



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 23, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – July 26, 2017	8-19
<i>THAT the minutes of the Board of Directors meeting held on July 26, 2017 be adopted.</i>	
b. Special Board of Directors Meeting – August 1, 2017	20-21
<i>THAT the minutes of the Special Board of Directors meeting held on August 1, 2017 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Robin Stewart, President, Roy Haakonson, Vice-President, BC Coastal Pilots Fleishman, regarding BC's Coast, Role in Evaluating Ship Traffic/Shipping Areas and Environmental Protection.	
b. Ken Sanders, President, Alberni Golf Club regarding 2018 Property Tax Exemption.	22-23
c. Cathy Braiden regarding Development Variance DVD17004.	
d. Madison Redman, Leadhand, Ross Johnson, Sproat Lake Marine Patrol, regarding Year End Presentation to the Board.	
6. <u>CORRESPONDENCE FOR ACTION</u>	

- a. **INVITATION TO MEET WITH BC HYDRO SENIOR MANAGERS** **24-25**
BC Hydro, August 4, 2017, Information to Request a Meeting with a BC Hydro Senior Manager During the UBCM Convention Regarding Any Local Issues.

(Board Direction Requested)

- b. **REQUEST FOR REPRESENTATIVE** **26-28**
Department of Fisheries and Oceans , August 2, 2017 Regarding a Request for a Representative and Alternate to Represent the Five Regional Districts Adjacent to the AOI in a Pre-Designation Offshore Pacific Advisory Committee.

Possible Motions:

THAT the Alberni-Clayoquot Regional District write to the other four Regional Districts recommending that the request from DFO to appoint one candidate from the five Regional Districts to the Oceans Act Marine protected area pre-designation Offshore Pacific Advisory Committee be considered and selected through the Association of Vancouver Island and Coastal Communities at their executive meeting in September 2017.

THAT the Alberni-Clayoquot Regional District recommend to the Association of Vancouver Island and Coastal Communities (AVICC) and the other four Regionals Districts that West Coast Aquatic represent the five Regional Districts on the Offshore Pacific Advisory Committee AND FURTHER that the West Coast Aquatic be invited to present to AVICC at their executive meeting in September 2017.

THAT the Alberni-Clayoquot Regional District write to DFO to inform DFO that the five Regional Districts will be appointing their representative on September 15, 2017, and will therefore not be able to meet the August 21, 2017 deadline requested by DFO.

7. CORRESPONDENCE FOR INFORMATION

- a. **ALBERNI CLAYOQUOT HEALTH NETWORK** **29-31**
Update on Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement
- b. **ALBERNI VALLEY REGATTA ASSOCIATION** **32**
Thank you for On-going Support of the Alberni Valley Regatta
- c. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **33**
Gas Tax Agreement Community Works Fund Payment
- d. **DISTRICT OF SQUAMISH** **34-35**
Support for Resolutions for Consideration at UBCM

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **36-66**
Finance Warrant No. 579

THAT the Board of Directors approve Finance Warrant Number 579 in the amount of \$648,420.16 dated July 31, 2017.

- b. **REQUEST FOR DECISION** **67-70**
Friends of Rails to Trails – E&N Island Corridor

THAT the Alberni-Clayoquot Regional District Board of Directors receive the correspondence from the McLean Mill Society, the Industrial Heritage Society and the Alberni Valley Chamber of Commerce, and refer the Friends of Rails to Trails' request for a support letter to the ACRD Parks Service Review Committee.

- c. **REQUEST FOR DECISION** **71-91**
Nominations for Appointment to the BC Ferry Authority Board of Directors

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors:

- a. *Identify a qualified individual or individuals from the Alberni-Clayoquot region for consideration of nomination to the BC Ferry Authority Board of Directors, and;*
b. *At the September 13, 2017 regular ACRD Board of Directors meeting, review and nominate an individual from the Alberni-Clayoquot region to the BC Ferry Authority Board of Directors.*

- d. **REQUEST FOR DECISION** **92-93**
Lease Lot Request – Lot 12 – Alberni Valley Regional Airport

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a lease agreement for Lot 12 at the Alberni Valley Regional Airport, with Northern Lights Aviation Ltd. for a term of three (3) years commencing September 1, 2017 and ending August 31st, 2020 with an annual rent of \$1425.00 plus GST and CPI increases.

- e. **REQUEST FOR DECISION** **94-99**
Asset Management Implementation Coordinator

THAT the Alberni-Clayoquot Regional District Board of Directors approve the creation of an Asset Management Implementation Coordinator for a two-year term and direct staff to proceed with the hiring process.

- f. **REQUEST FOR DECISION** **100-104**
Tseshah First Nation/Alberni-Clayoquot Working Group Protocol Agreement

THAT the Board of Directors enter into a Tseshah First Nation/Alberni-Clayoquot Regional District Working Group Protocol agreement.

- g. **REQUEST FOR DECISION** **105-111**
West Coast Multiplex – Boundary Extension Bylaw

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVA17007, BRADLEY & MELIS, LOT 1 MICHELSENS LANE (BAMFIELD)** **112-114**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVA17007.

- b. **DVD17004, JAMES AND CATHERINE BRAIDEN (SPROAT LAKE)** **115-123**
Development Variance Permit Application – Report

THAT the Board of Directors consider issuing development variance permit DVD17004

- c. **RD16004, GREAT CENTRAL HOLDINGS LTD (SPROAT LAKE)** **124-134**
Rezoning Application – Memorandum and Bylaw P1356

THAT the Board of Directors amend Bylaw P1356, Section 2. a. 161.4.1(2) to read “Lodge, motel and motor hotel, having a combined floor area of not more than 6,000 square metres”.

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1356 be read a second time as amended.

- d. **RF17005, KAUR, 6106 COTTAM ROAD (CHERRY CREEK)** **135-143**
Rezoning Application – Public Hearing Report, Public Hearing Minutes
and Bylaw P1349

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1349 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1349 be read a third time.

9.2 ALL DIRECTORS

- a. **AGRICULTURE PLAN IMPLEMENTATION – ARMYWORM RESPONSE** **144-145**
Request for Decision

THAT the Board of Directors authorize additional funding through Regional Planning consultant costs, not to exceed \$3,000.00, to address the armyworm outbreak in the ACRD.

- b. **AGRICULTURE SUPPORT WORKERS' MONTHLY REPORT** **146-149**
June/July 2017

THAT the Board of Directors receive the report.

10. REPORTS

10.1 STAFF REPORTS

- a. Administration Department Monthly Staff Report – August 16, 2017 **150-151**
b. Planning & Development Manager Report – August 17, 2017 **152-153**
c. Environmental Services Department Report – August 23, 2017 **154-157**
d. Staff Action Items Report – August 17, 2017 **158-164**
e. Meeting Schedule – September 2017 **165**
f. Financial Statement – July 2017 **166-167**

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

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

10.4 OTHER REPORTS

- a. **BC Transit 2016/17 Annual Performance Summary** **168-171**
- b. **North Island 9-1-1 Corporation Finance Statements – Year Ended December 31, 2016** **172-187**

THAT reports a-b be received for information.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

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

15. RECOVENE

16. IN CAMERA

Motion to close the meeting to the public as per section

- i. 90 (1) (e) of the Community Charter: The acquisition, disposition or expropriation of land or improvements, if the Regional District considers that disclosure could reasonably be expected to harm the interest of the Regional District;*
- ii. 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a Regional District service that are their preliminary stages and that, in the view of the Regional District could reasonably be expected to harm the interests of the Regional District if they were held in public.*

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

**Next Board of Directors Meeting: Wednesday, September 13, 2017, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JULY 26, 2017, 1:30 PM

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

DIRECTORS

Josie Osborne, Vice-Chairperson, Mayor, District of Tofino

PRESENT:

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

Tanya Shannon, (Alternate Director), Electoral Area "B" (Beaufort)

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

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

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

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:

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

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

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

STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the agenda be approved as circulated with the addition of the following late item: Submission regarding Development Variance Application DVD17006.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 28, 2017

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the minutes of the Board of Directors meeting held on June 28, 2017 be adopted.

CARRIED

b. Special Board of Directors Meeting – July 12, 2017

MOVED: Director McNabb

SECONDED: Director Cootes

THAT the minutes of the Special Board of Directors meeting held on July 12, 2017 be adopted.

CARRIED

c. Alberni Valley Emergency Planning Liaison Group Meeting – June 22, 2017

MOVED: Director Cote

SECONDED: Director McNabb

THAT the minutes of the Alberni Valley Emergency Planning Liaison Group meeting held on June 22, 2017 be adopted.

CARRIED

d. Appointment of Fire Chiefs Committee Meeting – June 14, 2017

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on June 14, 2017 be adopted.

CARRIED

e. Bamfield Water Committee Meeting - June 19, 2017

MOVED: Director Wyton

SECONDED: Director McNabb

THAT the minutes of the Bamfield Water Committee Meeting held on June 19, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Inspector Brian Hunter, Officer In Charge, & Staff Sgt. Dave Paddock, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for April 2017 – June 2017. Staff Sgt. Dave Paddock is relocating to the Nanaimo RCMP Detachment.**

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated July 14, 2017 from Mr. Dan Holder regarding resignation from Fire Services Coordinator Contractor position.**

MOVED: Director Ruttan

SECONDED: Director Cote

THAT a letter of thanks be forwarded to Mr. Dan Holder for his Fire Services Coordinator contract services to the Alberni-Clayoquot Regional District.

CARRIED

MOVED: Director Ruttan

SECONDED: Director Cote

THAT staff be instructed to explore options for future delivery of Fire Coordinator services with the Alberni Valley Fire Departments and report to the Alberni Valley Committee.

CARRIED

- b. **Correspondence dated July 14, 2017 from Mr. Dan Holder regarding resignation from Emergency Services Coordinator Contractor position.**

MOVED: Director Ruttan

SECONDED: Director McNabb

THAT a letter of thanks be forwarded to Mr. Dan Holder for his Emergency Services Coordinator contract services to the Alberni-Clayoquot Regional District.

CARRIED

MOVED: Director Ruttan

SECONDED: Director Cote

THAT staff be instructed to explore options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the Alberni Valley Committee.

CARRIED

- c. Correspondence dated June 22, 2017 from Resource Breakfast Series regarding invitation to Elected Representatives to the 4th Annual Resource Breakfast Series to be held during the UBCM Convention – September 26-28, 2017 in Vancouver, BC.**

MOVED: Director Cote

SECONDED: Director Banton

THAT Electoral Area Directors and First Nation Directors choose up to two Resource Breakfasts each to attend during the UBCM Convention – September 26-28, 2017 and advise staff of their choices for RSVP purposes.

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District send a letter to the Resource Breakfast Series Committee requesting that they also consider holding a breakfast series on Fisheries issues at UBCM.

CARRIED

- d. Correspondence dated July 20, 2017 from the Huu-ay-aht First Nation requesting a donation for the Tsilhqot'in Nations to assist them in relief efforts for those negatively affected by the devastating wildfires currently burning in the Province.**

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of thanks to the Huu-ay-aht First Nation advising that local governments and fire departments are contributing to the devastating wildfires currently burning in the province.

CARRIED

- e. Correspondence dated June 28, 2017 from the City of Port Alberni requesting comments regarding the proposed Municipal Boundary Extension to include 3131 21st Avenue (Lots 5 & 6, District Lot 132, ACRD).**

MOVED: Director Banton

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors support the proposed City of Port Alberni boundary expansion for Lots 5 and 6, Block 16, Plan 1455, District Lot 132.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. BC AVIATION COUNCIL

Alberni-Clayoquot Regional District Recipient of the BC Aviation Council's WM Templeton Trophy for Installation of Landing Lights the Long Beach Airport.

MOVED: Director Bennett

SECONDED: Director Cote

That the Alberni-Clayoquot Regional District Board of Directors authorize Mark Fortune, Airport Superintendent, to attend the BC Aviation Council's Silver Wings Awards on October 25th, 2017 at the Vancouver Convention Centre to receive the award.

CARRIED

b. ISLAND COASTAL ECONOMIC TRUST

Marketing Strategy Focuses on Jobs, Lifestyle to Recruit Skilled Workers to the Regional District of Mount Waddington.

c. ALBERNI VALLEY CHAMBER OF COMMERCE

Letter of Thanks for Support of Recent Tri-Conic Challenge Event.

d. VANCOUVER ISLAND REGIONAL LIBRARY

Anonymous Letter Circulating.

e. CLAYOQUOT BIOSPHERE TRUST

Invitation for all Directors to attend a Regional Gathering at Kwistis Visitor Centre in the Pacific Rim National Park Reserve on September 17, 2017.

f. TIMBERWEST

2016 Sustainability Progress Report

g. FEDERATION OF CANADIAN MUNICIPALITIES

Make Infrastructure Count! Survey Launches July 24th

h. THE CORPORATION OF THE CITY OF NEW WESTMINSTER

Support on Resolutions to the Union of British Columbia Municipalities

MOVED: Director Bennett

SECONDED: Director Banton

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 578.

MOVED: Director Cote
SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors approve Finance Warrant Number 578 in the amount of \$2,741,713.25 dated June 30, 2017.

CARRIED

MOVED: Director Cote
SECONDED: Director McLeman

That the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate if Ingenious Software is being used by the Sproat Lake Volunteer Fire Department and report back to the board.

CARRIED

b. Request for Decision regarding Audit Services – Request for Proposals.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to undertake the Request for Proposal process to secure audit services for five years starting with the audit for the year ending December 31, 2017.

CARRIED

c. Request for Decision regarding Asset Management Implementation Coordinator.

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors defer the request until the new CAO is hired for the Alberni-Clayoquot Regional District.

CARRIED

d. Request for Decision regarding Transport Canada Divestiture Program – West Bamfield Dock.

MOVED: Director Wyton

SECONDED: Director Ruttan

THAT the Board of Directors write a letter to Transport Canada advising that the Alberni-Clayoquot Regional District is not in a position to assume ownership for the West Bamfield Dock currently owned and maintained by Transport Canada, given the significant financial implications of owning, operating and maintaining this federal facility.

CARRIED

MOVED: Director Wyton

SECONDED: Director Ruttan

THAT the Board of Directors write a second letter to the Honourable Marc Garneau, Minister of Transport with copies to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the Alberni-Clayoquot Regional District does not support the divestiture of the West Bamfield Dock by Transport Canada.

CARRIED

e. Request for Decision regarding Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors appoint two members of staff and three political representatives, each with alternates to the Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group and direct staff to bring back a terms of reference for the working group.

CARRIED

f. Request for Decision regarding Salmon Beach – Emergency Pump and Haul Contingency Plan & Fee Increase.

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.

CARRIED

*MOVED: Director Bennett
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.

CARRIED

*MOVED: Director Bennett
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017.

CARRIED

g. Request for Decision regarding Fires Protection Services Agreement - Hupacasath First Nation and Sproat Lake Volunteer Fire Department.

*MOVED: Director Cote
SECONDED: Director Ruttan*

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a three-year term and authorize the Chairperson and Acting Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.

CARRIED

h. Request for Decision regarding LBA Lease Lot "F" – Tofino Air Hangar Lease.

*MOVED: Director Bennett
SECONDED: Director Banton*

THAT the Alberni-Clayoquot Regional District Board of Directors to approve Tofino Air's LBA Lease Lot "F" – Tofino Air Hangar Lease at Long Beach Airport for a one year term commencing August 1, 2017 and expiring July 31, 2018 with an annual rent of \$6,215.00 plus applicable taxes with the option to renew for four additional one year terms. The final renewal term will expire July 31, 2022.

