possible after the delivery of the AED Box to the Venue, shall install or arrange for the installation of the AED Unit in a publicly accessible location within the Venue where the AED Unit will be installed and made available for use by members of the public;

- (i) upon the confirmation of the date for the Venue Orientation Session, shall ensure that Recipient and/or the Venue Contact designates at least one (1) Guest and up to a maximum of six (6) Guests to receive and partake in an Venue Orientation Session;
- (j) upon receiving an e-mail notification from the PAD Coordinator regarding the scheduling of the Venue Orientation Session with the BC PAD Program Facilitator, shall schedule or shall arrange for the scheduling and hosting of the Venue Orientation Session at the Venue or at any other appropriate location as agreed by the parties;
- (k) as soon as possible after the selection of a date for Venue Orientation Session, shall register or shall arrange for the registration of the AED Unit with the B.C. Ambulance Service's Provincial AED Registry;
- (l) shall ensure that Emergency Medical Service providers and the B.C. Ambulance Service's Provincial AED Registry are kept informed of the specific location of the AED Unit within the Venue and/or of any change in the location of the AED Unit installed at the Venue;
- (m) as soon as possible after the delivery and installation of the AED Unit at the Venue, shall, by itself or in consultation with the BC PAD Program Facilitator, work to incorporate the AED Unit into the Venue's emergency response plan(s), as recommended or required;
- (n) shall not assign, transfer or otherwise change the location of the AED Unit within the Venue without first notifying HSFC and the B.C. Ambulance Service, via the B.C. Ambulance Service's Provincial AED Registry.

### **ARTICLE 3 TRANSFER OF TITLE AND RISK OF LOSS**

#### **3.1 Transfer of Title and Risk of Loss of AED Units**

Title to the AED Box, including the AED Unit, and risk of loss and/or damage to the AED Box and/or any of its contents, shall transfer to the Recipient and/or to any other legal entity as designated by the Recipient, as the case may be, immediately upon delivery of the AED Box to the Recipient or to the designated Venue.

#### **3.2 Ownership of AED Trainer Units.**

For the purpose of clarity, all right, title and interest in and to the AED Trainer Units contained in the Facilitator Box shall remain with HSFC and HSFC's title thereto shall not be impaired by the loan or delivery of the AED Trainer Units to the Recipient, and/or by their use by the Recipient, the Guests and/or the BC PAD Program Facilitators providing the Venue Orientation Session.

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## **ARTICLE 4 DELEGATION**

### **4.1 Delegation. Delegation.**

The parties agree that Recipient may delegate the performance of any of its obligations under Paragraph 2.2 and/or Section 6 of this Agreement to the Venue or the Venue Contact. Notwithstanding the foregoing, such delegation shall not relieve the Recipient of any of its obligations or responsibilities under this Agreement.

## **ARTICLE 5 DISCLAIMER OF WARRANTIES**

### **5.1 Disclaimer of Warranties.**

Notwithstanding any provision of this Agreement, Recipient acknowledges that HSFC is not a manufacturer, supplier or vendor of AED Unit, or any component of the AED Box or the AED Trainer Units and Recipient accepts and takes the AED Box and/or the AED Trainer Units, and each part thereof, "as is", and HSFC makes no representation, warranty or covenant, express or implied, as to any matter whatsoever, including, without limitation, the condition, quality, durability, value, design, operation, suitability, merchantability, or fitness for a particular purpose in any respect whatsoever or as to the absence of latent or other defects, whether or not discoverable, or as to the absence of any infringement of any patent, trademark, copyright or other intellectual property right, as to any obligation based on strict liability in tort or any other representation, warranty or covenant of any kind or character, expressed or implied with respect thereto, and hereby disclaims any such representation, warranty or condition. Recipient specifically waives all rights to make a claim against HSFC for breach of any representation, warranty or condition whatsoever relating to the AED Box, including the AED Unit, the AED Trainer Units, their installation, their use and/or their deployment. In no event shall Recipient have any remedy against HSFC for any actual, incidental, special, consequential damages or other claim, loss, damage or expense caused directly or indirectly by the AED Box, including the AED Unit, the AED Trainer Units, or any deficiency or defect thereof or the installation, operation, use, deployment, storage, maintenance or repair thereof or thereto. Recipient may have rights under the contract evidencing HSFC's purchase of the AED Unit (if applicable) from the manufacturer or vendor. HSFC hereby assigns to Recipient during the Term, for the sole purpose of prosecuting a claim, the benefits of any and all warranties, if any, expressed or implied, with respect to the AED Unit, running from the manufacturer or the vendor of the AED Unit to the Recipient or its assigns, to the extent assignable. The Recipient's sole remedy for the breach of any such manufacturer's warranty shall be against the manufacturer of the AED Unit and not against HSFC or its assigns. The Recipient expressly acknowledges that HSF makes, and has made, no representations or warranties as to the existence or the availability of such warranties of the manufacturer of the AED Unit. This Section 5.1 shall survive the expiration or termination of this Agreement.

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**ARTICLE 6**  
**MAINTENANCE OF AED UNIT AND TRAINING**

**6.1 Maintenance of AED Unit**

Except as otherwise provided in this Agreement, Recipient, at its sole cost and expense, shall maintain, service and repair the AED Unit and AED Accessories, including AED electrode pads (adult and pediatric): (i) in accordance and consistent with (A) the manufacturer's or supplier's recommendations and all maintenance and operating manuals or service agreements, whenever furnished or entered into, including any subsequent amendments or replacements thereof, issued by the manufacturer, supplier or service provider; (B) the requirements of any and all applicable insurance policies, (C) the purchase agreement or supply contract, if any, so as to preserve all of the Recipient's and HSFC's rights thereunder, including all rights to any warranties, indemnities, or other rights or remedies, (D) the requirements of the BC Ambulance Service's Provincial AED Registry; (E) all applicable laws, (F) the prudent practice of other companies or organizations who have installed AED Units on their premises; (ii) without limiting the foregoing, so as to cause the AED Unit to be in good repair, condition and working order and in at least the same condition as when delivered to the Venue, except for ordinary wear and tear resulting despite the Recipient's full compliance with the terms hereof.

**6.2** In addition to the foregoing, the Recipient shall,

- (a) ensure that any maintenance, service, repair or software updates to the AED Unit are performed by a qualified person as approved by the AED Unit manufacturer as soon as possible after the Recipient has become aware that the AED Unit is not or may not be operating in accordance with the manufacturer's instructions;
- (b) at its sole cost and expense, shall confirm by conducting regular checks that the AED Accessories that have a shelf life have not expired;
- (c) at its sole cost and expense, maintain on site and during the Term, in close proximity to the AED Unit at least one spare set of AED electrode pads for adults and one spare set of pediatric AED electrode pads, for each AED Unit received by the Recipient and installed at the Venue (which shall be used to replace any electrode pads that have been used or that have expired);
- (d) ensure that AED batteries and AED electrode pads are stored, maintained and replaced in accordance with the AED Unit manufacturer's instructions;
- (e) immediately or as soon as possible after the deployment of an AED Unit, report or shall ensure the reporting of, the deployment of an AED Unit received by Recipient from HSFC to (i) the applicable Emergency Medical Service(s) providers; and (ii) to the B.C. Ambulance Service Provincial AED Registry;

- (f) ensure that any data relating to an AED Unit installed at the Venue is downloaded and sent directly to the BC Ambulance Service as soon as possible after the deployment of the AED Unit in question;
- (g) ensure that any information relating to the number and nature of events where an AED Unit was deployed, and/or where a person's life was saved as a result of the deployment of the AED Unit in question, is shared with HSFC and the B.C. Ambulance Service.

## **ARTICLE 7 REPRESENTATION AND WARRANTIES**

**7.1** The Recipient represents, warrants and covenants to HSFC that:

- (a) the Recipient is and will at all times remain duly organized, validly existing and in good standing under the laws of its jurisdiction of incorporation;
- (b) the execution, delivery and performance by the Recipient of this Agreement are within its powers, have been duly authorized by all necessary corporate action on its part, does not require the approval of any shareholder or holder of any of its obligations except such as have been duly obtained and do not and will not at any time contravene (i) its organizational documents, or (ii) any law, governmental rule, regulation, or order or contractual restriction binding on or affecting it;
- (c) no authorization or approval or other action by any authority is required for the due execution, delivery, and performance by the Recipient of this Agreement;
- (d) this Agreement constitutes the legal, valid and binding obligations of the Recipient enforceable against the Recipient in accordance with its terms;
- (e) there is no action, suit, proceeding, or investigation at law or in equity, before or by any court, public board, or body to which the Recipient is a party, pending or threatened against or affecting the Recipient nor to the best of its knowledge, is there any basis therefore, wherein an unfavourable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement;
- (f) the AED Unit shall only be used for the Permitted Use and Recipient will not use or permit, or suffer the use of, the AED Unit, the AED Trainer Units or any part or parts therefore for any other purpose.



**ARTICLE 8  
PUBLICITY**

**8.1 Venue Orientation Session(s).** To the extent that HSFC wishes to advertise the occurrence of a Venue Orientation Session at the Venue, the Recipient agrees to participate in one or more press releases issued by HSFC regarding the public announcement that a Venue Orientation Session is taking place at the Venue.

**8.2 Success Stories.** The Recipient agrees to participate in and contribute to the preparation and issuance of press releases by HSFC (by providing all relevant non-confidential information) following the successful deployment of an AED Unit at Recipient's Venue and any other success stories related to the BC PAD Program.

**ARTICLE 9  
INSURANCE**

**9.1** The Recipient shall, at its sole cost and expense, take out and keep in full force and effect throughout the Term of the Agreement and any period when it is in possession of the AED Unit(s), commercial general liability on an occurrence basis, including for personal injury, death and property damage, and contractual liability, with limits of liability of not less than \$2 million.

**9.2** The Recipient shall be responsible for the payment of all insurance premiums for the insurance policy required by this Section and all deductibles payable under the insurance policy required by this Section.

**ARTICLE 10  
INDEMNITY**

**10.1 Limitation of HSFC's Liability.** Save to the extent that any Claim results from or is contributed to by the gross negligence of HSFC or by the wilful misconduct of HSFC, HSFC shall not be liable or responsible in any way to the Recipient, to the Venue, or to any other Person for, and the Recipient hereby releases HSFC in respect of :

- (a) Any loss or damage to property (including loss of use thereof) of the Recipient, the Venue, or any other Person located in, on or around the Venue, however caused;
- (b) Any injury to the Recipient, the Venue Contact, or any other Person, or any loss or damage suffered to the AED Unit, by reason of the installation of one or more AED Units at a Venue owned, leased or designated by the Recipient, any Orientation Session offered in connection with the use and deployment of an AED Unit, any failure to provide the required or recommended orientation or training for the use of an AED Unit, the use of any AED Trainer Units and/or any AED Orientation Materials, any use and/or

deployment of an AED Unit(s) installed at the Venue, including any failure or malfunction when used and/or when not in use.

**10.2 Indemnification of HSFC.** The Recipient shall indemnify HSFC and save HSFC harmless from and against any and all Claims in connection with:

- (a) any injury or any loss or damage to property referred to Section 10.1;
- (b) the negligence or wilful misconduct of the Recipient, the Venue Contact, or of any Person deploying or involved in the deployment of an AED Unit received by Recipient under this Agreement and installed at Recipient's Venue;
- (c) the failure of the Recipient to observe and perform any of the Recipient's covenants herein and the Recipient's obligations as set out in this Agreement;
- (d) the breach of a representation or warranty of the Recipient;
- (e) any Claims made by third parties in relation to this Agreement and/or an AED Unit.

In the event HSFC, without actual fault on its part, is made a party to any litigation commenced by or against the Recipient, the Recipient shall protect and hold HSFC harmless and shall pay all costs and expenses incurred or paid by HSFC in connection therewith.

**10.3 Release**

The Recipient releases and forever discharges HSFC and its employees, agents, officers, directors, representatives, advisors, successors and assigns from and against any and all Claims whether asserted or unasserted, which the Recipient may now have or may hereafter have as a result of, without limitation, any loss, damage or injury to person or to property, howsoever caused, arising out of the use, deployment, storage, installation, maintenance or repair of an AED Unit received by the Recipient and/or the Venue as designated by the Recipient pursuant to this Agreement.

## **ARTICLE 11 INTELLECTUAL PROPERTY**

**11.1** As between the parties, each party will at all times be and remain the sole and exclusive owner of its own Intellectual Property existing as of the date of this Agreement.

**11.2** The Recipient acknowledges and agrees that HSFC or its licensors is the owner of all right, title and interest, in and/or Intellectual Property, including copyright, in and to the AED Materials, the AED Signs and any additional materials provided by HSFC to Recipient under this Agreement.

**11.3** HSFC hereby grants to the Recipient a royalty free, non-exclusive, non-transferable, right and license (without the right to sublicense to others except as otherwise permitted), to use the AED Materials exclusively as an aid to the Venue Orientation Session and/or to promote the Venue as a location for an Venue Orientation Session, the site of an AED Unit sponsored by the BC PAD Program, to display the AED Signs and to distribute additional materials that may be provided by HSFC, in the manner contemplated by this Agreement, for as long as AED Units provided under this Agreement remain installed and operational at the Venue.

**11.4** The Recipient shall not have the right to copy, have copied, distribute, modify, create derivative works or otherwise use the AED Materials, the AED Signs and any other additional materials provided by HSFC, or to use any trade-marks owned by HSFC without the prior written approval of HSFC.

## **ARTICLE 12 TERM AND TERMINATION**

**12.1 Term.** The term of this Agreement shall commence upon the execution of this Agreement and shall continue and remain in effect for three (3) years (the "Term"), unless terminated earlier in accordance with this Agreement.

**12.2 Termination for Cause.** Either party may terminate this Agreement for material breach by the other upon written notice. The breaching party will have thirty (30) days from receipt of notice to cure such breach. If such breach has not been timely cured, then the non-breaching party may immediately terminate this Agreement upon written notice.

**12.3 Termination for Convenience.** Either party may terminate this Agreement for convenience by providing at least forty five (45) days prior notice to the other party.

**12.4 Effect of Termination.** Upon the date of termination,

- (a) the Recipient will immediately advise the BC Ambulance Service Provincial AED Registry that its Venue is no longer an HSFC-approved site for an AED Unit;

- (b) the Recipient shall return to HSFC, at Recipient's sole cost and expense, any remaining AED Orientation Materials, AED Signs and any other additional materials provided by HSFC in connection with the AED Unit under this Agreement;
- (c) the license granted to the Recipient for the use of the AED Materials shall immediately terminate and the Recipient, either by itself or through the Venue, shall no longer have any right to use the AED Materials provided by HSFC;
- (d) to the extent that the Recipient has used any trade-marks owned by HFSC, shall immediately cease any use of such trade-marks and destroy or return any materials, whether printed or in electronic form, created by or for the Recipient and/or the Venue and bearing any HSFC trade-mark;
- (e) the Recipient shall return to HSFC the AED Trainer Units, if not already returned, in accordance with this Agreement;
- (f) notwithstanding any other provision of this Agreement, to the extent that an AED Unit received by the Recipient under this Agreement remains operational, the Recipient shall take immediate steps to have the AED Unit transferred to another HSFC approved-venue or to HSFC for further deployment, by coordinating such transfer with HSFC, the PAD Coordinator and one or more BC PAD Program Facilitators.

**12.5 Survival.** Notwithstanding the foregoing, any terms and conditions of this Agreement expressly identified, including Section 1, 2.2(l), 2.2(n), 5, 7(1)(f), 9, 10, 11, 12.4 and 13, or that would, by their nature, survive the expiration or termination of this Agreement shall so survive.

**ARTICLE 13  
GENERAL CONTRACT PROVISIONS**

**13.1 Notice**

Every notice, consent, request, instruction, approval and other communication provided for or permitted by this Agreement and all legal process in regard hereto shall be validly given, made or served, if in writing and delivered, sent by facsimile, or by electronic mail, to the party to whom it is to be given at:

- (a) in the case of a communication to HSFC:

[■]

Attention: [■]

Telephone Number: [■]

Facsimile Number: [■]

(b) in the case of a communication to the Recipient:

Address

Attention:

Telephone Number:

Facsimile Number:

or to such other address in the Province of British Columbia as any party hereto may, from time to time, designate in writing delivered in a like manner. Notice delivered or sent by facsimile or by e-mail, shall be deemed delivered on the date of such delivery or transmission if such day is a Business Day and if delivered or transmitted and received prior to 5:00 p.m. on such Business Day, failing which such notice shall be deemed to be delivered on the next Business Day following the date of delivery or transmission.

**13.2 Assignment**

Except as otherwise provided in this Agreement, the Recipient shall not assign or otherwise transfer this Agreement, or any part hereof, nor delegate any of its duties hereunder, whether by operation of law or otherwise, to any third party without the prior written consent of HSFC.

**13.3 Successors and Assigns**

This Agreement shall be binding upon the parties hereto and their respective successors, assigns and successors in title.

**13.4 Business Day**

In the event that any date specified or any date contemplated in this Agreement shall fall upon a day other than a Business Day, then such date shall be deemed to be the next following Business Day.

**13.5 Further Assurances**

The parties agree to execute all additional documentation and perform all further acts as may be necessary to give effect to the terms and conditions of this Agreement.

[INTENTIONALLY LEFT BLANK  
SIGNATURE PAGE TO FOLLOW]

**13.6 Counterparts**

The parties acknowledge and agree that this Agreement may be executed in counterparts and by means of facsimile transmission.

**13.7 Construction**

The parties acknowledge that ambiguities in this Agreement, if any, shall not be construed strictly or in favour of or against either party, but rather shall be given a fair and reasonable construction.

**HEART AND STROKE FOUNDATION OF CANADA**

**[■]**

Per: \_\_\_\_\_  
Name:  
Title:

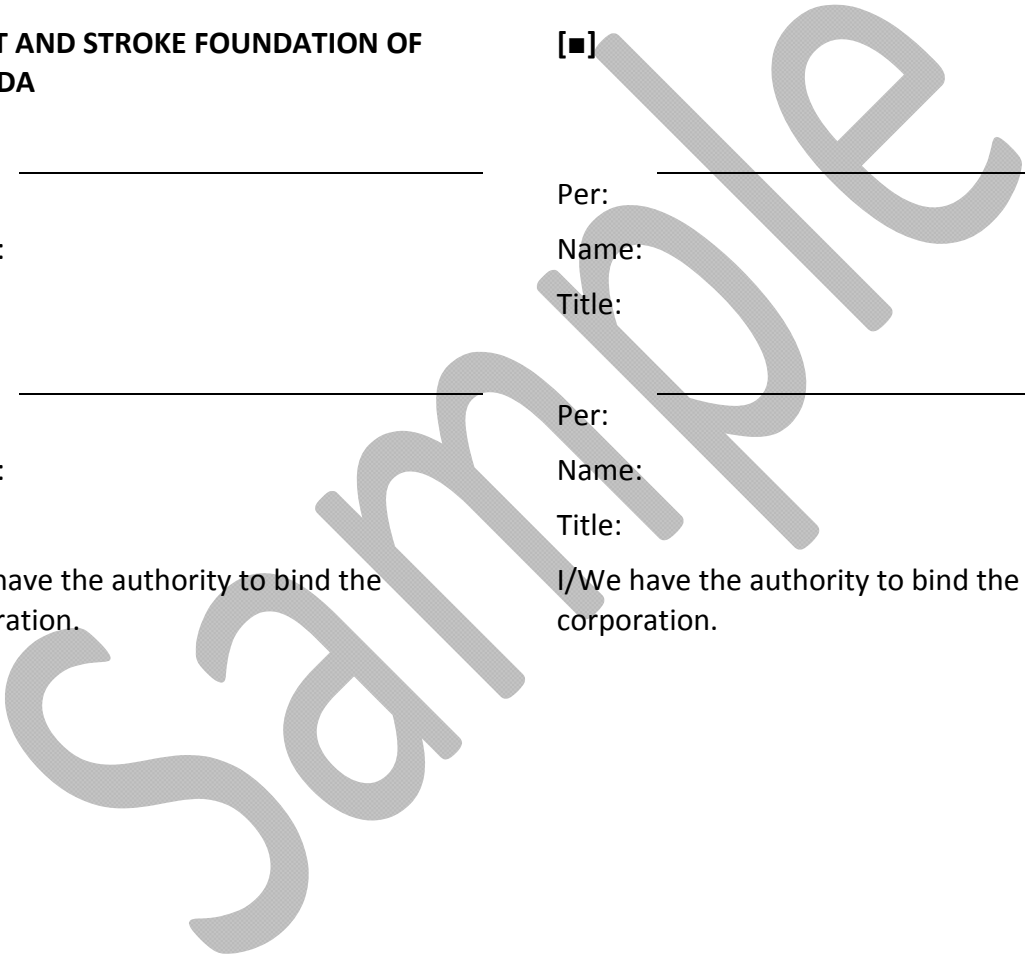
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Title:

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Title:

I/We have the authority to bind the corporation.

I/We have the authority to bind the corporation.





**HEART &  
STROKE  
FOUNDATION**

**PAD PUBLIC ACCESS TO  
DEFIBRILLATION  
PROGRAM**  **A  
E  
D**

To help save lives, the Heart and Stroke Foundation and the Province of British Columbia are making Automated External Defibrillators (AEDs) available in public places where there is a risk someone can suffer a sudden cardiac arrest.

Sudden cardiac arrest strikes suddenly and affects people of all ages. Over 2000 British Columbians die from sudden cardiac arrest every year.

Sudden cardiac arrest is different from a heart attack. A heart attack occurs when one or more of the arteries to the heart are blocked and the heart does not receive enough blood.

In contrast, sudden cardiac arrest occurs when the heart's electrical system malfunctions and the heart beats irregularly and dangerously fast. The ventricles begin to quiver and can no longer pump blood from the heart to the rest of the body.

In the first few minutes, blood flow to the brain is reduced so drastically that the victim loses consciousness. Without immediate help, a victim of sudden cardiac arrest will suffer brain damage within three minutes and after twelve minutes it's unlikely they'll survive.

Emergency treatment includes cardiopulmonary resuscitation (CPR) and defibrillation, or an electric shock to the heart.

An Automated External Defibrillator (AED) is a device that analyzes the heart's electrical activity and determines if a shock is needed. If needed, the device safely delivers the shock to the victim.

Through the Public Access to Defibrillation Program, the Heart and Stroke Foundation is working to ensure defibrillators are readily available to victims of sudden cardiac arrests in public places, including recreation and community centres, swimming pools, arenas, busy parks and beaches and secondary schools that serve as community centres in the evenings and on weekends.

## The Cardiac Chain of Survival



Early defibrillation is a key link in the Chain of Survival™. The Chain of Survival™ consists of a series of seven links that give the victim of a medical emergency the best chance of living:

### Chain of Survival™

All links in the Chain of Survival™ are important to reduce death and disability from heart disease and stroke. The Chain of Survival™ is only as strong as its weakest link. The success of each link depends on the link immediately before and after. Recognizing the warning signals of cardiac arrest, doing CPR and reacting by calling 9-1-1 (or other emergency response number), helps to get an AED to the victim quickly and reduce delay to defibrillation.

## The need for publicly accessible defibrillators

Unfortunately in Canada, early defibrillation is seldom available to victims in public places. Public AED placement is sparse, and the median Emergency Medical Services response time in BC is 9.3 minutes. By placing AEDs in public spaces across the province we can strengthen the Chain of Survival and help up to 75% of sudden cardiac arrest victims survive. Sudden cardiac arrest victims who receive CPR and early defibrillation have shorter recovery times and are more likely to lead healthy, productive lives.

Up to 40,000 cardiac arrests occur each year in Canada. That's one cardiac arrest every 12 minutes.

Sudden cardiac arrest doesn't discriminate. It can strike anyone at any time in any place. Even people who are young, healthy and fit can succumb to cardiac arrest, and without a shock from an AED, they are unlikely to survive.



Almost all of cardiac arrest victims will die without an electric shock to restart their heart. Survival rates fall by 7-10% for every minute that passes without defibrillation.

**Public access to AEDs will help save lives.**



**HEART &  
STROKE  
FOUNDATION**

# Overview of the BC PAD Program

Through the PAD Program, the Foundation, in partnership with the BC Ambulance Service, plans to donate 650 AEDs over three years to recreation centres, arenas, pools, community centres, libraries, senior centres, busy playing fields, parks and beaches, and secondary schools that are open to the community evenings and weekends.



## AED Placement

The Program will donate one or more AEDs to every municipality in British Columbia, depending on population size. The Heart and Stroke Foundation is working with local governments to identify priority locations. These locations are places where large numbers of people gather on a regular basis and/or emergency response times are longer than it takes to save a victim of sudden cardiac arrest.



## AED and CPR Orientation

The PAD program will help people become familiar with AED use and will teach them how easy it is to open an AED and follow the voice prompts during a rescue. People who receive AED training will also learn bystander CPR.

All venues will receive an orientation to their AED and learn how to respond to a sudden cardiac arrest from a health care provider.



## AED Registry

A priority of the PAD Program is to link with 9-1-1 dispatch to inform callers if an AED is available at their location. The registry will serve as a database system that tracks AED locations. The registry will also send maintenance reminders and collect data to help refine the PAD program.



## Awareness and Education

To support community AEDs, the HSF is implementing a public awareness campaign about sudden cardiac arrest and AEDs.

The Foundation is also standardizing installation and signage, making it easy to recognize AEDs.



## AED Deployment

Agreements between the Heart and Stroke Foundation and the AED venue will ensure PAD Program AEDs are properly installed and maintained.



## Program Oversight

Trained medical professionals will be responsible for handling and analyzing AED data after a sudden cardiac arrest, debriefing venue staff and others following an event, and consulting with venue staff about the AED, as required.



An Automated External Defibrillator (AED) is a safe and easy-to-use portable device used to deliver lifesaving electric shocks to sudden cardiac arrest victims. An AED will only shock a shockable heartbeat. A bystander or trained professional can simply attach the pads to a person's chest and push the button when alerted by the AED. The AED demonstrates what to do throughout every step using voice prompts and on-screen instructions, including how to perform CPR.

The Heart and Stroke Foundation is advocating to government to establish legislation:

- requiring AEDs to be placed in specific public locations
- requiring registration of public AEDs

For more information, please contact the PAD Program Manager at 604-737-3415 or drusch@hsf.bc.ca



SCHEDULE B

HEART & STROKE  
FOUNDATION

PUBLIC ACCESS TO DEFIBRILLATION P R O G R A M



PAD



PAD Program Materials

Materials shipped to each venue receiving an AED include:

AED Box

- AED
- Cabinet with front decals and side decals
- Adult pads (2sets)
- Pediatric pads (1set)
- Carrying case
- Mounting case
- Mounting hardware
- Safety Kit
  - o Razor
  - o Wet and dry towels o
  - Mask
    - o Gloves
    - o Scissors
    - o Gauze
    - o Carabiner attachment
- AED Maintenance and Installation Guide
- AED IDTag
- AED User Manual/Operations Manual
- 30 sign (1)
- Door decal (1)
- Community Toolkit Hard Copy (1)
- Venue Launch Kit
  - o Posters (2)

PAD

**Facilitator Box**

- CPR/AED Instructional DVD (return)
- 3 AED trainers (return)
- 1 remote for AED trainer (return)
- 6 CPR Anytime Kits and PAD-specific inserts
- CPR/AED Evaluation Checklist (22 paper copies)
- Course evaluation form (8 paper copies)
- 1 sheet of 8 adhesive nametag labels
- 6 pocket masks (return)
- 6 new pocket mask valves
- HSF Programs Fact Sheet (10 copies)
- Sanitizer wipes
- 2 x D batteries
- 2 x AAA batteries
- Facilitator PAD Champion pin (1)



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**MEMORANDUM**

**To:** Wendy Thomson, Acting Chief Administrative Officer; and  
Regional Board of Directors

**From:** Alex Dyer, Planner

**Date:** April 6, 2017

**Subject:** DVC16014, 1146 Sixth Avenue, Salmon Beach (Styles)

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**Recommendation**

*THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.*

**Background**

On March 22, 2017 the Board reviewed an application for a development variance permit for LOT 2, BLOCK 47, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510 located at 1146 Sixth Avenue in Salmon Beach.

The development variance permit would increase the permitted maximum height for a cabin in the Marine Recreation (MR) District from 18 feet to 22 feet 7 inches to allow for the construction of a new cabin. The applicants submitted altered building plans that reduce the overall height to 18 feet to allow them to begin groundwork and footings. The building permit was issued on February 24, 2017 with the altered plans that remove the half storey loft area above the main floor and the cabin is now under construction. The applicant's intention is to proceed with the original plans with the proposed 22 foot 7 inch building height and the half storey loft area if the variance application is successful. If the variance is not issued, the applicants could proceed with construction of the altered cabin under the existing building permit.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 metres of the property, which has been completed.


Planning staff have received four (4) letters of opposition to the variance (attached to the memo as Appendix A). Three of the letters are from property owners who have adjacent cabins across the road on the west side of Sixth Avenue and upland from the subject property. The


**DVC16014**


letters detail concerns about impacted viewsapes and setting a precedent for future cabin construction throughout the development. Any additional responses that are received prior to the April 12, 2017 meeting will be provided to the Board at the meeting.

Each development variance application is reviewed on a case-by-case basis. In this instance, staff were initially supportive of the variance process moving forward to neighbour notification. Due to significant neighbourhood opposition received, planning staff does not support the issuance of the development variance.

Staff recommends that the Board of Directors consider denying this application. When considering denying a development application, the Board's policy is to defer the application and invite the applicant to speak at the next Board meeting. Staff recommends the following motion: *"THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied."*

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Planner

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

  
\_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer

**DVC16014**

**Alex Dyer**

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**From:** Joy Nylén <joynylén@gmail.com>  
**Sent:** April-05-17 11:58 AM  
**To:** Alex Dyer  
**Subject:** Variance Permit for 1146 Sixth Avenue, Salmon Beach

Dear Alex:

Our property address at Salmon Beach is 1149 Sixth Ave, Lot 20, Block 42, Plan VIP510, Section 49

We are writing you this letter in regards to the Variance Permit that Ross and Kelly Styles at 1146 Sixth Avenue are requesting for their construction of their cabin.

Our cabin is across the road from the Styles and this variance of almost 5 feet would directly affect our views of the Broken Group Islands that we enjoy from our upper loft and upper deck. We have an 'A' type frame construction with windows from floor to top ceiling, affording us the enjoyment of viewing the beautiful Broken Group and is why we constructed the cabin in this way. This not only will affect views but will also affect the value of our property and saleability should we ever decide to sell.

The existing bylaw of 18' in height was put there for a reason, so that all neighbours may enjoy whatever views they have when they built their cabins or build them in the future. Our neighbours directly around us have built their cabins according to existing height restrictions of 18 feet.

We are also concerned of what type of message this will send to future owners when building their cabins if this variance is granted. This could create animosity/tension among Salmon Beach with a lot of unhappy neighbours.

Therefore, we strongly oppose and ask you to please deny this variance permit and keep the 18 ft. height restriction.

Thank-you for your consideration on this matter,

Keith and Joy Nylén

P.S. Could you please email me back once the board has come to a decision. Thank-you Alex.

## Alex Dyer

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**From:** alexandrefloucault@gmail.com  
**Sent:** April-05-17 9:19 PM  
**To:** Alex Dyer  
**Subject:** 1146 Sixth Avenue application for development variance #DVC16014

Alex and Shannon Floucault  
7333 Walton Mountain Rd.  
Duncan, B.C.  
V9L 5W8

Attention Alex Dyer,

We received notice of development variance #DVC16014 and would like to share our views on this application. We feel this application should not be accepted based on the following reasons:

- As the owners of 1153 Sixth Avenue, we believe this unprecedented increase in building elevation will directly, and negatively, affect our ocean views as well as other neighbours, who have conformed to the 18 ' restriction in height as we have.
- We believe this precedent would change the future of Salmon Beach building practices and allow for obstruction of currently built cabins, thus reducing property values and resale values.
- Much of the appeal of Salmon Beach, we feel, is the slope of the development toward the ocean, thus allowing many view lots. With such a drastic 4'7" increase in building height we are worried that the variance in established bylaws will negatively change the future of Salmon Beach.

Please consider our views on the aforementioned variance application and please let us know of your decision on the matter.

Sincerely,

Alex and Shannon Floucault  
1153 Sixth Avenue  
Salmon Beach

Sent from [Mail](#) for Windows 10

250-723-1327 ATTN: MIKE IRG

A.C.R.D..txt

Jens and Jo-Ann B. Madsen  
1121 and 1125 6th Ave.  
Salmon Beach, B.C.

Mailing address:  
36 Sunhurst Place S.E.  
Calgary, Ab.  
T2X-1W6

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

Attn: Mike Erg  
Re: Variance DVC16014

Dear Mike,

As the owner of 2 lots at Salmon Beach, (1121 & 1125, 6th Ave.) My wife and I are opposed to this application for variance for several reasons.

1. When we built, we paid to have our blueprints re-drawn and Engineered to fit within the requirements of the building codes.

When we requested to build to a height of 18'-6" - 18'-8" to allow for shrinkage of the log structure, we had problems.

2. Allowing this variance will set a precedent for all future construction at Salmon Beach.

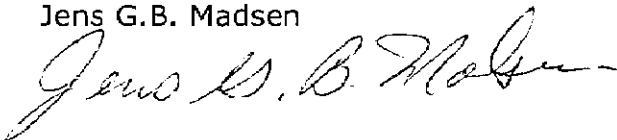
3. Allowing this variance would not be fair to the people at Salmon Beach who have already built within the restrictions of the area.

4. I can only assume that Ross and Kelly Styles were informed and aware of the height restriction at Salmon Beach when they purchased their property.

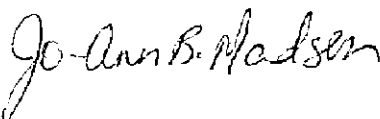
5. Having 2 empty lots across the road from us, I am concerned that what little view we have could disappear.

Thank you for Requesting our opinion on this matter,

Jens G.B. Madsen



Jo-Ann B. Madsen



Page 1

## Alex Dyer

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**From:** Anita Nichol <ak\_nichol@hotmail.com>  
**Sent:** April-06-17 2:11 PM  
**To:** Alex Dyer  
**Subject:** Variance permit application #DVC16014

Alberni-Clayoquot  
Regional District  
3008 Fifth Avenue,  
Port Alberni, BC  
V9Y2E3

Attention: Mr. A. Dyer

Dear Sir,

I am writing in response to a letter we received regarding a Notice of Application for Development Variance Permit DVC16014, to increase the height of the proposed cabin from 18 feet to 22 feet 7 inches.

We are strongly opposed to this variance as we feel it will directly impact our view from our cabin. Everyone is made aware of the height restriction upon the purchasing of the land. That would have been the time to consider purchasing a different lot as ample lots were available at the time, instead of trying to change the rules already laid out. We feel that as everyone else has built with these restrictions in place they should as well. We are also concerned that you would be setting a precedent that would result in more cabins with higher roofs.

Thank you for allowing us the opportunity to express our views and hope they will be given consideration.

Yours sincerely,  
Kim and Anita Nichol  
Owners  
1157 Sixth Avenue  
Salmon Beach  
Lot 12, Block 41

Sent from my iPad





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## DEVELOPMENT VARIANCE PERMIT NO. DVC16014

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Ross & Kelly Styles

**Address:** 1146 Sixth Avenue, Salmon Beach

With respect to:

**Legal Description:** LOT 2, BLOCK 47, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510

**PID:** 008-366-039

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 are hereby varied as follows:

- i. Section 143.3(10) to increase the maximum height of a cabin permitted under the Marine Recreation (MR) District from 18 feet to 22 feet 7 inches;

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXX, 2017.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2017.

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Wendy Thomson, Acting Chief Administrative Officer

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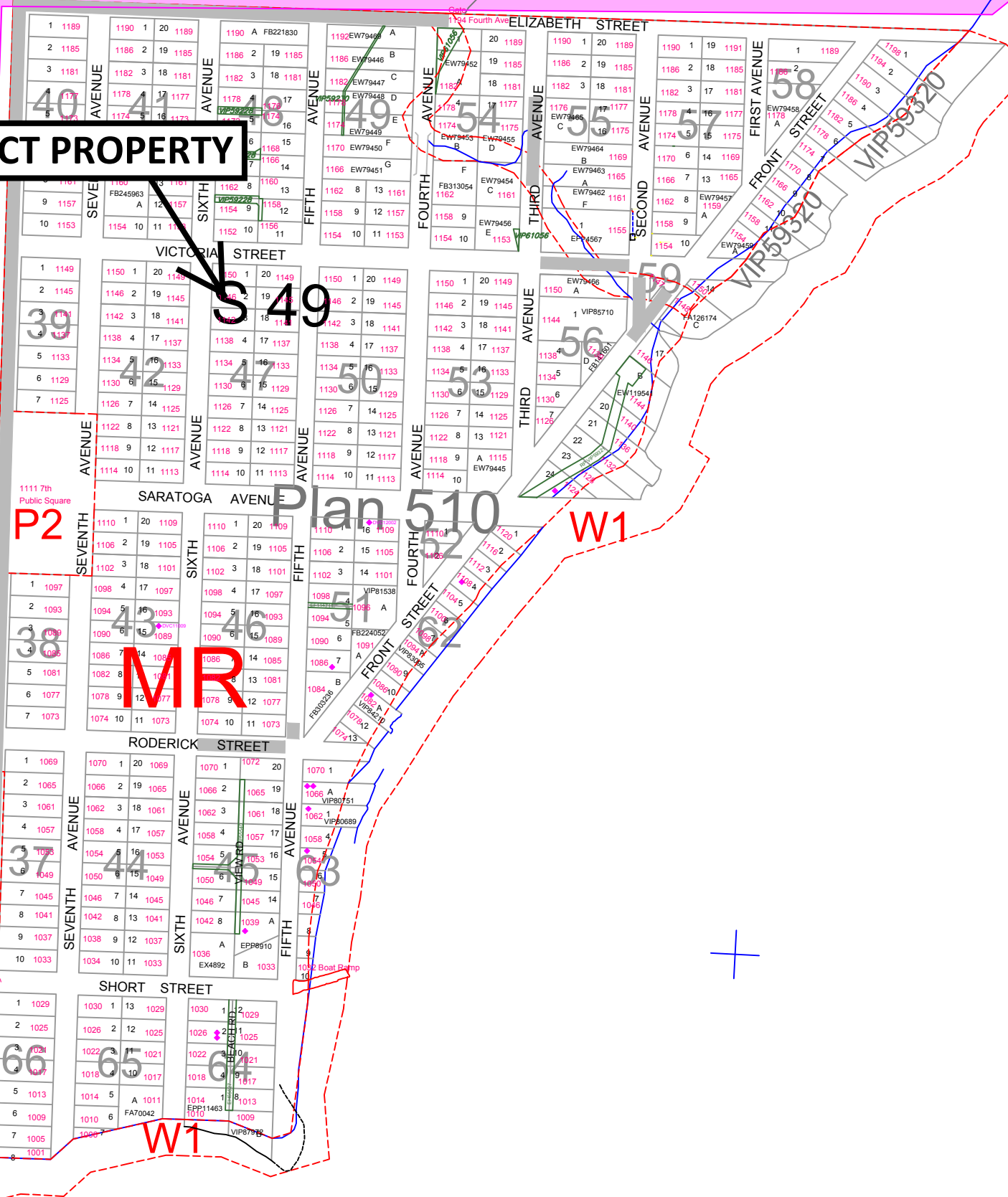
Chair of the Board of Directors

## DVC16014

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

**SUBJECT PROPERTY**

S50





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

**To:** Wendy Thomson, Acting Chief Administrative Officer; and  
Regional Board of Directors

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

**Date:** April 06, 2017

**Subject:** TUP17009, LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 (0742479  
BC LTD)

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### Background

On March 22, 2017, the Board reviewed an application to renew a Temporary Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 located at 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, BC.

The Board recommended that this application be furthered to the next stage of the temporary use permit process. This involved publishing notification of the permit in the newspaper, which was completed in the March 30 2017 issue of the AV News, and notification to all residents and property owners of properties within 100 meters of the subject property, which was completed March 29, 2017. No correspondence has been received to date. If any objections or responses are received prior to the April 12, 2017 Board meeting, staff will inform the Board.

If approved, the permit will allow a seasonal commercial campground for a maximum of 30 camping sites on the subject property until September 30, 2017.

### Recommendation

THAT the Board of Directors issue Temporary Use Permit TUP17009.

Prepared by: \_\_\_\_\_  
Mike Irg, Manager of Planning and Development

Reviewed by: \_\_\_\_\_  
Wendy Thomson, Acting CAO

### TUP17009



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## TEMPORARY USE PERMIT NO. TUP17009

Whereas, pursuant to Section 463 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:** 0742479 BC LTD

**Address:** 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, BC

With respect to:

**Legal Description:** LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547

**PID:** 028-287-894

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to 07242479 BC LTD with respect to property legally described as LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 subject to the conditions as follows:

1. This permit is only applicable to LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547.
2. This permit is issued for a seasonal commercial campground for a maximum of 30 camping sites.
3. The campground can only be operated between May 15 and September 15.
4. There is to be no vegetation removal within 15 meters of any streams.
5. There is to be no vegetation removal within 15 meters of the natural boundary of Sproat Lake.
6. No campsites to be located below the high water mark of Sproat Lake identified on Schedule "A".
7. The high water mark of Sproat Lake to be identified by a sign every 30 meters.
8. Campsite 1, identified on schedule "A" to be relocated to a site within the property boundaries and outside the 15 meter riparian setbacks identified on Schedule "A".
9. Access to Sproat Lake foreshore to be maintained for all campsite users and to be clearly marked.
10. No permanent structures to be erected on the property.
11. This permit is valid until September 30, 2017.

At the time this permit expires, the property owner must return the property to the original use

## **TUP17009**

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

permitted under the current Zoning by way of ceasing any seasonal commercial campground use or rezone the property.

In accordance with the provision of Section 463 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2017.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Wendy Thomson, Acting CAO

\_\_\_\_\_  
Chair of the Regional Board



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

**To:** Wendy Thomson, Acting Chief Administrative Officer; and  
Regional Board of Directors

**From:** Heather Zenner, Lands and Resources Coordinator

**Date:** April 5, 2017

**Subject:** DVF16015, 370 Franklin River Road, Christopher and Colleen Dods

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### Recommendation

*THAT the Board of Directors issue development variance permit DVF16015.*

### Background

On March 22, 2017 the Board reviewed an application for a development variance permit for


LOT B, DISTRICT LOT 273, ALBERNI DISTRICT, PLAN VIP89312

located at 370 Franklin River Road.


The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the April 12, 2017 Board meeting, staff will inform the Board.


The development variance permit for an accessory building will vary the the front yard setback from 50 feet to 5 feet, the natural watercourse setback from 100 feet to 50 feet, and the height from 20 feet to 24 feet.

Prepared by:

  
Heather Zenner, Lands and Resources Coordinator

Reviewed by:

  
Mike Irg, Manager of Planning and Development

  
Wendy Thomson, Acting Chief Administrative Officer

### DVF16015

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



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## DEVELOPMENT VARIANCE PERMIT NO. DVF16015

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Christopher and Colleen Dods

**Address:** 370 Franklin River Road

With respect to:

**Legal Description:** LOT B, DISTRICT LOT 273, ALBERNI DISTRICT, PLAN VIP89312

**PID:** 028-774-400

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 are hereby varied as follows:

- i. Section 6.2 (4)(a) to vary the natural watercourse setback from 100 feet to 50 feet;
- ii. Section 6.5.2 (c)(i) to vary the height from 20 feet to 24 feet; and
- iii. Section 6.5.4 (h) to vary the front yard setback from 50 feet to 5 feet

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXX, 2017.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2017.

\_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer

\_\_\_\_\_  
Chair of the Board of Directors

## DVF16015

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



# ALBERNI-CLAYQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

## REQUEST FOR DECISION

**To:** Wendy Thomson, Acting Chief Administrative Officer; and  
Regional Board of Directors

**From:** Alex Dyer, Planner

**Meeting Date:** April 6, 2017

**Subject:** Agriculture Plan Implementation 2017 Contract

### Recommendation:

*THAT the Board of Directors award a contract to Eden Tree Farm and Gardening to provide agricultural support services until December 31, 2017 with the cost of the contract not to exceed \$30,000.*

### Background:

The Eden Tree Farm and Gardening Agricultural Support Team – Heather Shobe and Anna Lewis – completed phase three of the Agriculture Plan Implementation project in February 2017. The team worked closely with staff and the Agricultural Development Committee to provide agricultural support services with the goal to implement action items and priorities identified in the Alberni Valley Agriculture Plan.

The Agricultural Support Workers presented a final report on phase three of the implementation project to the Board at the February 22, 2017 meeting. The report details success stories for the projects that were underway in 2016-2017. The report also details additional funding secured through grants and sponsorships as well as providing next steps for moving forward with the project. The final report is attached to this memorandum.

### Summary:

In phase three of the implementation project, Eden Tree Farm and Gardening lead a number of agriculture related projects benefitting both the Alberni Valley and the West Coast. Key deliverables of the project include:

- 1) The organization of the Islands Agriculture Show held Feb 2-5 in Port Alberni. Second largest agriculture trade show in the province. 55 exhibitors and two days of conference



speakers. All day Farm Start Up workshop held on Thurs, Feb 2<sup>nd</sup> to teach the business side of starting a small scale farm. Farmer Mixer held Thursday evening to provide a networking opportunity for new farmers and those interested in farming. Barkley Sound Marine Production tour on Sun, Feb 5<sup>th</sup> to showcase aquaculture opportunities in Barkley Sound – oyster farms, seed farms and other shellfish.

- 2) Abattoir Feasibility Study completed April 2016. Study determined the viability of developing a local red meat abattoir. Public consultation event held on October 27, 2016 to present the study to farmers and interested residents. From the town hall event, an Abattoir Working Group was established to determine the next steps in facilitating local red meat processing.
- 3) Completed an Agricultural Land Use Inventory and Water Demand Model for the Alberni Valley in partnership with the Ministry of Agriculture and the Partnership for Water Sustainability in BC. The project is a water management planning tool to provide current and future agricultural water demands for agriculture in the Alberni Valley. The project included field studies lead by the Ministry of Agriculture and a water demand model that is being developed by Ministry staff. The final project report will be published in spring 2017.
- 4) Secured a \$25,000 Grow Local BC grant from the Investment Agriculture Foundation of BC to facilitate a broad education plan across the Regional District. The program spanning over two years will include garden consultation design workshops, horticultural demonstration events, SD70 youth education days, expert speakers and hands on activities, edible garden tours, media and public awareness campaign. The program will be a collaborative effort across Port Alberni to the West Coast communities with ten local partnering organizations. The campaign is expected to launch in spring 2017.
- 5) Secured an extension on a \$7,950 Real Estate Foundation grant to develop policies and procedures for the agricultural use of water within the ACRD. The program will assess the current status of water availability for agriculture in the Regional District, provide education on regulatory requirements for securing access to water, develop a rainwater catchment rebate program with a potential pilot project and foster public and professional awareness of the issues and opportunities surrounding access to water for agricultural use. The program is expected to launch in spring 2017.
- 6) Coordinated with the Alberni Valley News to develop the 2017 West Coast Growers Guide which was published on Jan 31, 2017. The guide provides a listing and map of local farms and editorials on local farming and food security opportunities in the Alberni Valley.
- 7) Coordinated the organization of a fruit pressing event which was held on October 16, 2016. The event brought in a mobile apple and pear press that was able to process 9,765 pounds of fruit with proceeds going to the Alberni Valley Gleaning Project.

- 8) Family Farms Day held on September 18, 2016. Six farms participating in self guided tour geared towards families with young children. The ACRD also had an agricultural booth at the Alberni Fall Fair with information about our local initiatives.
- 9) Brought forward a resolution to the Union of British Columbia Municipalities to lobby for the development of a provincial rainwater harvesting system rebate program for agricultural users. The UBCM resolution passed.
- 10) Supported a number of local agricultural and food security initiatives with in kind support and letters of support. These initiatives include projects lead by the Port Alberni Shelter Society, Hupacasath First Nation, Alberni Valley Transition Towns Society, City of Port Alberni Food Security and Climate Disruption Committee.
- 11) Networking facilitated by the Agricultural Support Workers. This included a guided tour of farming operations on the west coast and meetings with west coast organizations involved in food security.

Moving forward in 2017, the goals and priorities identified include:

- i. “What’s On Your Fork” Grow Local Campaign. Educational campaign to encourage residents to grow more local food throughout the Alberni Valley and West Coast communities. This is a two-year project with 10 funding partners facilitated by a \$25,000 grant from the province.
- ii. Water policy review for the agricultural use of water facilitated by a \$7,950 grant from the Real Estate Foundation of BC.
- iii. Continue to work with the Abattoir Working Group to realize a plan for developing a local red meat abattoir.
- iv. Support for a grant application in conjunction with the City of Port Alberni to develop a website dedicated to a farmer’s directory, interactive map and local food and agriculture initiatives.
- v. Review of the Alberni Valley Agriculture Plan to include the west coast communities – Tofino, Ucluelet, Bamfield and First Nation communities.
- vi. Continue to network, share resources and support projects that benefit the local agriculture sector and increase food security in the region.

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


The project is estimated to run until the end of the year. It is expected that the team would continue to work closely with and report back to the Agricultural Development Committee. Staff time will be required to provide direction and to ensure that the work is specific to the implementation of the objectives and action items in the plan. It is expected that significant planning staff time will continue to be required to liaise with the Agricultural Support Team.


**Financial:**

The 2017-2021 Financial Plan budgeted \$50,000 in 2017 for Sustainability Planning with a focus on Agriculture Plan initiatives. This project has been identified as a priority by the Agricultural Development Committee and staff is recommending that a maximum of \$30,000 be allocated for agricultural support services with the remainder expected to be utilized for matching grant funding opportunities. The Financial Plan also budgeted \$8,000 for 2017 Island Ag Show hosting costs which was mostly allocated in the lead up to the event held in February.

**Policy or Legislation:**

The Agricultural Plan implementation is part of Regional Planning. The Alberni Valley Agriculture Plan was developed in 2010-2011 in cooperation with a consulting agrologist, staff, the Agricultural Advisory Committee and the public. The Plan, which was adopted by the Board in 2011, sets out goals, objectives and action items to support agriculture in the Alberni Valley.

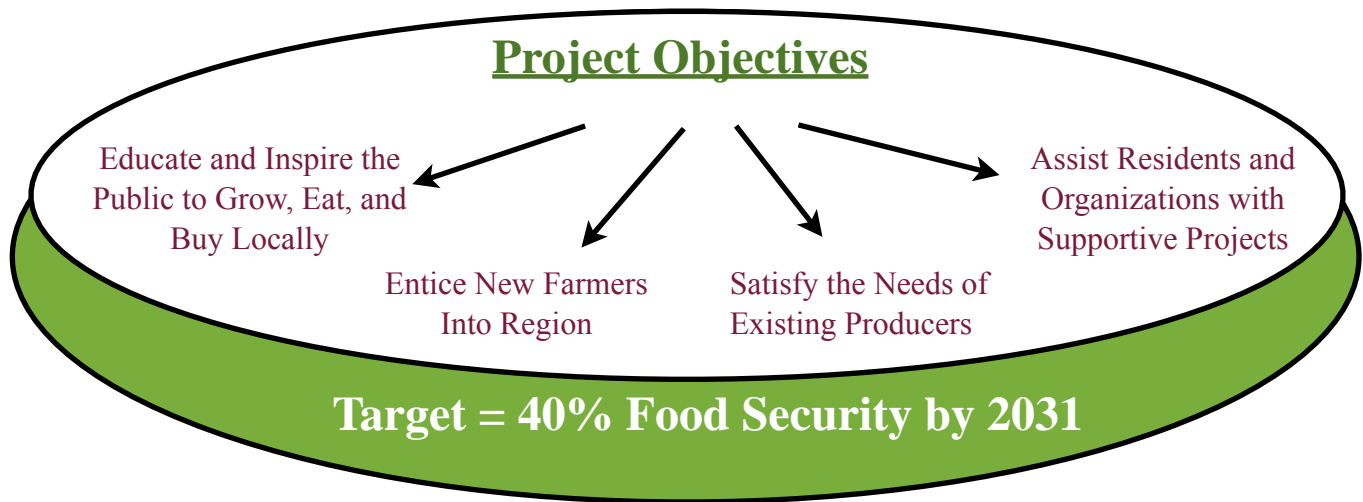
Submitted by:   
Alex Dyer, Planner

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

  
Wendy Thomson, Acting Chief Administrative Officer

# Alberni Agricultural Plan Implementation Project

Phase 3 Report - February 22, 2017



*Food security is central to a healthy and resilient community and recent food and agricultural initiatives are part of a larger ACRD planning mandate of sustainability. We are well on our way to meeting the 12 goals of the 2011 Alberni Agricultural Plan.*

## Phase 3 Success Stories

- **2017 Islands Agriculture Show (IAS)**
  - Port Alberni hosts the second largest agricultural trade and conference show in BC
  - Marine production and a First Nations presence highlighted for the first time
  - Opening ceremony touted as the best ever, with eloquent speakers and a variety of delicious local food
  - Three events are sponsored in conjunction with the show; a Young Agrarians' Mixer, a Farm Business Start-up workshop, and a Barkley Sound Aquaculture Tour
- **Abattoir Working Group**
  - 50 producers and stakeholders achieve consensus in a plan to lobby the Provincial Government for supportive changes to the Meat Inspection Regulations
  - A working group is convened, data gathered, and a background audit initiated
  - MLA Scott Fraser brings the issue to the Provincial legislature
- **Growers' Guide**
  - The 2017 edition of the West Coast Growers' Guide is published
  - Significant editorial content offers resources and information to the public
  - The AV News expresses a commitment to annual publication
- **Increase in Producers and Food Related Projects**
  - Producers of micro-greens, big leaf maple syrup, beef, chicken, vegetables, garlic, and seed expand operations in the Alberni Valley and in the District of Tofino
  - Grants are secured by the Hupacasath First Nation, Shelter Society, Alberni Valley Transition Town Society, and Literacy Alberni that will further increase the amount of land in production and/or support food security initiatives in the region

# Alberni Agricultural Plan Implementation Project

Phase 3 Report - February 22, 2017

## Additional Funding Secured, 2016

Project Funded	Funder	Amount
Growers' Guide	Alberni-Clayoquot Health Network	\$2,000
Young Agrarians Mixer Event, Feb 3	MNP and Bank of Montreal	\$1,000
Barkley Sound Aquaculture Tour	Ministry of Agriculture and BC Shellfish Growers Association	\$4,200
Grow Local Program (over two years)	Investment Agriculture Foundation of BC and various local partners	\$39,305
Abattoir Town Hall Forum	Strategic Outreach Initiative, Growing Forward 2	\$2,200
IAS and Farm Start-up Workshop	Min. of Ag, IAS, and various	\$71,000
Agricultural Support	Ag. Support Workers, in-kind	\$7160
<b>Total</b>		<b>\$126,865</b>

## Next Steps, Growing Forward...

- **Abattoir Initiative**
  - Assist Alberni Farmers' Institute to achieve regulatory changes that will stimulate production, increase viability for livestock producers, and improve animal welfare
- **Agricultural Use of Water Project**
  - Assist to secure a safe, affordable, and accessible water supply for producers, one of their top priorities in 2014. Funded in part by the Real Estate Foundation of BC
- **Coastal Addendum to Agricultural Plan**
  - Focus on First Nation Communities, supports for marine production/marketing, and urban/non-traditional agriculture on the coastal land base
- **Grow Local Program**
  - Increase horticultural knowledge and food production within the Regional District by offering garden tours, consultation sessions, hands on learning opportunities for adults and school children, horticultural demonstration events, and a public awareness campaign. Co-managed by Alberni Valley Transition Towns Society
- **Regional Food and Agriculture Website**
  - Team up with the City of Port Alberni, who is requesting partnership in a Local Food Map and Resource Website project to provide a platform and umbrella for local food resources and initiatives, and 'house' them in an accessible and permanent location
- **Supporting Other Community Initiatives**
  - Support other organizations, such as the Alberni Farmers' Institute and Alberni Valley Transition Towns Society, in projects like a series of educational events for producers, a SD70 healthy food and garden policy, and a food recovery/waste reduction project.
  - Support ongoing annual events such as the Alberni Fall Fair and Family Farm Day



# ALBERNI-CLAYQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

## REQUEST FOR DECISION

**To:** Wendy Thomson, Acting Chief Administrative Officer; and  
Regional Board of Directors

**From:** Alex Dyer, Planner

**Meeting Date:** April 6, 2017

**Subject:** Class 'D' & 'E' Slaughter Licensing in the ACRD

---

### **Recommendation:**

*THAT the Board of Directors provide a letter of support and endorse the Alberni Farmers' Institute's request to include the Alberni-Clayoquot Regional District as a designated region for Class D and E slaughter licensing under the Meat Inspection Regulation of the Food Safety Act.*

### **Background:**

In 2016, the Regional District commissioned a study to assess the feasibility of developing a red meat abattoir in the Alberni Valley. The feasibility was assessed based on a Class 'A' type slaughter facility currently allowed under the existing regulations and estimated projected costs of approximately \$540,000. Similar projects in other regions have been built with actual costs exceeding \$800,000. Following release of the study, and after significant discussion and deliberation, the local producers came to a consensus that a Class 'A' facility was not realistic in the present climate. As an alternative, producers are requesting that the Alberni-Clayoquot Regional District be classed as a 'designated region' under the Provincial Meat Inspection Regulation in order to allow for licensed, small-scale Class 'D' and 'E' slaughter facilities.