CARRIED

9. PLANNING MATTERS

- a. DVA17007, BRADLEY & MELIS, LOT 1 MICHELSENS LANE (BAMFIELD)**
Development Variance Permit Application – Report

MOVED: Director Wyton

SECONDED: Director Banton

THAT the Board of Directors consider issuing development variance permit DVA17007.

CARRIED

- b. RC17007, ISLAND TIMBERLANDS GP LTD, PART OF LOT 479 PORT ALBION RD (LONG BEACH)**
Rezoning Application – Report and Bylaws P1358 and P1359

MOVED: Director Bennett

SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot South Long Beach Community Plan Amendment Bylaw P1358 be read a first time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1359 be read a first time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Wyton

THAT the public hearing for Bylaws P1358 and P1359 be delegated to the Director for Electoral Area 'C' or the Chairperson of the Regional District.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors confirm that adoption of Bylaws P1358 and P1359 are subject to meeting technical referral agency requirements.

CARRIED

- c. DVD17006, RUDY, 9814 LAKESHORE ROAD (SPROAT LAKE)**

Development Variance Permit Application – Memorandum and Permit

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Board of Directors issue development variance permit DVD17006.

CARRIED

Director Banton declared a conflict and left the meeting at 2:30 pm.

d. RF17002, CHERRY CREEK WATERWORKS DISTRICT, LOTS 14 & 15 BECKER PLACE (CHERRY CREEK)

Rezoning Application - Memorandum and Bylaws P1353 and P1354

MOVED: Director McNabb
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan Amendment Bylaw P1353 be adopted.

CARRIED

MOVED: Director McNabb
SECONDED: Director Wyton

THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1354 be adopted.

CARRIED

Director Banton re-entered the meeting at 2:36 pm.

10. REPORTS

10.1 STAFF REPORTS

- a.** Administration Department Monthly Staff Report – July 26, 2017
- b.** Planning & Development Manager Report – July 18, 2017
- c.** Financial Manager Report – July 14, 2017
- d.** Environmental Services Department Report – July 19, 2017
- e.** Staff Action Items Report – July 21, 2017
- f.** Meeting Schedule – August 2017
- g.** Financial Statement – June 2017

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – J. McNabb – No Report**
- b. **Vancouver Island Regional Library - L. Banton – No Report**
- c. **Central West Coast Forest Society – T. Bennett – No Report**
- d. **Alberni Valley Chamber of Commerce – J. McLeman – No Report**
- e. **Coastal Communities Network – T. Bennett/D. St. Jacques – No Report**
- f. **West Island Woodlands Advisory Group – M. Kokura – No Report**
- g. **Island Coastal Economic Trust –J. Jack – No Report**
- h. **Air Quality Council, Port Alberni – K. Wyton –**
Director Wyton reported that the next Air Quality Council meeting is September 14, 2017 and they will be looking for a new coordinator.
- i. **West Coast Aquatic Board – T. Bennett/K. Wyton – No Report**
- j. **Association of Vancouver Island & Coastal Communities – P. Cote – No Report**
- k. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- l. **Other Reports**

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

MOVED: Director Bennett

SECONDED: Director Cote

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

CARRIED

The meeting was recessed at 2:41 pm

15. RECOVENE

The meeting was reconvened at 2:49 pm

16. IN-CAMERA

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the meeting be closed to the public as per section

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*
- ii. 90 (1) (e) of the Community Charter: The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the Alberni-Clayoquot Regional District*

CARRIED

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

The meeting was re-opened to the public at 3:50 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

MOVED: Director Bennett

SECONDED: Director McNabb

THAT this meeting be adjourned at 3:50 pm.

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY AUGUST 1, 2017, 1:30 PM

Alberni-Clayoquot Regional District Office, Board Room, 3008 Fifth Avenue, Port Alberni, BC

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) (teleconference)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach) (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 (teleconference)
Jack McLeman, Councillor, City of Port Alberni
Kirsten Johnsen, Member of Council, Toquaht Nation (teleconference)
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS: Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government
Dianne St. Jacques, Mayor, District of Ucluelet

STAFF PRESENT: Wendy Thomson, Acting Chief Administrative Officer

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:33 pm.

2. WAIVE NOTICE OF MEETING

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors waive notice of this Special Board of Directors meeting as per section 220 (3) of the Local Government Act.

CARRIED UNANIMOUSLY

3. CLOSE THE MEETING TO THE PUBLIC

MOVED: Director Cootes
SECONDED: Director McNabb

THAT the meeting be closed to the public as per Section 90 (1) (e) of the Local Government Act to discuss labour relations or other employee relations.

CARRIED

The meeting was closed to the public at 1:36 pm.

The meeting was re-opened to the public at 2:05 pm

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the ACRD Board of Directors instruct staff to compile all associated costs for the CAO recruitment process including direct and in-direct costs such as committee, board and staff time and expenses.

CARRIED

4. ADJOURN

MOVED: Director McNabb
SECONDED: Director Banton

THAT the meeting be adjourned at 2:06 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



Alberni Golf Club Ltd.

6449 Cherry Creek Road, Port Alberni, BC V9Y 8T3
Phone (250) 723-7111 Fax (250) 723-7010
www.albernigolf.com (email) albernigolf@shaw.ca

August 9th, 2017

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

Dear Board Members,

It is time again for the Alberni Golf Club to request consideration from the Board of the Alberni-Clayoquot Regional District relative to granting a property tax exemption for the golf course under the provisions of the Local Government Act. The Alberni Golf Club has requested this tax exemption since learning of its existence 15 years ago, and we are extremely appreciative that the Board of the Alberni Clayoquot Regional District has recognized the merits in granting it, and has been supportive and granted it in all 15 years. We have been scheduled to make a presentation to the Board at the August 23rd, 2017 Board Meeting, and appreciate the opportunity to attend and update the Board on our Club's activities, and answer any questions you might have.

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

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

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

Sincerely,

Ken Sander, President Alberni Golf Club

CHERRY CREEK WATERWORKS DISTRICT

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

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

Phone 250-723-2214

Fax 250-723-0225

June 15, 2017

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

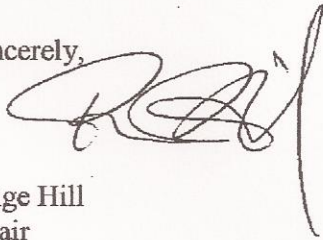
Attention: Ken Sander

Dear Ken:

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

Thank you for your attention to this matter.

Sincerely,



Paige Hill
Chair

/cs

From: Waddell, Lisa [<mailto:Lisa.Waddell@bchydro.com>]
Sent: Friday, August 04, 2017 4:03 PM
To: john.jack@gmail.com
Cc: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: BC Hydro Invitation to 2017 UBCM Convention



August 4, 2017

Chair John Jack
Alberni-Clayoquot Regional District

Dear Chair Jack and Directors:

BC Hydro is pleased to be participating in the upcoming UBCM Convention in Vancouver during the week of September 25 - 29, 2017.

If you would like to arrange a meeting on a local issue with one of our senior managers while you are at the convention, please fill out the attached form and return it with your email request to Lisa Waddell (lisa.waddell@bchydro.com) by **Friday, September 1st**.

Meetings will be scheduled for September 26, 27 or 28. We will provide full details when we confirm your meeting date and time.

If you have any questions, please don't hesitate to contact me at 250-755-7180 (office) or 250-618-6267 (cell).

We look forward to seeing you at the convention.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Olynyk". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Ted Olynyk
Community Relations Manager
Vancouver Island-Sunshine Coast

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

UBCM 2017 Meeting Request with BC Hydro

Municipality:
Attendees:
Topic(s):
Background:
Key Contact:



Oceans Program
200 - 401 Burrard Street
Vancouver, BC, V6C 3S4

August 2, 2017

Alberni-Clayoquot Regional District

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Capital Regional District

625 Fisgard Street
Victoria, BC V8W 2S6

Cowichan Regional District

175 Ingram Street
Duncan, BC V9L 1N8

Mount Waddington Regional District

2044 McNeill Road
Port McNeill, BC V0N 2R0

Strathcona Regional District

301 - 990 Cedar Street
Campbell River, BC V9W 7Z8

Dear Sir or Madam,

Fisheries and Oceans Canada (DFO) is commencing a consultation process seeking input on the potential establishment of an *Oceans Act* marine protected area (MPA) within the Offshore Pacific Area of Interest (AOI) by December 31, 2020. The AOI is located in the southern portion of the Offshore Pacific Bioregion extending from the continental shelf break, west of Vancouver Island, to the Exclusive Economic Zone (EEZ) boundary with an area of approximately 140,000 km² (see attachment below). You can find more information about the AOI on the Fisheries and Oceans Canada “Offshore Pacific AOI” website.

We are seeking one candidate to represent the five Regional Districts adjacent to the AOI in a pre-designation Offshore Pacific Advisory Committee (OPAC) to advise on the potential designation of the AOI as an MPA. We will be seeking advice from the OPAC in the following areas:

- 1) Review terms of reference, schedule, and process for MPA designation.
- 2) Review of AOI overview assessments (biophysical, natural resource, and socio-economic);
- 3) Development of conservation objectives;
- 4) Review of the risk assessment and potential management measures to gather input on draft regulatory documents;
- 5) Review Regulatory Impact Analysis Statement (RIAS) and draft regulatory intent for MPA designation.

We request that you coordinate amongst yourselves to identify one representative and one alternate to participate in the OPAC. Participants should demonstrate commitment to the OPAC Terms of Reference, once finalized. The draft TOR will be sent out at a later date, and will be finalized after discussion with the OPAC members.



The first OPAC meeting will be held on September 20, 2017, in Vancouver, British Columbia. It is anticipated that the OPAC will meet an additional four times.

Please identify your representative and his/her intent to participate in the September 20th meeting to the OPAC Secretariat, Alison Fung, by email, mail, or phone, no later than August 21, 2017. An agenda and additional information will follow upon confirmation of participation. Alison can be reached at 604-666-9525 or by email at alison.fung@dfo-mpo.gc.ca. If you have any questions regarding the OPAC or the first meeting, please contact Alison.

We look forward to hearing from you and meeting with your representative.

Sincerely,

Alice Cheung
Regional Manager, Oceans Program
Ecosystems Management Branch
Telephone: (604) 666-0209

CC: Diana Trager, A/Regional Director, Ecosystem Management Branch
Encl: Figure 1: Map of the Offshore Pacific Area of Interest

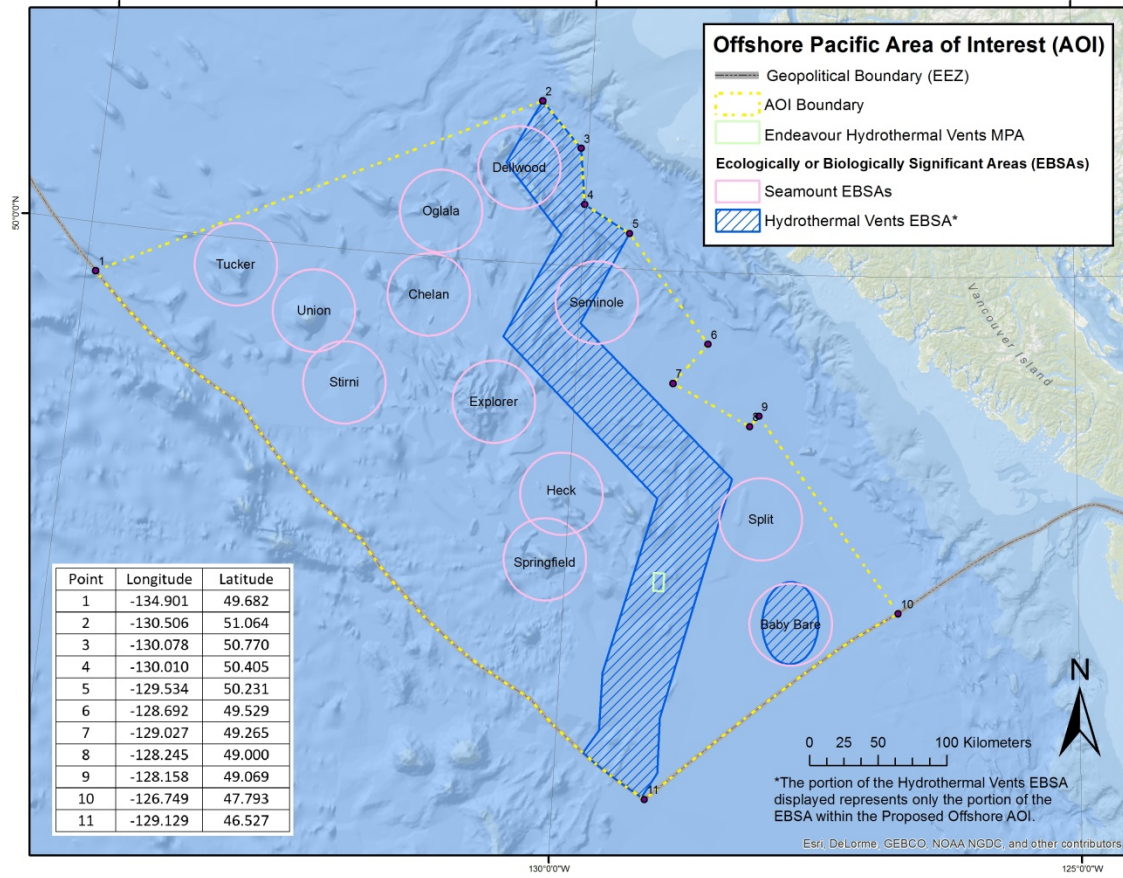


Figure 1: Map of the Offshore Pacific Area of Interest



July 19th 2017

RE: Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement

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

Dear ACRD Board of Directors,

Thank you for your recent resolution to endorse the Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement.

This protocol agreement is an initiative lead by the Alberni Clayoquot Health Network in collaboration with local leaders, communities and organizations. Recognizing that poverty is a complex issue which cannot be addressed by any one organization or initiative, the ACHN has participated and convened efforts to move this conversation forward. Since November 2015 the following actions have been taken to engage communities and local leaders:

- November 2015 Community Response to Poverty Forum in the Alberni Valley organized by MLA Scott Fraser
- Local Mayors, Regional District Directors and organizational leads convened to identify next steps January 2016
- Clayoquot Biosphere Trust Poverty Forum – February 2016
- Working Together to Reduce Poverty Workshop, May 30th 2016 organized by the Alberni Clayoquot Health Network
- Identification of 5 Outcome areas and development of Theory of Change to Reduce Poverty in the ACRD
- Creation and endorsement of the Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement

We look forward to our upcoming work with you to keep this conversation in the forefront and continued work with community partners to plan actions to address this complex social issue. In order to maintain momentum and continue to engage community stakeholders we will convene a *Signing Event for the Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement October 2017*, an invitation for this event will be distributed early September. In the meantime we will be presenting the Poverty Reduction Theory of Change and invitation for resolutions to endorse the Poverty Protocol Agreement in the Nuu Chah Nulth Nations. We will be pulling together educational resources to assist in disseminating and gathering information and have included a briefing note which outlines information on this initiative. We invite you to tell us what information on poverty in the ACRD you require by participating in our [survey](#).

Regards

A handwritten signature in black ink, appearing to read "Marcie DeWitt", is enclosed in a rectangular box.

Marcie DeWitt
Coordinator, Alberni Clayoquot Health Network
achn@acrd.bc.ca
250.726.5019

POVERTY REDUCTION PROTOCOL BRIEFING NOTE

BACKGROUND

Recognizing that poverty is a complex issue which cannot be addressed by any one organization or initiative, leaders in the ACRD have begun to bring together local stakeholders to discuss, identify opportunities and plan around poverty reduction.

- November 2015 Community Response to Poverty Forum in the Alberni Valley organized by MLA Scott Fraser
- Clayoquot Biosphere Trust Poverty Forum – February 2016
- Local Mayors, Regional District Directors and organizational leads convened to identify next steps January 2016
- Working Together to Reduce Poverty Workshop, May 30th 2016 organized by the Alberni Clayoquot Health Network
- Identification of 5 Outcome areas and development of Theory of Change to Reduce Poverty in the ACRD, presentation to local groups and leaders Fall and Winter 2016/2017.
- Creation of the Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement
- Presentation and resolutions to endorse the Poverty Reduction Theory of Change and Protocol Agreement to local leadership tables

LOCAL STATS

While there are many factors which contribute to the complex issue of poverty in our region here are a couple key statistics which point to the need to mobilize action.

- The Alberni Clayoquot Regional District (ACRD) is currently experiences the 4th highest rates of poverty out of 29 Regional Districts in BC with 22.1% living in low income homes
- A child poverty rate of 30.6% and 36.3% of children and youth in the region living in low income homes
- A core housing need of 14.8% with 46.4% of renters spending more than 30% of their income on housing and 12.7% of dwellings requiring major repairs.
- A significantly lower life expectancy
- Significant barriers around housing, transportation, food and health access which vary between urban, rural, remote and First Nation communities.

NEXT STEPS

We recognise that reducing poverty is a long term goal and this is just one of many steps towards this goal. The Alberni Clayoquot Health Network Theory of Change is just a starting point to assist in guiding us forward to make some meaningful change.

- Presentations to local Nuuchahnulth Nation leadership and government tables
- Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement Signing
- Poverty Reduction education campaign and planning with local community partners to identify next steps and action plans

GET INVOLVED

- Take the [survey](#)
- Attend an event, [sign up](#) to the ACHN newsletter for more info!
- Explore ways we can collaborate by contacting ACHN Coordinator at achn@acrd.bc.ca

ADDITIONAL RESOURCES

Check out some of our local statistics and information resources locally and beyond.

- [Vital Signs Reports for the Alberni Valley and West Coast Communities](#)
- [Living Wage calculation for Huu-ay-aht First Nation and 2017 report for West Coast communities](#)
- [Local Health Area 70 Profile](#)
- [BC Stats – Alberni Clayoquot Socio Economic Profile](#)
- [Statistics Canada – ACRD Census Profile](#)
- [Canada Without Poverty](#)
- [Provincial Poverty Profile Report](#)
- [2016 Child Poverty Report Card](#)



c/o 9346 Bomber Base Road
Port Alberni, BC
V9Y 8Z3

Aug 10, 2017

Penny Cote,
Director, Sproat Lake
Alberni Clayquot Regional District

Thank you for your on-going support of the Alberni Valley Regatta held at Sproat Lake Provincial Park this past July. We could not hold such a large event without our community partners. We are sensitive to the needs of our neighbours and appreciate your understanding and support for a Noise Bylaw Exemption during our annual event.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Harvey", written in a cursive style.

Nancy Harvey, Treasurer

July 18, 2017

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



Dear Chair John Jack:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of \$236,148.24 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in *Budget 2016*.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Murry Krause
UBCM President

Pc: Teri Fong, Manager of Finance

July 19, 2017

Sent by email

Re: Support for Resolutions

Dear Mayor and Council,

The District of Squamish has submitted three resolutions for consideration at the 2017 UBCM Convention, two of them regarding provincial Environmental Assessment process and the other regarding access to Sexual Assault Forensic kits. We would like to take this opportunity to request your support of these resolutions.

Compensation for Staff Time Spent on Environmental Assessments

WHEREAS the Provincial and Federal Environmental Assessment processes are not the direct jurisdiction of Local Governments and therefore not subject to associated service cost recovery fees and cost of public engagement;

AND WHEREAS these Environmental Assessment processes can be very time consuming, expensive and onerous for Local Government staff, community and Council;

THEREFORE BE IT RESOLVED that the Provincial Government set up a funding system to allow for Local Governments to be compensated for the staff time spent including research, review, technical and working group participation, and to augment and support community engagement during the entire process;

AND FURTHER BE IT RESOLVED that the Provincial Government's EAO Fee Schedule be revised to include a fee for Local Governments throughout the certification process.

Improvements to the Provincial Environmental Assessment Process

WHEREAS a project subject to Provincial Environmental Assessment process can be separated into different EA processes or excluded from the process altogether such as hydro, gas supply, navigation, etc.

AND WHEREAS, because of this, there is no cumulative analysis that creates a clear picture of the entire impact of a proposal, including the five pillars of environmental assessment; Economic, Social, Environmental, Health and Heritage, thereby distorting and potentially minimizes the magnitude of the impact or understanding by the community and local government;

THEREFORE BE IT RESOLVED that the Province consider projects in their entirety when evaluating them through the environmental assessment Office.

Improved Funding and Access for Forensic Sexual Assault Evidence Kits (SAEC)

WHEREAS sexual assault evidence collection (SAEC) kits are currently funded through the Ministry of Health. The SAEC kits are considered evidence that is from a committed crime.

AND WHEREAS survivors of sexual assault need medical forensic examinations readily available on demand and should not be expected to travel further than 50km to facilitate equitable access to justice and associated resources.

THEREFORE BE IT RESOLVED that the Provincial Government move funding from the Ministry of Health to the Ministry of Justice and fund comprehensive, 24/7 access to services and staffing needed (sexual assault nurse examiners) and to provide SAEC kits in communities lacking in forensic services.

Thank you for considering our resolutions and your support is appreciated.

Sincerely,



Patricia Heintzman, Mayor
District of Squamish



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: August 23, 2017
Subject: Finance Warrant No. 579

Recommendation:

THAT the Board of Directors approve Finance Warrant Number 579 in the amount of \$648,420.16 dated July 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

Cheque Register - Detail - Supp.



AP5100

Date : Aug 15, 2017

Page : 1

Time : 12:58 pm

Supplier : 0002 To Z4209
 Trans. Date : 01-Jul-2017 To 31-Jul-2017
 Cheque Date : 01-Jul-2017 To 31-Jul-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	
0012	ABELL PEST CONTROL INC						
000189-0001	14-Jul-2017		Issued	164	T	93.27	
A0342221	01-4-2500-000	PAYABLES - TRADE			93.27		
Invoice Description --> AVLF- RECYCLING DEPOT - PEST CONTROL							
Total :					93.27	0.00	93.27
Supplier Total :					93.27	0.00	93.27
0016	ACE COURIER SERVICES						
000189-0002	14-Jul-2017		Issued	164	T	164.57	
14201042	01-4-2500-000	PAYABLES - TRADE			44.80		
Invoice Description --> BCWS - \$16.86, SB - WATER - \$25.82							
14201470	01-4-2500-000	PAYABLES - TRADE			119.77		
Invoice Description --> BCWS - \$95.08, WCLF - \$70.27							
Total :					164.57	0.00	164.57
Supplier Total :					164.57	0.00	164.57
0030	ACKLANDS-GRAINGER INC.						
000189-0003	14-Jul-2017		Issued	164	T	220.42	
9473544022	01-4-2500-000	PAYABLES - TRADE			64.45		
Invoice Description --> SLVFD - EQUIPMENT							
9480663880	01-4-2500-000	PAYABLES - TRADE			70.42		
Invoice Description --> BCWS - SUPPLIES							
9490345064	01-4-2500-000	PAYABLES - TRADE			85.55		
Invoice Description --> SLMP - BOAT SUPPLY							
Total :					220.42	0.00	220.42
Supplier Total :					220.42	0.00	220.42
000190-0001	27-Jul-2017		Issued	170	T	133.81	
9491896487	01-4-2500-000	PAYABLES - TRADE			133.81		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					133.81	0.00	133.81
Supplier Total :					133.81	0.00	133.81
0059	ADELHARDT CONCRETE PLUS						
000189-0004	14-Jul-2017		Issued	164	T	3538.50	
142136	01-4-2500-000	PAYABLES - TRADE			3538.50		
Invoice Description --> ACRD - OFFICE ADDITION AND RENO - CAPITAL							
Total :					3538.50	0.00	3538.50
Supplier Total :					3538.50	0.00	3538.50
0031	AGAT LABORATORIES						
000189-0005	14-Jul-2017		Issued	164	T	1074.41	
17380790E	01-4-2500-000	PAYABLES - TRADE			1074.41		

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



AP5100 **Page : 2**
Date : Aug 15, 2017 **Time :** 12:58 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-Jul-2017 To 31-Jul-2017
Cheque Date : 01-Jul-2017 To 31-Jul-2017
Cheque No. : All
Batch No. : All

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Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> WCLF - WATER MONITORING						
Total :				1074.41	0.00	1074.41
Supplier Total :				1074.41	0.00	1074.41

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0056 AIR LIQUIDE CANADA						
000190-0002	27-Jul-2017		170	T	88.38	
67021969	01-4-2500-000	PAYABLES - TRADE		29.57		
Invoice Description --> SLVFD - EQUIPMENT						
67021978	01-4-2500-000	PAYABLES - TRADE		58.81		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				88.38	0.00	88.38
Supplier Total :				88.38	0.00	88.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0047 ALBERNI AIR QUALITY SOCIETY						
40784	25-Jul-2017		173	C	10000.00	
2017GIA	01-4-2500-000	PAYABLES - TRADE		10000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				10000.00	0.00	10000.00
Supplier Total :				10000.00	0.00	10000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0060 ALBERNI COMMUNICATIONS & ELECTRONICS						
000189-0006	14-Jul-2017		164	T	2625.28	
23613	01-4-2500-000	PAYABLES - TRADE		2625.28		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				2625.28	0.00	2625.28
00190-0003 27-Jul-2017						
23676	01-4-2500-000	PAYABLES - TRADE	170	T	2680.02	
Invoice Description --> SLVFD - EQUIPMENT MAINTENANCE						
23633	01-4-2500-000	PAYABLES - TRADE		2625.28		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				2680.02	0.00	2680.02
Supplier Total :				5305.30	0.00	5305.30

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
0021 ALBERNI DISTRICT CO-OP ASSOCIATION					
000190-0004	27-Jul-2017		170	T	2437.81
BCVFD - JUN/17	01-4-2500-000	PAYABLES - TRADE		209.41	
Invoice Description --> BCVFD - 0133967 - JUNE FUEL					
SLVFD - JUN/17	01-4-2500-000	PAYABLES - TRADE		248.34	
Invoice Description --> SLVFD - 0064337 - JUNE FUEL					
BCWS - JUN/17	01-4-2500-000	PAYABLES - TRADE		816.08	
Invoice Description --> BCWS - 0104372 - JUNE FUEL					

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



AP5100 **Page : 3**
Date : Aug 15, 2017 **Time :** 12:58 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-Jul-2017 To 31-Jul-2017
Cheque Date : 01-Jul-2017 To 31-Jul-2017
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
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ACRD - JUN/17	01-4-2500-000	PAYABLES - TRADE		1163.98		
Invoice Description --> ACRD - 0141614 - JUNE FUEL						
Total :				2437.81	0.00	2437.81
Supplier Total :				2437.81	0.00	2437.81

0032 ALBERNI LANDSCAPING						
00189-0007	14-Jul-2017		Issued	164	T	336.00
6534	01-4-2500-000	PAYABLES - TRADE				336.00
Invoice Description --> AVRA - GROUNDS MAINTENANCE						
Total :				336.00	0.00	336.00
Supplier Total :				336.00	0.00	336.00
00190-0005	27-Jul-2017		Issued	170	T	4469.85
6537	01-4-2500-000	PAYABLES - TRADE				4469.85
Invoice Description --> LBA - GROUNDS MAINTENANCE						
Total :				4469.85	0.00	4469.85
Supplier Total :				4805.85	0.00	4805.85

0380 ALBERNI SEPTIC TANK SERVICE						
40642	12-Jul-2017		Issued	163	C	145.60
14615	01-4-2500-000	PAYABLES - TRADE				145.60
Invoice Description --> SLCP - JULY TOILET RENTAL - DICKSON PARK						
Total :				145.60	0.00	145.60
Supplier Total :				145.60	0.00	145.60

0095 ALBERNI VALLEY CHAMBER OF COMMERCE						
40787	25-Jul-2017		Issued	173	C	4000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE				4000.00
Invoice Description --> 2017 GRANT IN AID						
Total :				4000.00	0.00	4000.00
Supplier Total :				4000.00	0.00	4000.00

0216 ALBERNI VALLEY HOSPICE SOCIETY						
40788	25-Jul-2017		Issued	173	C	2500.00
2017GIA	01-4-2500-000	PAYABLES - TRADE				2500.00
Invoice Description --> 2017 GRANT IN AID						
Total :				2500.00	0.00	2500.00
Supplier Total :				2500.00	0.00	2500.00

0080 ALBERNI VALLEY RESCUE SQUAD						
40786	25-Jul-2017		Issued	173	C	12000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE				12000.00

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



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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> 2017 GRANT IN AID						
Total :				12000.00	0.00	12000.00
Supplier Total :				12000.00	0.00	12000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0066	ALBERNI VALLEY TRANSITION TOWNS SOCIETY					
40785	25-Jul-2017		Issued	173	C	2000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE			2000.00	
Invoice Description --> 2017 GRANT IN AID						
Total :				2000.00	0.00	2000.00
Supplier Total :				2000.00	0.00	2000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0458	ALBERNI VALLEY WRESTLING CLUB					
40789	25-Jul-2017		Issued	173	C	1500.00
2017GIA	01-4-2500-000	PAYABLES - TRADE			1500.00	
Invoice Description --> 2017 GRANT IN AID						
Total :				1500.00	0.00	1500.00
Supplier Total :				1500.00	0.00	1500.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0207	ALPORT INSURANCE AGENCIES INC.					
40641	12-Jul-2017		Issued	163	C	580.00
0114508	01-4-2500-000	PAYABLES - TRADE			580.00	
Invoice Description --> SLMP - BOAT INSURANCE						
Total :				580.00	0.00	580.00
Supplier Total :				580.00	0.00	580.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0270	ANDREW SHERET LTD.					
000189-0008	14-Jul-2017		Issued	164	T	1021.59
03-035324	01-4-2500-000	PAYABLES - TRADE			468.84	
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
03-035900	01-4-2500-000	PAYABLES - TRADE			552.75	
Invoice Description --> BCWS - WASTER SYSTEM SUPPLIES						
Total :				1021.59	0.00	1021.59

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
000190-0006	27-Jul-2017		Issued	170	T	975.63
03-038001	01-4-2500-000	PAYABLES - TRADE			10.82	
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK						
03-036937	01-4-2500-000	PAYABLES - TRADE			74.31	
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
03-038358	01-4-2500-000	PAYABLES - TRADE			192.58	
Invoice Description --> BCWS - WATER SUPPLIES						
03-038017	01-4-2500-000	PAYABLES - TRADE			697.92	
Invoice Description --> BCWS - NEW WATER SERVICE						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				975.63	0.00	975.63
Supplier Total :				1997.22	0.00	1997.22

0022 AON REED STENHOUSE INC.

000190-0007	27-Jul-2017		Issued	170	T	42504.00	
32555349001	01-4-2500-000	PAYABLES - TRADE			1400.00		
Invoice Description --> BAMFIELD PORT DESIRE INSURANCE							
325553310-3255531	01-4-2500-000	PAYABLES - TRADE			41104.00		
Invoice Description --> PROPERTY AND BOILER INSURANCE JULY 1, 2017 TO JULY 1, 2018							
Total :					42504.00	0.00	42504.00
Supplier Total :					42504.00	0.00	42504.00