The current licensing regime came into effect in 2004 when legislation changed to required that farmers operate under the Meat Inspection Regulation of the *BC Food Safety Act*. The provincial Meat Inspection Regulation rely on a graduated licensing system as detailed in the following table:

License Type	Activities Permitted	Sales Permitted	Geographic Scope	# of Animal Units	Oversight
Class 'A'	Slaughter and cut and wrap	Retail and direct to consumer	BC	Unlimited	Pre and post slaughter inspection of each animal
Class 'B'	Slaughter only	Retail and direct to consumer	BC	Unlimited	Pre and post slaughter inspection of each animal
Class 'D'	Slaughter only (own animals and others)	Retail and direct to consumer	Sales restricted to within the Regional District where meat is produced	1 - 25	Periodic site assessments and audit of operational slaughter records
Class 'E'	Slaughter only (own animals only)	Direct to consumer only	Sales restricted to within the Regional District where meat is produced	Unlimited	None
Personal Use. No license	Slaughter only	None	For producer only	Unlimited	None

At Class 'A' and 'B' facilities, each carcass is inspected, an unlimited number of animals can be slaughtered per year and the product can be sold throughout BC. Class 'D' and 'E' facilities are smaller on-farm facilities overseen by the local Health Authority but each carcass is not inspected with the meat produced stamped as being "not inspected". The meat can only be sold within the Regional District and a limited number of animals may be slaughtered per year.

Class 'D' and 'E' licenses are currently only available in designated Regional Districts. Regional District boundaries were used as an arbitrary measure for designation based on travel distance from existing Class 'A' and 'B' facilities but do not take into account travel constraints within Regional Districts. Designated areas include Powell River, Haida Gwaii and Mount Waddington Regional District while the ACRD is not included as a designated district.

### **Summary:**

Local producers, through the Alberni Farmer's Institute, are requesting that the ACRD be classed as a designated region under the provincial Meat Inspection Regulation in order to allow for licensed, small-scale Class 'D' and 'E' slaughter facilities. The reasoning and groundwork for this request is detailed in the attached background report. The Alberni Farmers' Institute Working Group has requested that the ACRD Board of Directors endorse the request and provide a letter of support. Once the report has been finalized it will be provided to the Ministry of Agriculture who administer the Meat Inspection Regulation of the *Food Safety Act*.

The proposed change in provincial legislation would support local producers need for safe and accessible slaughter services and would serve to stimulate livestock production in the region, enhancing the local economy and food sovereignty. Over time increased livestock production

and capacity will benefit the feasibility of a full inspection facility in the long term. The Farmers' Institute has also requested that the ACRD work with the province to research and monitor the impact of regulatory change as a case study in the Regional District.

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

Realizing the development of local red meat slaughter services have been identified as a priority for the Agricultural Development Committee. The Agricultural Support Workers have been actively working on the project with support from planning staff.


**Financial:**


The project is supported by the Agriculture Plan initiatives budget under Regional Planning. Financial costs at this point are limited to the Agricultural Support Workers and planning staff working with the Alberni Farmers' Institute's Abattoir Working Group to develop the background plan.

**Policy or Legislation:**

The Meat Inspection Regulation of the *Food Safety Act* was established in 2004 to provide a provincial meat inspection and licensing system.

The Alberni Valley Agriculture Plan was adopted in 2011 which sets out goals and objectives to support agriculture and increase food security in the region. Developing local slaughter facilities in the Alberni Valley will work towards achieving some of the primary goals identified in the Plan including improving marketing of Alberni Valley agricultural products, encouraging growth of forage based livestock products and mitigating the ecological impact on the environment.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

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

  
\_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer





**DRAFT**

## **Class 'D' & 'E' Slaughter Licensing in the Alberni-Clayoquot Regional District**

### **~ Background and Plan ~**

**March 26, 2017**

Drafted collaboratively, with contributions from:

**Murray Coates** - Janco Associates Business Consulting

**Alex Dyer** - Alberni-Clayoquot Regional District, Planner

**Heather Shobe** - Alberni-Clayoquot Regional District, Agricultural Support Worker

**Janet Thony** - President, District 'A' Farmers' Institute

The Alberni Farmers' Institute Working Group:

**Lisa Aylard, Melanie Boros, Jan Carter, Edward Dyson, George Haack, Sally Hill, Chris**

**Spronken, Gary Swann, Collin Van Horne, Cathy Van Horne**

Comments and Questions can be directed to Heather Shobe - [heather@edentreefarm.ca](mailto:heather@edentreefarm.ca)

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## **1) Executive Summary**

Since 2004, changes to the BC Provincial Meat Inspection Regulations have posed significant challenges to small and medium sized livestock producers. The 2011 BC Census of Agriculture shows a 5-year decline in beef, chicken, and pork production of between 24 and 30%.

In a recent survey, 67% of Alberni Valley producers stated they would increase their production if a local red meat slaughter facility were available. Currently, their only option for licensed slaughter requires significant travel distance, resulting in increased production costs, significant stress to animals, and a reduction in meat quality. Farmers are forced to outsource work they have traditionally done themselves, and they lose the ability to market some animal parts. Both of these factors reduce profits and farm viability.

In 2016, the Alberni-Clayoquot Regional District (ACRD) commissioned a study to assess the feasibility of the Class ‘A’ type slaughter facility allowed by current regulations. The study projected a cost at over \$540,000. Similar projects in other regions have accrued actual costs of over \$800,000. Following release of the study, and after discussion and deliberation, producers came to a consensus that a Class ‘A’ facility was not a realistic option in the present climate.

As an alternative measure of support, ***Alberni Valley producers respectfully request that the Alberni-Clayoquot Regional District be classed as a ‘designated region’ under the Provincial Meat Inspection Regulations, in order to allow for licensed, small-scale ‘Class D’ and ‘E’ slaughter facilities.*** They commit to working with the government and other stakeholders to monitor the impact of such a project, by tracking and documenting the resultant growth in the industry.

Dissatisfaction with the current regulatory framework has been raised in many jurisdictions and by the BC Chamber of Commerce, clearly demonstrating the need for policy amendment or review. Red meat slaughter services will stimulate local production and increase agricultural interest in a region which is well-suited to livestock production. It is anticipated that the resultant growth in the industry will significantly improve the feasibility of a fully inspected Class ‘A’ facility in the future and the likelihood of a sustainable and vibrant livestock industry.

## **2) Introduction**

This document was developed as a joint initiative between the Alberni Farmers’ Institute and the ACRD. It was indicated by the demonstrated need for slaughter support for farmers and the lack of feasible alternatives within the region. It aims to create a system where ACRD producers can legally process and sell red meat directly to customers, in full compliance with best food safety practices and with the oversight, monitoring, and collaboration of regulatory agencies.

### **3) Details of Alberni Producers' Request for Regulatory Changes**

#### ***Following are the specifics of the Alberni Valley Producers request:***

The livestock producers of the Alberni Valley, with the pending support of the Alberni-Clayoquot Regional District, request that the Province of British Columbia include the Alberni-Clayoquot Regional District as a 'designated region' under the Meat Inspection Regulations of the BC Food Safety Act. B.C. Reg. 205/2014. This would allow producers in the region to apply for Class 'D' and 'E' licenses for on-farm slaughter, greatly supporting the producers' need for safe and accessible slaughter service. In addition, this would serve to stimulate production in the region, enhancing the local economy and food sovereignty, and increasing the feasibility of a fully inspected facility in the long term.

Two Alberni producers have committed to establishing Class 'D' facilities when the regulatory change is complete, and at least four others are considering it. Stonehaven Farm is a 176 acre producer of beef and lamb and Coleman Meadows Farm is a water buffalo dairy.

The Alberni Farmers' Institute, with the assistance of local government, commits to working with Provincial government to research the impact of this regulatory change by tracking and documenting the resultant growth in the industry and any other outcomes.

### **4) Meat Inspection Regulations**

#### ***A summary and background of the existing regulatory framework.***

Historically, farmers made their own arrangements for livestock slaughter and sold their meat products directly to customers. This changed in 2004, when farmers became required to operate under the auspices of the Meat Inspection Regulations of the BC Food Safety Act. B.C. Reg. 205/2014. These changes were driven, in large part, by the Bovine Spongiform Encephalopathy (BSE) crisis in Europe in the late twentieth century. BSE is caused by feeding animal parts to livestock, which is not typical of small-stockers and which is now very well-known and discouraged in the industry.

There are problems with centralization and industrialization of slaughter and meat packing services. In 2012, the biggest meat recall in Canadian history stemmed from E-Coli contamination at a CFIA inspected meat packing plant, XL Foods, in Southern Alberta. This was *after* a listeriosis outbreak in 2008 at Toronto's Maple Leaf Foods packing plant that killed 23 people. Contamination generally stems from negligence in following safe meat handling practices and inspection guidelines. Problems are enhanced by the prevalence of uninvested and unaccountable workers in the plants, and the high potential of cross-contamination from the many animals. Traditional small scale and on-farm slaughter operations lack these causal factors.

The Provincial Meat Inspection Regulations rely on a graduated licensing system as per the following table:

**Table 1: Licenses Available Under the Graduated Licensing System**

License Type	Activities Permitted	Sales Permitted	Geographic Scope	# of Animal Units	Oversight
<u><a href="#">Class A</a></u>	Slaughter and cut and wrap	Retail and direct to consumer	B.C.	Unlimited	Pre and post slaughter inspection of each animal
<u><a href="#">Class B</a></u>	Slaughter only	Retail and direct to consumer	B.C.	Unlimited	Pre and post slaughter inspection of each animal
<u><a href="#">Class D</a></u>	Slaughter only (own animals and other peoples' animals)	Retail and direct to consumer	Sales restricted within the regional district where meat is produced	1 - 25	Periodic site assessments and audit of operational slaughter records
<u><a href="#">Class E</a></u>	Slaughter only (own animals only)	Direct to consumer only	Sales restricted within the regional district where meat is produced	Unlimited	None
Personal Use No licence required	Slaughter only	None	For producer only	Unlimited	None

At Class ‘A’ and ‘B’ facilities, each carcass is fully inspected. Unlimited numbers of animals can be slaughtered and the product can be sold throughout BC. A small facility completed by the Windermere Farmers’ Institute in 2016 had a total project cost of over \$800,000 and a co-operative facility constructed on Saltspring Island had a total cost of over \$450,000.

*Class ‘D’ & ‘E’ licenses are only available in designated regional districts* and were developed in 2010 to address the need for slaughter services in remote areas. They permit the slaughter of a small number of animals on-farm, and are overseen by local Health Authorities. Regional District boundaries were used established as the arbitrary measure for designation, based on the distance from existing Class A or B facilities. The particular constraints of individual regional districts were not taken into account, nor were local communities consulted, other than in the Bella Coola, Queen Charlottes, and Powell River area. ***The Alberni-Clayoquot Regional District is currently not a designated district.***

Outside the designated regional districts farmers can apply for Class ‘E’ licenses but must prepare and submit a feasibility study and they are unlikely to be approved if outside of a designated area (as per ministry website). Since their establishment in 2010, Class D licenses have not been reviewed.

**Public Requests for Review**

The 2011 BC Census of Agriculture shows a 5-year decline in beef, chicken, and pork production of between 24 and 30% and many communities around the Province have requested changes to the Meat Inspection Regulations. The District ‘A’ Farmers’ Institute, which is an umbrella organization for various Farmers’ Institutes on Vancouver Island and the Sunshine Coast, has

brought the subject to the Provincial Government annually since 2013. Resolutions in support of tailoring the Meat Inspection Regulations to small-scale producers have been adopted 4 times at the Union of British Columbia Municipalities (UBCM) conventions since 2009 (2009–B133, 2008–A2, 2010–B39, & 2016–B39). The 2016 resolution from the Thompson-Nicola Regional District was adopted as amended to read: ***“Be it resolved that UBCM urge the Province to change the policy on allowing unlimited Class E licenses and a minimum number of Class D licenses (market driven) for local livestock producers”***. The BC Chamber of Commerce issued a strong call for similar regulatory changes in a 2015 policy statement.

## **5) Alberni Valley Livestock Industry - Background**

***The livestock industry in the Alberni Valley is in decline. Various support mechanisms have been investigated. Producers themselves came to the consensus that Class D licenses were required to stimulate production.***

### **General Agricultural Environment**

In 2011, the Alberni-Clayoquot Regional District completed an agricultural plan which documented the status of the agricultural industry in the region. It noted that the agricultural sector was relatively small but there were 89 farms with 3,171 hectares (7,832 acres) that were currently farmed. The acreage farmed represented about 41% of the land in the Agricultural Land Reserve (ALR). Livestock production dominated, with 90% of the farmed land devoted to the raising of livestock. According to the report, the Alberni Valley produced between 5 and 11% of the volume of food consumed by locals.

The production of livestock is in decline, a major part of which is due to the near disappearance of the local dairy industry. The BC Meat Inspection Regulations which were adopted in 2004 also had an impact on livestock production as it restricted local sales of meat to consumers by requiring meat to be processed in a licensed abattoir.

There is one inspected abattoir in the Alberni valley which processes poultry (Al’s Feathers Be Gone) but there is no licensed or inspected red meat facility. Vancouver Island has a number (7) of Class A licensed abattoirs but all require a significant travel time and distance through a winding and busy mountain pass.

Livestock producers in the area are facing increasing demand for quality locally produced meat and local processing is a key requirement. ***As noted in the 2011 Alberni Agricultural Plan, “the lack of a local abattoir facility has been identified as a key roadblock” for the livestock industry.*** Other communities have shown significant increases in livestock production when a local abattoir is available. A slaughterhouse opened on Saltspring Island in 2012, and production of lamb was shown to have increased 60% between 2008 and 2015 (Macy & Thomson, 2016).

### **Class ‘A’ Feasibility Study**

A 2014 survey of producers by the Alberni-Clayoquot Regional District showed that improved access to slaughter services was a top priority. In 2016, with the active encouragement of the ACRD and funding from the Investment Agriculture Foundation of BC, a feasibility study for a red meat abattoir was initiated and completed. Following are a few of its findings:

- Potential gross revenue for a Class ‘A’ red meat abattoir to meet local needs, based on a 80% capture, was about \$140,000
- With appropriate financial structure (no debt) a properly sized abattoir could break even or generate a small profit at this level of sales
- The capital cost was estimated to be \$550,000
- Waste could be disposed of at a reasonable cost in an acceptable manner
- A two acre parcel of land would be needed
- The ACRD is very supportive of it’s livestock producers
- There is a lack of a proponent/operator to do the project
- A qualified manager and/or employees will be challenging to recruit, in part due to seasonality of the operation (only 1/3 of the year) and in part by nature of operation
- There is a lack of equity capital to fund the project and a lack of debt financing and appropriate grants available
- Community consensus and a strong will and desire is essential for success.

### **Community Feedback on Feasibility Study**

A community meeting was held on October 27, 2016 to review the results of the study and decide on a course of action. There was general support for development of a Class ‘A’ facility, however the overriding sense was that it was not feasible, due to lack of funding, management, and adequate production numbers. Farmers also expressed ***an urgent need for better access to legal slaughter options***, and felt that development of a Class ‘A’ facility would take a significant amount of time. ***The consensus was to work towards changing the current regulatory structure in order to allow for legal on-farm slaughter and sales within the regional district.*** They identified the following as constraints to pursuing a Class ‘A’ facility in the present:

- Lack of community desire and consensus: producers don’t believe there will be 80% catchment indicated by study, as some large producers send directly to grocery chains via Gunter Bros Meats.
- A belief that the costs of building will over run estimates, due to both historical and current examples elsewhere in BC
- Lack of trust and commitment to new or unknown operator
- No existing assets which could be converted to a Class ‘A’ or ‘B’ red meat facility are available within the region.

## **6) Benefits of On-Farm Slaughter**

***Class D and E licenses allow for on-farm slaughter of livestock. Benefits are financial, social, and ecological, as summarized in the following table:***

**Table 2: Benefits of On-Farm Slaughter**

<b>Financial</b>	<b>Social</b>	<b>Animal Welfare / Ecological</b>
Significant reduction in cost of slaughter per animal	Traditional skills sharing is increased and encouraged	Farmers control the short time between life and death, rather than subjecting animals to drawn out process which can last up to 24 hours
Farmers retain more of their traditional livelihood, rather than contracting out services	Community skill set is broadened rather than centralized in one plant.	
Can sell up to \$300 more per animal via parts not able to retrieved from Class 'A' plants	Training in safe food handling and safety procedures are more widely undertaken.	Reduction or elimination of animal transport results in further reduction in stress
Farmers would save the financial hard costs of time and travel (estimated in section 7 as \$440 per slaughter event)	Increased local labor opportunities for seasonal and/or under skilled laborers	Reduction in carbon emissions due to significantly reduced travel times
No competitive disadvantage under farmers who do not transport out of region	Increases general community self-sufficiency, autonomy, and food sovereignty	Food safety risk is minimal in a small and localized system.
Opportunity for Alberni producers to market directly to lucrative West Coast restaurants	Enhanced neighbor and community relations	Traceability is improved by direct farm to consumer and local retail business relationship
Reduction or elimination of animal transport results in higher quality meat product	Generates community culture and shared intention	Reduction in bio-security issues when slaughtering on-farm with a limited numbers of animals
Stimulated local sales through public marketing campaign of on-farm slaughtered products	Increases local slaughter options for producers	Limits the spread of pathogens and disease through different geographical regions
Reduces challenges associated with the seasonal employment at Class 'A' facilities	Rebuilds producers' trust in government	
Class 'D' licenses would take away less business from existing Class 'A' facilities than would an additional Class 'A' facility	Allows producer independence and sense of autonomy within a solid regulatory framework	
Increases slaughter capacity Island-wide in the busy season	Increases local and ethical food access for residents	
Increased production potential and local services will bring new producers to industry		
Assists with local transition to Class 'A' or 'B' licenses		



## Economics and Growth

Four Class ‘D’ slaughter licenses in the ACRD could process up to 100 animal units per year, a significant percentage of current local production. These facilities could likely be established at a cost of less than \$10,000 each, a significant reduction over the cost of a Class ‘A’ facility.

*There is evidence that small on-farm slaughter facilities may expand their operations over time.* In Kimberly, Gwinner’s Country Butcher expanded from a Class ‘E’ to a Class ‘A’ facility as did Rocky Acres Ranch in Fernie. In 2013, a pilot project in the Regional District of North Okanagan allowed two new Class ‘E’ facilities to open in a non-designated area, and reportedly, both have subsequently expressed interest in expanding operations.

## 7) Current Challenges to ACRD Producers

*ACRD livestock producers are at a competitive disadvantage under the current regulatory system. This disadvantage stems mainly from the physical geography and distance to existing licensed facilities and the reduction in meat quality due to the stress of travel. Other challenges include the long wait times for slaughter and the inability to retrieve many of the animal parts that could add value.*

### Distance

The Port Alberni area is served by BC Highway 4 which originates from the east side of Vancouver Island and terminates on the west coast. As per Wikipedia, it is the longest east-west main vehicle route on Vancouver Island, with a total length of 163 km.

Alberni farmers generally go to one of two main processing facilities, Gunter Bros Meat in Courtney or Plecas Meats in South Nanaimo. The following table notes the time and distance, according to Google Maps, of a one-way trip from three Alberni area farms. Note that 2 return trips are required for each slaughter event: one to bring the animals and another to pick up the meat. *Road conditions and travel with livestock significantly alter the travel time indicated*, as described in the next section.

**Table 3: Travel Distances, Farm to Slaughter**

One-Way Travel Distances and Time From Farm to Slaughter - Per Google Maps		
Farm	Gunter Bros	Plecas Meats
Cottonwood Farm 6306 Fergusson Road	120 km 1hr 28 min	99 km 1 hr 16 min
Stonehaven Farm 8600 Bryson rd	132 km 1 hr 44min	111 km 1hr 29 min
Coleman Meadows Farm 6670 Coleman Rd	124 km 1 hr 31min	103 km 1 hr 19 min

## Road Conditions

**Travel on highway #4 between Port Alberni and Parksville is a major problem for commercial traffic.** It is a very busy stretch of highway with a traffic volume of 8830 cars per day (2009) near Port Alberni. The 2 lane paved road has a number of constricted areas with low speed limits.

In 2007, the ACRD established a committee to promote an alternative route to the region in response to the following issues:

- Poor reliability and accident history of the existing route
- Increased truck traffic since the closure of the railway
- Increased traffic to the west coast (from 762,710 in 2011/12 to 943,860 in 2015/16)
- Extensive delays on the existing route due to traffic accidents and storm events

In 2008, the committee hired RF Binnie and Associates, BC engineering consultants, to cost out an alternative route and perform a cost benefit analysis. The ACRD has authorized the use of their report to help rationalize the need for local meat processing. Relevant findings are described below and a full excerpt is provided in Appendix 2.

**Table 4: Description of Highway 4, from Commissioned Study**

Description of Hwy 4 from Whiskey Creek Store to Mount Arrowsmith/Loon Lake intersection: Source: R F Binnie and Associates Ltd. (2008).
<b>Roadway Geometry</b> <ul style="list-style-type: none"><li>• Very winding road with many speed advisories (8 curves with 60km/h, 4 with 50 km/h, 4 with no suggested speed reductions)</li><li>• Limited opportunities to pass, long queues of vehicles, and many frustrated drivers.</li><li>• <b>High accident rate</b> which causes significant delays</li></ul>
<b>Speed</b> <ul style="list-style-type: none"><li>• <b>The average travel speed is about 5 km/hr less than the posted speed, and often much lower due to tourists, weather, or truck volume</b></li><li>• Traffic often parked on both shoulders and people crossing to get to the beach at the east end of Cameron Lake causes hazards and narrowed driving lanes.</li><li>• Traffic often stopped in Cathedral Grove</li><li>• On the steep grades trucks often travel less than 30km/hr</li><li>• Trucks and recreational vehicles must travel very slowly to negotiate the sharp turns</li><li>• Passing lanes are often unusable because of one slow truck passing another</li></ul>
<b>Reliability</b> <ul style="list-style-type: none"><li>• Highway 4 is the only route into the Alberni Valley and West Coast communities</li><li>• <b>Frequent closures due to accidents or weather and closures last an average of 2 hours. Some have lasted for up to 2 days.</b></li><li>• Closures have a major impact on many stakeholders</li><li>• The delay rate is 97.6 hours/100km/year which is high compared to that of even the Sea to Sky highway, which is 72 hours/100km/year.</li></ul>

Description of Hwy 4 from Whiskey Creek Store to Mount Arrowsmith/Loon Lake intersection: Source: R F Binnie and Associates Ltd. (2008).
Accident Rates <ul style="list-style-type: none"> <li>• <b>Driving highway 4 is very challenging due to the curves and small shoulders.</b></li> <li>• The accident rate is 0.64 accidents/million vehicle kms, above the provincial average of 0.5 for a two lane arterial highway.</li> </ul>
Cathedral Grove <ul style="list-style-type: none"> <li>• There are regularly violent windstorms in the area which cause limbs and trees to fall, posing safety and reliability concerns.</li> <li>• Deficient parking leads tourist to park on shoulders, further narrowing the highway</li> <li>• High pedestrian level crossing the highway, or people stopping traffic to back up their recreational vehicles causes <b>traffic backups and hazards</b></li> </ul>
Passing Opportunities <ul style="list-style-type: none"> <li>• Limited passing opportunities and the long queues of traffic create <b>driver frustration</b></li> </ul>

### **Travel Time**

Because of road conditions, delays, and the constraints of carrying livestock, a return trip to a licensed facility takes an Alberni producer a minimum of between 5-6 hours. Animals need to be secured at the abattoir facilities prior to 8am or before 5pm. As such, animals must be transported the day before and left in restrictive pens at the slaughter facility overnight. They are often housed with unfamiliar animals, and are subject to the distinct smells of the abattoir facility. This increases stress and decreases muscle tone and meat quality of the animal.

The trip will need to be repeated to pick up the meat products. Most producers do not have refrigerated trucks to transport the meat back to the Alberni Valley. *The BC Center for Disease Control's 'Guidelines for the Safe Transport of Carcasses, Poultry and Meat Products' (2012) advises to never leave meat unrefrigerated for more than two hours.* This poses a challenge with the long transport time and unreliable road conditions required to get the meat back to the Alberni Valley. The cost of refrigerated trucking is very high.

### **Wait Times**

Livestock slaughter is, in most cases, a seasonal operation. *ACRD producers have consistently expressed frustration with delays in securing slaughter dates at established facilities.* A Facebook post by Gunter Bros Meat on August 24, 2016 states that their next available slaughter date is in November. This degree of wait requirements pose the following challenges:

- Producers must book dates months in advance, without knowing when weather conditions and livestock growth will be ideal
- Producers may have to either slaughter in the middle of prime pasture quality or hold their animals after prime pasture season, while animals lose weight and supplemental feed is needed. A loss of 5-10 pounds of weight is 10% of a sheep carcass and can take up to 2 additional weeks to rebuild.
- There are financial losses due to lowered animal weights and/or additional costs for supplemental feed

### **Competitive Disadvantage**

As per the following chart, at a living wage of \$17/hour, the currently required travel translates to a cost of \$440 more than what would be required for local processing. Because busy facilities are often not able to take more than one animal in at a time, this additional cost may be added to each animal. One 50 pound lamb sold for \$7/lb yields a total income of less than this amount. ACRD producers at a direct disadvantage to other communities where local slaughter is available, and *the financial cost of out-of-area slaughter is prohibitive of industry sustainability.*

**Table 5: Additional Costs to Producer for Non-Local Slaughter**

<b>Cost to Producer for Non-Local Slaughter</b> Average of 6 hours and 120km per trip, 2 trips required.		
<b>Time (\$17/hr)</b>	<b>Vehicle/Trailer (\$0.50/km)</b>	<b>Total</b>
\$204	\$240	\$440

### **8) List and Description of Stakeholders**

*A variety of stakeholders may be impacted by changes to the Meat Inspection Regulations. The roles and standpoints (if known) of key groups are described below. It is important that each entity is considered and consulted going forward.*

#### **Alberni-Clayoquot Regional District**

The ACRD is a federation consisting of member Municipalities: City of Port Alberni, District of Tofino and District of Ucluelet; Treaty First Nations: Huu-ay-aht First Nation, Yuułu?ił?ath Government and Uchucklesaht Tribe Government and six electoral areas. The ACRD is within the traditional territory of ten First Nations. *In 2014, the ACRD contracted Agricultural Support Workers, who work with an Agricultural Development Committee to implement the 2011 Alberni Agricultural Plan.*

#### **Provincial Meat Inspection Agency**

Oversees the construction, regulation, and inspection services of Class ‘A’ and ‘B’ facilities.

#### **Island Health**

The regional authority responsible for licensing and safety plans for Class ‘D’ and ‘E’ facilities.

#### **BC Center for Disease Control**

Provides guidelines for the sale of uninspected meat, the safe transport of carcasses, and other food safety concerns.

### **Licensed Class ‘A’ and ‘B’ Facilities**

There are 7 class ‘A’ abattoirs on Vancouver Island. Comments have been solicited by the two primary facilities in the mid-island area. A representative from Gunter Bros Meat Co. in Courtenay reported to have no contention with allowing Class D licenses in the ACRD. A representative from Plecas Meats in South Nanaimo offered some concessions to Alberni producers when advised of their initiative. However, Alberni producers are skeptical that the concessions would be financially feasible without a significant associated service cost increase. Their challenges with reduced meat quality due to stress and transport will remain unresolved, and they will continue to have little autonomy over their slaughter arrangements.

### **District ‘A’ Farmers’ Institute**

District ‘A’ is the umbrella Farmers’ Institute organization for Vancouver Island, the Gulf Islands, and the Sunshine Coast. It has been lobbying government directly for expansion of Class ‘D’ and ‘E’ licenses since 2013 and is supporting the Alberni bid for regional designation.

### **Alberni Valley Farmers’ Institute**

The Alberni Farmers’ Institute currently has 35 members and is the local support organization for Alberni Valley Producers. They have developed a working group for the Class ‘D’ designation initiatives that includes regional government representation.

### **Alberni Valley Consumers**

Meat from animals slaughtered in a Class ‘D’ license is only allowed to be sold within the regional district it was produced. The market will be directly driven by consumer demand and desire. In general, *consumer preference for local food appears to be strong, as does concern for animal welfare*. A dot survey conducted by the Alberni Farmers’ Institute on Feb 3 and 4, 2017 had 32 local consumer respondents and helped to illustrate their desires:

- 25 respondents replied that ‘local’ was one of their top two preferences, with quality coming in second place, and followed by animal welfare.
- 17 indicated that ‘locally grown was more important than price’ and 9 indicated that they would pay up to 25% more to buy a quality product directly from the farmer

### **Alberni Valley Producers**

This initiative has brought a high level of consensus to a sometimes divided agricultural community. 25 producers responded to the same dot survey noted above as follows:

- All 25 supported the regional lobby to designate the ACRD for on-farm slaughter
- Welfare of animals was their top concern (18), followed by cost and quality of product

### **Restaurant and Retailers**

A number of restaurants were canvased about their willingness to buy uninspected meat from licensed local facilities. The general response was very favorable.