0336 ARC - WESTERN CANADA

000189-0009	14-Jul-2017		Issued	164	T	378.56	
N025667	01-4-2500-000	PAYABLES - TRADE			378.56		
Invoice Description --> PLANNING - PLOTTER SUPPLIES							
Total :					378.56	0.00	378.56
Supplier Total :					378.56	0.00	378.56

0508 BAMFIELD BUILDERS SUPPLY

000190-0008	27-Jul-2017		Issued	170	T	181.38	
183360	01-4-2500-000	PAYABLES - TRADE			181.38		
Invoice Description --> BWS - HYDRANT MAINTENANCE							
Total :					181.38	0.00	181.38
Supplier Total :					181.38	0.00	181.38

0660 BC HYDRO

40790	25-Jul-2017		Issued	173	C	13173.70	
109009770417	01-4-2500-000	PAYABLES - TRADE			692.53		
Invoice Description --> BVFD - HYDRO							
400002845401	01-4-2500-000	PAYABLES - TRADE			12481.17		
Invoice Description --> ACRD - HYDRO CONSOLIDATED							
Total :					13173.70	0.00	13173.70
Supplier Total :					13173.70	0.00	13173.70

0740 BEAVER CREEK HOME CENTER

000189-0010	14-Jul-2017		Issued	164	T	150.47
1704-636653	01-4-2500-000	PAYABLES - TRADE			9.92	
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR						
1704-630913	01-4-2500-000	PAYABLES - TRADE			17.24	
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR						

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description			Debit	Credit	
1704-635373	01-4-2500-000	PAYABLES - TRADE			18.21		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR							
1704-633752	01-4-2500-000	PAYABLES - TRADE			46.71		
Invoice Description --> BCWS - MAINTENANCE SUPPLIES							
1704-6358132	01-4-2500-000	PAYABLES - TRADE			58.39		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE							
Total :					150.47	0.00	150.47
000190-0009	27-Jul-2017	Issued	170	T		435.68	
1706-687752	01-4-2500-000	PAYABLES - TRADE			-57.06		
Invoice Description --> SLVFD - CREDIT - EQUIPMENT							
1706-672809	01-4-2500-000	PAYABLES - TRADE			5.10		
Invoice Description --> BCWS - HYDRANT MAINTENANCE							
1706-674386	01-4-2500-000	PAYABLES - TRADE			7.46		
Invoice Description --> BCWS - MAINTENANCE SUPPLIES							
1707-695504	01-4-2500-000	PAYABLES - TRADE			10.09		
Invoice Description --> ACRD - MAINTENANCE SUPPLIES							
1706-685074	01-4-2500-000	PAYABLES - TRADE			27.16		
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES							
1706-686919	01-4-2500-000	PAYABLES - TRADE			42.34		
Invoice Description --> SLVFD - EQUIPMENT							
1706-682679	01-4-2500-000	PAYABLES - TRADE			61.85		
Invoice Description --> SLVFD - EQUIPMENT							
1706-680645	01-4-2500-000	PAYABLES - TRADE			69.70		
Invoice Description --> SLVFD - EQUIPMENT							
1706-682585	01-4-2500-000	PAYABLES - TRADE			73.70		
Invoice Description --> SLVFD - EQUIPMENT							
1706-688036	01-4-2500-000	PAYABLES - TRADE			195.34		
Invoice Description --> BC PARKS - MAINTENANCE							
Total :					435.68	0.00	435.68
Supplier Total :					586.15	0.00	586.15

0750	BEAVER CREEK VOL. FIRE DEPARTMENT						
40643	12-Jul-2017	Issued	163	C		3817.13	
BCVFD-Q2-2017	01-4-2500-000	PAYABLES - TRADE			3817.13		
Invoice Description --> BCVFD - BUILD MAINT \$537.51, EQUIPMENT\$1066.80, TRAINING\$1726.98, MISC\$286.93							
Total :					3817.13	0.00	3817.13
Supplier Total :					3817.13	0.00	3817.13

0785	BERKS INTERTRUCK LTD.						
000190-0010	27-Jul-2017	Issued	170	T		621.01	
32914	01-4-2500-000	PAYABLES - TRADE			621.01		
Invoice Description --> SLVFD - TRUCK #46 - MAINTENANCE							
Total :					621.01	0.00	621.01

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				621.01	0.00	621.01

0791 BERRY & VALE CONTRACTING LTD						
00189-0011	14-Jul-2017		Issued	164	T	115831.92
2202	01-4-2500-000	PAYABLES - TRADE				10252.20
Invoice Description --> AVLF - TRANSFER STATION EXPANSION - GYPROC RECYCLING - CAPITAL						
2196	01-4-2500-000	PAYABLES - TRADE				36789.40
Invoice Description --> WCLF - JUNE CONTRACT \$34893.52, FREON \$144						
2197	01-4-2500-000	PAYABLES - TRADE				68790.32
Invoice Description --> AVLF - JUNE CONTRACT \$63495.41, MMBC \$806.18, FREON \$408, OTHER \$805						
Total :						115831.92
Supplier Total :						115831.92

0825 BLACK PRESS GROUP LTD.						
00190-0011	27-Jul-2017		Issued	170	T	710.62
33214141	01-4-2500-000	PAYABLES - TRADE				710.62
Invoice Description --> ACRD - \$214.50, AVRA \$83.85, PLANNING \$249.30, AVLF \$129.15						
Total :						710.62
Supplier Total :						710.62

0827 BLAKEY ELECTRIC						
40792	25-Jul-2017		Issued	173	C	144.38
91567	01-4-2500-000	PAYABLES - TRADE				144.38
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR & STRICK RD						
Total :						144.38
Supplier Total :						144.38

0914 BOWERMAN EXCAVATING LTD						
00189-0012	14-Jul-2017		Issued	164	T	33441.91
10225	01-4-2500-000	PAYABLES - TRADE				33441.91
Invoice Description --> BCVFD/BCWS - SPLIT FIRE HALL UPGRADES - CAPITAL						
Total :						33441.91
Supplier Total :						33441.91

0944 BREAKER'S MARINE LTD						
40793	25-Jul-2017		Issued	173	C	1049.47
B48189	01-4-2500-000	PAYABLES - TRADE				1.44
Invoice Description --> BVFD - FIRE BOAT - CAPITAL						
B48532	01-4-2500-000	PAYABLES - TRADE				1.89
Invoice Description --> BVFD - FIRE BOAT - CAPITAL						
B48091	01-4-2500-000	PAYABLES - TRADE				3.93
Invoice Description --> BVFD - FIRE BOAT - CAPITAL						

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
B48180	01-4-2500-000	PAYABLES - TRADE			8.00		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48265	01-4-2500-000	PAYABLES - TRADE			8.41		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48803	01-4-2500-000	PAYABLES - TRADE			9.85		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48442	01-4-2500-000	PAYABLES - TRADE			11.36		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B49554	01-4-2500-000	PAYABLES - TRADE			16.44		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48275	01-4-2500-000	PAYABLES - TRADE			19.53		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48004	01-4-2500-000	PAYABLES - TRADE			26.90		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B49614	01-4-2500-000	PAYABLES - TRADE			49.90		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48602	01-4-2500-000	PAYABLES - TRADE			155.35		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B48569	01-4-2500-000	PAYABLES - TRADE			177.44		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B47804	01-4-2500-000	PAYABLES - TRADE			559.03		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
Total :					1049.47	0.00	1049.47
40794	25-Jul-2017	Issued	173	C		249.48	
B59356	01-4-2500-000	PAYABLES - TRADE			5.60		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
B49975	01-4-2500-000	PAYABLES - TRADE			243.88		
Invoice Description --> BVFD - FIRE BOAT - CAPITAL							
Total :					249.48	0.00	249.48
Supplier Total :					1298.95	0.00	1298.95

0950	BRETT, KENNETH						
00189-0013	14-Jul-2017	Issued	164	T		1000.00	
BRE179823	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
Total :					1000.00	0.00	1000.00
Supplier Total :					1000.00	0.00	1000.00

0970	BUDGET CAR AND TRUCK RENTAL						
40645	12-Jul-2017	Issued	163	C		308.72	
2102187	01-4-2500-000	PAYABLES - TRADE			308.72		
Invoice Description --> ACRD - TRUCK RENTAL							
Total :					308.72	0.00	308.72

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Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
Supplier Total :							308.72	0.00	308.72

1035	BUTLER, LES								
000189-0014	14-Jul-2017	Issued	164	T			3517.50		
2017-06	01-4-2500-000	PAYABLES - TRADE		3517.50					
Invoice Description -->		BWS - JUNE 2017 CONTRACTOR							
Total :							3517.50	0.00	3517.50
Supplier Total :							3517.50	0.00	3517.50

1110	CANADA POST CORPORATION								
000190-0012	27-Jul-2017	Issued	170	T			93.37		
9624833567	01-4-2500-000	PAYABLES - TRADE		93.37					
Invoice Description -->		SPROAT LAKE - NEWSLETTER							
Total :							93.37	0.00	93.37
Supplier Total :							93.37	0.00	93.37

1196	CARVING ON THE EDGE FESTIVAL SOCIETY								
40795	25-Jul-2017	Issued	173	C			1853.00		
2017GIA	01-4-2500-000	PAYABLES - TRADE		1853.00					
Invoice Description -->		2017 GRANT IN AID							
Total :							1853.00	0.00	1853.00
Supplier Total :							1853.00	0.00	1853.00

1270	CDW CANADA INC								
000190-0013	27-Jul-2017	Issued	170	T			1418.29		
JKS7692	01-4-2500-000	PAYABLES - TRADE		356.51					
Invoice Description -->		ACRD - OFFICE EQUIPMENT							
JKS7622	01-4-2500-000	PAYABLES - TRADE		1061.78					
Invoice Description -->		ACRD - TONER							
Total :							1418.29	0.00	1418.29
Supplier Total :							1418.29	0.00	1418.29

1300	CENTRAL WESTCOAST FOREST SOCIETY								
40796	25-Jul-2017	Issued	173	C			3500.00		
2017GIA	01-4-2500-000	PAYABLES - TRADE		3500.00					
Invoice Description -->		2017 GRANT IN AID							
Total :							3500.00	0.00	3500.00
Supplier Total :							3500.00	0.00	3500.00

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
000189-0015	14-Jul-2017		Issued	164	T	6352.50		
000210	01-4-2500-000	PAYABLES - TRADE				6352.50		
Invoice Description --> JUNE 2017 - IT SUPPORT \$5,650, BCWS \$300, 3RD AVE DEPOT \$100								
Total :						6352.50	0.00	6352.50
Supplier Total :						6352.50	0.00	6352.50
1318	CHAMBERS, RICHARD							
40646	12-Jul-2017		Issued	163	C	562.52		
JULY6/17	01-4-2500-000	PAYABLES - TRADE				562.52		
Invoice Description --> SB - RECREATION - BOAT RAMP REPAIRS								
Total :						562.52	0.00	562.52
Supplier Total :						562.52	0.00	562.52
1340	CHERRY CREEK RECREATION COMMISSION							
40797	25-Jul-2017		Issued	173	C	20000.00		
2017GIA	01-4-2500-000	PAYABLES - TRADE				20000.00		
Invoice Description --> 2017 GRANT IN AID								
Total :						20000.00	0.00	20000.00
Supplier Total :						20000.00	0.00	20000.00
1342	CITY OF PORT ALBERNI							
000190-0014	27-Jul-2017		Issued	170	T	37.51		
25382	01-4-2500-000	PAYABLES - TRADE				37.51		
Invoice Description --> PLANNING - JUNE 21 - RAINWATER HARVESTING INFO								
Total :						37.51	0.00	37.51
Supplier Total :						37.51	0.00	37.51
0803	CLOVERDALE PAINT INC.							
40791	25-Jul-2017		Issued	173	C	29.67		
084036153	01-4-2500-000	PAYABLES - TRADE				29.67		
Invoice Description --> BCWS - HYDRANT MAINTENANCE								
Total :						29.67	0.00	29.67
Supplier Total :						29.67	0.00	29.67
1392	CMHA HEALTHY HARVEST FARM							
40798	25-Jul-2017		Issued	173	C	2130.00		
JUNE19/17	01-4-2500-000	PAYABLES - TRADE				800.00		
Invoice Description --> PLANNING - GROW LOCAL COMMUNITY WORKSHOP								
JULY14/17	01-4-2500-000	PAYABLES - TRADE				1330.00		
Invoice Description --> PLANNING - GROW LOCAL - SD70 SCHOOL DAYS								

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2130.00	0.00	2130.00
Supplier Total :				2130.00	0.00	2130.00

0801 CORIX WATER PRODUCTS LTD.

000190-0015	27-Jul-2017		Issued	170	T	1140.80	
1071703978	01-4-2500-000	PAYABLES - TRADE			-277.76		
Invoice Description --> BWS - CREDIT - WATER SYSTEM SUPPLIES							
1071704442	01-4-2500-000	PAYABLES - TRADE			-22.47		
Invoice Description --> BWS - CREDIT - WATER SYSTEM SUPPLIES							
10716026345	01-4-2500-000	PAYABLES - TRADE			1441.03		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
Total :					1140.80	0.00	1140.80
Supplier Total :					1140.80	0.00	1140.80

1650 CUPE - LOCAL 118

000190-0016	27-Jul-2017		Issued	170	T	2051.10	
DUESJUL17	01-4-2500-000	PAYABLES - TRADE			2051.10		
Invoice Description --> JULY 2017 UNION DUES							
Total :					2051.10	0.00	2051.10
Supplier Total :					2051.10	0.00	2051.10

1839 D'SIGN GUY

40648	12-Jul-2017		Issued	163	C	1580.66	
3437	01-4-2500-000	PAYABLES - TRADE			1580.66		
Invoice Description --> AVRA - SIGN - CAPITAL							
Total :					1580.66	0.00	1580.66
Supplier Total :					1580.66	0.00	1580.66

1681 D.K.I SERVICES LTD

40647	12-Jul-2017		Issued	163	C	1858.50	
33374	01-4-2500-000	PAYABLES - TRADE			1858.50		
Invoice Description --> AVLF - 3RD AVE DEPOT - LINE PAINTING - CAPITAL							
Total :					1858.50	0.00	1858.50
Supplier Total :					1858.50	0.00	1858.50

1703 DALEY, D.J.

000190-0017	27-Jul-2017		Issued	170	T	2796.42
274416	01-4-2500-000	PAYABLES - TRADE			1390.00	
Invoice Description --> JUNE 2017 - LBA CONTRACTOR						
274415	01-4-2500-000	PAYABLES - TRADE			1406.42	
Invoice Description --> JUNE 2017 - MWS CONTRACTOR						

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Supplier : 0002 To Z4209
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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Total :						2796.42	0.00	2796.42
Supplier Total :						2796.42	0.00	2796.42

1779	DOLAN'S GASFITTING & HEATING LTD							
40799	25-Jul-2017		Issued	173	C			173.25
8720	01-4-2500-000	PAYABLES - TRADE			173.25			
Invoice Description --> ACRD - MAINTENANCE								
Total :						173.25	0.00	173.25
Supplier Total :						173.25	0.00	173.25

1847	DUPERE, JOHANNE							
00189-0016	14-Jul-2017		Issued	164	T			200.00
DUP179824	01-4-2500-000	PAYABLES - TRADE			200.00			
Invoice Description --> SPROAT PARKS CARETAKER								
Total :						200.00	0.00	200.00
Supplier Total :						200.00	0.00	200.00

0940	DUVALL, EDITH							
00188-0001	07-Jul-2017		Issued	159	T			1750.00
EDUVALL79654	01-4-2500-000	PAYABLES - TRADE			1750.00			
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL								
Total :						1750.00	0.00	1750.00
Supplier Total :						1750.00	0.00	1750.00

1934	EDEN TREE FARM AND GARDENING							
40800	25-Jul-2017		Issued	173	C			2388.75
#6JUNE2017	01-4-2500-000	PAYABLES - TRADE			2388.75			
Invoice Description --> PLANNING - AG SUPPORT								
Total :						2388.75	0.00	2388.75
Supplier Total :						2388.75	0.00	2388.75

1970	EQUIFAX CANADA INC.							
40649	12-Jul-2017		Issued	163	C			17.64
4336461	01-4-2500-000	PAYABLES - TRADE			17.64			
Invoice Description --> AVLF & WCLF - CREDIT CHECK FEES								
Total :						17.64	0.00	17.64
Supplier Total :						17.64	0.00	17.64

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40801	25-Jul-2017	Issued	173	C		628.62
2017-SPROAT LAKE	01-4-2500-000	PAYABLES - TRADE		628.62		
Invoice Description --> SLVFD - 2017 MEMBERSHIP						
Total :				628.62	0.00	628.62
Supplier Total :				628.62	0.00	628.62

2067	FORTISBC					
40650	12-Jul-2017	Issued	163	C		24.85
JUN21/17	01-4-2500-000	PAYABLES - TRADE		24.85		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
Total :				24.85	0.00	24.85
Supplier Total :				24.85	0.00	24.85

2116	GARAGE DOOR DOCTOR CANADA LTD.					
40651	12-Jul-2017	Issued	163	C		129.68
MI-9469	01-4-2500-000	PAYABLES - TRADE		129.68		
Invoice Description --> BCVFD - GARAGE DOOR MAINTENANCE						
Total :				129.68	0.00	129.68
Supplier Total :				129.68	0.00	129.68

2140	GEDDES, RICHARD D.					
00189-0017	14-Jul-2017	Issued	164	T		55.00
RG-SLVFD0179826	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
Total :				55.00	0.00	55.00
Supplier Total :				55.00	0.00	55.00

2322	GUILLEVIN INTERNATIONAL CO.					
00190-0018	27-Jul-2017	Issued	170	T		451.85
0428-510770	01-4-2500-000	PAYABLES - TRADE		181.93		
Invoice Description --> SLVFD - EQUIPMENT						
0428-511324	01-4-2500-000	PAYABLES - TRADE		269.92		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				451.85	0.00	451.85
Supplier Total :				451.85	0.00	451.85

2366	HACH SALES & SERVICE CANADA LP					
40802	25-Jul-2017	Issued	173	C		316.96
145856	01-4-2500-000	PAYABLES - TRADE		316.96		
Invoice Description --> BCWS - WATER MONITORING						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				316.96	0.00	316.96
Supplier Total :				316.96	0.00	316.96

2465 HETHERINGTON INDUSTRIES LTD

00189-0018	14-Jul-2017		Issued	164	T	212.63	
PS-4016	01-4-2500-000	PAYABLES - TRADE			212.63		
Invoice Description --> ACRD - PUMP OUT DRAIN IN LOWER PARKING LOT							
Total :					212.63	0.00	212.63
Supplier Total :					212.63	0.00	212.63

2485 HOLDER, DAN

40653	12-Jul-2017		Issued	163	C	7398.96	
JUN30/17-ESC	01-4-2500-000	PAYABLES - TRADE			3618.96		
Invoice Description --> EMERGENCY SERVICES COORDINATOR - JUNE 2017							
JUN30/17-FSC	01-4-2500-000	PAYABLES - TRADE			3780.00		
Invoice Description --> FIRE SERVICES COORDINATOR - JUNE 2017							
Total :					7398.96	0.00	7398.96
Supplier Total :					7398.96	0.00	7398.96

2253 IRIDIA MEDICAL

00189-0019	14-Jul-2017		Issued	164	T	122.08	
17-1071	01-4-2500-000	PAYABLES - TRADE			122.08		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					122.08	0.00	122.08
Supplier Total :					122.08	0.00	122.08

2748 ISLAND BEVERAGE SERVICES

40654	12-Jul-2017		Issued	163	C	108.78	
16356	01-4-2500-000	PAYABLES - TRADE			108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					108.78	0.00	108.78
Supplier Total :					108.78	0.00	108.78

2743 ISLAND OVERHEAD DOOR (1979) LTD.

40804	25-Jul-2017		Issued	173	C	279.83	
56359	01-4-2500-000	PAYABLES - TRADE			279.83		
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE							
Total :					279.83	0.00	279.83

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
2761 ISLAND RADIO LTD.								
00190-0019	27-Jul-2017		Issued	170	T	302.40		
203335-1	01-4-2500-000	PAYABLES - TRADE			302.40			
Invoice Description --> AVLF - DISPOSAL BANS - AD								
Total :						302.40	0.00	302.40
Supplier Total :						302.40	0.00	302.40
2475 ISLANDS EQUIPMENT RENTALS								
40803	25-Jul-2017		Issued	173	C	889.42		
59423-1	01-4-2500-000	PAYABLES - TRADE			889.42			
Invoice Description --> SL PARKS - BIKE PARK								
Total :						889.42	0.00	889.42
Supplier Total :						889.42	0.00	889.42
2818 JAAN DESIGNS								
40805	25-Jul-2017		Issued	173	C	973.35		
347	01-4-2500-000	PAYABLES - TRADE			973.35			
Invoice Description --> PLANNING - RAINWATER HARVESTING WORKSHOP								
Total :						973.35	0.00	973.35
Supplier Total :						973.35	0.00	973.35
2787 JACKSON, ROBERT								
00189-0020	14-Jul-2017		Issued	164	T	77.65		
CSPNOV1279825	01-4-2500-000	PAYABLES - TRADE			77.65			
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE								
Total :						77.65	0.00	77.65
Supplier Total :						77.65	0.00	77.65
2827 JAL DESIGNS								
40806	25-Jul-2017		Issued	173	C	356.16		
40498197	01-4-2500-000	PAYABLES - TRADE			356.16			
Invoice Description --> SLVFD - UNIFORMS								
Total :						356.16	0.00	356.16
Supplier Total :						356.16	0.00	356.16
2877 KOERS & ASSOCIATES ENGINEERING LTD.								
00190-0020	27-Jul-2017		Issued	170	T	1753.88		
1666-004	01-4-2500-000	PAYABLES - TRADE			322.49			

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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	
Invoice Description --> BCWS - DCC STUDY - CAPITAL						
1634-014	01-4-2500-000	PAYABLES - TRADE		17209.19		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
Total :				17531.68	0.00	17531.68
Supplier Total :				17531.68	0.00	17531.68

2892 L.A. MARINE LTD.						
40807	25-Jul-2017	Issued	173	C		18.99
21811	01-4-2500-000	PAYABLES - TRADE		18.99		
Invoice Description --> SLMP - BOAT EXPENSE						
Total :				18.99	0.00	18.99
Supplier Total :				18.99	0.00	18.99

2890 L.B. WOODCHOPPERS LTD.						
00190-0021	27-Jul-2017	Issued	170	T		730.13
271462	01-4-2500-000	PAYABLES - TRADE		42.01		
Invoice Description --> LBA - EQUIPMENT						
272494	01-4-2500-000	PAYABLES - TRADE		63.59		
Invoice Description --> SLMP - SAFETY SUPPLIES						
271638	01-4-2500-000	PAYABLES - TRADE		101.49		
Invoice Description --> BCWS - SAFETY SUPPLIES						
272552	01-4-2500-000	PAYABLES - TRADE		169.31		
Invoice Description --> SLVFD - EQUIPMENT						
272551	01-4-2500-000	PAYABLES - TRADE		353.73		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				730.13	0.00	730.13
Supplier Total :				730.13	0.00	730.13

3117 LORDCO						
00190-0022	27-Jul-2017	Issued	170	T		17.90
385834	01-4-2500-000	PAYABLES - TRADE		17.90		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				17.90	0.00	17.90
Supplier Total :				17.90	0.00	17.90

3133 LUNCHBOX FABRICATIONS						
40808	25-Jul-2017	Issued	173	C		180.00
G.L. EPISODE 1	01-4-2500-000	PAYABLES - TRADE		90.00		
Invoice Description --> PLANNING - GROW LOCAL SHAW PROJECT EPISODE 1						
G.L. EPISODE 2	01-4-2500-000	PAYABLES - TRADE		90.00		
Invoice Description --> PLANNING - GROW LOCAL SHAW PROJECT EPISODE 2						

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Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				180.00	0.00	180.00
Supplier Total :				180.00	0.00	180.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3147	M & D AUTO PART LTD.					
40809	25-Jul-2017	Issued	173	C	309.76	
01062017	01-4-2500-000	PAYABLES - TRADE		309.76		
Invoice Description --> BCVFD - AUTO SUPPLIES						
Total :				309.76	0.00	309.76
Supplier Total :				309.76	0.00	309.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3214	MARCIE DEWITT					
00189-0021	14-Jul-2017	Issued	164	T	6000.00	
JUN30/17	01-4-2500-000	PAYABLES - TRADE		6000.00		
Invoice Description --> ACHN - COORDINATOR - JUNE 2017						
Total :				6000.00	0.00	6000.00
Supplier Total :				6000.00	0.00	6000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1210	MAXXAM ANALYTICS					
00190-0023	27-Jul-2017	Issued	170	T	1455.30	
VA1068389	01-4-2500-000	PAYABLES - TRADE		504.00		
Invoice Description --> SB - WATER MONITORING						
VA1073298	01-4-2500-000	PAYABLES - TRADE		951.30		
Invoice Description --> BCWS - WATER MONITORING						
Total :				1455.30	0.00	1455.30
Supplier Total :				1455.30	0.00	1455.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3340	MINISTER OF FINANCE					
40810	25-Jul-2017	Issued	173	C	2250.00	
MSPJULY/17	01-4-2500-000	PAYABLES - TRADE		2250.00		
Invoice Description --> MSP PREMIUMS FOR JULY 2017						
Total :				2250.00	0.00	2250.00
Supplier Total :				2250.00	0.00	2250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3370	MINISTER OF FINANCE					
40812	25-Jul-2017	Issued	173	C	100.00	
AVRA - 100.00	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> AVRA - SUBDIVISION APPLICATION FEE						
Total :				100.00	0.00	100.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
40813	25-Jul-2017	Issued	173	C	700.00
AVRA- 700.00	01-4-2500-000	PAYABLES - TRADE		700.00	

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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> AVRA - SUBDIVISION APPLICATION FEE							
Total :					700.00	0.00	700.00
Supplier Total :					800.00	0.00	800.00

3375	MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)						
40814	25-Jul-2017		Issued	173	C	232.19	
93899744	01-4-2500-000	PAYABLES - TRADE			232.19		
Invoice Description --> AVEP - MCLEAN MILL HISTORIC PARK SIGN							
Total :					232.19	0.00	232.19
Supplier Total :					232.19	0.00	232.19

3346	MINISTRY OF FINANCE						
40811	25-Jul-2017		Issued	173	C	1330.58	
Q289105	01-4-2500-000	PAYABLES - TRADE			346.27		
Invoice Description --> AVLF - N.E EXPANSION - CAPITAL							
Q287796	01-4-2500-000	PAYABLES - TRADE			984.31		
Invoice Description --> AVLF - STUMPAGE - NE EXPANSION							
Total :					1330.58	0.00	1330.58
Supplier Total :					1330.58	0.00	1330.58

3500	MUNICIPAL FINANCE AUTHORITY OF BC						
EFT-19	04-Jul-2017		Issued	156	E	1467.70	
LBATRACJUL17	01-4-2500-000	PAYABLES - TRADE			1467.70		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING							
Total :					1467.70	0.00	1467.70
EFT-20	04-Jul-2017		Issued	156	E	4302.54	
AVRA07/17	01-4-2500-000	PAYABLES - TRADE			4302.54		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST							
Total :					4302.54	0.00	4302.54
Supplier Total :					5770.24	0.00	5770.24

3490	MUNICIPAL PENSION PLAN						
EFT-15	13-Jul-2017		Issued	146	E	9755.00	
PP#13 - 2017	01-4-2500-000	PAYABLES - TRADE			9755.00		
Invoice Description --> PP # 13 - 2017 PENSION REMITTANCE							
Total :					9755.00	0.00	9755.00
EFT-16	27-Jul-2017		Issued	162	E	9976.02	
PP#14 - 2017	01-4-2500-000	PAYABLES - TRADE			9976.02		
Invoice Description --> PP # 14 - 2017 PENSION REMITTANCE							

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				9976.02	0.00	9976.02
Supplier Total :				19731.02	0.00	19731.02

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3535	MUSIC BY THE SEA					
40815	25-Jul-2017		Issued	173	C	2000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE		2000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				2000.00	0.00	2000.00
Supplier Total :				2000.00	0.00	2000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3627	NEXCAR SALES LTD.					
00190-0024	27-Jul-2017		Issued	170	T	1525.91
E9693	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> BUILDING INSPECTION - CHEROKEE - MAINTENANCE						
E9694	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						
E9684	01-4-2500-000	PAYABLES - TRADE		55.95		
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE						
E9692	01-4-2500-000	PAYABLES - TRADE		66.83		
Invoice Description --> ACRD - 2008 TOYOTA YARIS - MAINTENANCE						
E9661	01-4-2500-000	PAYABLES - TRADE		1324.73		
Invoice Description --> BCWS - 2001 GMC SIERRA - MAINTENANCE						
Total :				1525.91	0.00	1525.91
Supplier Total :				1525.91	0.00	1525.91

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3622	NICKLIN WASTE DISPOSAL					
00190-0025	27-Jul-2017		Issued	170	T	315.00
10105	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> BCVFD - GARBAGE DISPOSAL FOR APRIL TO JUNE						
10208	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> SLVFD - GARBAGE DISPOSAL FOR APRIL TO JUNE						
Total :				315.00	0.00	315.00
Supplier Total :				315.00	0.00	315.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3693	NUU-CHAH-NULTH TRIBAL COUNCIL					
40816	25-Jul-2017		Issued	173	C	137.00
7299	01-4-2500-000	PAYABLES - TRADE		137.00		
Invoice Description --> ACRD - NATIONAL ABORIGINAL DAY - AD						
Total :				137.00	0.00	137.00
Supplier Total :				137.00	0.00	137.00

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Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3697	OCHMAN, STEFAN					
40817	25-Jul-2017	Issued	173	C		125.00
01/06/2017	01-4-2500-000	PAYABLES - TRADE		125.00		
Invoice Description --> ACHN - MEETING RE HOUSING						
Total :				125.00	0.00	125.00
Supplier Total :				125.00	0.00	125.00
3792	PACIFIC BLUE CROSS					
EFT-7	04-Jul-2017	Issued	156	E		9355.55
489583	01-4-2500-000	PAYABLES - TRADE		9355.55		
Invoice Description --> JULY 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS						
Total :				9355.55	0.00	9355.55
Supplier Total :				9355.55	0.00	9355.55
3797	PITEAU ASSOCIATES					
00190-0026	27-Jul-2017	Issued	170	T		2740.26
18507	01-4-2500-000	PAYABLES - TRADE		393.75		
Invoice Description --> AVLF - N.E. EXPANSION - CAPITAL						
18500	01-4-2500-000	PAYABLES - TRADE		648.38		
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
18501	01-4-2500-000	PAYABLES - TRADE		1698.13		
Invoice Description --> WCLF - WATER MONITORING						
Total :				2740.26	0.00	2740.26
Supplier Total :				2740.26	0.00	2740.26
3895	PORT ALBERNI MARINE RESCUE					
40818	25-Jul-2017	Issued	173	C		6000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE		6000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				6000.00	0.00	6000.00
Supplier Total :				6000.00	0.00	6000.00
3900	PORT ALBERNI MARITIME HERITAGE SOCIETY					
40819	25-Jul-2017	Issued	173	C		5000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE		5000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				5000.00	0.00	5000.00
Supplier Total :				5000.00	0.00	5000.00
4260	PORT ALBERNI VICTIM SERVICES SOCIETY					
40822	25-Jul-2017	Issued	173	C		26000.00