## **9) Requirements for Moving Forward, and Potential Limitations**

*Alberni Producers recognize that this change to Provincial Meat Inspection Regulations may not happen quickly, nor without some growing pains and collaborative discussion.*

Following are some of the steps required for successful transition to a designated region:

- Collaborative discussion with the Provincial Government and BC Abattoir Association. *An academic proposal for this collaborative process is available, as drafted by a Masters' student at Royal Roads University.*
- Host a Slaughter Safe course
- Invite interested producers to draft food safety and operations plans
- Confirm a workable chain of processing from on-farm slaughter to cut and wrap services
- Create a system for tracking industry growth and project outcomes with involvement of both the ACRD and Alberni Farmers' Institute Working Group

There will likely be limitations in any legislative arrangement. As production increases in the Alberni Valley, a need for increase in cut and wrap services will remain. In addition, Class 'D' and 'E' license holders will need to establish safe and workable solutions for transport of carcasses to existing cut and wrap facilities. Another challenge may arise when a Class 'A' facility becomes feasible and is established in the region.

## **10) Conclusion**

Farmers must be empowered to farm, and small and medium sized producers, in particular, need to be supported to produce food affordably and humanely, for residents within their own regional district. Increasing the options for farm-to-table processing and distribution of meat products will shift the region's food system towards sustainability and resilience.

With the backing of the information outlined in this report, and the support of many other producers and stakeholders across the province, the producers of the Alberni-Clayoquot Regional District respectfully request that the Province of BC designate the region for Class 'D' and 'E' licenses and commit to working with the government to research the impact of such a project, by tracking and documenting the resultant growth in the industry.



## **11) Relevant Documents and References**

- Alberni-Clayoquot Regional District. (2011). Alberni Valley Agricultural Plan. Retrieved from <http://www.acrd.bc.ca/cms/wpattachments/wpID254atID1005.pdf>
- BC Centre for Disease Control. (2012). *Guidelines for the safe transportation of carcasses, poultry and meat products*. Retrieved from <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Meat/GuidelinesfortheSafeTransportationofCarcassesPoultryMeatProducts.pdf>
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- W. L. Martin, A. Ostry, M. MacDonald. (2010). *Inequities in food safety regulations*. Retrieved from <http://www.uvic.ca/research/groups/cphfri/assets/docs/Inequities%20in%20food%20safey%20regulations.pdf>

## **Appendix 1: District A Farmers' Institute, Letter of Support**

**DISTRICT 'A' FARMERS' INSTITUTE**  
Representing 18 Farmers' Institutes on Vancouver Island, the Gulf Islands  
and the Sunshine Coast

February 24, 2017

To: The Members of the Alberni Farmers' Institute.  
Re: D and E Licensing Pilot Project

Dear AFI Members,

At the recent District 'A' AGM held on January 29, 2017 at Nanoose Place, we heard your delegate Lisa Aylard, speak of your decision to investigate the regulations governing D and E licensing in B.C.

Your proposal that a Pilot Project be conducted in the ACRD (Alberni Valley) to review the regional limitations placed on D and E licenses, seems, to us, a sound one.

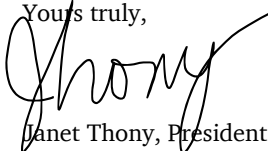
Your initial work done in fact finding, surveying farmers, drafting your position and request, and enlisting the help of Scott Fraser to deliver your message to the Legislature proves you have the ability to carry through with your proposal.

District 'A' members and delegates agreed at the meeting that your proposal speaks to a problem that has been endemic in protein production agriculture since 2004. District 'A' Advisory Board has taken this issue to the Ministry of Agriculture for the last two years at our annual June meetings. We will do so again this year.

Please consider this letter of support an assurance that all aspects of your project will be supported.

Do not hesitate to call on us at any time you feel we may be of assistance.

Yours truly,



Janet Thony, President.

On behalf of District 'A' F.I. Delegates and Members

District 'A' Farmers' Institute      c/o Janet Thony, 267 Buller Road, Qualicum Beach, B.C. V9K 2B3



## **Appendix 2: Highway 4 Study Excerpt**

### *“3. EXISTING CONDITIONS – HIGHWAY 4 (FROM THE STUDY)*

#### *3.1 Roadway Geometry*

*Highway 4 from the Whiskey Creek Store to the Mount Arrowsmith/Loon Lake intersection is a very windy road. There are eight curves with slow advisories of 60km/h, four with slow to 50 km/h advisories, and four curve signs with no suggested speed reductions. This is problematic for the many large trucks and recreational vehicles that travel the route as they sometimes travel at below the advisory speeds to negotiate the windy road. This causes queuing and frustrations to drivers as there are very limited opportunities to pass. As we will see further in the report, the accident rate through this section is quite high, and the accidents cause significant delays.*

#### *3.2 Travel Speed*

*The existing highway is posted at 80 km/h. The distance from Highway 19 to the Loon Lake Intersection is 31.3 kilometres and the travel time is 25 minutes. This results in an average travel speed of 75 kilometres per hour. The average travel speed is about 5kilometres/hour less than the posted speed, and during the heavy tourist season it is often much lower than that due to motorists traveling below the posted speed. Some of the factors that tend to reduce the traffic speed are listed below:*

- Tourists parked at the east end of Cameron Lake. On a typical summer day, traffic is often parked on both shoulders, which tends to narrow the driving lanes. Also pedestrians cross the highway to gain access to the beach. This slows traffic and creates a safety problem.*
- Windy road and speed advisories.*
- Congestion at Cathedral Grove. The traffic speed has been reduced to km/h for a short section of Cathedral Grove in order to calm traffic and make it safer for park users. Traffic is often stopped through the Grove on busy summer days to allow for recreational vehicles to back out into the flow of traffic and to allow pedestrians to cross the highway.*
- Steep grade on the east side of The Hump. Loaded trucks are traveling at sometimes less than 30km/hr by the time they reach the truck-climbing lane. This has a tendency to have traffic queue up behind the truck. Often, other trucks attempt to pass a loaded truck once it moves into the slow lane. This renders the passing lane unusable for other vehicles. For traffic heading eastbound going down The Hump, there is no crawl lane for heavy trucks, which must travel very slowly to negotiate the sharp turns. This causes delays for the traffic following them. Poor horizontal road alignment prevents truckers from maintaining their speed as they travel up the east side of The Hump, which also impedes the flow of traffic.*

#### *3.3 Road Reliability*

*Highway 4 is the only route into the Alberni Valley and all West Coast communities. It is an essential link to the West Coast. During the fall and winter of 2006-07, it was closed on many occasions, for periods of up to two days, due to motor vehicle accidents or weather events. These closures have on average lasted for periods of about two hours. This has a major impact on the following:*

- The economy of the West Coast*

- *People trying to catch ferries, airplanes, or keep other appointments*
- *Emergency transportation, such as police and ambulance*
- *Sick or injured persons who are prevented from getting to the Regional Hospital in Nanaimo*
- *Commercial traffic, resulting in increased costs to trucking companies and consumers.*

*In the analysis done by Mr. Peter Lyall, some of the 2007 closures are listed with the cost impact of these closures noted. It is clear from his report that the delay rate of 97.6 hours/100km/year was quite high in comparison to other highways such as the Sea to Sky, which incurred delays of 72 hours/100km/year.*

### *3.4 Accident Rates*

*The TAC Geometric Design Guide for Canadian Roads states in Section 2.1.2.7 “curve collision frequency increases with the decrease in radius of a curve”. The curvy nature and narrow shoulders of Highway 4 make driving this road very challenging. The accident rate for Highway 4 between the Loon Lake Intersection and the Qualicum Interchange is 0.64 accidents/million vehicle kilometres. This is above the provincial average of 0.5 for a two lane arterial highway. Further in this report the accident history is documented.*

### *3.5 Cathedral Grove*

*Cathedral Grove is a unique provincial park that has many large Douglas fir trees adjacent to the highway. These trees are very old and have limbs or root masses that are subject to rot. In the violent windstorms that occur quite regularly, limbs often fall from trees, and on occasion, entire trees fall to the ground. The safety and reliability issues this creates are difficult to manage, as there is much resistance to removing any trees from this area. In addition, due to the popularity of the park, there is not enough parking for the large numbers of tourists, who routinely park on the shoulders, outside the designated parking area, further narrowing the roadway. Pedestrians crossing the highway present a major hazard, especially during the heavy traffic volume of the summer months. Drivers of recreational vehicles that park at the rest area cannot see when backing out. Quite often, a passenger will walk into the middle of the highway to stop oncoming vehicles in order to allow their RV to back into the traffic lane. This too is a very unsafe act, but is done regularly by persons unskilled in traffic control.*

*The Ministry of Transportation and Parks tried to gain support for the construction of a parking area further west on Highway 4, to allow for park visitors to park off the roadway. Friends of Cathedral Grove protested this, and the parking area was never constructed. Instead, the Ministry tried to make the existing parking area safer by reducing the speed and installing traffic calming signage. This has reduced the risk and severity of accidents, but it does not address all the safety concerns. Diverting the majority of the traffic through a new Horne Lake Connector would make the area safer by reducing the amount of vehicle traffic at this location.*

### *3.6 Passing Opportunities*

*Highway 4 between the Qualicum Interchange and the summit of The Hump has very limited opportunities to pass. As a result long queues develop behind vehicles that travel below the posted speed. The limited passing opportunities are at times not usable due to traffic occupying the opposing lane. With the long queuing of traffic, the two truck*

*climbing lanes are sometimes not effective as the queue is too long to get any sort of separation. From Cameron Lake through Cathedral Grove, the road is very windy, with no passing opportunities, which creates driver frustration. It would be very It would be very difficult to construct passing lanes along Cameron Lake, as the corridor is narrow, with lake on one side and steep side hill on the other. There is a massive rock formation at Angel Rock, which makes it very difficult and expensive to make any improvements. Through Cathedral Grove it is not possible to build passing opportunities without the removal of a large number of the massive trees.”*

Source: R F Binnie and Associates Ltd. (2008).

## Appendix 3: Petition to Designate the ACRD for Class 'D' Slaughter

### Petition

The Government of BC has recognized the need for greater food sustainability within communities. The Alberni Farmers' Institute, want the government to allow Class D And E Slaughter Licences to be designated to the Alberni Clayoquot Regional District. This would be a great support for local sustainable agriculture, lowering the carbon imprint and being mindful of animal welfare.

We the undersigned support this initiative.

NAME	ADDRESS	PHONE NUMBER	SIGNATURE
LISA AYLAND	9600 Blk Sand Rd	250-720-1327	[Signature]
MARIE KUPP	7295 BRUCE CREST RD	250-650-7737	[Signature]
Alan Wilson	3770 Sam Mako Dr.	778-421-2562	[Signature]
Tawny Lem	4850 Benjamin	250-723-0708	[Signature]
JAMES WRIGHT	2728 - 7 <sup>th</sup> Ave	250-723-5726	[Signature]
MARGE EMBLEM	4116 10 <sup>th</sup> AVE	250-724-1448	[Signature]
PETER RUESCHMANN	3615 6 <sup>th</sup> AVE P.A	250-723-2467	[Signature]
Pat Rueschmann	3 <sup>rd</sup> St	[Phone]	[Signature]
Dan Sheenan	8973 Marlowe Rd.	724-0537	[Signature]
Ty Shannon	8546 Beaver Creek Rd.	720-0340	[Signature]
John Sheenan	8975 Beaver Creek Rd.	723-8767	[Signature]
Edna Cox	4727 Pemberton Road	723-8362	[Signature]
Janis Nairne	5715 Gordon Ave.	723-3350	[Signature]
Carol Schmitt	PO Box 9 Port Alton BC	731-5043	[Signature]
TERRY NETEGLI	3579 McKeown St. P4	720-9633	[Signature]
JOE AMOUR	8681 FABER RD	723-3001	[Signature]
Shirley Mulder	1049 McDielerne Dr Parkside	250-240-7090	[Signature]
JOSIAH GADSBY	4561 BATTY	250-2017484	[Signature]
FRAN PHUYM	5267 Gordon ave	250-723-2378	[Signature]
LORETTA PARKINSON	4474-8 <sup>th</sup> AVE	250-723-2565	[Signature]
Christine Milligan	6483 Beaver Creek Rd.	250-720-9168	[Signature]
Chantale Hodder	3678 Grove Rd	250-731-5140	[Signature]
Janet Wilson	5199 Mineo Rd	723-988-5244	[Signature]
Chris Samuels	6144 Drinkwater Rd	250-715-4130	[Signature]
Adrienne Oostrom	9530 Somers Rd	250-618-2976	[Signature]
Sally Hill	6144 Drinkwater	250-723-0754	[Signature]
Marion Lobb	6678 Desmond Rd	250-644-4604	[Signature]
Bernice LeBlanc	10482 West Coast Rd, Shuswap	250-896-4491	[Signature]



## Appendix 4: Example of Wait Times for Slaughter

The screenshot shows a Facebook post from the page 'Gunter Bros Meat Co Ltd'. The post text reads: 'Attention Livestock Producers!!!!!! If your are needing slaughter services, Please call AS SOON AS POSSIBLE to reserve your time. This year is busier than normal. Our next available spaces start in November.' The post has 13 likes and 3 shares. A comment from Robyn Disco is visible: 'This is sure glad I booked a few months ago!'. Another comment from Emma Harries asks: 'What animals do you process? Poultry?'. A reply from Gunter Bros Meat Co Ltd states: 'We can package and cut them after they have been slaughtered and cleaned. We handle need, poem, lambs and goats and bison from beginning to end'. The page header includes navigation options like 'Home', 'Photos', 'Reviews', 'Likes', 'Videos', 'Events', and 'Posts'. A sidebar on the right shows a list of people who liked the post, including Sondra McDonald, Leigh-Anne Botting, Brooklyn Enns, Kris Lloyd, Kat Deer Fern Beislie, Eric Feehelly, Wendy Brown, and Karen Pfeifer. A 'Send to My Phone' button is also visible at the top of the post area.



## MEMORANDUM

**To:** ACRD Board of Directors  
**From:** Wendy Thomson, Acting Chief Administrative Officer  
**Date:** April 7, 2017

**Subject:** Administration Department Monthly Staff Report

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In addition to daily activities, the Administration Department has been working on the following for the month of April 2017:

### **Proposed West Coast Multiplex Facility**

Staff continue to work with the West Coast Multiplex Society (WCMS) and the Tla-o-qui-aht First Nation on the proposed multiplex facility on the west coast. Recreation Excellence completed the Phase 1 – The Arena Feasibility Study in 2016. The next step is to undertake the detailed design and costing for Phase 1. The ACRD received proposals from three Architectural firms to undertake this work. The WC Multiplex Selection Committee will meet on April 13<sup>th</sup> in Tofino to review the submissions and make a recommendation to the Board for consideration at the April 26<sup>th</sup> meeting. Following completion of the design and costing, the West Coast Committee proposes to complete a public opinion survey within the communities to be served by the facility. Vancouver Island University will undertake the survey.

Currently the District of Tofino, District of Ucluelet and Area “C” Long Beach are the participating areas in the West Coast Multiplex service. The Toquaht Nation has given notice that they wish to join as a participant of the service area. The Yuułuʔiłʔatḥ Government will also consider joining at their next Executive Committee meeting.

### **Committee for Appointment of Fire Chiefs**

A Special Committee was formed by the ACRD Board with the purpose of bringing forward recommendations on appointment of fire chiefs and officers of the Regional District’s volunteer fire departments. The first meeting of the Committee was held on March 16<sup>th</sup>. Dan Holder, Emergency/Fire Services Coordinator is working with staff and the Fire Chiefs to develop criteria, job description and a selection process for Fire Chiefs. The Committee will meet again in May.

### **West Coast Emergency Planning**

**Long Beach Emergency Plan** - An emergency plan is required for area “C” (Long Beach). \$7,000.00 has been budgeted in 2017 under the West Coast Emergency Planning Service to retain a consultant to develop the Long Beach Emergency Plan. Staff are working on retaining the services of a consultant to undertake the plan in 2017.

**West Coast Emergency Coordination** – Local governments on the west coast and Parks Canada have identified the need to coordinate all communities in the event of a larger scale disaster. Each of the governments on the west coast, with the exception of Long Beach, have their own emergency plan. Due to the close proximity of all these areas and the long distance to outside assistance, it would be beneficial to have a coordination plan in place in order to best communicate and assist each other. Local governments, First Nations and Parks Canada met on November 28, 2016 and agreed that each government would provide \$1,000 for a total of \$9,000 in 2017 to retain a coordinator on the west coast to undertake the work. The ACRD is collecting the funds and assisting with retaining a coordinator. To date funds have been received from the District of Ucluelet, Toquaht Nation and ACRD. Regional District staff will contact the other agencies to collect the remaining funds. Once the funds are collected, a meeting of the WC Emergency Services group will be held to explore options for retaining the services of an Emergency Coordinator on the west coast.

### **2017 – 2021 Financial Planning Process**

With the adoption of the 5 Year Financial Plan by the ACRD Board on March 23<sup>rd</sup>, Regional District staff are busy developing plans to undertake projects budgeted in 2017.

### **Bylaw Revisions**

Staff are working on updating various ACRD Bylaws including the following: ACRD Procedures Bylaw, Officers Appointment and Delegation Bylaw, Bamfield Parks Commission Bylaw and West Coast Emergency Planning Bylaw.

### **Proposed Transit Service Between Ucluelet, Long Beach and Tofino**

The ACRD Board has approved \$5,000 in General Government Services in 2017 to undertake a market/demand analysis for a proposed transit service between Ucluelet, Long Beach and Tofino. Regional District staff are working with BC Transit and the AC Health Network to retain a contractor to undertake the work in 2017.

### **Grant Applications**

Regional District staff are investigating funding programs and possible eligible project through various opportunities including: C2C Forum Program, Strategic Gas Tax fund, EMBC Disaster Mitigation fund, Rural Dividend fund etc.

### **Other Projects/Issues**

**Bamfield Emergency First Responder Issues** - Staff are working with the area Director, Huu-ay-aht First Nations, BVFD, BC Emergency Health Services and BC Ambulance service on the medical transportation issues on the West Coast.


**Alberni Valley Emergency Planning Policy Group** – Staff are working with the City of Port Alberni staff and Dan Holder, Emergency/Fire Services Coordinator to develop emergency planning policies for consideration by the Committee in May 2017.

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



**ACRD Joint Occupational Health & Safety Committee** – The Committee is reviewing and updating ACRD occupational health and safety policies. City of Port Alberni staff are assisting the Committee by providing professional expertise and advice.

**CAO Recruitment Committee** – The ACRD Board of Directors formed a Committee to facilitate the recruitment process for a new CAO. The Committee will on April 13<sup>th</sup> commence the recruitment process.

Submitted by:   
\_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer



**TO:** Regional Board of Directors

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

**DATE:** April 12, 2017

**RE:** **Monthly Activity Report – Planning and Development**

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2016 Total	2017 Total	APPLICATION
9	4	Rezoning
30	7	Development Permit and Development Variance Permit
10	1	Subdivisions
3	0	Agricultural Land Reserve
0	0	Board of Variance
5	0	Crown Leases
23	8	Bylaw Enforcement
21	10	Miscellaneous
101	30	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the focus of the department.

Planning staff continue to be involved in the AVRA airport runway expansion.

Filling the Jr Planner and Bylaw Enforcement Officer positions.

Working on the proposed Traverse trail connections to Tofino and Ucluelet.

The ACRD continues to provide building inspection for Tofino and Ucluelet.

Staff attending a meeting in Bamfield with community members, Director Wyton and MOTI staff regarding summer parking.

Staff are preparing a new Ag Support Worker contract and continue to support the ACRD Agricultural Development Committee.

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Mike Irg, MCIP, RPP  
Manager of Planning and Development

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
FEBRUARY, 2017**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	92,521							1	92,521
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous													0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>92,521</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>92,521</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
FEBRUARY, 2017 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	1	92,521	1	512,929	1	468,050	0	0	3	1,073,500
Mobile Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	2	60,000	0	0	0	0	0	0	0	0	0	0	2	60,000
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	2	2,000	0	0	0	0	0	0	1	75,159	0	0	3	77,159
<b>Totals</b>	<b>4</b>	<b>62,000</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>92,521</b>	<b>1</b>	<b>512,929</b>	<b>2</b>	<b>543,209</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>1,210,659</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		<b>2</b>				<b>2</b>	<b>6</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	8	469,324	82	10,545,063					
2015	6	57,500	89	8,577,170					
2014	11	994,843	73	7,121,200					
2013	5	1,234,764	81	8,208,948					
2012	15	1,691,000	92	9,011,700					
2011	12	473,705	120	9,221,498					
2010	11	1,730,051	149	21,524,170					
2009	1	8,000	123	11,302,380	1999	9	785,830	80	3,348,092
2008	22	3,282,702	147	22,682,130	1998	18	779,980	75	3,320,890
2007	9	813,121	163	15,007,877	1997	20	862,866	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	21	1,693,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	23	1,506,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	34	1,972,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	36	2,603,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	33	1,724,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	16	829,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	22	1,644,300	118	6,323,900

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
MARCH, 2017**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	295,919	2	702,173			3	998,092
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens							1	139,042	1	35,000			2	174,042
Commercial													0	0
Institutional	1	77,869											1	77,869
Industrial													0	0
Miscellenaous					1	12,228	2	101,551	2	116,954			5	230,733
<b>Totals</b>	<b>1</b>	<b>77,869</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12,228</b>	<b>4</b>	<b>536,512</b>	<b>5</b>	<b>854,127</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>1,480,736</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
MARCH, 2017 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	1	92,521	2	808,848	3	1,170,223	0	0	6	2,071,592
Mobile Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	1	139,042	1	35,000	0	0	2	174,042
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	3	137,869	0	0	0	0	0	0	0	0	0	0	3	137,869
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	2	2,000	0	0	1	12,228	2	101,551	3	192,113	0	0	8	307,892
<b>Totals</b>	<b>5</b>	<b>139,869</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>104,749</b>	<b>5</b>	<b>1,049,441</b>	<b>7</b>	<b>1,397,336</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>2,691,395</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>10</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	18	2,160,013	82	10,545,063					
2015	14	1,283,000	89	8,577,170					
2014	18	1,813,343	73	7,121,200					
2013	12	1,771,791	81	8,208,948					
2012	18	1,708,000	92	9,011,700					
2011	27	1,841,575	120	9,221,498					
2010	13	1,745,487	149	21,524,170					
2009	8	326,171	123	11,302,380	1999	9	785,830	80	3,348,092
2008	32	3,793,396	147	22,682,130	1998	18	779,980	75	3,320,890
2007	27	1,757,186	163	15,007,877	1997	20	862,866	104	10,025,166
2006	31	3,117,930	161	15,909,705	1996	21	1,693,000	128	9,050,554
2005	28	4,300,065	138	12,962,379	1995	23	1,506,000	116	9,641,300
2004	29	3,915,060	133	11,036,854	1994	34	1,972,000	151	7,915,500
2003	11	2,230,220	97	6,925,356	1993	36	2,603,000	167	10,864,000
2002	15	488,416	76	2,986,134	1992	33	1,724,000	173	11,192,500
2001	12	916,314	89	5,790,126	1991	16	829,520	126	7,155,120
2000	19	1,004,091	88	4,095,339	1990	22	1,644,300	118	6,323,900



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Date:** April 6, 2017  
**Subject:** Finance Department Staff Report

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March was another busy month for the finance departments as the 2017 budget process was being completed at the same time as the 2016 year end. The following is a description of some the activities that were completed in March 2017:

- 2017-2021 Financial Plan – Finalized and adopted the plan as well as distributed to appropriate agencies.
- 2016 Year End – Provided the required information to the auditor.
  - Developed the financial statements.
- Attended contract, agreements and tendering training provided by Colin Stewart of Stewart McDannold Stuart. Great session and reference material including competitive procurement process, details to consider in evaluating, pitfalls, post award issues etc.
- Grants-in-aid – sent out letters to applicants to advise them of Board decisions.
- Regional Hospital District – Adopted 2017 Annual Budget and distributed to appropriate agencies.
- Surveyor of Taxes – outstanding property tax notices were sent out by the Surveyor including the ACRD transfer to taxes amounts for 2016 utility charges resulting in numerous phone calls of customers requesting clarification of their accounts.

Submitted by:

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Teri Fong, CPA, CGA, Manager of Finance



## MEMORANDUM

**To:** Board of Directors  
**From:** Environmental Services Department  
**Meeting Date:** April 6, 2017  
**Subject:** Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for March 2017.

### Long Beach Airport

- OLS clearing Runway approaches, 07, 16, 25 and 34
- Transport Canada Apron deficiencies included in BCAAP
- Runway and Apron snow ploughing with new truck 86, Feb 03
- Apron lighting deficiencies (BCAAP) civil works completed
- Fire call Smoke in terminal = faulty HVAC fan = replaced
- New LED terminal interior lighting installed
- Point break skydiving meeting with Nav Canada and SOFA agreement
- Confirmation survey with SNC lavallin for OLS obstructions
- Removal of final OLS obstructions on runway 07, 25 and 34
- Telus Fibre optic installation to terminal completed April 04
- ACAP projects, Taxiway and Apron rehab and Chemical spreader applications
- Sewer line repair at Parks Canada 120 airport road
- McGill engineering Parks Canada water connection review
- CYAZ pump house filter failure support / assistance
- Reviewed options for Skydiving rates at other locations for bylaw amendment options to present to Board for consideration.
- Completed the notice of disposition process for two kiosk leases that were expired – increases in revenue for both were achieved.
- Continue to work on water source changes in anticipation of the future connection to the Parks Canada water source.

### AVRA

- Redesign SD70 Christmas tree road network to accommodate local topography
- Water quality monitoring at AVRA
- Site inspections of Raylec and airfield electrical installation
- NW road and Nahmint road design development

### Cherry Creek Parks

- Cherry Creek Trail - tender, awarded tender and work nearing completion

### **Bamfield Water**

- Continue to work with Engineer and provide information to move project forward.
- Worked with CWWF grant staff and followed up with queries requested.
- Awarded the 1.4 million dollar CWWF for the water treatment plant.

### **Alberni Valley Landfill**

- Met on multiple occasions with engineer and contractor to review the options in on the transfer station site to increase diversion of additional materials.

### **Salmon Beach**

- Committee (through the Board) requested ES staff approach Toquaht Nation for possible septic field improvements – letter sent.
- Committee (through the Board) requested ES staff approach Toquaht Nation for possible burn site of alder and brush burning on septic field License of Occupation – letter sent.

### **Beaver Creek Water**

- Responded to 15 work orders
- Responded to 18 VT scada alarms and 1 power outage
- Marked out 4 BC One calls from the public/private users
- Gordon Ave Air Valve repair
- Yard cleanup and ditch cleaning at BCWS compound/install yard hydrant
- Infrastructure report data collection
- Performed a read cycle test to find private leaks
- Repaired Thompson Rd 2” service leak
- Repaired Drinkwater Rd crimped service in the ditch
- Kerry Rd flushing hydrant Parking pad repair
- Assisted home owner on Saunders Rd to fix private leak
- Covered John’s water quality run for 3 weeks
- Various landscaping from repairs done during winter
- Firewall installed for BCWS office to allow Vadim
- Keith’s 5 year recognition
- Monthly flushing complete
- Quarterly meter reads complete
- Quarterly CL2 and turbidity cleaning

### **General**

- Posted internal position and selected successful candidate (Heather Zenner) for the new position of Lands and Resources coordination for Environmental Services.
- Posted internal position to backfill Environmental Services Coordinator temporary assignment – successful candidate – Kathy McArthur
- Backyard burning brochure – to be mailed out with April 2017 invoicing.

Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
<b>ADMINISTRATION</b>							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	April 2017	Chair to develop a strategy with the Board/ ACRD applying for funding to host C2C Forum
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Andrew	April 2017	Request for update sent from CAO
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Andrew/ Heather	Ongoing	Letter from ACRD requesting support sent from AV/Bamf. Chair
4.	Mar. 22/16	Request: City of Port Alberni contribute matching funds as electoral area Gas Tax Allocation for AV Regional Airport improvements	Alberni Valley	Y/Y	Andrew	April 2017	Letter sent to City/ EA Chair to request meeting with Council – Refer to EA Directors Committee
5.	Jan. 25/17	Letter: to Toquaht Nation & Yuułu?it?ath Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Wendy	April 2017	Toquaht committed, YG considering at next executive meeting, then amending bylaw for consideration by ACRD Board
6.	Feb. 8/17	Work: with BC Transit on a feasibility study for a transit service between Tofino and Ucluelet	West Coast	N/N	Wendy	May	Working with BC Transit on a RFP to retain a consultant to undertake a market/demand analysis in 2017
7.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy/ Dan	April	Ongoing – met BCEHS, options provided on training First Responders received & being reviewed
8.	Feb. 22/17	Invite: Island Timberlands to meet with the ACRD Board of Directors to share their draft recreation policy	AV	N/Y		March	Invitation received by IT and acknowledged – no action yet



Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
9.	Mar. 8/17	Investigate: Government grants for the purchase of audio equipment for the boardroom audio	All	Y/Y	Janice	April	Investigating
10.	Mar. 8/17	Draft: Letter to the BC Ambulance Service concerning the lack of emergency transportation services in Bamfield and request they post a crew in Bamfield as soon as possible to address this gap in service	"A" (Bamfield)		Wendy	April	Reviewing response received from BCEHS with options for training First Responders in order to transport patients
11.	Mar. 22/17	Apply: to the BC Rural Dividend Fund on behalf of the CCN – Work with CCN on submitting an application		N/N	Tracy/ Patrick Marshall	March	Submitted/remove
12.	Mar. 22/17	Draft a letter of support for the Chair's signature, to Lady Rose Marine Services for the possible Car Ferry from Port Alberni to Ucluelet.			Wendy/ Janice		Letters sent/Remove
13.	Mar. 22/17	Arrange: Meeting of select committee to review architectural services for the detailed design of the Westcoast Multiplex project	West Coast	Y/Y	Wendy/ Scott Kenny	April	Meeting set for April 13 <sup>th</sup> , 9:30 am, Tofino Council Chambers/remove
14.	Mar. 22/17	Submit: Application to UBCM/First Nations Summit Regional Community to Community Forum in order to host "A Path Forward" Planning Session in the Alberni-Clayoquot Region in 2017	All	Y/Y	Shelli	April	Deadline for submission is April 12, 2017
15.	Mar. 22/17	Draft: Letter to senior levels of Government to confirm the Board's position addressing flooding issues which requires a comprehensive assessment of the entire Somass Watershed.	AV		Russell/ Janice	March	Letters sent/Remove

Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
<b>FINANCE</b>							
16.	Sept. 21/16	Meeting: with Long Beach Golf Club regarding lease & outstanding water fees	West Coast	Y/Y	Teri/ Wendy/ Andrew	March 2017	Meeting to be arranged between WC Comm. & LBGC Possibly 1 <sup>st</sup> week of May
17.	Nov. 9/16	Meeting: with RHD Chair & IH reps regarding end of life program in region	All	Y/Y	Teri/ Shelli	April 2017	Awaiting date from Island Health.
18.	Mar. 22/17	Arrange for signatures and distribute to appropriate agencies Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan". Adopted March 22, 2017 .	All		Teri		Done/Remove
<b>ENVIRONMENTAL SERVICES</b>							
19.	Oct. 10/12 Jan. 25/17	Explore: Valley wide woodstove & backyard burning bylaws based on CPA's bylaw & report – Refer to EA Directors Meeting	Alberni Valley	Y/N	Andrew	April 2017	Options discussed will focus on education, brochure prepared will go out with April invoicing/Remove
20.	Sept. 9/16	Refer to staff: District of Tofino correspondence re: working with Eco West on green infrastructure - Review & report back to WC Comm. & Board	West Coast	N/N	Andrew	March 2017	Included as option in WC Waste Management
21.	April 13/16	Work: with Huu-ay-aht First Nation/Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area & arrange a Community Meeting within next 6 months	A	Y/Y	Andrew	Dec 2017	In Progress - Follow-up meeting with working group in March 29 <sup>th</sup> to share data Follow up meeting in May
22.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	March 2017	In Progress

Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
23.	Sept. 21/16	Prepare: Amending Bylaw & RFD to the Board to proceed with RFP's to lease a 2-acre section of land at Long Beach Airport, corner of Lysander & Airport Road	West Coast	Y/Y	Andrew/Janice		Awaiting zoning bylaw
24.	Sept. 21/16	Proceed: Steller Managements' letter of intent for the development plan for Lots C & D at Long Beach Airport	West Coast	Y/Y	Andrew		Will advertise when zoning addressed
25.	Mar. 8/17	Amend: Long Beach Airport capital plan increasing costs for engineering services for ACAP grant application in the 2017-2021 Financial Plan from \$22,000 to \$40,000 and staff proceed with the ACAP grant application	West Coast	Y/Y	Mark/Andrew/Teri		Approved for second reading Done/Remove
26.	Mar. 22/17	Amend the Terms of Reference for the Long Beach Airport Advisory Committee to include a member of the Toquaht Nation and send a letter to the Toquaht Nation and the LBA Advisory Committee	West Coast		Andrew Kathy		Done/Remove
27.	Mar. 22/17	Prepare Aircraft Operating Procedures for AVRA.			Mark/Kathy		In progress
28.	Mar. 22/17	Prepare amended bylaw R1016-2 for signatures, update website etc. and advise current Skydiving company operating out of LBA.	West Coast		Andrew		Done/Remove
29.	Mar. 22/17	Prepare amended bylaw R1021-5 for signatures, update web, etc .	West Coast		Andrew		Done/Remove
30.	Mar. 22/17	Investigate funding opportunities for the ACRD through the Rural Dividend Fund.			Kathy	April 2017	

Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
31.	April 5/17	Arrange a public engagement session in Ucluelet and Tofino regarding the proposed cardboard disposal ban on the West Coast starting on July 1, 2017	West Coast	Y/Y	Andrew/ Kathy	May 2017	
<b>PLANNING</b>							
32.	May 13/10	Proceed: Subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	West Coast	Y/Y	Mike	March 2017	Options to West Coast Committee in March
33.	Nov. 14/12	Staff direction: Review and make recommendations on the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall	A		Mike		In progress – Waiting for direction from the Hall Committee
34.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	April 2017	Part of OCP amendments
35.	May 27/15	Proceed: 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 as outlined in staff report dated Nov. 20/14 2014	C	Y/Y	Mike/ Luc	Spring 2017	
36.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike		Spring 2017
37.	Oct. 12/16	Meeting: Invite wireless communication providers in the region	All	Y/Y	Alex	March 2017	Invitation sent – following up on invite

Alberni-Clayoquot Regional District

Staff Action Items to the Board of Directors as of April 6, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		to provide an update on plans in the region					
38.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	April 2017	Signed – Staff report prepared for April
39.	Nov. 16/16	Forward: PRNP Traverse Trail plan to the Regional Parks & Trails Advisory Committee & investigate linking the trail from Ucluelet & Tofino	West Coast	Y/Y	Mike	March 2017	WC Committee April 5th
40.	Jan. 25/17	Investigate a bylaw for impounding and licensing of animals in the rural areas and report back to the Board	Rural Areas	Y/Y	Mike	April 2017	To EA Directors
41.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike	April 2017	In progress
42.	Mar. 8/17	Refer: Report on consideration of an animal control service for livestock at large to the EA Directors Committee for discussion	Electoral Areas		Mike		Next EA Directors meeting – May 17 <sup>th</sup>
43.	Mar. 8/17	Enter into: two (2) year agreement with the District of Tofino to provide building inspection services	Tofino	N/Y	Mike		Signed by ACRD and sent for endorsement by Dist. of Tofino
44.	Mar.22/17	Draft a letter to the Alberni Valley Enhancement Association agreeing to co-sponsor a public talk on the Western Painted Turtle.			Heather		Done/Remove



## MEMORANDUM

**To:** Board of Directors

**From:** Janice Hill, Acting Manager of Administrative Services  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** April 12, 2017

**Subject:** Bamfield Water system - Clean Water and Wastewater Funding Announcement

The Alberni-Clayoquot Regional District has been awarded a Federal/Provincial contribution of a maximum of \$1,409,174 in funding for the Bamfield Water Treatment Facility project. The Government of Canada will fund up to 50 percent of the eligible project costs and the Provincial Government will fund an additional 33 percent of eligible project costs.

In November 2016, staff submitted a funding application to the Clean Water and Wastewater Fund (CWWF) for \$1,679,800, for the estimated total project costs for the treatment facility. The funding received from CWWF will cover 83% of the estimated project costs to the maximum of \$1,409,174. This is a huge benefit to the ACRD and the community of Bamfield.

As part of the bilateral agreement between Canada and British Columbia, 144 projects have now been approved for federal funding amounting to more than \$186.6 million. Combined with provincial funding of nearly \$123.2 million and local government contributions of over \$63.4 million, more than \$373.2 million will be going toward projects across the province.


During the first stage of the grant application process and ranking of eligible projects submitted to the CWWF, staff had to provide an overview of how this grant could provide advancement of other projects that are within the service area. There were two items that were put forth: raw water intake and the generator to supply required power in event of power outages (current generator may only be able to sustain the pumphouse). These two projects would be at least five years off without funding and with the grant award will allow the water system to undertake this within two years.

The ACRD conducted a referendum within the Bamfield Water System service area on November 5, 2016 to gain the consent of the electorate to borrow up to a maximum of \$600,000 for the Bamfield Water System Treatment Plant Project. The cost of borrowing is anticipated to be much less than requested from the community, this will provide much needed financial relief to the community.

The Gas Tax allocated to the Bamfield Water system included the original amount allocated in 2013 of approximately \$426,000, and the \$600,000 allocated in 2016 to provide the funding that a Build Canada grant could supply to enable the community to undertake the much needed water treatment plant. At the next Electoral Area directors meeting staff will bring a report back regarding the Gas tax status that will include information regarding the \$600,000 allocated to the Bamfield Water system to undertake a water treatment plant.

Staff are working with Koers & Associates Engineering to complete the Water Treatment Facility with plans to have it completed by January 2018 and to complete the additional projects by March of 2019.

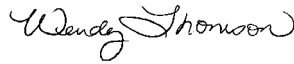
In July of 2016, Island Health placed terms and conditions on Bamfield operating permit and the requirement was to ensure the drinking water treatment objectives were met. The solution was the Water treatment plant, which was an Island Health approved as a treatment option for the Bamfield's water source. These terms and conditions must be met by January of 2018.



Submitted by: \_\_\_\_\_  
Janice Hill, Acting Manager of Administrative Services



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



Approved by: \_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer



## News release

For immediate release

Canada and British Columbia invest in 144 new water and wastewater infrastructure projects across the province

*Supporting healthier communities for future generations*

**Burnaby, British Columbia, March 17, 2017**—Having access to clean, reliable drinking water is critical to the health and prosperity of Canadian communities and for attracting economic opportunities for the middle class and those working hard to join it. By ensuring that drinking water and wastewater systems are modern, efficient and meet the capacity needs of our communities, the governments of Canada and British Columbia are safeguarding the well-being of Canadian families, protecting our waterways and preserving our ecosystems.

Today, the Honourable Amarjeet Sohi, Minister of Infrastructure and Communities, and the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, announced a combined \$373.2 million for 144 new projects in British Columbia through the Clean Water and Wastewater Fund (CWWF). The federal government is providing up to 50 per cent of funding—more than \$186.6 million—and the Province is investing nearly \$123.2 million. Local governments are contributing the balance of \$63.4 million.

Funding will support infrastructure projects across the province such as a new water treatment plant in West Kelowna, a drinking water system upgrade and universal metering project in Balfour, design work in Elkford for new water mains, a water main extension in Oak Bay, wastewater lagoon aeration upgrades in Tumbler Ridge, and extensive sewer work in Vancouver. Also on the list is a \$5.8 million combined sewer separation project in Burnaby, which will make critical improvements to the city's wastewater and storm water systems that will protect the local environment by preventing sewer overflows to the environment during periods of heavy rain and reducing the amount of wastewater that needs to be treated.

These investments are part of the bilateral agreement between Canada and British Columbia, announced on September 30, 2016, and are in addition to the [\\$36.1 million in federal funding and \\$23.8 million in provincial funding announced that day for 35 water projects](#).

## Quotes

“Infrastructure is the foundation of the Canada we all want to build for tomorrow. Both large and small communities can find it challenging to fund much-needed water and wastewater infrastructure, which is why the Clean Water and Wastewater Fund is so important. This latest round of approved projects will protect the environment, keep communities in British Columbia healthy, and will create well-paying jobs for the middle class.”

*The Honourable Amarjeet Sohi,  
Minister of Infrastructure and Communities*

“Safe and reliable drinking water and wastewater systems are essential infrastructure for all communities in our province. The Clean Water and Wastewater Fund enables local governments to make the critical investments in essential services their citizens rely upon. These projects will create close to 4,000 direct and indirect jobs that will benefit local families across British Columbia.”

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

“The City of Burnaby is committed to sustainability and sewer separation is a key environmental initiative. Since 1998, we've been upgrading our old sewer systems to separate clean runoff from sewer, reducing the quantity of wastewater directed to treatment facilities, saving taxpayer dollars, and ensuring untreated



waste doesn't reach our rivers and streams. It's a labour-intensive project that takes many years. We are thrilled to be able to apply these funds immediately to this critical ongoing project."

*Colleen Jordan,  
Burnaby City Councillor*

## Quick Facts

- The Government of Canada allocated \$225,067,721 to British Columbia under the Clean Water and Wastewater Fund and will fund up to 50 per cent of the eligible project costs.
- The Government of British Columbia is providing up to \$148.5 million through the Clean Water and Wastewater Fund and will fund 33 per cent of the eligible project costs.
- The Government of Canada will provide more than \$180 billion in infrastructure funding over 12 years for public transit, green infrastructure, social infrastructure, transportation that supports trade, and Canada's rural and northern communities.
- These record investments in modern, safe infrastructure projects throughout the province build on the immediate investments and long-term action plan outlined in B.C.'s Rural Economic Development Strategy that are expected to create over 26,000 jobs and add \$2.8 billion to provincial GDP.

## Related Product

Backgrounder: [http://canada.ca/en/office-infrastructure/news/2017/03/backgrounder\\_canadaandbritishcolumbiaannouncenewwaterandwastewat.html](http://canada.ca/en/office-infrastructure/news/2017/03/backgrounder_canadaandbritishcolumbiaannouncenewwaterandwastewat.html)

## Associated links

Government of Canada's \$180-billion+ infrastructure plan: <http://www.budget.gc.ca/fes-eea/2016/docs/themes/infrastructure-en.html>

Federal infrastructure investments in British Columbia: <http://www.infrastructure.gc.ca/map-carte/bc-eng.html>

CWWF and PTIF projects in British Columbia: <http://www.infrastructure.gc.ca/pt-sp/projects-list-liste-projets-bc-eng.html>

The Clean Water and Wastewater Fund: <http://www.infrastructure.gc.ca/plan/cwwf-fepeu-eng.html>

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Office of the Mayor  
Burnaby, BC  
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Infrastructure Canada  
613-960-9251  
Toll free: 1-877-250-7154

# Infrastructure Canada

Home > Phase 1 Investments > Phase 1: Infrastructure Projects in British Columbia

## Phase 1: Infrastructure Projects in British Columbia

[Clean Water and Wastewater Fund \(CWWF\)](#) / [Public Transit Infrastructure Fund \(PTIF\)](#)

Project Location	Project Title	Federal Funding	Fund	Approved	In Progress	Completed
Abbotsford	Abbotsford O&M CNG Facility	\$11.5 M	PTIF	✓		
Vancouver; Surrey; Burnaby <a href="#">Show all municipalities</a>	Rapid Transit Fleet Expansion - Expo Line	\$40 M	PTIF	✓	✓	
Vancouver; Surrey; Burnaby <a href="#">Show all municipalities</a>	Rapid Transit Fleet Expansion - Millennium line	\$16 M	PTIF	✓	✓	
Vancouver; Surrey; Burnaby <a href="#">Show all municipalities</a>	Rapid Transit Fleet Expansion - Canada Line	\$44 M	PTIF	✓		
Campbell River	Campbell River O&M CNG Facility	\$6.5 M	PTIF	✓		
Cowichan Valley	Cowichan O&M CNG Facility	\$6.5 M	PTIF	✓		
Kelowna	Kelowna UBCO Exchange	\$1.43 M	PTIF	✓		
Langford; Victoria	Victoria RTS Seismic Program	\$5.47 M	PTIF	✓	✓	
Mission; Vancouver	Rapid Transit Fleet Expansion - West Coast Express	\$10.5 M	PTIF	✓		
North Vancouver	Bus facilities and exchanges	\$20.5 M	PTIF	✓		
North Vancouver; Vancouver	Rapid Transit Fleet Expansion - SeaBus	\$17 M	PTIF	✓		
Prince George	Prince George O&M CNG Facility	\$9.5 M	PTIF	✓		
Saanich	Glanford Transit Depot and maintenance facility	\$2.5 M	PTIF	✓	✓	
Saanich	Douglas St. Bus Lane (Tolmie-Mckenzie)	\$4.62 M	PTIF	✓		
Surrey	South of Fraser RT Planning & Design	\$10 M	PTIF	✓	✓	
Surrey	South of Fraser RT Early Work	\$19.14 M	PTIF	✓		
Undefined	Bus Replacement (Light / Medium / Heavy Duty)	\$32.75 M	PTIF	✓	✓	
Undefined	SmartBus BC (3 sub projects AVL / APC / CCTV)	\$5.88 M	PTIF	✓	✓	
Undefined	Expansion Buses (2 sub projects)	\$1.73 M	PTIF	✓	✓	
Vancouver	Transit System rehabilitation and maintenance	\$46.2 M	PTIF	✓		
Vancouver	Millennium Line extension (Broadway) Planning & Design	\$11.5 M	PTIF	✓	✓	
Vancouver	Information technology	\$25.5 M	PTIF	✓		
Vancouver	Rapid Transit stations	\$43 M	PTIF	✓		
Vancouver	Multimodal station amenities	\$2 M	PTIF	✓	✓	
Vancouver	Bus loop rehabilitation	\$26.65 M	PTIF	✓	✓	
Vancouver	Millennium Line extension (Broadway) Early Works	\$38 M	PTIF	✓	✓	
Whistler	Whistler CNG Fueling Facility	\$1.6 M	PTIF	✓		
100 Mile House	Alpine Water System Upgrade	\$ 984,425	CWWF	✓	✓	
Abbotsford	Gladwin Siphon Inlet, Odour Control and Outlet Chamber Project	\$ 995,000	CWWF	✓		
Anmore	Optimization of Stormwater Assets	\$ 137,500	CWWF	✓	✓	
Armstrong	Wastewater Treatment Plant Rehabilitation	\$ 316,500	CWWF	✓		
Ashcroft	Village of Ashcroft 2016 Sewage Treatment Plant Upgrade Dewatering Centrifuge	\$ 265,000	CWWF	✓		
Balfour	Balfour Water System Upgrade & Universal Metering Project	\$1.69 M	CWWF	✓		
<b>Bamfield</b>	<b>Bamfield Water Treatment Facility</b>	<b>\$ 848,900</b>	<b>CWWF</b>	<b>✓</b>	<b>✓</b>	
Boston Bar	FVRD Electoral Area A: Boston Bar Water Systems Upgrade	\$ 52,972	CWWF	✓		
Burnaby	Combined Sewer Separation Program 2017	\$2.94 M	CWWF	✓	✓	
Burns Lake	5th Avenue Water Tower Replacement	\$1.26 M	CWWF	✓	✓	
Castlegar	Water System Efficiency Plan	\$ 30,000	CWWF	✓	✓	
Central Saanich	Brentwood Bay Water Main- Phase 1	\$ 425,000	CWWF	✓	✓	✓
Chetwynd	Water Treatment Plant Upgrades	\$1.56 M	CWWF	✓	✓	
Chilliwack	Yarrow Waterworks Reservoir "A" Replacement	\$ 850,000	CWWF	✓		
Christina Lake	Christina Lake Water System Upgrades	\$ 402,500	CWWF	✓	✓	
Clearwater	Water Supply Well No. 3 and Water Supply Main	\$1.05 M	CWWF	✓	✓	
Clearwater	Clearwater Septage Receiving Station Equalization Basin	\$ 140,000	CWWF	✓		
Clinton	Clinton Water Supply Main Replacement	\$ 587,500	CWWF	✓	✓	
Coldstream	Coldstream Sewer Line Extension	\$ 65,000	CWWF	✓	✓	
Comox Valley	Comox Valley Water Supply System Treatment Project	\$2.62 M	CWWF	✓	✓	
Coquitlam	Plateau Water Pump Station Project	\$2.9 M	CWWF	✓	✓	
Courtenay	Black Creek Oyster Bay Water Supply Security Project	\$ 340,250	CWWF	✓		

Project Location	Project Title	Federal Funding	Fund	Approved	In Progress	Completed
Creston	Arrow Creek Water Main Replacement and System Improvements - Final Phase	\$2.5 M	CWWF	✓	✓	
Cumberland	Cumberland Water Treatment and Supply Improvements	\$3 M	CWWF	✓	✓	
Dawson Creek	Water Treatment Plant Upgrades	\$2.24 M	CWWF	✓		
Delta	South Delta Groundwater Well Feasibility Study	\$ 25,000	CWWF	✓	✓	
Duncan	Sustainable Watershed Systems, through Asset Management	\$ 132,500	CWWF	✓	✓	
Duncan	Cowichan Water Supply Structured Decision Model (SDM) Development	\$ 100,000	CWWF	✓	✓	
Edgewater	Lake Baptiste Dam Upgrade Project	\$ 251,404	CWWF	✓		
Elkford	District of Elkford - Water Loss Management Implementation	\$ 625,000	CWWF	✓		
Elkford	Abruzzi Heights Infrastructure Replacement Design	\$ 140,000	CWWF	✓	✓	
Enderby	Shuswap River Water Main Crossing	\$ 329,700	CWWF	✓	✓	
Fort Fraser	Fort Fraser Infrastructure Improvement Project	\$1.86 M	CWWF	✓		
Fort St. James	Fort St. James Water Looping Project - Simon Fraser Ave.	\$ 188,500	CWWF	✓		
Fraser Valley	Electoral Area B - Dogwood Valley Water System Upgrade	\$ 99,762	CWWF	✓	✓	
Fraser Valley	Electoral Area D - Area D Integrated Water System Upgrade	\$ 106,250	CWWF	✓		
Fraser Valley	Electoral Area E - Baker Trails Estate Wastewater Treatment System Replacement	\$ 823,175	CWWF	✓		
Fruitvale	Fruitvale Sewer Treatment Plant and Sewer Upgrades	\$ 932,500	CWWF	✓	✓	
Fruitvale	Beaver Valley Water System Davis/Eastview Improvements	\$ 108,150	CWWF	✓		
Gibsons	ISMP Update and Implementation	\$ 150,000	CWWF	✓	✓	
Gibsons	Water Infrastructure Renewal Program	\$ 618,420	CWWF	✓		
Gold River	Beneficial Biosolids Reuse	\$ 298,155	CWWF	✓		
Golden	Community Wastewater System Improvements	\$ 375,000	CWWF	✓		
Grand Forks	City of Grand Forks 2017 Sewer Phasing Plan	\$ 50,000	CWWF	✓	✓	
Grand Forks	City of Grand Forks Wastewater Treatment Facility Upgrades	\$2 M	CWWF	✓		
Granisle	Water Treatment Plant Detailed Design	\$ 106,018	CWWF	✓	✓	
Greenwood	Greenwood Wastewater Utility Renewal	\$ 350,000	CWWF	✓	✓	
Harrison Hot Springs	Harrison Hot Springs (HHS) Water Distribution Project	\$1.38 M	CWWF	✓		
Hatzic	Electoral Area F - Hatzic Prairie Water System Upgrade	\$ 889,336	CWWF	✓		
Hazelton	Bay Street Storm and Watermain Replacement	\$ 175,450	CWWF	✓		
Honeymoon Bay	Mesachie Lake Wastewater Treatment and Collection Upgrade Project, Phase 1 (Area F)	\$ 738,896	CWWF	✓		
Hope	Hope Pollution Control Center Upgrade (Sewage Treatment Plant)	\$1.46 M	CWWF	✓	✓	
Houston	Lagoon Outfall Upgrades	\$ 167,224	CWWF	✓		
Invermere	Paddy Ryan Water Treatment Plant UV Disinfection Upgrade	\$ 908,481	CWWF	✓		
Kamloops	TNRD Utility Systems Master Plan	\$ 87,100	CWWF	✓	✓	
Kamloops	Juniper Creek Bank Stability	\$1.33 M	CWWF	✓		
Kaslo	Kaslo River Intake Upgrades	\$ 174,538	CWWF	✓		
Kaslo	Kaslo Wastewater Treatment Plant Improvements	\$ 221,000	CWWF	✓		
Kelowna	Falcon Ridge Water System Improvement	\$ 362,700	CWWF	✓	✓	
Kelowna	SEKID/SOMID Water Supply Project	\$26.45 M	CWWF	✓		
Kent	Agassiz Avenue Infrastructure Improvements Project	\$ 652,500	CWWF	✓		
Keremeos	Oialla Water System Rehabilitation Project	\$ 299,875	CWWF	✓		
Keremeos	Village of Keremeos Water System Upgrades	\$ 788,050	CWWF	✓		
Kimberley	Kimberley Drinking Water Loss Management	\$ 500,000	CWWF	✓		
Kimberley	Kimberley Wastewater Treatment Facility (WWTF) Planning and Design	\$1.31 M	CWWF	✓	✓	
Kitimat	Water System Backup Power and Pump 6B upgrade	\$ 375,000	CWWF	✓		
Kootenay Boundary	Rivervale and Oasis Sewer Service Pump Replacements	\$ 100,311	CWWF	✓		
Ladysmith	Ladysmith Drinking Water Filtration Project	\$5.3 M	CWWF	✓		
Lake Country	Eldorado Treated Water Reservoir & Glenmore Booster Station	\$3.5 M	CWWF	✓	✓	
Lake Cowichan	Lake Cowichan Water Main Upgrades	\$ 680,177	CWWF	✓	✓	
Lake Errock	Electoral Area C Lake Errock Water System Upgrades	\$ 200,875	CWWF	✓		
Langley	Utilities Works Project	\$1.81 M	CWWF	✓	✓	
Lions Bay	Water Storage Facilities	\$1.35 M	CWWF	✓	✓	
Logan Lake	Water Distribution System Improvements	\$ 875,000	CWWF	✓	✓	
Lumby	Groundwater Supply Evaluation & Monitoring Well Construction	\$ 120,588	CWWF	✓	✓	
Lumby	Long-Term Wastewater Treatment Plant Upgrades	\$ 119,565	CWWF	✓	✓	
Lund	Lund Wastewater System Upgrade	\$ 280,000	CWWF	✓	✓	
Lytton	Village of Lytton Source Water Protection Planning	\$ 48,510	CWWF			

Project Location	Project Title	Federal Funding	Fund	Approved	In Progress	Completed
				✓	✓	✓
Lytton	Village of Lytton Groundwater Development	\$1.3 M	CWWF	✓	✓	
Mackenzie	District of Mackenzie Community Water Supply Well	\$ 399,000	CWWF	✓		
Maple Ridge	225 Street Pump Station and Force Main Upgrade - Phase 1	\$ 601,750	CWWF	✓	✓	
Masset	Masset Water Main Replacement	\$ 495,609	CWWF	✓	✓	
McBride	Dominion Creek Drinking Water Intake Replacement	\$ 172,012	CWWF	✓		
Merritt	Coldwater Avenue Infrastructure Improvements	\$1.38 M	CWWF	✓	✓	
Mission	Fraser River Sanitary Crossing Siphon	\$4.15 M	CWWF	✓		
Montrose	Montrose Wastewater Treatment Plant Upgrades	\$ 395,000	CWWF	✓		
Mount Waddington	Wastewater System Upgrades	\$ 270,585	CWWF	✓	✓	
Moyie	Moyie Watermain Replacement Project	\$ 104,952	CWWF	✓		
Nakusp	Galvanized Main Replacement	\$ 307,908	CWWF	✓	✓	
Nanaimo	Greater Nanaimo Pollution Control Centre: Centrifuge and Polymer System	\$ 654,500	CWWF	✓		
Nanaimo	Bowser Sewer Servicing	\$4.57 M	CWWF	✓		
New Hazelton	Wastewater Treatment Facility Assessment	\$ 15,300	CWWF	✓	✓	
New Hazelton	13th Avenue Water Line Upgrade	\$ 405,250	CWWF	✓		
New Westminster	Sapperton Combined Sewer Separation	\$3.32 M	CWWF	✓	✓	
North Cowichan	Crofton Alternate Water Supply	\$1.56 M	CWWF	✓		
North Okanagan	Duteau Creek Water Treatment Plant UV Disinfection Addition	\$3.5 M	CWWF	✓		
North Vancouver	Wastewater Inflow and Infiltration Program - Lynn Valley Area	\$1.76 M	CWWF	✓		
Northern Rockies	Airport Watermain and Pump Station	\$2.79 M	CWWF	✓		
Oak Bay	Uplands Combined Sewer Separation Project - Detailed Design	\$ 195,758	CWWF	✓	✓	
Oak Bay	Water Main Extension & Secondary Connection Project	\$ 692,875	CWWF	✓		
Okanagan Falls	Okanagan Falls Sewer System Upgrade Project	\$ 23,282	CWWF	✓		
Oliver	Willowbrook Water System Improvement Project	\$ 19,550	CWWF	✓		
Oliver	Watermain Looping at Head of Lake	\$ 281,500	CWWF	✓	✓	
Osoyoos	2017 Sanitary Sewer Infrastructure Rehabilitation Program	\$ 510,000	CWWF	✓	✓	
Parksville	San Pareil Water System - Treatment Upgrades	\$ 420,000	CWWF	✓		
Parksville	French Creek Pollution Control Centre Expansion	\$ 200,000	CWWF	✓	✓	
Parksville	Drinking Water Supply Transmission Mains and Secondary Membrane Water Treatment	\$3.65 M	CWWF	✓	✓	
Penticton	Naramata Water System Upgrade Project	\$2.21 M	CWWF	✓	✓	
Penticton	Carmi Water Reservoir Storage Capacity Upgrade	\$ 707,500	CWWF	✓		
Port Alberni	Somass Estuary (SE) Environmental Stewardship Protection Project	\$4.15 M	CWWF	✓	✓	
Port Alice	Port Alice Wastewater Treatment Plant Upgrade	\$ 525,210	CWWF	✓	✓	
Port Alice	Port Alice Water Tank Replacement	\$ 230,100	CWWF	✓		
Port Edward	Sanitary and Stormwater Pipe Rehabilitation	\$ 487,500	CWWF	✓		
Port Hardy	District of Port Hardy Reservoir Project	\$2.5 M	CWWF	✓	✓	
Port McNeill	Water Distribution Replacement and Upgrade	\$ 965,000	CWWF	✓		
Port Moody	Angela Drive & Cecile Drive - Utility & Roadworks Improvements	\$ 862,500	CWWF	✓		
Port Renfrew	Port Renfrew Water Main Replacement	\$ 294,038	CWWF	✓		
Pouce Coupe	Village Asset Management Assessment	\$ 25,000	CWWF	✓	✓	✓
Powell River	Haslam Water Supply Main Replacement	\$2.11 M	CWWF	✓		
Powell River	Consolidated Waste Water Treatment System	\$1.99 M	CWWF	✓		
Prince Rupert	Woodworth Lake Dam Replacement Project	\$4.29 M	CWWF	✓		
Princeton	Wastewater Treatment System Upgrading and Desludging	\$ 531,500	CWWF	✓		
Pritchard	Pritchard Sewer Backup Generator and System Upgrade Project	\$ 57,250	CWWF	✓		
Qualicum Beach	The Water and Wastewater Portion of the Memorial Upgrade Phase 3	\$ 862,500	CWWF	✓		
Quesnel	Drinking Water Supply and Storage Upgrades	\$1.8 M	CWWF	✓		
Radium Hot Springs	Water Reservoir Replacement Project	\$ 600,000	CWWF	✓		
Revelstoke	Illecillewaet River Waterline Crossing	\$ 585,562	CWWF	✓		
Rossland	Comprehensive Sanitary Sewer Inflow & Infiltration Strategy	\$ 250,000	CWWF	✓	✓	
Rossland	Spokane Street Infrastructure Improvement Project	\$2.18 M	CWWF	✓		
Saanich	CIPP Lining Saanich	\$1.75 M	CWWF	✓	✓	
Salmo	Asset Inventory and Condition Assessment Upgrading	\$ 63,000	CWWF	✓	✓	
Salmo	Sewage System Upgrade and Improvements	\$1.04 M	CWWF	✓		
Salmon Arm	Foreshore Sanitary Sewer Main Rehabilitation	\$ 858,000	CWWF			