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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	
2017GIA	01-4-2500-000	PAYABLES - TRADE		26000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				26000.00	0.00	26000.00
Supplier Total :				26000.00	0.00	26000.00

4115 PRICE'S ALARM SYSTEM LTD						
00190-0027	27-Jul-2017		Issued	170	T	1020.54
2569090	01-4-2500-000	PAYABLES - TRADE			157.50	
Invoice Description --> BCVFD - ALARM MONITORING - JULY TO SEPT						
2569613	01-4-2500-000	PAYABLES - TRADE			264.60	
Invoice Description --> ACRD - OFFICE ALARM MONITORING - JULY TO DEC						
36+9+33	01-4-2500-000	PAYABLES - TRADE			598.44	
Invoice Description --> AVLF & 3RD AVE DEPOT - ALARM MONITORING - JULY TO DEC						
Total :				1020.54	0.00	1020.54
Supplier Total :				1020.54	0.00	1020.54

4180 PUROLATOR COURIER SERVICE						
40820	25-Jul-2017		Issued	173	C	171.26
435114811	01-4-2500-000	PAYABLES - TRADE			171.26	
Invoice Description --> BVFD - FIRE TRUCK SALES PAPERS						
Total :				171.26	0.00	171.26
Supplier Total :				171.26	0.00	171.26

4187 QUALITY FOODS - PORT ALBERNI						
00190-0028	27-Jul-2017		Issued	170	T	244.65
66 275700	01-4-2500-000	PAYABLES - TRADE			37.98	
Invoice Description --> SLMP - WATER						
61 303654	01-4-2500-000	PAYABLES - TRADE			59.54	
Invoice Description --> SLVFD - TRAINING						
64 069033	01-4-2500-000	PAYABLES - TRADE			67.14	
Invoice Description --> ACRD - OFFICE SUPPLIES						
66 275746	01-4-2500-000	PAYABLES - TRADE			79.99	
Invoice Description --> AVLF - 3RD AVE DEPOT - CANADA 150 CELEBRATION						
Total :				244.65	0.00	244.65
Supplier Total :				244.65	0.00	244.65

4220 RAYNER & BRACHT LTD						
40821	25-Jul-2017		Issued	173	C	4281.20
2017121	01-4-2500-000	PAYABLES - TRADE			4281.20	
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - JUNE 2017						
Total :				4281.20	0.00	4281.20

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					4281.20	0.00	4281.20
<hr/>							
4280	RECEIVER GENERAL FOR CANADA						
40655	12-Jul-2017		Issued	163	C	21205.63	
PP#14 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE			936.10		
Invoice Description -->		TAX REMITTANCE FOR PP # 14 - 2017 - DIRECTORS					
PP#14 - 2017	01-4-2500-000	PAYABLES - TRADE			20269.53		
Invoice Description -->		TAX REMITTANCE FOR PP # 14 - 2017					
Total :					21205.63	0.00	21205.63
<hr/>							
40823	25-Jul-2017		Issued	173	C	19415.17	
PP#15 - 2017	01-4-2500-000	PAYABLES - TRADE			19415.17		
Invoice Description -->		TAX REMITTANCE FOR PP # 15 - 2017					
Total :					19415.17	0.00	19415.17
<hr/>							
Supplier Total :					40620.80	0.00	40620.80
<hr/>							
4475	ROCKY MOUNTAIN PHOENIX						
00190-0029	27-Jul-2017		Issued	170	T	9333.69	
IN0104094	01-4-2500-000	PAYABLES - TRADE			40.74		
Invoice Description -->		SLVFD - EQUIPMENT					
IN0104481	01-4-2500-000	PAYABLES - TRADE			9292.95		
Invoice Description -->		BVFD - TURN OUT GEAR					
Total :					9333.69	0.00	9333.69
<hr/>							
Supplier Total :					9333.69	0.00	9333.69
<hr/>							
4491	ROMPRE, SUZANNE						
00190-0030	27-Jul-2017		Issued	170	T	1760.00	
MAY31/17	01-4-2500-000	PAYABLES - TRADE			850.00		
Invoice Description -->		MAY BAMFIELD TRANSFER STATION CONTRACTOR					
JUNE30/17	01-4-2500-000	PAYABLES - TRADE			910.00		
Invoice Description -->		JUNE BAMFIELD TRANSFER STATION CONTRACTOR					
Total :					1760.00	0.00	1760.00
<hr/>							
Supplier Total :					1760.00	0.00	1760.00
<hr/>							
4466	ROSS, MEILISSA						
40824	25-Jul-2017		Issued	173	C	250.00	
JUNE27/17	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description -->		REGIONAL PARKS - INTERPRETIVE SIGN PROJECT					
Total :					250.00	0.00	250.00
<hr/>							
Supplier Total :					250.00	0.00	250.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000190-0031	27-Jul-2017	Issued	170	T		581.29
20-00575059	01-4-2500-000	PAYABLES - TRADE		581.29		
Invoice Description -->		AVLF - POLY BAGS				
Total :				581.29	0.00	581.29
Supplier Total :				581.29	0.00	581.29
4652	SALT SPRING ISLAND FIRE RESCUE					
40828	25-Jul-2017	Issued	173	C		675.00
BCVFD - JUNE27/17	01-4-2500-000	PAYABLES - TRADE		180.00		
Invoice Description -->		BCVFD - TRAINING				
JULY4/17	01-4-2500-000	PAYABLES - TRADE		495.00		
Invoice Description -->		SLVFD - TRAINING				
Total :				675.00	0.00	675.00
Supplier Total :				675.00	0.00	675.00
4602	SCHOOL DISTRICT #70					
40656	12-Jul-2017	Issued	163	C		300.00
ACRD001	01-4-2500-000	PAYABLES - TRADE		300.00		
Invoice Description -->		CHERRY CREEK - E/A ADMIN - TREE PLANTING COOMBS COUNTRY MARKET				
Total :				300.00	0.00	300.00
Supplier Total :				300.00	0.00	300.00
4888	SEVIGNY, SHELLY					
000190-0032	27-Jul-2017	Issued	170	T		445.00
JUNE/2017	01-4-2500-000	PAYABLES - TRADE		445.00		
Invoice Description -->		SLVFD - OFFICE ADMIN				
Total :				445.00	0.00	445.00
Supplier Total :				445.00	0.00	445.00
4646	SHAW CABLESYSTEMS G.P.					
40827	25-Jul-2017	Issued	173	C		281.40
JUL/17-FABER RD	01-4-2500-000	PAYABLES - TRADE		70.51		
Invoice Description -->		SLVFD - ACCT#012-8269-3504 - FABER RD				
JUL/17-LAKESHORE	01-4-2500-000	PAYABLES - TRADE		70.51		
Invoice Description -->		SLVFD - ACCT#012-8269-3473 - LAKESHORE RD				
JUL/17-PACIFIC RIM	01-4-2500-000	PAYABLES - TRADE		140.38		
Invoice Description -->		SLVFD - ACCT#012-8186-3376 - PACIFIC RIM HWY				
Total :				281.40	0.00	281.40
Supplier Total :				281.40	0.00	281.40
4611	SHRED-IT INTERNATIONAL ULC					

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Trans. Date : 01-Jul-2017 To 31-Jul-2017
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40826	25-Jul-2017	Issued	173	C		649.97
8100200375	01-4-2500-000	PAYABLES - TRADE		649.97		
Invoice Description --> ACRD OFFICE - SHREDDING SERVICES						
Total :				649.97	0.00	649.97
Supplier Total :				649.97	0.00	649.97
4610	SIGNWORKS					
40825	25-Jul-2017	Issued	173	C		1612.80
5354	01-4-2500-000	PAYABLES - TRADE		1612.80		
Invoice Description --> SLVFD - T-SHIRTS						
Total :				1612.80	0.00	1612.80
Supplier Total :				1612.80	0.00	1612.80
4717	SMITH, RYAN					
000189-0022	14-Jul-2017	Issued	164	T		5638.43
PCJUN/17	01-4-2500-000	PAYABLES - TRADE		88.74		
Invoice Description --> SALMON BEACH SEWAGE						
JUN30/17	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
Total :				5638.43	0.00	5638.43
Supplier Total :				5638.43	0.00	5638.43
4728	SONBIRD REFUSE & RECYCLING LTD.					
000189-0023	14-Jul-2017	Issued	164	T		14840.24
28708	01-4-2500-000	PAYABLES - TRADE		14840.24		
Invoice Description --> JUNE 2017 WC GARBAGE & RECYCLING						
Total :				14840.24	0.00	14840.24
Supplier Total :				14840.24	0.00	14840.24
4760	SPROAT LAKE VOL. FIRE DEPARTMENT					
000190-0033	27-Jul-2017	Issued	170	T		5538.64
SLVFD - JUNE - 201	01-4-2500-000	PAYABLES - TRADE		5538.64		
Invoice Description --> SLVFD - JUNE REIMBURSEMENT						
Total :				5538.64	0.00	5538.64
Supplier Total :				5538.64	0.00	5538.64
4788	STAPLES ADVANTAGE					
40829	25-Jul-2017	Issued	173	C		864.83
44821581	01-4-2500-000	PAYABLES - TRADE		148.00		
Invoice Description --> ACRD - OFFICE SUPPLIES						
44915940	01-4-2500-000	PAYABLES - TRADE		148.86		

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Cheque Date : 01-Jul-2017 To 31-Jul-2017
Cheque No. : All
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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 -->	ACRD - OFFICE SUPPLIES						
44892518	01-4-2500-000	PAYABLES - TRADE			157.43		
Invoice Description -->	ACRD - OFFICE SUPPLIES						
44905434	01-4-2500-000	PAYABLES - TRADE			158.56		
Invoice Description -->	ACRD - OFFICE SUPPLIES						
44790803	01-4-2500-000	PAYABLES - TRADE			251.98		
Invoice Description -->	ACRD - OFFICE SUPPLIES						
Total :					864.83	0.00	864.83
Supplier Total :					864.83	0.00	864.83

5001	STERICYCLE COMMUNICATION SOLUTIONS						
000190-0034	27-Jul-2017	Issued	170	T			509.81
10000199075	01-4-2500-000	PAYABLES - TRADE			208.79		
Invoice Description -->	ACRD - CALL-IN-SERVICE- EMPLOYEE SAFETY - JULY 2017						
10000185790	01-4-2500-000	PAYABLES - TRADE			301.02		
Invoice Description -->	ACRD - CALL-IN-SERVICE- EMPLOYEE SAFETY - JUNE 2017						
Total :					509.81	0.00	509.81
Supplier Total :					509.81	0.00	509.81

4785	STEWART MCDANNOLD STUART						
000189-0024	14-Jul-2017	Issued	164	T			4018.49
75996	01-4-2500-000	PAYABLES - TRADE			1366.17		
Invoice Description -->	LEGAL FEES						
75998	01-4-2500-000	PAYABLES - TRADE			2652.32		
Invoice Description -->	LEGAL FEES						
Total :					4018.49	0.00	4018.49
000190-0035	27-Jul-2017	Issued	170	T			285.90
76271	01-4-2500-000	PAYABLES - TRADE			285.90		
Invoice Description -->	LEGAL FEES						
Total :					285.90	0.00	285.90
Supplier Total :					4304.39	0.00	4304.39

4875	STRAWBERRY ISLE RESEARCH SOCIETY						
40830	25-Jul-2017	Issued	173	C			1000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description -->	2017 GRANT IN AID						
Total :					1000.00	0.00	1000.00
Supplier Total :					1000.00	0.00	1000.00

4885	SUN COAST WASTE SERVICES						
000189-0025	14-Jul-2017	Issued	164	T			2397.03

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
163905	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> JUNE 2017 - AV RECYCLING CONTRACT						
Total :				23970.83	0.00	23970.83
Supplier Total :				23970.83	0.00	23970.83

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4917	25-Jul-2017					
40831	01-4-2500-000	PAYABLES - TRADE	173	C	39.90	
16292095	01-4-2500-000	PAYABLES - TRADE		39.90		
Invoice Description --> BWS - PROPANE						
Total :				39.90	0.00	39.90
Supplier Total :				39.90	0.00	39.90

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4955	25-Jul-2017					
40832	01-4-2500-000	PAYABLES - TRADE	173	C	4755.52	
11256965	01-4-2500-000	PAYABLES - TRADE		4755.52		
Invoice Description --> SOFTWARE SUPPORT - SEPT 1, 2017 - AUG 31 2018						
Total :				4755.52	0.00	4755.52
Supplier Total :				4755.52	0.00	4755.52

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5410	25-Jul-2017					
40841	01-4-2500-000	PAYABLES - TRADE	173	C	5603.74	
JUL05/17	01-4-2500-000	PAYABLES - TRADE		5603.74		
Invoice Description --> ACRD - \$5089.83, WCLF - \$60.47, BCWS- \$32.61, PLANNING \$105, SLMP - \$224, LBA \$91.83						
Total :				5603.74	0.00	5603.74
Supplier Total :				5603.74	0.00	5603.74

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5402	25-Jul-2017					
40840	01-4-2500-000	PAYABLES - TRADE	173	C	829.30	
JUL05/17	01-4-2500-000	PAYABLES - TRADE		829.30		
Invoice Description --> BCFVD - TRAINING \$378.04. COMPUTER \$104.05, EQUIP\$14.61, AWARDSS\$275, MAINT\$57.60						
Total :				829.30	0.00	829.30
Supplier Total :				829.30	0.00	829.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5401	25-Jul-2017					
40839	01-4-2500-000	PAYABLES - TRADE	173	C	7.75	
JUL05/17	01-4-2500-000	PAYABLES - TRADE		7.75		
Invoice Description --> BCFVD - RETAIL INTEREST						
Total :				7.75	0.00	7.75

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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	
Supplier Total :				7.75	0.00	7.75
<hr/>						
5397	TD VISA (CANN)					
40838	25-Jul-2017	Issued	173	C		4832.23
JUN05/17	01-4-2500-000	PAYABLES - TRADE		1366.70		
Invoice Description --> SLVFD - PHONE \$108.64, TRAINING \$1085.39, TRAVEL \$172.67						
JUL05/17	01-4-2500-000	PAYABLES - TRADE		3465.53		
Invoice Description --> SLVFD - PHONE \$142.24, EQUIP\$372.68. TRAVEL\$2373.97, EQUIP\$372.68, TRAIN\$535.03, OTH						
Total :				4832.23	0.00	4832.23
Supplier Total :				4832.23	0.00	4832.23
<hr/>						
5396	TD VISA (GEDDES)					
40837	25-Jul-2017	Issued	173	C		401.53
JUL05/17	01-4-2500-000	PAYABLES - TRADE		401.53		
Invoice Description --> SLVFD - TRUCK #40 CAPITAL						
Total :				401.53	0.00	401.53
Supplier Total :				401.53	0.00	401.53
<hr/>						
4984	TELUS					
40834	25-Jul-2017	Issued	173	C		2441.03
JUL07/17	01-4-2500-000	PAYABLES - TRADE		2441.03		
Invoice Description --> ACRD CONSOLIDATED						
Total :				2441.03	0.00	2441.03
Supplier Total :				2441.03	0.00	2441.03
<hr/>						
4983	TELUS MOBILITY (BC)					
40833	25-Jul-2017	Issued	173	C		1834.24
203322435198	01-4-2500-000	PAYABLES - TRADE		1834.24		
Invoice Description --> ACRD CELLPHONES						
Total :				1834.24	0.00	1834.24
Supplier Total :				1834.24	0.00	1834.24
<hr/>						
2320	THE GRAPHICS FACTORY					
40652	12-Jul-2017	Issued	163	C		112.00
24580	01-4-2500-000	PAYABLES - TRADE		112.00		
Invoice Description --> ACRD/ PLANNING - DECALS FOR 2011 DODGE/RAM - CAPITAL						
Total :				112.00	0.00	112.00
Supplier Total :				112.00	0.00	112.00

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Cheque Date : 01-Jul-2017 To 31-Jul-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				
000189-0026	14-Jul-2017		Issued	164	T	33.60		
PORTAIN106968	01-4-2500-000	PAYABLES - TRADE				33.60		
Invoice Description -->		SLMP - CELLPHONE SIM CARDS						
Total :						33.60	0.00	33.60
Supplier Total :						33.60	0.00	33.60
50527	TOMKO SPORTS SYSTEMS							
40835	25-Jul-2017		Issued	173	C	892.50		
14353	01-4-2500-000	PAYABLES - TRADE				892.50		
Invoice Description -->		SL PARKS - LINE PAINTING PICKLE BALL - COUGAR SMITH PARK						
Total :						892.50	0.00	892.50
Supplier Total :						892.50	0.00	892.50
5114	TRINEX INTERNET SOLUTIONS INC							
000190-0036	27-Jul-2017		Issued	170	T	78.75		
8144	01-4-2500-000	PAYABLES - TRADE				78.75		
Invoice Description -->		ACRD COMPUTER - MONTHLY WEBSITE						
Total :						78.75	0.00	78.75
Supplier Total :						78.75	0.00	78.75
5128	TSESHAHT FIRST NATION							
40836	25-Jul-2017		Issued	173	C	416.86		
2434496	01-4-2500-000	PAYABLES - TRADE				32.00		
Invoice Description -->		SLVFD - FUEL TRUCK #40						
2445700	01-4-2500-000	PAYABLES - TRADE				70.03		
Invoice Description -->		SLVFD - FUEL TRUCK #47						
2452365	01-4-2500-000	PAYABLES - TRADE				80.02		
Invoice Description -->		SLVFD - FUEL TRUCK #41						
2458126	01-4-2500-000	PAYABLES - TRADE				102.71		
Invoice Description -->		SLVFD - FUEL TRUCK #40						
2449891	01-4-2500-000	PAYABLES - TRADE				132.10		
Invoice Description -->		SLVFD - FUEL TRUCK #48						
Total :						416.86	0.00	416.86
Supplier Total :						416.86	0.00	416.86
5145	UCLUELET CONSUMERS CO-OP ASSN							
000190-0037	27-Jul-2017		Issued	170	T	939.45		
LBA - JUN/17	01-4-2500-000	PAYABLES - TRADE				939.45		
Invoice Description -->		LBA - SB - FUEL COST JUNE 2017						
Total :						939.45	0.00	939.45

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



AP5100 Page : 29
 Date : Aug 15, 2017 Time : 12:58 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-Jul-2017 To 31-Jul-2017
 Cheque Date : 01-Jul-2017 To 31-Jul-2017
 Cheque No. : All
 Batch No. : All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
Supplier Total :					939.45	0.00	939.45

5186	UCLUELET RENT-IT CENTER						
00190-0038	27-Jul-2017	Issued	170	T		1575.00	
26625	01-4-2500-000	PAYABLES - TRADE			1575.00		
Invoice Description -->		SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL					
Total :					1575.00	0.00	1575.00
Supplier Total :					1575.00	0.00	1575.00

5367	VDA ARCHITECTURE LIMITED						
40657	12-Jul-2017	Issued	163	C		25620.00	
17-092	01-4-2500-000	PAYABLES - TRADE			10237.50		
Invoice Description -->		WC MULTIPLEX - PRE-DESIGN & PROGRAMMING					
17-120	01-4-2500-000	PAYABLES - TRADE			15382.50		
Invoice Description -->		WC MULTIPLEX - PRE-DESIGN & PROGRAMMING					
Total :					25620.00	0.00	25620.00
Supplier Total :					25620.00	0.00	25620.00

0901	WENDY HAYES (PETTY CASH)						
40644	12-Jul-2017	Issued	163	C		172.90	
JULY04/17	01-4-2500-000	PAYABLES - TRADE			172.90		
Invoice Description -->		GEN OFFICE \$99.90, WCLF \$33.95, 3RD AVE DEPOT \$22.40, BCEP \$16.65					
Total :					172.90	0.00	172.90
Supplier Total :					172.90	0.00	172.90

5468	WEST COAST AQUATIC						
40842	25-Jul-2017	Issued	173	C		17000.00	
2017GIA	01-4-2500-000	PAYABLES - TRADE			17000.00		
Invoice Description -->		2017 GRANT IN AID					
Total :					17000.00	0.00	17000.00
Supplier Total :					17000.00	0.00	17000.00

5501	WEST COAST COMMUNITY RESOURCES SOCIETY						
40845	25-Jul-2017	Issued	173	C		5000.00	
2017GIA	01-4-2500-000	PAYABLES - TRADE			5000.00		
Invoice Description -->		2017 GRANT IN AID					
Total :					5000.00	0.00	5000.00
Supplier Total :					5000.00	0.00	5000.00

5471	WEST COAST INLAND SEARCH & RESCUE SOCIETY						

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



AP5100
 Date : Aug 15, 2017

Page : 30
 Time : 12:58 pm

Supplier : 0002 To Z4209
 Trans. Date : 01-Jul-2017 To 31-Jul-2017
 Cheque Date : 01-Jul-2017 To 31-Jul-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	
40843	25-Jul-2017	Issued	173	C		6000.00
2017GIA	01-4-2500-000	PAYABLES - TRADE		6000.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				6000.00	0.00	6000.00
Supplier Total :				6000.00	0.00	6000.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5481	WESTCOAST HOME HARDWARE LTD					
40844	25-Jul-2017	Issued	173	C		240.79
102320	01-4-2500-000	PAYABLES - TRADE		240.79		
Invoice Description --> SLMP - CANOPY						
Total :				240.79	0.00	240.79
Supplier Total :				240.79	0.00	240.79

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5565	WFR WHOLESALE FIRE & RESCUE LTD.					
000190-0039	27-Jul-2017	Issued	170	T		1318.09
106784.1	01-4-2500-000	PAYABLES - TRADE		1318.09		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				1318.09	0.00	1318.09
Supplier Total :				1318.09	0.00	1318.09

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5561	WITTER, FRANK					
40846	25-Jul-2017	Issued	173	C		250.00
2017-1004	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - WITTER						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5620	WORKSAFE BC					
40658	12-Jul-2017	Issued	163	C		7210.43
2NDQTR2017	01-4-2500-000	PAYABLES - TRADE		7210.43		
Invoice Description --> 2ND QTR 2017 WCB PREMIUMS						
Total :				7210.43	0.00	7210.43
Supplier Total :				7210.43	0.00	7210.43

Total Computer Paid :	<u>275,420.58</u>	Total EFT PAP :	<u>34,856.81</u>	Total Paid :	<u>648,420.16</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>338,142.77</u>		



REQUEST FOR DECISION

To: Board of Directors
From: Janice Hill, Environmental Services Coordinator
Meeting Date: August 23, 2017
Subject: Friends of Rails to Trails – E&N Island Corridor

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the correspondence from the McLean Mill Society, the Industrial Heritage Society and the Alberni Valley Chamber of Commerce, and refer the Friends of Rails to Trails' request for a support letter to the ACRD Parks Service Review Committee.

Summary:

At the April 26th Board of Directors meeting, members from the Friends of Rails to Trails group made a presentation of their plan to discuss the cost and benefit of converting the corridor to trails and investigate the possibility of having Island Businesses, Foundations and various levels of government contribute to the rails to trails work initiative and requested a letter of support from the Board. The Board instructed staff to send a letter to the Industrial Heritage Society, McLean Mill Society and the Alberni Valley Chamber of Commerce, requesting input on the proposal.

The Heritage Society, McLean Mill Society and the Alberni Valley Chamber of Commerce have informed the Friends of Rails to Trails group that they are not in support of converting the abandoned rails on Vancouver Island into a non-motorized, multi-use recreation trail. See attached correspondence.

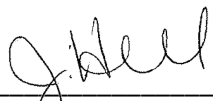
The Board has sent the draft Regional Parks and Trails Plan to Parks Service Review Committee for review and comment. Because that report is largely concerned with trails in the Region, staff considers it appropriate to discuss the potential conversion of railway to trail within the broader context of regional trails and trail connectivity with neighbouring regions. If, however, the Board deems the request undesirable based on all available information in hand, it would be appropriate to direct staff to send a letter to the Friends of Rails to Trails at this time to communicate that decision.

Time Requirements – Staff & Elected Officials:

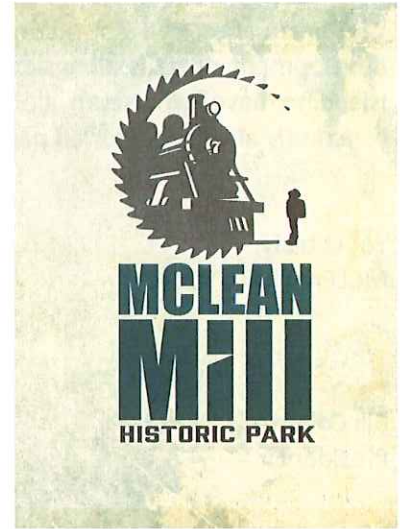
Parks Service Review Committee member's time to review the correspondence and provide input on a response to the Friends of Rails to Trails' request.

Financial:

N/A

Submitted by: 
Janice Hill, Environmental Services Coordinator

Approved by: 
Douglas Holmes, Chief Administrative Officer



July 28, 2017

Ms. Sherry Durnford
Friends of Rails to Trails

Sent via email: info@fortvi.ca

Dear Ms. Durnford:

Per your request as sent to us through the Alberni-Clayoquot Regional District we are including our response to you through this letter.

The McLean Mill Society is a new organization consisting of 7 Directors as named by the City of Port Alberni late in 2016. Most of us come from a Business Background representing a number of unique areas within our region. We employ an Executive Director and a number of other people in various capacities.

The Friends of Trails concept in itself is very worthwhile. We support the development of trails and in fact we are working diligently in our own environment to increase the public's awareness of our many trails both at the McLean Mill Site and within the Alberni Valley. What we don't support is the indicators within your website of 'replacing' rails with trails. Our viewpoint is that the rails themselves need to stay, even if not in current use. The 'six mile track to the McLean Mill' clearly proves that the public want rail options be it for tourism, regular travel, transportation of goods, or simply for the historical value that they clearly generate. You should know that Canada 150 supported a major event in Port Alberni this past Canada Day Weekend that featured the growing 'Race the Train' run that people are now travelling from far and wide to experience.

The McLean Mill Society will oppose any sort of push toward the removal of our valued Rail Networks on Vancouver Island. We believe that there is a future for rail and we also believe that the history surrounding rail is what built Canada in the first place – and British Columbia.

McLean Mill National Historic Site
5633 Smith Road, Port Alberni, BC, V9Y 8M1
www.albernisteamtrain.ca Deanna@albernisteamtrain.ca



Alberni Valley Museum
and Heritage Commission



June 1, 2017

Janice Hill,
Acting Manager of Administrative Services,
Alberni-Clayoquot Regional District,
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

Thank you for sending the proposal package from the Friends of Rails to Trails Vancouver Island for the consideration and input of the Alberni Valley Museum & Heritage Commission.

At its May meeting, the Commission resolved that it did not support the conversion of the E & N Corridor to trails. However, it strongly endorsed the need to maintain the corridor as a corridor, and encouraged the construction and use of trails within the rail right-of-way, as long as it was done in a manner that would not compromise the use of the corridor for rail traffic.

Gareth Flostrand,
Chair, Alberni Valley Museum & Heritage Commission

Janice Hill

From: Bill Collette <bill@albernichamber.ca>
Sent: Wednesday, August 09, 2017 1:21 PM
To: Janice Hill
Subject: Re: Presentation

Hi Janice, I did send a letter to Friends of Rails via the McLean Mill Society indicating no support. I also contacted them indicating that we at the Chamber would not have them at this coming meeting. Our board is not aligned with their program at this time. Upon review of their website it was obvious that they have a single objective of track removal which we don't feel is appropriate at this time.

Bill

ps: This is not to say that we won't invite them to speak at a later date but for now we'd like to focus on the tourism value that we feel is connected to the railway here in Port Alberni.

On Aug 9, 2017, at 09:24, Janice Hill <jhill@acrd.bc.ca> wrote:

Hi Bill

Are the Friends of Rails for Trails going to present at the September 27th Chamber meeting? I am following up on our Board's response to the request from the Friends of Rails to Trails and am waiting on the Chambers' response.

Thank you

Janice Hill
Acting Manager of Administrative Services
Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC
V9Y 2E3
Phone: 250-720-2714
Email: jhill@acrd.bc.ca

<image002.jpg>



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: August 23, 2017

Subject: **Nominations for Appointment to the BC Ferry Authority Board of Directors**

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors:

- a. Identify a qualified individual or individuals from the Alberni-Clayoquot region for consideration of nomination to the BC Ferry Authority Board of Directors, and
- b. At the September 13, 2017 regular ACRD Board of Directors meeting, review and nominate an individual from the Alberni-Clayoquot region to the BC Ferry Authority Board of Directors.

Desired Outcome:

To identify and nominate a qualified individual from the Alberni-Clayoquot region for consideration of appointment to the BC Ferry Authority (BCFA) Board of Directors for a three year term commencing April 1, 2018.

Background:

The Regional Districts of Alberni-Clayoquot, Comox Valley, Nanaimo, Powell River and Strathcona (Central Vancouver Island and Northern Georgia Strait Appointment Area) have been requested to jointly submit a list of 3 to 5 nominees to fill one position on the BC Ferry Authority (see attached letter).

The incumbent director from Central Vancouver Island and Northern Georgia Strait appointment area, Randy Morriss, has served two consecutive terms on the Board. In accordance with the *Coastal Ferry Act*, Mr. Morriss cannot serve a subsequent consecutive term. The attached BCFA Director Nominations Background outlines the function of the BCFA, nominee criteria, process and governance structure.

Staff have consulted with the other four Regional Districts on how to proceed with the nomination process. It was agreed that the same process be undertaken as in 2008 and 2010, whereby each of the five Regional Districts nominate one representative from their area for consideration by the BC Ferry Authority. The deadline to submit a nominee is November 17, 2017.

The Regional District has two options for this process:

1. Identify individuals for consideration of nomination
2. Undertake a "Call for Nominations"

In 2008 and 2010, the ACRD identified an individual for nomination (option 1).

Time Requirements – Staff & Elected Officials:

Minimal staff time required for option 1. More staff time required for option 2.

Financial:


Associated staff time covered through ACRD’s General Government Services. If option 2 is pursued, the BCFA will cover the cost of three advertisements in local papers.

Policy or Legislation:


Coastal BC Ferry Act applies.