Project Location	Project Title	Federal Funding	Fund	Approved	In Progress	Completed
				✓	✓	
Sayward	Newcastle Creek Dam Rehabilitation Project	\$ 396,000	CWWF	✓		
Sechelt	Sechelt Sanitary Sewer Expansion Project	\$1.75 M	CWWF	✓	✓	
Sicamous	Wastewater Facilities Upgrades	\$1 M	CWWF	✓	✓	
Silverton	Silverton Water Main Replacement Project	\$ 234,337	CWWF	✓		
Smithers	Main Street to Victoria Drive Watermain Looping Project	\$ 282,500	CWWF	✓		
Sorrento	Lakeview Place Subdivision Water System Connection Project	\$ 240,980	CWWF	✓		
Sparwood	Water and Wastewater Infrastructure Network Study	\$ 125,000	CWWF	✓	✓	
Squamish	Water Metering & Water Distribution System Improvements	\$ 970,090	CWWF	✓	✓	
Squamish	Water System Improvements	\$ 688,100	CWWF	✓		
Stewart	Stewart Wastewater Rehabilitation Project	\$ 560,000	CWWF	✓	✓	
Strathcona	Quathiaski Cove Sewage Extension Project	\$ 684,425	CWWF	✓	✓	
Summerland	Waste Water Treatment Plant Grit Removal and Effluent Filter Upgrades	\$1.58 M	CWWF	✓	✓	
Sun Peaks	Sun Peaks Sewage Treatment Plant Facilities Upgrades	\$1.2 M	CWWF	✓	✓	
Sunshine Coast	Square Bay Wastewater Treatment Plant Upgrade	\$ 420,062	CWWF	✓		
Sunshine Coast	Pender Harbour Water Systems Water Main Replacements	\$1.65 M	CWWF	✓		
Sunshine Coast	Merrill Crescent Community Septic Field System Replacement	\$ 32,500	CWWF	✓		
Sunshine Coast	Pender Harbour, Canoe Road Community Septic Field System Replacement	\$ 37,500	CWWF	✓		
Sunshine Valley	2017 Sun Valley Water System Upgrade Project	\$ 22,000	CWWF	✓		
Tahsis	Wastewater System Condition Assessment and Optimization	\$ 137,000	CWWF	✓	✓	
Tahsis	Community Water Conservation Project	\$ 204,451	CWWF	✓		
Taylor	Sludge Thickening Planning Project	\$ 15,100	CWWF	✓	✓	
Taylor	Lift Station #3 Replacement Project	\$ 585,000	CWWF	✓		
Telkwa	Water Treatment Plant Assessment and Water Study Update	\$ 24,869	CWWF	✓	✓	✓
Terrace	Terrace Reservoir Capacity Improvement Design	\$ 100,000	CWWF	✓	✓	
Terrace	Terrace Wastewater System Improvements	\$1.32 M	CWWF	✓	✓	
Tofino	District of Tofino Wastewater Treatment Plant	\$ 875,000	CWWF	✓	✓	
Trail	Columbia Pollution Control Centre Upgrade to Secondary Treatment	\$ 786,000	CWWF	✓	✓	
Trail	Water Treatment Plant Regulatory Upgrades	\$ 623,540	CWWF	✓		
Trail	Rivervale Water and Street Lighting Service Water System Intake Upgrades	\$ 46,080	CWWF	✓		
Tumbler Ridge	Lagoon Aeration System - Phase II	\$ 535,300	CWWF	✓		
Ucluelet	Wastewater Treatment Lagoon Rehabilitation	\$ 869,045	CWWF	✓	✓	
Vancouver	Vancouver South Sewer Separation Project	\$5.83 M	CWWF	✓	✓	
Vanderhoof	Water Supply and Storage Upgrades: Reservoir, Booster Station & Supply Main	\$1.78 M	CWWF	✓	✓	
Vernon	Okanagan Landing Sewer Extension Project	\$1.84 M	CWWF	✓		
Warfield	Warfield PRV Stations Rehabilitation	\$ 111,000	CWWF	✓		
Wells	Water and Sewage Infrastructure	\$ 175,000	CWWF	✓		
West Kelowna	East Boundary Lift Station Upgrade	\$ 390,625	CWWF	✓	✓	
West Kelowna	Rose Valley Water Treatment Plant	\$24.7 M	CWWF	✓	✓	
West Vancouver	West Vancouver (Marine at the Beach) Lift Station Reconfiguration and Service Area Upgrades	\$3.01 M	CWWF	✓	✓	
Whistler	Pincrest Estates Wastewater Treatment Plant (Sewer) Replacement	\$ 998,205	CWWF	✓		
Whistler	Emerald Water System Disinfection Upgrade	\$1.25 M	CWWF	✓		
White Rock	Arsenic and Manganese Water Treatment Project	\$7.1 M	CWWF	✓		
Williams Lake	Water Management Strategy	\$ 100,000	CWWF	✓	✓	
Williams Lake	Stormwater Management Phase 4	\$ 271,225	CWWF	✓		
Ymir	Ymir Water Storage Reservoir Replacement	\$ 387,328	CWWF	✓		

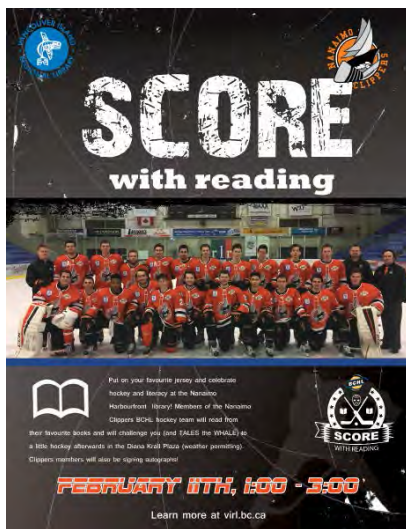
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# from the Board Table

## Intro

The Board of Trustees convened on March 18, 2017 for the first regular meeting of the year. Agenda items included reports on Vancouver Island Regional Library (VIRL) finances, reserves and facilities, and a detailed update on developments with respect to a proposed new library for the community of Sooke.

## Score with Reading



The puck dropped on February 11 with the Nanaimo Clippers as part of Score with Reading—an annual event that combines literacy and hockey. Children from the community joined players from the Clippers, as well as Tales the Whale, for stories, autographs and of course, a hockey game! Score with Reading is a partnership with the BCHL and local community groups.



Score with Reading 2017 - Nanaimo Harbourfront branch

# Finance Report



Hornby Island branch - children's area

“VIRL’s operations are in a good position based on results to date.”

## **Balance Sheet:**

The balance sheet of \$33.4 million shows a healthy balance of cash and investments of \$6.3 million at the end of January and a year to date operating surplus of \$387,038.

**Revenue and Expenditures:** The net operating surplus as at the end of January of \$387,038 reflects that revenues were in line with expectations and that expenditures were within budget.

**Reserves Report:** The Board of Trustees is provided with updated reserves information at each meeting. At the end of January, the reserves stood at a balance of \$4.7 million. Appropriations to reserves are recorded on a quarterly basis, so at the end of January no appropriations have been recorded. Included in the results to date is \$22,956 in reserve funded expenditures. Transfers from reserves are recorded when projects have been substantially completed.

**In Summary:** The current position is sustainable and VIRL’s operations are in a good position based on results to date.

# Facilities Updates



*Hornby Island branch, entrance area*

## Chemainus

Plans are underway to build a new branch in Chemainus at the old Fire Hall Site. The property will accommodate a 5,000 sq. ft. branch.

## Masset

VIRL is in discussion with Masset about land for a potential new branch. Work is underway to ensure the required environmental assessment and survey work is prepared for the site before proceeding with the project.

## Sidney/North Saanich

Plans to renovate the current branch are moving forward. The first step is to perform a building envelope assessment, which will evaluate the key components of the existing branch and help to determine where renovation work is required. A public consultation session is set for March 22, 2017.

VIRL is working with North Saanich with the goal of constructing a new branch in the community. Details are forthcoming.

## Tahsis

VIRL is moving forward with plans to relocate the Tahsis branch into two classrooms at Captain Meares Elementary School, totaling 1,500 square feet.

## Port Alberni

A donation from a member of the Port Alberni community has kick-started a refurbishment effort. The refurbishment will address layout and outstanding maintenance issues.

## Parksville

A flooring replacement project by the City of Parksville presented an opportunity for VIRL to undertake other maintenance projects at the branch. VIRL is working with Parksville staff to determine the timing and scope of the project.

## Nanaimo Wellington

Construction is underway for a new purpose-built space for the Wellington branch in Country Club Centre. The new branch is slated to open in Spring 2017.





Nanaimo North branch

## General Updates

**Sooke Branch:** The Sooke branch was identified as a top priority when the Consolidated Facilities Master Plan was first published in 2010. Since that time, VIRL has been working with the District of Sooke to site a new library for the community. A number of locations have been looked at, including Wadams Way in central Sooke and SEAPARC Leisure Complex. At the meeting, Trustees voted in favour of moving forward with the Wadams Way site.



Read more: [virl.bc.ca/board](http://virl.bc.ca/board)



# Program Highlights

## Multicultural Literacy Kits

On January 21, VIRL launched cultural-specific literacy kits for children 0-6 years of age at a free family event at the Nanaimo Harbourfront branch. Families now have access to books, activities and music from a dozen different cultures, including Metis, Japanese, Arabic, Serbian and Russian. The kits can be borrowed from any branch for up to three weeks at a time. Each kit contains a series of age-appropriate books (many of them in the native language of the culture), and a combination of activities, CDs, DVDs or toys, all contained in a convenient backpack.

## Freedom to Read Week

This annual event celebrates Canadians' Right to Information (February 26—March 4). Freedom to Read Week encourages people to reaffirm their commitment to intellectual freedom, which is guaranteed under the Charter of Rights and Freedoms. VIRL celebrated Freedom to Read Week and the right to information across its branches with multiple events and through “challenged works” on display. To learn more, visit [virl.bc.ca/ftw](http://virl.bc.ca/ftw).



# Partners in the Community

## Cat Café

The Cat Café, a program offered by the Cowichan branch, is both a popular event and a unique opportunity to support animal rescue and literacy. The program allows customers to enjoy materials in the lounge area and interact with local, adoptable cats. Since its first event, the Cat Café has already paired one lucky cat with an equally happy library customer.



## Drop In & Connect

This program, based out of the Courtenay branch, provides customers who are homeless and marginalized in the community with social and educational opportunities. In partnership with the Comox Valley Transitional Society and other community providers, the program is held twice weekly and sees approximately 90 attendees.



## Death Café

Death Café, held monthly at the Gabriola Island branch, is a partnership with local community members and is supported by the Friends of the Library. Death Cafés are held around the world as an opportunity for people, often strangers, to gather, eat cake, drink tea and discuss death in a relaxed, open setting. This event is an incredibly successful program and has returned significant, positive feedback from the community.



**From:** "Jessica Hutchinson" <[jessica@clayoquot.org](mailto:jessica@clayoquot.org)>  
**To:** "Central Westcoast Forest Society" <[info@clayoquot.org](mailto:info@clayoquot.org)>  
**Sent:** Wednesday, March 15, 2017 3:53:31 PM  
**Subject:** CWFS Update....finally

Hello CWFS directors, members and staff

I apologize for this very late update. We are well into 2017 and several projects are wrapping up and others are underway.

On March 6 we started the Schooner Dune ecological restoration project in PRNPR with Tla-o-qui-aht First Nation (TFN). We were awarded the project through a bid process in partnership with TFN. For the last week and a half we have been working hard to remove invasive grasses that have stabilized this dynamic ecosystem and accelerated the development of a forest ecosystem. With the help of two excavators and a crew of four we removed over 40 yards of soil and debris and cleared a roughly 1 ha area (see pictures attached). The goal of this project is to return this ecosystem to a sparsely vegetated ecotype that can support rare and endangered species such as the Sand Verbena Moth and the Yellow Sand-verbena plants. This has been an excellent project and partnership with both Parks Canada and TFN.

In February the Tla-o-qui-aht and CWFS restoration crew spent two weeks working at the Conference Creek Watershed. The crew planted 380 native shrubs and herbaceous plants in the riparian zone adjacent Chiims-Nit Creek. Dave Edwards contracting also built a 50 m<sup>2</sup> off-channel habitat for juvenile coho on Chiims-Nit. This channel will provide year round rearing habitat for coho salmon with moderated flows and temperatures. It will be connected to the main-stem during the summer fish window.

The Pacific Traverse Trail is the new multi-use path that is currently being constructed through Pacific Rim National Park Reserve - connecting the towns of Tofino and Ucluelet. CWFS has been working as a subcontractor providing crew for the amphibian salvage. Efforts were made to capture and relocate amphibian species encountered before machinery moved through to construct the path. The project was a partnership with the Tla-o-qui-aht First Nation.

Our winter speaker series is on! CWFS is hosting bi-weekly speakers at the Ucluelet Community Center thanks to funding from Tourism Ucluelet and in-kind support from Black Rock Oceanfront Resort. Presentations by Tim Sutherland (Culturally Modified Trees), Jessica Edwards (Strawberry Isle Marine Research Society), Todd Windle (Parks - Co-existing with Carnivores) are drawing on average 20 people per event.

CWFS has been asked to appear in a short Patagonia film to advertise their new women's work wear line. The film will be 90 seconds in length and will feature CWFS women working hard for a good cause. They will also feature images of us in their catalog - which is said to have a readership of over 10 million!

On March 1st I gave two lectures on Ecological Restoration (ER) at Simon Fraser University and BC Institute of Technology for their Masters and Undergraduate programs in ER respectively. Both presentations went well and CWFS approach to ER was very well received.

We have also had three great meetings with the Toquaht First Nation, Yuulu?il?ath First Nation and the Hesquiaht First Nation in preparation for the restoration season ahead in their traditional territory and treaty lands.

Please let me know if you have any questions. All the best,

Jessica

Attached picture photo credit: Jeremy Koreski

--

Jessica Jean Hutchinson, M.Sc., EP

O: 250-726-2424

C: 250-266-0113



MIABC 2016 ANNUAL REPORT

# Firmly Rooted, Future-Ready



MUNICIPAL  
INSURANCE  
ASSOCIATION  
OF BRITISH  
COLUMBIA





### Additional Copies of the Annual Report

The report is available on our web site  
[www.miabc.org](http://www.miabc.org)

Additional copies are also available  
 from the MIABC office

200-429 West 2nd Avenue  
 Vancouver, BC V5Y 1E3

Tel: (604) 683-6266

Fax: (604) 683-6244

[info@miabc.org](mailto:info@miabc.org)

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# Chairperson's Letter



The MIABC's roots run deep. Almost three decades ago, the UBCM created this organization in response to a crisis in the liability insurance industry. We had three missions: to introduce stability to the world of municipal liability insurance, to keep costs as modest as possible, and to provide risk management services to BC's local governments. Although the insurance crisis ended some time ago, the MIABC has continued fulfilling its missions and, in doing so, has become part of the fabric of BC's local government environment.

## **Our Strong Roots**

Two thousand sixteen marked the MIABC's 29th year of operation. As our organization approached the end of its third decade, it really came into its own. We are now more focused, self-assured, and comfortable as to who we are, what we are about, and where we are heading. Our stable membership and financial strength have put us in the position of offering all the insurance coverage and related services that a local government needs. In short, our foundation is a solid one.

This foundation was tested in 2016 when the MIABC incurred an underwriting loss of \$5 million as a result of indemnity payments on two large claims. Fortunately, our stable capital base of over \$90 million was more than sufficient to buffer this loss without increasing the risks or costs to our members. As the saying goes, the wind cannot defeat a tree with strong roots.

### **Our Commitment to Being Future-Ready**

Our stable capital base allows us to do more than just protect our members from the effects of large claims. We can now focus on being future-ready by seeking out new ways to share our financial success with our members. In addition to dividends and risk management grants, we have reached the point where investment income can be used to defer operating costs, support additional member services, and reduce annual premiums. We are also able to establish renewal rates that can comfortably accommodate negative contingencies. In other words, we don't have to charge as much!

While focusing on sustainable value, the MIABC continually keeps an eye on the road ahead. We work closely with other municipal insurance pools across Canada and the United States and are always looking for new services and products. This is just one way in which we endeavour to anticipate our members' future needs.

### **Our Growing Property Program**

Our property insurance program completed its second year of operation in 2016. The results were impressive. The support of our members has been strong, allowing us to reach our volume, income, and geographic diversity goals at a prudent and sustainable pace, despite difficult market conditions. Our approach has been to build a program with an excellent product mix and to deliver it with the same commitment to stable pricing that has always been a feature of our liability program.

The commercial insurance marketplace is fiercely competitive, with established carriers occasionally offering predatory pricing. Along the way we may have lost out on some business that commercial insurers quoted at unsustainably low prices, but when those rates increase at renewal time, we will still be here with our unwavering focus on steady, sustainable value.

### **The People Who Make it Happen**

A community is only as strong as the commitment people have to it. This sentiment is particularly apposite to our association. The more that people participate in our association, the stronger it becomes. Support leads to growth, which leads to better services. Our association has now grown to the point where the MIABC and its members are reaping the benefits of this process.

I would like to acknowledge the incredible efforts of our staff. For almost two years, they have been engaged in the intense development work required to launch new programs and insurance products. They have taken on fresh roles and responsibilities, without the benefit of additional resources or staff. In addition to performing their regular day jobs with the high level of professionalism to which we have become accustomed, our staff have delivered a new MIABC, prepared to accomplish the mission we have given it.

As the Board Chair, I would like to thank the Board of Directors, the MIABC staff, and the members of the MIABC for all that we have achieved in this past year. I look forward to participating in the bright future that lies ahead for our organization.

Teunis Westbroek  
Chairperson

# MIABC's Board of Directors

Composed of elected officials and staff of MIABC Subscribers, the Board of Directors are either appointed or elected at the MIABC Annual General Meeting.



**Back row (standing), left to right:**

Councillor Chad Eliason  
SILGA REPRESENTATIVE, CITY OF SALMON ARM

Paul Gill  
GROUP D REPRESENTATIVE, CITY OF MAPLE RIDGE

Charles Hamilton  
DIRECTOR AT LARGE, COLUMBIA SHUSWAP REGIONAL DISTRICT

Mayor Teunis Westbroek  
GROUP C REPRESENTATIVE, TOWN OF QUALICUM BEACH

Clay Nelson  
DIRECTOR AT LARGE, DISTRICT OF WEST VANCOUVER

Roy Scott  
GROUP A REPRESENTATIVE, DISTRICT OF 100 MILE HOUSE

Sukh Gill  
REGIONAL DISTRICT REPRESENTATIVE,  
THOMPSON-NICOLA REGIONAL DISTRICT

**First row (sitting), left to right:**

Mayor Deb Kozak  
AKBLG REPRESENTATIVE, CITY OF NELSON

Councillor Tabatha Webber  
GROUP B REPRESENTATIVE, VILLAGE OF FRUITVALE

Councillor Gord Klassen  
NCLGA REPRESENTATIVE, CITY OF FORT ST. JOHN

Steffan Klassen  
DIRECTOR AT LARGE, TOWN OF CRESTON

Sheryl Worthing  
DIRECTOR AT LARGE, VILLAGE OF BURNS LAKE

Councillor Marg Spina  
DIRECTOR AT LARGE, CITY OF KAMLOOPS

**Not pictured:**

Councillor Jack Crompton  
LMLGA REPRESENTATIVE, RESORT MUNICIPALITY OF WHISTLER

Director Mary Marcotte  
AVICC REPRESENTATIVE, COWICHAN VALLEY REGIONAL DISTRICT

## 2017 Committees

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### Executive Committee

Teunis Westbroek CHAIRPERSON  
 Deb Kozak VICE CHAIR  
 Sukh Gill FINANCE CHAIR  
 Deb Kozak MEMBER SERVICES CHAIR  
 Charles Hamilton CLAIMS COMMITTEE CHAIR  
 Paul Gill GOVERNANCE CHAIR

### Finance/Audit Committee

Sukh Gill CHAIRPERSON  
 Steffan Klassen VICE CHAIR  
 Roy Scott MEMBER  
 Paul Gill MEMBER  
 Clay Nelson MEMBER

### Claims Committee

Charles Hamilton CHAIRPERSON  
 Chad Eliason VICE CHAIR  
 Steffan Klassen MEMBER  
 Jack Crompton MEMBER  
 Clay Nelson MEMBER

### Member Services Committee

Deb Kozak CHAIRPERSON  
 Gord Klassen VICE CHAIR  
 Sheryl Worthing MEMBER  
 Tabatha Webber MEMBER  
 Marg Spina MEMBER

### Governance Committee

Paul Gill CHAIRPERSON  
 Sheryl Worthing VICE CHAIR  
 Deb Kozak MEMBER  
 Sukh Gill MEMBER  
 Mary Marcotte MEMBER

---

The MIABC is governed by a Board of Directors composed of both elected officials and staff of the MIABC's members. Directors are either appointed or elected at the MIABC's Annual General Meeting. The Board, which provides strategic direction to the organization and oversight of the MIABC's management, meets quarterly in addition to attending telephone conferences when needed. It also holds an Annual General Meeting to report on the activities and finances of the MIABC and to obtain the approval of the members for changes to the **Reciprocal Insurance Exchange Agreement and the Liability Protection Agreement**.



# Firmly Rooted, Future-Ready

With an eye on the MIABC's past progress, our Board of Directors plans for the future.

This summer, in conjunction with the regular summer Board meeting, the members of the MIABC's Board of Directors and management team gathered in Kelowna to participate in a strategic planning workshop.

The overall objective of the workshop was to set the strategic direction of the MIABC for the next three years. More specifically, the Board was tasked with charting a course to ensure the MIABC remains future-ready.

## Reflecting on our Past

First, though, it was necessary to measure the MIABC's success since the last planning session in 2013. At that time, the Board discussed the goal of acquiring a building to house its offices. That goal was soundly achieved with the acquisition of an entire block in 2014.

Another 2013 goal was to more effectively inform our members about what the MIABC has to offer. The Board concluded that this goal was met, but that it must remain an ongoing objective. The stability of our rates and the variety of member services offered by the MIABC are what set us apart from commercial insurers. The MIABC may offer fantastic services, but this is meaningless unless the members are aware of, and take advantage of, those services.

The MIABC also reached the goal of building our capital to \$90 million in 2015. Having met this goal, we were able to distribute dividends regularly to our members and increase the financial return to our members.

## Building on Our Foundation

At the workshop, the Board members recognized that it was important to build on the progress that had been made since the 2013 strategic plan. It was also imperative that the MIABC capitalize on the strengths we have developed over the past three decades as BC's primary local government insurer. These strengths include:

- Our capital;
- Our member support;
- Our staff;
- Our reputation with our members and others; and
- Our good political relationships.

*The MIABC may offer fantastic services, but this is meaningless unless the members are aware of, and take advantage of, those services.*

## **A Plan for the Future**

To be future-ready, an organization must look ahead. Accordingly, the group discussed emerging trends and was asked to identify various scenarios that could potentially impact the MIABC. These were plotted on a grid of potential impact and probability. In breakout groups, the group then planned for the three scenarios they felt could have the greatest impact on the MIABC and its members. Each group reported back on the highlights of their plan.

With these potential scenarios in mind, the Board members synthesized the information into strategic goals for the next three years. The participants also engaged in “backcasting” – visualizing a specific goal and then identifying the steps necessary to reach the following four goals.

### 1. Growing the Property Insurance Program

The MIABC is committed to growing the Property Insurance Program, with the specific goal of doubling our total insurable value (TIV) by 2019. To do so, the MIABC will focus on raising awareness about this service, making it easier for members to switch from commercial insurers, and pricing our products competitively.

### 2. Improving Member Outreach

The MIABC will also focus on improving member outreach in order to retain or increase membership. This means allocating resources to member services, personalizing our interactions with members, and increasing networking opportunities.

### 3. Deploying Capital to Reduce Members' Costs and Increase Equity

The Board identified the specific goal of returning capital to our members through multiple reward streams. While the MIABC has long shared its financial success with our members through dividends, risk management grants, and the use of our in-house legal department, we aim to develop additional financial rewards. With a 2019 goal of increasing our capital to \$100 million, the MIABC will be on track to continue to reduce our members' costs.

### 4. Strengthening Our Internal Systems

The MIABC also aims to strengthen our internal systems. The goal is to work smarter, not harder. The new claims management software program will help to achieve this objective, and we aim to automate more systems in the next three years. As our organization becomes more complex, it is imperative that our staff understand the importance of working efficiently.

With these strategic goals in mind, the MIABC continues to work to be future-ready for our members.

## **Strategic Game Plan: a Visual Reminder**

Throughout the workshop, artist Lisa Edwards was on-hand to prepare real-time visual representations of the proceedings. This helped to organize the group's thoughts and propel the discussion forward. Ms. Edwards' drawings also provide a graphic recording of our future goals in order to ensure they are front-of-mind for the people implementing them.





# Administration Department



Tom Barnes  
CHIEF EXECUTIVE  
OFFICER &  
GENERAL COUNSEL



Maria  
Creighton  
CONTROLLER



Heidi Kriz  
ADMINISTRATOR &  
BOARD SECRETARY



Pritika Pratap  
ACCOUNTANT



Claudia Chan  
OFFICE, COMMUNICATIONS &  
SYSTEMS ADMINISTRATOR

The Administration Department also implemented a new, more robust accounting system. According to Maria Creighton, the MIABC's Controller, the new system represents an important step in the MIABC's development as it provides greater internal controls and the ability to handle the complexities brought about by the Property Insurance Program.

Two new additions to the Administration Department this year have considerably enhanced the MIABC's expertise. Pritika Pratap joined the MIABC in May in the role of Accountant. Ms. Pratap handles accounting for the Property Insurance Program in addition to a varied range of accounting responsibilities. Claudia Chan joined our team in July. Ms. Chan is the Office, Communications and Systems Administrator, and her role includes member communications, graphic design, and IT. In recent years, accounting standards have changed and regulatory requirements have become more complex. With the addition of these professionals, the MIABC is better able to keep up with these requirements, while maintaining focus on our first priority – serving our members.

Ms. Creighton anticipates 2017 will be an equally busy year. The MIABC is currently working on a major IT upgrade, which will include a new claims management software program that will allow us to report to members more efficiently and clearly. The MIABC is also exploring ways to use income streams and capital to help our members save money. The goal is to reduce our members' bottom line today, while maintaining the MIABC's financial stability for tomorrow.

In 2016, the Administration Department tackled several complex projects, all with a view to readying the MIABC to serve its members in an increasingly complex regulatory and operational environment.

The MIABC undertook a review and overhaul of the experience rating program, through which members' annual premium assessments are adjusted based on their individual claims experience. Following consultation with our Finance Member Advisory Group, the MIABC determined it was important to members to continue to tie rates to claims performance, while doing so in a way that is more transparent and fair. The result is the new Cost Allocation Formula, which was approved at the Annual General Meeting in September.

# Member Services Department



Megan Chorlton  
DIRECTOR OF  
MEMBER SERVICES  
& ASSISTANT  
GENERAL COUNSEL



Susan  
Ackerman  
RISK MANAGEMENT  
ADVISOR



Ian Lau  
RISK MANAGEMENT  
DATA ANALYST

For Megan Chorlton, the MIABC's Director of Member Services, being future-ready means providing risk management services that help our members to face their own approaching challenges.

In 2016, the Member Services Department focused on improving the annual MIABC Risk Management Conference. The purpose of the conference is to provide education on risk management while enabling attendees to make connections with their counterparts from other regions. This year, Ms. Chorlton's team substantially revived the conference, which had seen dwindling attendance in recent years. Attendees were given the opportunity to focus their time on one of three streams: parks and recreation, building inspection, and administration. This allowed the Member Services Department to tailor the content specifically to delegates' needs. Ms. Chorlton is pleased to report that a record number of delegates (154) attended in 2016 – selling out the conference for the first time.

Recognizing that the MIABC's members are a diverse group spread across our large province, the Member Services Department also expanded its webinar series in 2016. The webinars are intended to cater to members whose representatives

cannot travel to the MIABC's annual conference or regional risk management seminars. The Member Services Department increased the frequency of the webinars – from quarterly in 2015 to monthly in 2016. The webinars are archived on the MIABC's website, where the Member Services Department is building a library of risk management resources that members can access on an ongoing basis.

For the Member Services Department, a major goal in 2017 is to focus on enhancing member outreach to allow the MIABC's members to be proactive in their own risk management efforts. Ms. Chorlton's team is working on a new service through which her department will assist members in developing comprehensive risk management plans. This will help members to identify and prioritize risks, set goals, and monitor progress.

Overall, the MIABC aims to connect with members in a way that is valuable to them. To ensure we are meeting this goal, in 2017 the Member Services Department will develop an "Annual Report Card" to communicate all of the services available to the MIABC's members and report on the frequency of use of each service. This, Ms. Chorlton explains, will help ensure that the MIABC's resources are allocated to the services that the members actually need and use. It will also provide her department with valuable feedback. Ms. Chorlton explains: "Unless we understand what our members truly want and need for risk management support, member outreach is ineffective. We hope that with the Annual Report Card, we can better understand our members so that we can continue to provide excellent service and support in the future."

# Claims Department



Sherman Chow  
DIRECTOR OF  
CLAIMS



Nicole Purves  
DEPUTY DIRECTOR  
OF CLAIMS



David Tupper  
CLAIMS & RISK  
ANALYST



David Hooper  
CLAIMS EXAMINER



Michelle Bourque  
CLAIMS EXAMINER

Reporting on the Claims Department's 2016 accomplishments, Sherman Chow, Director of Claims, explained that in many ways, not much has changed. As in past years, the MIABC's Claims Examiners were very busy in 2016 – opening over 1,000 new claims and closing approximately 1,200 claims. As in past years, the Claims Department underwent a successful claims audit and lent their experience on local government liability to other parts of the MIABC as well as the broader community. In addition, the Claims Department looked for ways to build on this foundation and provide enhanced service to members.

The Claims Department undergoes a biennial claims audit. Independent auditors spend two days at the MIABC's office reviewing a random sampling of files. They evaluate several aspects of the MIABC's claims handling practices, from reserve accuracy to compliance with internal policies and procedures. This year, the Claims Department received another excellent review. In particular, the

auditors noted the consistency in the practices of each of the Claims Examiners, indicating that the MIABC's members receive the same excellent service regardless of who handles their claims.

Mr. Chow sees this positive feedback as indicative of the stability of his department. He and David Tupper have both been with the department since the 1990s. Nicole Purves recently celebrated her eight-year anniversary, and David Hooper has been with the MIABC since 2009. The department's newest member, Michelle Bourque, is already in her third year with the MIABC. Cumulatively, they have over 100 years of experience in claims and over 50 years specifically handling local government liability claims for the MIABC.

While this depth of experience means strong claims handling practices, it has been put to use in other ways as well. Having handled thousands of claims over the years, the MIABC's Claims Examiners have developed a specialized expertise in the field of local government liability. They are recognized for this expertise and are often recruited to speak on local government liability issues and participate in stakeholder groups. For example, Mr. Tupper, our Claims & Risk Analyst, is a member of the Province's Building Officials Qualifications Working Group, which consults with key stakeholders on changes to the building inspection regulatory regime.

Though the Claims Department's accomplishments remain relatively steady from one year to the next, they are always looking to the future and seeking out ways to improve and adapt. In June 2016, the department hosted the Claims Member Advisory Group (MAG) for a full-day session. Made up of representatives from a variety of different members, the MAG advises Mr. Chow's department on claims-related issues. One recommendation that arose from the MAG meeting was the need to review and improve the Service Evaluation Surveys. In 2017, the Claims Department aims to improve these surveys to ensure greater communication

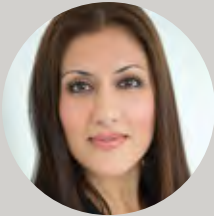
and response to members' needs. The Claims Department will also transition to a new claims management software program in 2017. The new system will allow members to more easily access claims data, both past and present.

Mr. Chow explains that there is a delicate balance between stability and change: "The MIABC's members count on our department to continue to provide the same stable, consistent service we have for years. At the same time, we recognize that this is a changing world. In order to be future-ready, we must adapt, and this means continually looking for ways to improve."

*As in past years, the Claims Department underwent a successful claims audit and lent their experience on local government liability to other parts of the MIABC as well as the broader community.*



# Legal Department



Maryam Sherkat  
LEGAL COUNSEL  
& RISK OFFICER



Scott Morishita  
LEGAL COUNSEL



Samantha Boyce  
LEGAL COUNSEL



Leslie Woo  
LEGAL COUNSEL



Wendy Alexander  
LEGAL ASSISTANT



Judy Yee  
LEGAL ASSISTANT

The foundation of the MIABC's Legal Department is the pursuit of a simple goal: saving our members money. The department was created ten years ago for the purpose of substantially reducing the cost of litigating claims by handling certain cases in-house rather than using outside counsel. Today, the four lawyers who make up our internal legal team handle approximately half of the MIABC's claims.

This year, the MIABC developed a formula that allows us to determine the effective hourly rates for our internal and external counsel. The MIABC is now able to quantify the savings achieved by having files handled by our in-house lawyers rather than external counsel. According to our calculations, the MIABC's in-house Legal Department saved members approximately \$575,000 in 2016.

For 2017, one of the MIABC's goals is to develop a litigation management program to assist us in evaluating our external law firms. The program will track key benchmarks such as how long it takes a lawyer to close a file, his or her accuracy in estimating the outcome of the case, and his or her effective hourly rate. With this program, the MIABC's management will be able to measure the performance of our lawyers and distribute work more efficiently. The litigation management program will also assist in determining which files to keep in-house.

As time goes on, the data will continue to be updated, providing a report card for the MIABC's external counsel. In this way, we can ensure we are continuing to provide quality, cost-effective service to our members.

Tom Barnes, the MIABC's Chief Executive Officer and General Counsel, reflects on the years of work it took to be in a position to evaluate lawyers' performance in this way: "Having been the predominant local government liability insurer in BC for almost three decades, the MIABC is in the unique position of being able to use our past to lay the groundwork for better assisting our members in the future. With over 25 years of claims data at our fingertips, the MIABC has amassed the information we need to ensure our members are well-served."

# Insurance Department



Glenn McLaughlin  
DIRECTOR OF INSURANCE



Marina Sen  
INSURANCE SERVICES  
COORDINATOR

Two thousand sixteen was a busy year for Glenn McLaughlin, a longtime Board member who joined the MIABC's management team as the Director of Insurance in March. Hitting the ground running, Mr. McLaughlin quickly got to work developing and enhancing the Property Insurance Program's business enterprise infrastructure.

While "business enterprise infrastructure" may sound a bit like business jargon, Mr. McLaughlin explained that the task was quite simple: "Our goal is to put systems in place to efficiently serve our members. With a strong foundation, we can drive our business forward and focus on our members' needs."

These efforts included:

- Making improvements to the property appraisal program in order to control expenses and increase efficiency;
- Developing an underwriting model, which will assist the MIABC in understanding our members' risks and assessing them accordingly; and
- Undertaking earthquake modeling to leverage ourselves for one of the biggest property loss threats that face some of BC's local governments.

For the Insurance Department, 2016 was also a year of growth. The Property Insurance Program continued with its marketing efforts, which resulted in a strong volume of inquiries from our members. The Insurance Department also worked on strengthening partnerships with its brokers and reinsurers. By growing the Property Insurance Program, the MIABC aims to stay true to its roots as a cooperative. Growth is pointless unless it serves the needs of our members. Accordingly, members' needs – both present and future – are considered paramount.

Mr. McLaughlin believes that being future-ready means working from the assumption that we will continue to be here to serve our members in the long-term. Just as the communities that make up our membership will be here in 100 years, the MIABC aims to be here too. In order to ensure our longevity, the Insurance Department is committed to building a strong foundation. As more members participate in the Property Insurance Program, economies of scale will work to the benefit of all. The pooling of exposure and resources will benefit members of the Property Insurance Program just as it has for the Liability Insurance Program.



# Financial Statements 2016

Consolidated Financial Statements of

**MUNICIPAL INSURANCE ASSOCIATION  
OF BRITISH COLUMBIA**

Year ended December 31, 2016





KPMG LLP  
PO Box 10426 777 Dunsmuir Street  
Vancouver BC V7Y 1K3  
Canada  
Telephone (604) 691-3000  
Fax (604) 691-3031

## INDEPENDENT AUDITORS' REPORT

To the Subscribers of Municipal Insurance Association of British Columbia

We have audited the accompanying consolidated financial statements of Municipal Insurance Association of British Columbia, which comprise the consolidated statement of financial position as at December 31, 2016, the consolidated statements of income, comprehensive income (loss), changes in subscribers' equity and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with International Financial Reporting Standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



Municipal Insurance Association of British Columbia  
Page 2

*Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of Municipal Insurance Association of British Columbia as at December 31, 2016, and its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with International Financial Reporting Standards.

*KPMG LLP*

Chartered Professional Accountants

March 3, 2017  
Vancouver, Canada

# Axxima

Actuaries and Insurance Management Advisors

## REPORT OF THE ACTUARY

### Role of Actuary

The actuary is appointed by the Board of Directors of the Municipal Insurance Association of British Columbia ("MIABC") pursuant to the Insurance Act. The actuary is responsible for ensuring that the assumptions and methods used in the valuation of policy liabilities are in accordance with accepted actuarial practice, applicable legislation and associated regulations or directives. The actuary is also required to provide an opinion regarding the appropriateness of the policy liabilities at the balance sheet date to meet all policyholder obligations of MIABC. Examination of supporting data for accuracy and completeness and consideration of MIABC's assets are important elements of the work required to form this opinion.

Policy liabilities include unearned premiums, unpaid claims and adjustment expenses, the reinsurers' share of unearned premiums and unpaid claims and adjustment expenses, deferred premium acquisition costs, premium deficiency and retrospective adjustments. The actuary uses the work of the external and internal auditors in verifying data used for valuation purposes.

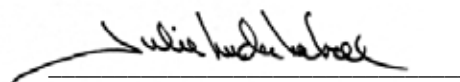
### Appointed Actuary's Report

To the Subscribers of the  
**Municipal Insurance Association of British Columbia**

I have valued the policy liabilities and reinsurance recoverables of the Municipal Insurance Association of British Columbia for its statement of financial position at December 31, 2016 and their changes in the statement of earnings for the year then ended in accordance with accepted actuarial practice in Canada, including selection of appropriate assumptions and methods.

In my opinion, the amount of policy liabilities net of reinsurance recoverables makes appropriate provision for all policy obligations and the financial statements fairly presents the results of the valuation.

Longueuil, Québec  
March 3, 2017



Julie-Linda Laforce  
Fellow, Canadian Institute of Actuaries

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Consolidated Statement of Financial Position

December 31, 2016, with comparative information for 2015

	Notes	2016	2015
<b>Assets</b>			
Cash		\$ 4,449,054	\$ 2,869,943
Restricted cash	8(a)	206,067	213,817
Accounts receivable		2,913,681	1,910,204
Investments	4	100,710,454	96,673,124
Reinsurers' share of unpaid claims and adjustment expenses	5	2,807,460	2,147,603
Reinsurers' share of unearned premiums		1,642,976	1,194,062
Recoverable from subscribers	5	14,937,334	11,753,456
Deferred policy acquisition costs	6	125,586	123,071
Prepaid expenses		116,058	75,509
Property and equipment	7	8,583,006	8,833,191
Investment property	8	15,609,065	15,470,627
		\$ 152,100,741	\$ 141,264,607
<b>Liabilities and Subscribers' Equity</b>			
Accounts payable and accrued liabilities		\$ 813,272	\$ 883,591
Premium tax payable		244,618	228,975
Due to reinsurers		1,141,164	928,652
Provision for unpaid claims and adjustment expenses	5	57,275,032	44,026,500
Unearned premiums		1,840,569	1,314,624
Unearned commissions		371,906	245,238
Dividends payable		559,211	-
Assessments received in advance		2,962,513	3,483,868
Other liabilities		48,898	42,767
		65,257,183	51,154,215
Subscribers' equity:			
Equity contributed by subscribers	13	7,866,515	7,866,515
Retained earnings		72,939,868	78,875,021
Accumulated other comprehensive income		6,037,175	3,368,856
		86,843,558	90,110,392
		\$ 152,100,741	\$ 141,264,607

Commitments (note 12)

The accompanying notes form an integral part of these consolidated financial statements.

Approved on behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Consolidated Statement of Income

Year ended December 31, 2016, with comparative information for 2015

	Notes	2016	2015
Gross premiums written		\$ 16,676,199	\$ 15,222,452
Reinsurance ceded		(6,038,334)	(4,877,324)
Net premiums written		10,637,865	10,345,128
Change in unearned premiums		(525,945)	(745,116)
Change in reinsurers' share of unearned premiums		448,914	674,890
Net premiums earned		10,560,834	10,274,902
Commission income		468,290	227,125
Expenses:			
Claims incurred (recovered)	5	14,110,662	(2,092)
Administrative and claims management		3,293,396	3,524,243
Premium tax		639,834	469,622
Risk management grants	12(b)	661,048	499,087
Property insurance costs		625,430	618,574
Amortization of property and equipment	7	373,869	548,572
Other		(90,339)	34,256
		19,613,900	5,692,262
Underwriting income (loss)		(8,584,776)	4,809,765
Other income and expenses:			
Investment income	4(b)	3,072,709	4,303,800
Investment management fees		(205,717)	(212,161)
Rental income, net	9	454,720	163,104
Other income		59,300	69,189
		3,381,012	4,323,932
Net income (loss)		\$ (5,203,764)	\$ 9,133,697

The accompanying notes form an integral part of these consolidated financial statements.

**MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA**

## Consolidated Statement of Comprehensive Income (Loss)

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Net income (loss)	\$ (5,203,764)	\$ 9,133,697
Other comprehensive income (loss):		
Net unrealized change in fair value of AFS securities	2,668,319	(2,036,532)
<b>Total comprehensive income (loss)</b>	<b>\$ (2,535,445)</b>	<b>\$ 7,097,165</b>

The accompanying notes form an integral part of these consolidated financial statements.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Consolidated Statement of Changes in Subscribers' Equity

Year ended December 31, 2016, with comparative information for 2015

	Equity contributed by subscribers	Retained earnings	Accumulated other comprehensive income (loss)*	Total subscribers' equity
Balance, December 31, 2014	\$ 7,866,515	\$ 70,452,236	\$ 5,405,388	\$ 83,724,139
Net income	-	9,133,697	-	9,133,697
Other comprehensive loss	-	-	(2,036,532)	(2,036,532)
Dividends paid	-	(710,912)	-	(710,912)
Balance, December 31, 2015	7,866,515	78,875,021	3,368,856	90,110,392
Net loss	-	(5,203,764)	-	(5,203,764)
Other comprehensive income	-	-	2,668,319	2,668,319
Dividends	-	(731,389)	-	(731,389)
Balance, December 31, 2016	\$ 7,866,515	\$ 72,939,868	\$ 6,037,175	\$ 86,843,558

\* Represents unrealized gains (losses) on AFS financial assets.

The accompanying notes form an integral part of these consolidated financial statements.

**MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA**

## Consolidated Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash provided by (used in):		
Operations:		
Net income (loss)	\$ (5,203,764)	\$ 9,133,697
Items not affecting cash:		
Amortization	246,070	945,253
Investment income	(3,072,709)	(4,303,800)
Net gain on disposal of AFS financial assets	430,594	1,617,427
	(7,599,809)	7,392,577
Changes in non-cash operating working capital:		
Accounts receivable	(1,003,477)	(570,344)
Reinsurers' share of unpaid claims and adjustment expenses	(659,857)	1,698,019
Recoverable from subscribers	(3,183,878)	140,378
Reinsurers' share of unearned premiums	(448,914)	(674,890)
Deferred policy acquisition costs	(2,515)	(123,071)
Prepaid expenses	(40,549)	10,653
Accounts payable and accrued liabilities	(70,319)	(221,958)
Premium tax payable	15,643	161,297
Due to reinsurers	212,512	928,652
Provision for unpaid claims and adjustment expenses	13,248,532	(9,103,207)
Unearned premiums	525,945	745,116
Unearned commissions	126,668	207,119
Assessments received in advance	(521,355)	(40,294)
Other liabilities	6,131	(12,551)
	604,758	537,496
Financing:		
Dividends paid	(172,178)	(710,912)
Investing:		
Interest received	1,766,977	1,873,709
Dividends received	875,141	812,664
Net (acquisition) disposal of investments	(1,369,011)	827,611
Investment in rental building	(10,640)	-
Net change in restricted cash	7,750	(213,817)
Purchase of building equipment and leasehold improvements	(123,686)	(2,492,532)
	1,146,531	807,635
Increase (decrease) in cash	1,579,111	634,219
Cash, beginning of year	2,869,943	2,235,724
Cash, end of year	\$ 4,449,054	\$ 2,869,943

The accompanying notes form an integral part of these consolidated financial statements.



# MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

## Notes to Consolidated Financial Statements

Year ended December 31, 2016

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### 1. Reporting entity:

The Municipal Insurance Association of British Columbia (the "Association") is a reciprocal insurance exchange within the meaning of Section 186 of the Financial Institutions Act of British Columbia, (the "Act"), and underwrites property and liability insurance for its subscribers. The address of the Association's registered office is Suite #200 - 429 West 2nd Avenue, Vancouver, British Columbia, V5Y 1E3, and the Association is domiciled in Canada. The Association is exempt from income taxes under Section 149(1(d.5)) of the Income Tax Act (Canada).

The Association holds investment property through a wholly-owned subsidiary, MIA B.C. Holdings Ltd. ("MIA Holdings"). The Association and MIA Holdings entered into Bare Trust and Agency Agreements for MIA Holdings to hold legal title to the property for the beneficial ownership of the Association. These consolidated financial statements also incorporate the financial statements of the Association's wholly-owned subsidiary, Civic Risk Insurance Solutions, Inc. ("CRIS"), an entity controlled by the Association. CRIS sources ancillary, excess or specialty insurance coverage as requested by subscribers.

### 2. Basis of preparation:

#### *Statement of compliance:*

These consolidated financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB"). These consolidated financial statements were authorized for issue by the Board of Directors on March 3, 2017.

#### (a) Basis of measurement:

These consolidated financial statements have been prepared on the historical cost basis except for available-for-sale ("AFS") financial assets, which are measured at fair value.

#### (b) Functional and presentation currency:

These consolidated financial statements are presented in Canadian dollars, which is the Association's functional currency.

#### (c) Use of estimates and judgments:

The preparation of consolidated financial statements in conformity with IFRS requires management to make estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income, and expenses. Actual results may differ from these estimates.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 2. Basis of preparation (continued):

(c) Use of estimates and judgments (continued):

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Information about significant areas of estimation uncertainty in applying accounting policies that have the most significant effect on the amounts recognized in these consolidated financial statements are described in the following notes:

- Note 5 - Provision for unpaid claims and adjustment expense; and
- Note 11 - Financial instruments and financial and insurance risk.

(d) Liquidity format:

The Association presents its consolidated statement of financial position broadly in order of liquidity.

#### 3. Significant accounting policies:

The accounting policies set out below have been applied consistently to all periods presented in these consolidated financial statements.

(a) Basis of consolidation:

These consolidated financial statements include the assets, liabilities and result of operations of the Association and its subsidiaries, after elimination of inter-company transactions and balances. Subsidiaries are fully consolidated from the date on which the Association obtains control, and continue to be consolidated until the date that such control ceases. Control is achieved when the Association is exposed, or has rights, to variable returns from its involvement with an entity and has the ability to affect those returns through its power over the entity. The financial statements of subsidiaries are prepared for the same reporting period as the Association using consistent accounting policies.

(b) Financial instruments:

(i) Non-derivative financial assets:

The Association initially recognizes loans and receivables on the date that they are originated. All other financial assets are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

Financial assets and liabilities are offset and the net amount presented in the consolidated statement of financial position when, and only when, the Association has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

---

#### 3. Significant accounting policies (continued):

##### (b) Financial instruments (continued):

###### (i) Non-derivative financial assets (continued):

The Association has the following non-derivative financial assets: loans and receivables and available-for-sale (“AFS”) financial assets.

###### *Loans and receivables:*

Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, loans and receivables are measured at amortized cost using the effective interest method, less any impairment losses. Loans and receivables comprise cash, restricted cash and accounts receivable.

###### *AFS financial assets:*

AFS financial assets are non-derivative financial assets that are designated as AFS or that are not classified as loans and receivables, held-to-maturity investments or financial assets at fair value through profit or loss. The Association’s investments are classified as AFS financial assets. Such assets are recognized initially at fair value, and subsequent to initial recognition, they continue to be measured at fair value and changes therein, other than impairment losses and foreign currency differences on AFS equity instruments, are recognized in other comprehensive income and presented separately within subscribers’ equity. When an investment is derecognized, the cumulative gain or loss in other comprehensive income is transferred to net income.

###### (ii) Non-derivative financial liabilities:

The Association’s financial liabilities are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

The Association’s non-derivative financial liabilities consist of accounts payable and accrued liabilities. Accounts payable and accrued liabilities are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest method.

##### (c) Impairment:

###### (i) Financial assets (including receivables):

A financial asset not carried at fair value through profit and loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates a loss event has occurred after the initial recognition of the asset, and the loss event had a negative effect on the estimated future cash flows of that asset, which can be estimated reliably.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(c) Impairment (continued):

(i) Financial assets (including receivables) (continued):

Objective evidence that financial assets are impaired include default or delinquency by the debtor, indications that the issuer of a security will enter bankruptcy, economic conditions that correlate with defaults or the disappearance of an active market for a security, or a significant or prolonged decline in fair value of an equity security below its cost.

Impairment losses on AFS investments are recognized by transferring the cumulative loss that has been recognized in other comprehensive income, and presented in accumulated other comprehensive income in subscribers' equity, to net income. The cumulative loss that is removed from other comprehensive income and recognized in net income is the difference between the acquisition costs, net of any principal repayments and amortization, and the current fair value, less any impairment loss previously recognized in net income. Changes in impairment provisions attributable to time value of money are reflected as a component of interest income.

If, in a subsequent period, the fair value of an impaired AFS debt security increases and the increase can be related objectively to an event occurring after the impairment loss was recognized in net income, then the impairment loss is reversed, with the amount of the reversal recognized in net income. However, any subsequent recovery in the fair value of an impaired AFS equity security is otherwise recognized in other comprehensive income.

An impairment loss in respect of a financial asset measured at amortized cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognized in net earnings and reflected in an allowance account against receivables. Interest on the impaired asset continues to be recognized through the unwinding of the discount. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through net income.

(d) Investment income and expenses:

(i) Interest and dividend income:

Investment income comprises interest and dividend income on funds invested and gains and losses on disposal of AFS financial assets.

(ii) General investment expenses:

General investment expenses, including withholding taxes, are recognized as incurred.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(e) Provisions:

A provision is recognized if, as a result of a past event, the Association has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The unwinding of the discount is recognized in finance costs.

(f) Recognition and measurement of insurance contracts:

(i) Classification of insurance contracts:

Insurance contracts are contracts under which the Association accepts or cedes significant insurance risk from another party (the "policyholder") by agreeing to compensate the policyholder or other beneficiary if a specified uncertain future event (the "insured event") adversely affects the policyholder or other beneficiaries. Insurance risk is significant, if and only if, an insured event could cause the Association to pay a significant claim.

Once a contract is classified as an insurance contract it remains classified as an insurance contract until all rights and obligations are extinguished or expire.

(ii) Premiums:

Earned assessments comprise the premiums on insurance contracts entered into during the year. Premiums are shown gross of any taxes levied on premiums.

The Association recognizes premium income evenly over the term of the insurance policy using the pro rata method.

(iii) Provision for unpaid claims and adjustment expenses:

Claims outstanding comprise provisions for the Association's estimate of the ultimate cost of settling all claims incurred but unpaid at the reporting date whether reported or not. It also includes estimates relating to claims administration costs recoverable from subscribers. Claims outstanding are assessed by reviewing individual claims and making allowance for claims incurred but not yet reported, the effect of both internal and external foreseeable events, such as changes in claims handling procedures, inflation, judicial trends, legislative changes and past experience and trends. Claims related balances are carried on a discounted basis in accordance with accepted actuarial practice in Canada.

Adjustments to claim provisions established in prior years are reflected in the financial statements of the period in which the adjustments are made and disclosed separately if material. The methods used, and the estimates made, are reviewed regularly.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(f) Recognition and measurement of insurance contracts (continued):

(iv) Reinsurance:

The Association cedes reinsurance in the normal course of business for the purpose of limiting its net loss potential through the transfer of insurance risk. Assets, liabilities, income and expenses arising from ceded reinsurance contracts are presented separately from the related assets, liabilities, income and expenses from the related insurance contracts because the reinsurance arrangements do not relieve the Association from its direct obligations to its policyholders.

Only reinsurance agreements that give rise to a significant transfer of insurance risk are accounted for as reinsurance contracts. Amounts recoverable under such contracts are recognized in the same year as the related claim.

Reinsurance premiums for ceded reinsurance are recognized as an expense over the period that the reinsurance covers is provided using the pro rata method.

The amounts recognized as reinsurance assets are measured on a basis that is consistent with the measurement of the provision for unpaid claims and adjustment expenses held in respect of the related insurance contracts. Reinsurance assets include recoveries due from reinsurance companies in respect of claims paid.

Reinsurance assets are assessed for impairment at each reporting date or more frequently when an indication of impairment arises during the reporting year. Such assets are deemed impaired if there is objective evidence, as a result of an event that occurred after its initial recognition, that the Association may not recover all amounts due under the terms of the contract and that the event has a reliably measurable impact on the amounts that the Association will receive from the reinsurer. Reinsurance assets and liabilities are derecognized when the contract rights are extinguished or expire.

(v) Deferred policy acquisition costs ("DPAC"):

DPAC are assessed for impairment at each reporting date or more frequently when an indication of impairment arises during the reporting year. When the recoverable amount is less than the carrying value, an impairment loss is recognized in the statement of income. DPAC are also considered in the liability adequacy test for each reporting period.

Provision is made for unexpired risks arising where the expected value of claims and expenses attributable to the unexpired periods of policies in force at the date of the statement of financial position exceeds the unearned premium provision in relation to such policies after the deduction of any DPAC. In calculating this provision, current best estimates of future contractual cash flows and claims handling and administration expenses, as well as investment from the assets backing such liabilities, are used. Any deficiency is immediately charged to earnings initially by writing off DPAC and by subsequently establishing a provision for losses arising from liability adequacy tests (the unexpected risk provision). Any DPAC written off cannot subsequently be reinstated.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 3. Significant accounting policies (continued):

(f) Recognition and measurement of insurance contracts (continued):

(vi) Liability adequacy test:

At the end of each reporting period, liability adequacy tests are performed to ensure the adequacy of the insurance contract liabilities. In performing these tests, current best estimates of future contractual cash flows and claims handling and administration expenses, as well as, investment income from the assets backing such liabilities, are used. Any deficiency is immediately charged to net income by establishing a provision for losses arising from liability adequacy tests.

(g) Fair value measurement:

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The Association uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximizing the use of relevant observable inputs and minimizing the use of unobservable inputs.

All assets and liabilities for which fair value is measured or disclosed in the consolidated financial statements are categorized within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement or disclosure:

Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.

Level 2: inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: unobservable inputs for assets or liability.

(h) Property and equipment:

Office building, furniture and fixtures, computer equipment and office improvements are measured at cost less accumulated amortization and accumulated impairment losses. Amortization is calculated on a straight-line basis over the estimated useful lives of the respective assets.

Asset	Estimated useful life
Office building	40 years
Furniture and fixtures	5 years
Computer equipment	3 years
Office improvements	10 years

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(h) Property and equipment (continued):

Amortization methods, useful lives, and residual values are reviewed at each financial year-end and adjusted, if appropriate.

The carrying amounts of property and equipment are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

The recoverable amount of an asset is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. During the year ended December 31, 2016, there were no impairment losses recognized (2015 - nil).

(i) Investment property:

Investment property includes commercial property held to earn rental income or for capital appreciation, or both. Investment property comprises land, buildings and parts thereof. Investment property is measured initially at its cost, including related acquisition costs, if applicable. Acquisition costs include applicable transfer taxes and professional fees which are directly attributable to the acquisition of the asset. The carrying amount of investment property also includes components relating to lease incentives, tenant improvements and straight-line rent receivables. Subsequent capital expenditures are capitalized to investment property only when it is probable that future economic benefits of the expenditure will flow to the Association and the cost can be measured reliably.

Subsequent to initial recognition, investment property is measured at cost less accumulated amortization and accumulated impairment losses. Amortization is calculated on a straight-line basis over the estimated useful life of the investment property, being 40 years. The fair value of investment property is determined using available market-based evidence, active market prices, adjusted, if necessary, for any difference in the nature, location or condition of the specific investment property. If market evidence is not available, the Association uses alternative valuation methods such as recent transaction prices or discounted cash flow projections.

The following approaches, either individually or in combination, are used by management, together with the appraisers, in their determination of the fair value of the investment properties:

- (i) The Income Approach derives market value by estimating the future cash flows that will be generated by the property and then applying an appropriate capitalization method and/or discount rate to those cash flows. This approach can utilize the direct capitalization method and/or the discounted cash flow analysis.



## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(i) Investment property (continued):

- (ii) The Direct Comparison Approach involves comparing or contrasting the recent sale, listing or optioned prices of properties comparable to the subject and adjusting for any significant differences between them.

Management reviews each independent appraisal and ensures the assumptions used by the appraisers are reasonable and the final fair value amount reflects those assumptions used in the various approaches above.

Any gains and losses on the disposal of investment property are recognized in the consolidated statement of income in the year of disposal.

Gains and losses on the disposal of investment property are determined as the difference between net disposal proceeds and the carrying value of the asset on the date the transaction occurred.

(j) Rental revenue:

Rental revenue is recognized in net income on a straight line basis over the lease term subject to collectability being reasonably assured.

Rental revenue includes recoveries of specified operating expenses, in accordance with the terms of the lease agreements. Recoveries are recognized in the period in which the related operating expense was incurred and collectability is reasonably assured.

The Association has retained substantially all of the risks and benefits of ownership of its investment property and, therefore, accounts for leases with tenants as operating leases. Revenue recognition under a lease commences when the tenant has the right to use the leased space. Generally, this occurs on the lease inception date or, where the Association is required to make additions to the investment property in the form of tenant improvements which enhance the value of the investment property, upon substantial completion of those improvements. Certain leases call for rental payments that vary significantly over their term due to changes in rates or rent inducements granted to tenants. The rental revenue from these leases is recorded on a straight-line basis, resulting in accruals for rent that are not billable or due until future years.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 3. Significant accounting policies (continued):

(k) Leasing costs:

Amounts expended to meet the Association's obligations under lease contracts are characterized as either tenant improvements, which enhance the value of the investment property, or lease inducements. When the obligation is determined to be a tenant improvement, the Association is considered to have acquired an asset. Accordingly, the tenant improvements are capitalized as part of the investment property. When the obligation is determined to be a lease inducement, the amount is recognized as an asset and is deferred and amortized over the term of the lease as a reduction of revenue. Leasing commissions incurred by the Association in negotiating and arranging tenant leases are added to the carrying amount of investment property.

(l) New standards and interpretations not yet adopted:

A number of new standards, and amendments to standards and interpretations, are not yet effective for the year ended December 31, 2016, and have not been applied in preparing these consolidated financial statements. None of the new standards are expected to have a significant effect on the consolidated financial statements of the Association except for the replacement of IFRS 17, *Insurance Contracts* ("IFRS 17"), which changes the basis for measuring insurance contracts, and IFRS 9, *Financial Instruments* ("IFRS 9"), which may impact the classification and measurement of the Association's financial assets. IFRS 9 becomes effective for the Association's 2018 fiscal year, but early adoption is permitted. The extent of the impact of these new standards has not yet been determined.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 4. Investments:

(a) The cost and fair value of investments as at December 31 were as follows:

	2016		2015	
	Cost	Fair value	Cost	Fair value
Municipal Finance Authority ("MFA") Funds:				
MFA Bond Fund	\$ -	\$ -	\$ 25,102	\$ 25,102
	-	-	25,102	25,102
Phillips, Hager & North ("PH&N") Mutual Funds:				
Equities	9,893,217	12,250,664	10,742,460	12,227,007
Fixed Income	37,619,159	38,029,533	35,956,695	35,666,541
Money Market	34,080,873	34,080,873	34,200,025	34,200,025
	81,593,249	84,361,070	80,899,180	82,093,573
iShares Index Funds:				
Canadian Funds	8,879,121	12,353,624	8,571,748	10,904,240
US Funds	4,822,084	3,995,760	4,573,943	3,650,209
	13,701,205	16,349,384	13,145,691	14,554,449
	\$ 95,294,454	\$ 100,710,454	\$ 94,069,973	\$ 96,673,124

(b) Investment income:

	2016	2015
Interest on AFS financial assets	\$ 1,766,977	\$ 1,873,709
Dividends on AFS financial assets	875,141	812,664
Net gains on disposal of AFS financial assets	430,591	1,617,427
	\$ 3,072,709	\$ 4,303,800

(c) Fair value disclosures:

The fair value of the iShares Index Funds Investments were determined using market prices in active markets ("Level 1"). The fair value of the PH&N Mutual Funds Investments ("Level 1") were determined using the daily closing net asset value of the underlying fund. The fair value of the remaining investments was estimated using a valuation technique based on observable market data ("Level 2"). There were no financial instruments that were measured using observable market data ("Level 3"). During the year ended December 31, 2016, no transfers have been made between the three levels during the year (2015 - nil).

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 4. Investments (continued):

(c) Fair value disclosures (continued):

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
PH&N Investments	\$ 84,361,070	\$ 84,361,070	\$ -	\$ -
iShares Investments	16,349,384	16,349,384	-	-
December 31, 2016	\$ 100,710,454	\$ 100,710,454	\$ -	\$ -

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
MFA Investments	\$ 25,102	\$ -	\$ 25,102	\$ -
PH&N Investments	82,093,573	82,093,573	-	-
iShares Investments	14,554,449	14,554,449	-	-
December 31, 2015	\$ 96,673,124	\$ 96,648,022	\$ 25,102	\$ -

### 5. Provision for unpaid claims and adjustment expense:

The liability recorded as a provision for unpaid claims and adjustment expenses is determined by the independent actuary based on an actuarial valuation prepared as of December 31 each year. It represents estimates of the ultimate net cost, including legal and adjusters' fees, of all reported and unreported losses incurred to December 31.

Upon settlement of a claim, the Association remits the entire claim payment to the claimant, and subsequently recovers the deductible portion from the subscriber. Accordingly, the provision for unpaid claims and adjustment expenses is shown inclusive of the subscribers' share of \$12,741,049 (2015 - \$10,007,045). The provision for unpaid claims and adjustment expenses also includes \$2,196,285 (2015 - \$1,746,411) in respect of unallocated claims administrative expenses that are recoverable from the subscribers.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 5. Provision for unpaid claims and adjustment expense (continued):

(a) Liability and property insurance program:

	2016	2015
Provision for unpaid claims and adjustment expenses, net, beginning of year	\$ 30,125,441	\$ 37,390,251
Claims incurred (recovered) during the year	14,110,662	(2,092)
Direct paid claims during the year	(8,099,142)	(10,284,686)
Deductibles recovered	3,174,504	2,943,195
Reinsurance recovered	218,773	78,773
Provision for unpaid claims and adjustment expenses, net, end of year	39,530,238	30,125,441
Reinsurers' share of unpaid claims and adjustment expenses, end of year	2,807,460	2,147,603
Recoverable from subscribers, end of year	14,937,334	11,753,456
Provision for unpaid claims and adjustment expenses, end of year	\$ 57,275,032	\$ 44,026,500

Profile of claims liabilities and amounts recoverable from reinsurers:

	2016		2015	
	Gross	Ceded	Gross	Ceded
Unpaid claims and adjustment expenses:				
Undiscounted	\$ 55,551,000	\$ 2,778,000	\$ 42,902,500	\$ 2,121,603
Amount of discount	(4,629,968)	(211,540)	(3,770,000)	(172,000)
Provision for adverse deviations	6,354,000	241,000	4,894,000	198,000
	\$ 57,275,032	\$ 2,807,460	\$ 44,026,500	\$ 2,147,603

The provision for unpaid claims and adjustment expenses and related reinsurance recoveries are discounted using rates based on the risk-free rate of return for the various estimated terms of the claim liabilities. The discount rate applied was 3.45% (2015 - 3.60%). As at December 31, 2016, had the discount rate increased or decreased by 1%, the provision for unpaid claims and adjustment expenses would have decreased by \$919,042 (2015 - \$723,104) or increased by \$964,041 (2015 - \$758,313) respectively. In practice, the actual results may differ from this sensitivity analysis and the difference could be material.

**MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA**

Notes to Consolidated Financial Statements

Year ended December 31, 2016

**5. Provision for unpaid claims and adjustment expense (continued):****Development claims table:**

The following table shows the estimates of cumulative incurred claims, including both claims notified and IBNR for each successive accident year at each reporting date, together with cumulative payments to date.

**Gross of Reinsurance/Gross of Deductibles (Ultimate Loss, includes provision for IBNR and provision for ULAE)**

Estimate of ultimates	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
At end of accident year	\$ 9,496,346	\$ 9,244,704	\$ 12,086,362	\$ 12,042,874	\$ 12,395,241	\$ 11,569,007	\$ 11,004,721	\$ 12,186,474	\$ 12,384,790	\$ 13,647,623	\$
One year later	10,435,204	8,561,300	9,803,033	9,875,942	11,182,993	13,034,968	10,643,625	10,960,751	14,576,556		
Two years later	12,000,159	9,659,492	10,143,543	8,700,641	10,458,772	13,407,465	10,662,670	11,126,250			
Three years later	12,938,354	8,636,140	9,808,904	8,399,242	10,607,896	13,208,256	12,998,343				
Four years later	11,248,352	9,546,206	9,420,131	13,177,577	9,583,225	15,441,548					
Five years later	10,519,236	11,766,660	8,979,272	8,665,549	9,237,733						
Six years later	10,465,649	11,567,339	8,742,762	8,876,685							
Seven years later	10,678,606	10,768,481	8,777,738								
Eight years later	9,194,271	10,766,150									
Nine years later	9,233,907										
Current estimate of ultimates	9,233,907	10,766,150	8,777,738	8,876,685	9,237,733	15,441,548	12,998,343	11,126,250	14,576,556	13,647,623	114,682,533
Cumulative payments	(8,545,560)	(10,491,631)	(8,132,296)	(7,654,852)	(5,959,077)	(9,161,901)	(3,803,299)	(2,711,526)	(2,624,089)	(679,881)	(59,764,112)
Gross liability	\$ 688,346	\$ 276,519	\$ 645,442	\$ 1,221,833	\$ 3,278,656	\$ 6,279,647	\$ 9,195,044	\$ 8,414,724	\$ 11,952,467	\$ 12,967,742	\$ 54,918,422

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 5. Provision for unpaid claims and adjustment expense (continued):

#### Net of Reinsurance / Net of Deductibles (Ultimate Loss, includes provision for IBNR)

Estimate of ultimates	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
At end of accident year	\$ 7,062,944	\$ 7,198,712	\$ 9,178,095	\$ 7,584,283	\$ 9,422,617	\$ 8,218,213	\$ 6,707,915	\$ 8,209,967	\$ 6,564,538	\$ 7,293,441	\$
One year later	7,737,704	6,483,561	5,645,673	6,164,147	7,617,456	8,814,065	6,754,843	7,411,969	7,943,091		
Two years later	9,113,431	6,250,480	5,700,332	4,924,946	6,703,054	8,938,261	7,427,446				
Three years later	9,610,037	5,196,506	5,771,738	4,204,978	6,946,602	9,298,620	9,457,226				
Four years later	8,039,845	5,949,385	5,430,320	7,341,854	6,218,597						
Five years later	7,392,097	7,547,855	5,152,732	4,806,721	6,047,191						
Six years later	7,315,161	7,429,779	5,000,389	4,954,428							
Seven years later	7,540,549	6,706,714	5,128,832								
Eight years later	6,110,876	6,726,910									
Nine years later	6,153,312										
Current estimate of ultimates	6,153,312	6,726,910	5,128,832	4,954,428	6,047,191	11,666,282	9,457,226	7,619,127	7,943,091	7,293,441	72,989,840
Cumulative payments	(5,503,960)	(6,582,369)	(4,660,367)	(3,999,255)	(3,245,708)	(6,315,078)	(1,989,805)	(1,392,314)	(1,095,942)	(266,598)	(35,051,395)
Net liability	\$ 649,352	\$ 144,541	\$ 468,465	\$ 955,173	\$ 2,801,483	\$ 5,351,204	\$ 7,467,421	\$ 6,226,813	\$ 6,847,149	\$ 7,026,843	\$ 37,938,445
<b>Total all years:</b>											
10 year net liability											\$ 37,938,445
Liability in respect of prior years'											240,545
Effect of discounting and PFAD											1,351,248
Liability recoverable from Subscribers											14,937,334
Liability recoverable from Reinsurers											2,807,460
Gross liability in statement of financial position											\$ 57,275,032

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 6. Deferred policy acquisition costs:

An analysis of the movements in deferred acquisition costs are as follows:

December 31, 2015:	
Expenses deferred	\$ 123,071
Service costs on premiums written in 2016	812,025
Recognized in net earnings	(809,510)
December 31, 2016	\$ 125,586

### 7. Property and equipment:

	Office building	Furniture and fixtures	Computer equipment	Leasehold improvements	Total
<b>Cost:</b>					
Balance, December 31, 2014	\$ 6,827,516	\$ 180,759	\$ 241,904	\$ 274,667	\$ 7,524,846
Additions	1,859,772	480,061	152,699	-	2,492,532
Disposals	-	(133,893)	(65,148)	(274,667)	(473,708)
Balance, December 31, 2015	8,687,288	526,927	329,455	-	9,543,670
Additions	65,903	40,230	19,654	-	125,787
Disposals	-	(6,304)	(6,305)	-	(12,609)
Balance, December 31, 2016	\$ 8,753,191	\$ 560,853	\$ 342,804	\$ -	\$ 9,656,848
<b>Accumulated amortization:</b>					
Balance, December 31, 2014	\$ -	\$ 178,747	\$ 200,846	\$ 256,022	\$ 635,615
Amortization	356,665	102,388	70,874	18,645	548,572
Disposals	-	(133,893)	(65,148)	(274,667)	(473,708)
Balance, December 31, 2015	356,665	147,242	206,572	-	710,479
Amortization	196,082	106,299	71,488	-	373,869
Disposals	-	(6,304)	(4,202)	-	(10,506)
Balance, December 31, 2016	\$ 552,747	\$ 247,237	\$ 273,858	\$ -	\$ 1,073,842



## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

#### 7. Property and equipment (continued):

	Office building	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
<b>Carrying amounts:</b>					
December 31, 2015	\$ 8,330,623	\$ 379,685	\$ 122,883	\$ -	\$ 8,833,191
December 31, 2016	8,200,444	313,616	68,946	-	8,583,006

#### 8. Investment property:

Balance, December 31, 2014	\$ 15,867,308
Additions and amortization, net	(396,681)
Balance, December 31, 2015	15,470,627
Additions and amortization, net	138,438
Balance, December 31, 2016	\$ 15,609,065

##### (a) Restricted cash:

In accordance with the property management agreement, the restricted cash account was created to hold cash in custody for the Association. Funds shall be advanced to the property manager as needed and can only be disbursed from the account to pay for operating costs of the rental property.

##### (b) Fair value disclosures:

As at December 31, 2016, the fair value of the investment property was reviewed by considering the expected future cash flows, including rental income from current leases and assumptions about rental income from future leases in light of current market conditions. It also reflects any cash outflow that could be expected in respect of the property. As there were no significant changes in such assumptions from the time of acquisition, no significant changes in the fair value were noted from the acquisition cost of \$15,867,308 on December 19, 2014. The fair value of investment properties is based on Level 3 inputs (see note 3(g) for definition of levels).

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 9. Rental income, net:

	2016	2015
Gross rental income	\$ 960,521	\$ 900,207
Operating expenses	(505,801)	(737,103)
Rental income, net	\$ 454,720	\$ 163,104

### 10. Ceded reinsurance:

To reduce the potential risk that may arise from large losses, the Association cedes premiums to reinsurers, which limits the loss on any one loss or occurrence in each line of business. For liability insurance, the loss is limited to \$5,000,000 (2015 - \$5,000,000) per claim, and for the property insurance program there is a maximum exposure of \$2,000,000 per location. Any excess is covered by reinsurance to the limits of any given policy.

### 11. Financial instruments and financial and insurance risk:

#### (a) Overview:

The Association has exposure to the following risks from its use of financial instruments:

- insurance risk;
- credit risk;
- liquidity risk;
- foreign exchange risk;
- interest rate risk; and
- market risk.

This note presents information about the Association's exposure to each of the above risks, the Association's objectives, policies, and processes for measuring and managing risk, and the Association's management of capital. Further quantitative disclosures are included throughout these consolidated financial statements.

The Association's primary long-term risk is that the Association's assets will fall short of its future liabilities (including claims of insured). The main objective of financial risk management is to maintain assets, primarily through a diversified portfolio of investments to ensure sufficient liquidity and value to meet obligations when they fall due.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 11. Financial instruments and financial and insurance risk (continued):

(b) Risk management framework:

The Board of Directors has overall responsibility for the establishment and oversight of the Association's risk management framework. The Board of Directors has designated the Governance Committee to be responsible for Enterprise Risk Management and it is responsible for developing and monitoring the Association's risk management policies. The Governance Committee reports regularly to the Board of Directors on its activities.

The Association's risk management policies are established to identify and analyze the risks faced by the Association, to set appropriate risk limits and controls, and to monitor risks and adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the Association's activities. The Association, through its training and management standards and procedures, aims to develop a disciplined and constructive control environment in which all employees understand their roles and obligations.

The Association's Board of Directors oversees how management monitors compliance with the Association's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Association.

(i) Insurance risk:

*Underwriting risk:*

Underwriting risk is the risk that the total cost of claims and claims adjustment expenses will exceed premiums received and can arise as a result of numerous factors, including pricing risk, reserving risk and catastrophe risk. Pricing risk arises because actual claims experience can differ adversely from the assumptions included in pricing calculations.

The Association accepts insurance risk through its insurance contracts and is exposed to the uncertainty surrounding the timing, frequency, and severity of claims under these contracts. The Association manages its insurance risk via its underwriting and reinsurance strategy (note 10) within an overall insurance risk management framework.

Underwriting risk is the exposure to financial loss resulting from the selection and approval of risks to be insured as well as the reduction, retention and transfer of risks. Insurance policies are written in accordance with the management practices and regulations within the provincial jurisdiction taking into account the Association's risk tolerance and underwriting standards.

Reserving risk arises because actual claims experience can differ adversely from the assumptions included in setting reserves, which is due to the length of time between the occurrence of a loss, the reporting of the loss to the insurer and the ultimate resolution of the claim. The Association's provision for unpaid claims and adjustment expenses is reviewed annually by an independent actuary.

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

### 11. Financial instruments and financial and insurance risk (continued):

#### (b) Risk management framework (continued):

##### (i) Insurance risk (continued):

###### *Reinsurance risk:*

The Association is exposed to contract disputes and coverage gaps in its agreement with its reinsurers and the possibility of default by its reinsurers. The Association's strategy in respect of the selection, approval and monitoring of reinsurance agreements is addressed by the following protocols:

- regular review of reinsurance agreements to determine their effectiveness based on current exposures, historical losses and potential future losses; and
- exposures to reinsurance counterparties and active monitoring of the credit quality of those counterparties.

##### (ii) Credit risk:

The use of financial instruments involves a credit risk of financial loss resulting from a counterparty's inability or refusal to completely fulfill their contractual obligations. The Association's credit risk lies in its cash, restricted cash, accounts receivable, investments, reinsurers' share of unpaid claims and adjustment expenses and recoverable from subscribers.

The Association's investment policy establishes limits for the investment portfolio. Factors used to set these limits include issuer limits, minimum rating requirements, and concentration limits. The Association primarily invests in money market and fixed income funds and diversification techniques are employed to minimize risk.

The Association's maximum credit exposure at December 31 was as follows:

	2016	2015
Cash	\$ 4,449,054	\$ 2,869,943
Restricted cash	206,067	213,817
Accounts receivable	2,913,681	1,910,204
Investments (excluding equities)	72,110,406	69,891,668
Reinsurers' share of unpaid claim and adjustment expenses	2,807,460	2,147,603
Recoverable from subscribers	14,937,334	11,753,456
	<b>\$ 97,424,002</b>	<b>\$ 88,786,691</b>

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended December 31, 2016

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### 11. Financial instruments and financial and insurance risk (continued):

(b) Risk management framework (continued):

(ii) Credit risk (continued):

The Association does not have a significant exposure to any individual subscriber or counterparty. Concentrations of credit risk on the reinsurers' portion of unpaid claims and adjustment expenses are with reinsurers located in Canada, Great Britain, and the United States, which are regularly reviewed to ensure they are of good credit standing.

(iii) Liquidity risk:

Liquidity risk relates to financial liabilities that are settled by delivering cash or another financial asset. The Association's accounts payable and accrued liabilities are primarily due within one year.

The Association's exposure to liquidity risk is minimal as it maintains most of its assets in readily redeemable funds that provide liquidity to meet obligations as they come due.

(iv) Foreign exchange risk:

Foreign exchange risk arises with changes and fluctuations in exchange rates. As at December 31, 2016, the Association held \$3,995,760 (2015 - \$3,650,209) of its investments in US dollar denominated investments, representing 4% (2015 - 4%) of the Association's total investment portfolio. All other investments are held in Canadian dollars; therefore, the Association is not exposed to significant foreign exchange risk.

(v) Interest rate risk:

Interest rate risk arises from the possibility that changes in interest rates will affect the value of financial instruments or investment income on reinvestment at maturity. The Association does not hedge its exposure to interest rate risk as such risk is considered minimal, primarily relating to relatively short-term investments in funds as described in note 4.

(vi) Market risk:

Market risk refers to the risk that a change in the level of one or more of market prices, indices, volatilities, correlations or other market factors, such as liquidity, will result in losses. As investments are recognized at fair value, these changes affect reported other comprehensive income as they occur. The maximum risk resulting from financial instruments is determined by the fair value of the financial instruments. The Association manages market risk by closely monitoring its investments, and by investing in funds managed by professional investment advisors. As at December 31, 2016, had the prices on the respective stock exchange for equity investment increased or decreased by 1%, with all other variables held constant, comprehensive income would have increased or decreased, respectively by approximately \$286,000 (2015 - \$268,000).

## MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

### Notes to Consolidated Financial Statements

Year ended December 31, 2016

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#### 11. Financial instruments and financial and insurance risk (continued):

(c) Fair value:

The Association's financial instruments consist primarily of cash, restricted cash, accounts receivable, recoverable from subscribers, investments and accounts payable and accrued liabilities.

Investments are carried at fair value. The carrying values of cash, restricted cash, accounts receivable, and accounts payable and accrued liabilities are considered by management to approximate their fair values due to their immediate or short-term maturity. These financial assets and liabilities are considered Level 2 instruments (see note 3(g) for definition of levels) because while observable prices are available, they are not quoted in an active market.

Caution is necessary in making conclusions relative to the potential gain or loss the Association is expected to realize due to differences between fair value and carrying value of the investments because these assets are subject to the above-noted risks.

#### 12. Commitments:

(a) Pension costs:

The Association and its employees contribute to the Municipal Pension Plan (the "Plan") in accordance with the Pension (Municipal) Act of British Columbia (the "Pension Act"). The Superannuation Commission of the Province of British Columbia administers the Plan, including the payment of pension benefits, on behalf of employers and employees to whom the Pension Act applies. The Plan has approximately 180,000 active members from approximately 700 employers.

The long-term funding policy for the Plan is based on contribution rates by member group classifications. Using this method, employer contribution rates are set so that, in combination with members' contributions, employers will fully pay for benefits earned by typical new entrants to the Plan. As insufficient information is available to apply defined benefit accounting, the Plan is accounted for on a defined contribution basis. The Plan's most recent actuarial valuation report as at December 31, 2015 reported a surplus of \$2,224,074,000. Contributions to the Plan by the Association, which are expensed in the year they are incurred, totaled \$209,042 in 2016 (2015 - \$203,762) and represents approximately 0.027% of total annual contributions to the Plan.

(b) Risk management grants:

In 2009, the Association started the Risk Management Grant program to assist members in financing risk management initiatives. Members are eligible for a maximum grant of the greater of \$500 and 1% of their opening subscribers' equity of that year. Unused eligible funds may be carried over into subsequent years. During 2016, the Association recorded grants of \$661,048 (2015 - \$499,087). At December 31, 2016, the maximum outstanding liability associated with the grants is \$2,086,330 (2015 - \$1,828,243).

# Members

## Group A Up to 2,000

100 Mile House  
Alert Bay  
Ashcroft  
Barriere  
Belcarra  
Cache Creek  
Canal Flats  
Central Coast RD  
CivicInfo BC  
Clinton  
Fort St. James  
Fraser Lake  
Gold River  
Granisle  
Greenwood  
Harrison Hot Springs  
Hazelton  
Hudson's Hope  
Jumbo Glacier  
Kaslo  
Keremeos  
Lions Bay  
LGMA  
Lumby  
Lytton  
Masset  
McBride  
Midway  
Montrose

Mount Waddington  
RD  
MIABC  
Nakusp  
New Denver  
New Hazelton  
Port Alice  
Port Clements  
Port Edward  
Pouce Coupe  
Queen Charlotte  
Radium Hot Springs  
Salmo  
Sayward  
Silverton  
Skeena-Queen  
Charlotte RD  
Slocan  
Stewart  
Tahsis  
Taylor  
Telkwa  
UBCM  
Ucluelet  
Valemount  
Warfield  
Wells  
Zeballos

## Group B 2,001 to 5,000

Anmore  
Bowen Island  
Burns Lake  
Chase  
Chetwynd  
Clearwater  
Cumberland  
Duncan  
Elkford  
Enderby  
Fernie  
Fruitvale  
Gibsons  
Golden  
Grand Forks  
Highlands  
Houston  
Invermere  
Lake Cowichan  
Lantzville  
Lillooet  
Logan Lake

Mackenzie  
Northern Rockies  
RD  
Oliver  
Osoyoos  
Pemberton  
Port Hardy  
Port McNeill  
Princeton  
Rossland  
Sicamous  
Sparwood  
Squamish-Lillooet  
RD  
Tofino  
Tumbler Ridge  
Vanderhoof

**Group C 5,001 to 25,000**

Alberni-Clayoquot RD	North Saanich
Armstrong	Oak Bay
Bulkley-Nechako RD	Okanagan- Similkameen RD
Castlegar	Parksville
Central Saanich	Peace River RD
Coldstream	Peachland
Columbia Shuswap RD	Pitt Meadows
Comox Valley RD	Powell River RD
Comox, Town	Powell River, City
Courtenay	Prince Rupert
Cranbrook	Qualicum Beach
Creston	Quesnel
Dawson Creek	Revelstoke
East Kootenay RD	Salmon Arm
Esquimalt	Sechelt
Fort St. John	Sidney
Fraser Valley RD	Smithers
Fraser-Fort George RD	Sooke
Hope	Spallumcheen
Kent	Squamish
Kimberley	Strathcona RD
Kitimat	Summerland
Kitimat-Stikine RD	Sunshine Coast RD
Kootenay Boundary RD	Terrace
Ladysmith	Thompson-Nicola RD
Lake Country	Trail
Merritt	View Royal
Metchosin	White Rock
Nelson	Williams Lake
North Okanagan RD	

**Group D 25,000 +**

Campbell River
Central Kootenay RD
Cowichan Valley RD
Kamloops
Kelowna
Langley, City
Maple Ridge
Mission
Nanaimo, City
Nanaimo RD
North Vancouver, District
Penticton
Port Coquitlam
Port Moody
Richmond
Vernon
Victoria
West Kelowna
West Vancouver
Whistler





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Association of British Columbia**

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