Options Considered:

Undertake a “Call for Nomination” process. This would include advertising, submissions, review and selection of one nominee by the ACRD Board of Directors.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Douglas Holmes, CPA, CA, Chief Administrative Officer

July 24, 2017

Mr. John Jack, Chair
Alberni-Clayoquot Regional
District
3008 – 5th Avenue
Port Alberni, BC V9Y 2E3

Mr. Bruce Jolliffe, Chair
Comox Valley Regional
District
600 Comox Road
Courtenay, BC V9N 3P6

Mr. Bill Veenhof, Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Mr. Patrick Brabazon, Chair
Powell River Regional District
202, 4675 Marine Avenue
Powell River, BC V8A 2L2

Mr. John MacDonald, Chair
Strathcona Regional District
301, 990 Cedar Street
Campbell River, BC V9W 7Z8

NOMINATIONS FOR APPOINTMENT TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS

On behalf of the B.C. Ferry Authority (the "Authority"), I am writing to request the participation of your Regional Districts in the process to identify and nominate qualified individuals for appointment to the board of directors of the Authority.

Under the *Coastal Ferry Act* (the "Act"), the Regional Districts of Alberni-Clayoquot, Comox Valley, Nanaimo, Powell River and Strathcona have been designated as the "Central Vancouver Island and Northern Georgia Strait Appointment Area" for purposes of nominating qualified individuals suitable for appointment to the board of directors of the Authority. In accordance with the requirements of the Act, the five Regional District boards in your appointment area are asked to develop and jointly submit by **November 17, 2017**, a list of 3 to 5 nominees to fill one position on the board of directors of the Authority commencing April 1, 2018. The term of the appointment is three years to March 31, 2021.

The incumbent director from your appointment area, Randolph (Randy) K. Morriss, has served two consecutive terms on the board and, in accordance with the Act, cannot serve a subsequent consecutive term. Accordingly, Mr. Morriss is not eligible for nomination.

In order to be considered for appointment to the board of the Authority, a nominee must be a "qualified Authority candidate" as that term is defined in the Act. This definition, together with other background information on the Authority, including its role and responsibilities, and the appointment process, is attached.

In light of the nomination process which we ask that you undertake, we feel it is important that you be mindful that all directors owe a fiduciary duty to the Authority and its best interests, and are not appointed in order to be delegates of a particular region, stakeholder or constituent group.

.../2

A skills and experience profile will be used by the Authority to guide the appointment process. That profile is attached for your use. We have also attached a copy of the nomination form that may be completed electronically.

The responsibilities of the Authority comprise appointing the board of directors of the operating company, British Columbia Ferry Services Inc. ("BC Ferries") and establishing the compensation plans for the directors and certain executives of BC Ferries. We believe that there are many highly-qualified individuals in your Regional Districts who have the skills and experience that would be of benefit to the Authority board in meeting these responsibilities.

In developing your list of nominees, it would be particularly helpful to us if you could give the skills and experience profile careful consideration. As stated, Mr. Morriss is not eligible for re-appointment to the board.

We would be pleased to have the opportunity to meet with you in person or by telephone to discuss the skills and experience which would be of greatest value to the Board at this time, as well as any other matters which you may wish to discuss concerning the nomination process. We will be in contact with your offices shortly to determine your interest in holding such a meeting or teleconference.

As has been done in the past, the Authority would be pleased to provide assistance to you in your recruitment process. Should you wish, the Authority will cover the cost of three newspaper advertisements and will post on its website nomination forms for on-line completion and submission directly to your Regional District. We can discuss these arrangements further with you.

If you have any questions with respect to this matter, please contact Cynthia M. Lukaitis, Vice President & Corporate Secretary at 250-978-1218 or Cynthia.Lukaitis@bcferries.com.

Thank you for your assistance with our appointment process.

Sincerely,



Yuri L. Fulmer, OBC
Chair, Board of Directors
B.C. Ferry Authority

cc: Ms. Cynthia Lukaitis, Vice President & Corporate Secretary
Ms. Wendy Thomson, Acting Chief Administrative Officer, Alberni-Clayoquot Regional District
Mr. Russell Dyson Chief Administrative Officer, Comox Valley Regional District
Ms. Phyllis Carlyle, Chief Administrative Officer, Regional District of Nanaimo
Mr. Al Radke, Chief Administrative Officer, Powell River Regional District
Mr. Dave Leitch, Chief Administrative Officer, Strathcona Regional District

Attachments (3):
Backgrounder
Nomination Form
Skills and Experience Profile

B.C. Ferry Authority

Director Nominations Backgrounder

2017

Introduction

Under the *Coastal Ferry Act (British Columbia)*, the Regional Districts of Central Coast, Kitimat-Stikine, Mount Waddington and Skeena-Queen Charlotte have been designated as the “Northern Coast and North Island Appointment Area” and the Regional Districts of Alberni-Clayoquot, Comox Valley, Nanaimo, Powell River and Strathcona have been designated as the “Central Vancouver Island and Northern Georgia Strait Area” for purposes of nominating qualified individuals suitable for appointment to the board of directors of B.C. Ferry Authority (“BCFA” or the “Authority”).

In accordance with the *Coastal Ferry Act (British Columbia)*, the Authority is requesting that the Northern Coast and North Island Appointment Area and the Central Vancouver Island and Northern Georgia Strait Appointment Area each submit three to five qualified nominees to fill two vacancies on the BCFA board of directors effective April 1, 2018. The two appointments will each be for a three-year term ending March 31, 2021.

This document provides background information on the Authority, the qualifications that nominees must have, the skills and experience of candidates being sought by the board, the support the Authority will provide the Appointment Areas in their identification of candidates for nomination and the Authority's process for selecting nominees for appointment.

Overview

BCFA is a corporation without share capital created under the *Coastal Ferry Act (British Columbia)*. It is the sole voting shareholder of British Columbia Ferry Services Inc., an independent company incorporated under the *Business Corporations Act (British Columbia)*, which is commonly known as BC Ferries. The provincial government holds all of the preferred shares of BC Ferries, but has no voting interest in BC Ferries or BCFA.

BC Ferries provides ferry services on the west coast of British Columbia under contract to the provincial government. BC Ferries provides frequent, year-round transportation service with 34 vessels operating on 24 routes out of 47 terminals spread out over 1,600 kilometres of coastline. In the year ended March 31, 2017, BC Ferries carried 8.3 million vehicles and 21 million passengers on over 172,000 sailings.

BCFA's sole function is that of shareholder of BC Ferries, and its responsibilities are to:

- Appoint the directors to the BC Ferries board of directors; and,
- Establish compensation plans for the directors and certain executives of BC Ferries.

For more information, please visit BCFA's website at www.bcferryauthority.com and BC Ferries' website at www.bcferrries.com.

Governance Structure

Board Structure

The board of BCFA is composed of nine directors. Its size and composition is prescribed by the *Coastal Ferry Act (British Columbia)* as follows:

- Four members are appointed by the board from the nominees of the 14 coastal regional districts, grouped by provincial regulation into four Appointment Areas as follows:
 - One member: Northern Coastal and North Island Area
 - Skeena Queen Charlotte Regional District
 - Regional District of Kitimat-Stikine
 - Central Coast Regional District
 - Regional District of Mount Waddington
 - One member: Central Vancouver Island and Northern Georgia Strait Area
 - Alberni-Clayoquot Regional District
 - Comox Valley Regional District
 - Strathcona Regional District
 - Powell River Regional District
 - Regional District of Nanaimo
 - One member: Southern Mainland Area
 - Sunshine Coast Regional District
 - Squamish-Lillooett Regional District
 - Metro Vancouver Regional District
 - One member: Southern Vancouver Island Area
 - Cowichan Valley Regional District
 - Capital Regional District;
- One member is appointed by the board from nominees of the BC Ferry and Marine Workers' Union;
- Two members are appointed by the board from members of the community-at-large; and
- Two members are appointed by the provincial government through Order in Council.

Officers

There are two Officers of the Authority:

- Chair of the board - a position elected by the members of the board; and
- Corporate Secretary – a position appointed by the board.

There are no employees of the Authority.

Appointment Terms

The *Coastal Ferry Act (British Columbia)* requires that the terms of three directors expire on March 31st each year. Appointments are for terms of three years beginning April 1st. Directors may serve up to two consecutive terms.

Board Membership

The current membership of the BCFA board is as follows:

Director	Appointment	Term Ending March 31 st
Yuri L. Fulmer*	Community-at-Large	2021
Fiona L. Macdonald	Community-at-Large	2019
Shirley J. Mathieson	Organized Labour	2019
Susan Mehinagic	Southern Vancouver Island	2020
Randolph K. Morriss*	Central Vancouver Island & Northern Georgia Strait	2018
G. Wynne Powell	Province of British Columbia	2020
Michael W. Pucci	Northern Coastal & North Island	2018
Sandra A. Stoddart-Hansen*	Southern Mainland	2020
Paul L. Williams	Province of British Columbia	2019

* Has served two consecutive terms and is ineligible for re-appointment for a subsequent term

Biographies of the current board members are available on the BCFA website.

Vacant Positions

There are two vacancies on the BCFA board effective April 1, 2018.

In accordance with the *Coastal Ferry Act (British Columbia)*, the board is seeking nominations of qualified candidates from the Northern Coast and North Island Appointment Area and the Central Vancouver Island and Northern Georgia Strait Area to fill two positions. The provincial government is to appoint a qualified candidate to fill the third position.

All three appointments are for three-year terms ending March 31, 2021.

Nominee Criteria

Basic Qualifications

The appointment of BCFA directors is undertaken with the objective of ensuring the board is composed of a majority of strong, qualified, independent directors. The board supports the concept that the board Chair should be an independent director.

Under guidelines adopted by the board, a director is independent if he or she has no direct or indirect material relationship with the Authority. For this purpose, a "material relationship" is a relationship that could, in the view of the board, be reasonably expected to interfere with the exercise of a director's judgment. Directors are required annually to attest to their independence.

All of the nine directors owe a fiduciary duty to the Authority, and are not appointed in order to be delegates of a region, stakeholder, union or constituent group.

Statutory Qualifications

A person nominated for appointment to the Authority board must be a "qualified Authority candidate" as defined in the *Coastal Ferry Act*. Specifically, this means an individual who:

- does not hold elected public office of any type;
- is not an employee, steward, officer, director, elected official or member of any union representing employees of BC Ferries;
- is not an employee of a municipality, regional district, trust council or greater board within the Appointment Area; and
- is not an employee, director, officer or executive of BC Ferries.

As well, those appointed to the Authority board must comply with the provisions related to director qualifications and conflicts addressed in sections 8 and 9 of the *Coastal Ferry Act*. This includes the requirement that directors meet the qualification requirements of section 124 of the *Business Corporations Act*.

Skills and Experience

The board has identified the following skills and experience that the board, as a whole, should possess in order to meet its mandate effectively. A nominee for appointment to the board should possess skills and experience in more than one of the following five categories:

1. **Leadership** - experience at a senior level managing the operations of a large or complex commercial or non-profit entity.
2. **Business** - experience in operating a business in British Columbia.
3. **Board Experience** - previous experience as a member of a board of directors of a commercial or non-profit entity.
4. **Accounting and Finance** - accounting or financial expertise.
5. **Legal** - a law degree or experience in managing legal issues of a complex commercial nature.

Core Competencies

As well, a nominee should possess the following core competencies and abilities:

- Well-developed faculty for critical analysis;
- Financial literacy, including an ability to read financial statements and the ability to understand the use of financial ratios and other indices to measure performance;
- Appreciation of the unique role of the Authority as the shareholder of BC Ferries as set out in the *Coastal Ferry Act (British Columbia)*;
- Thorough knowledge of the responsibilities and duties of a director;
- Sufficient time and availability to devote to the board;
- Experience as a corporate director with a solid understanding of corporate governance practices and the ability to distinguish corporate governance from management;
- Ability to effectively apply knowledge, experience, and expertise to matters before the board; and
- The stature and integrity to be seen as a credible member of the board.

Personal Attributes

Appointments to the board are also made in consideration of the following personal attributes:

- Ability to be an effective ambassador and representative of BCFA;
- Ability to participate fully and frankly in the deliberations and discussions of the board to make a meaningful and knowledgeable contribution;
- A team player with the ability to work effectively with fellow directors and be a positive and constructive force within the board, along with a demonstrated interest in the long-term success of BCFA and BC Ferries;
- Encourages free and open discussion of the affairs of BCFA by the board;
- Communicates persuasively and logically, voices concerns, listens, and raises tough questions in a manner that encourages open discussion;
- Willingness to take a stand or express a view, even if it runs contrary to prevailing wisdom or the direction of conversation, and exercise independent judgment;

- Establishes an effective, independent, and respected presence and a collegial and respectful relationship with other directors;
- Focusses enquiries on issues related to strategy, policy, implementation, and results rather than issues relating to the day-to-day management of BCFA or BC Ferries;
- Maintains high ethical standards in professional and personal dealings;
- Ability and willingness to raise potentially controversial issues in a manner that encourages dialogue;
- Demonstrates flexibility, responsiveness, and willingness to consider change;
- Capability for a wide perspective on issues; and
- Respects confidentiality, exercises good judgment and acts with integrity; understands conflict of interest issues and declares potential, real, or perceived conflicts.

Diversity

BCFA seeks to ensure that the board, as a whole, reflects diversity of skills and experience as well as diversity of ethnicity, gender, geography and age range.

Board Operations

Board Committees and Task Groups

There are currently no committees of the board. However, task groups of directors are established, from time to time, to undertake specific assignments.

Time Commitment

The board meets at such time and place as necessary for the dispatch of business. The board plans for a minimum of three meetings per year. Meetings are usually held at BC Ferries' Head Office in Victoria, British Columbia; however, meetings may be held in Vancouver, British Columbia or other locations in the province, or by teleconference. Directors are also expected to make themselves available to work with other directors as may be needed from time to time. Directors are also required to attend the annual general meeting of BCFA, which is open to the public and held in conjunction with an annual public meeting of BC Ferries.

Board Policies

BCFA has a set of board policies, including a Code of Business Conduct and Ethics.

Remuneration

Directors receive an annual honorarium of \$6,250 and a fee of \$1,200 for each regular meeting or \$600 for each teleconference or meeting of short duration of the board attended.

Directors are entitled to reimbursement of reasonable travel-related expenses incurred on BCFA business.

Liability Insurance and Indemnity

BCFA directors are covered by Directors' and Officer's Liability Insurance and are indemnified by BCFA.

Nomination Process

Each Appointment Area is requested to submit three to five nominees of qualified individuals to the Authority by **November 17, 2017**, together with a completed Nomination Form signed by each nominee.

Each Appointment Area will determine its own process for identifying its nominees. However, to be considered for appointment, each nominee must have been recommended by one or more of the Regional District boards of the Appointment Area.

There are a variety of ways in which suitable nominees can be identified by the Regional Districts, ranging from informal to formal. For example, potential nominees may be identified through:

- direct canvass;
- unsolicited expressions of interest;
- solicitation through advertising.

Should a Regional District wish to advertise for nominees, the Authority will make available a template print advertisement and will provide financial support to fund the placement of up to three newspaper advertisements. In addition, if requested, the Authority will post nomination forms on its website for on-line completion and submission directly to the Regional District.

Selection Process

Qualified nominees will be interviewed by a task group of the board of directors of the Authority.

The Authority will make a decision on the nominees for appointment to the board by March 31, 2018.

Disclaimer

This document is intended to provide background information on B.C. Ferry Authority for the purposes of informing the Regional Districts and their potential nominees to the board of directors, and does not provide binding legal representations or contractual obligations. The information contained herein may be subject to change.

**B.C. Ferry Authority
Nomination Form
for Appointment to the Board of Directors**

TO BE COMPLETED BY NOMINEE

The information on form is collected because you wish your name to be considered for appointment to the board of directors of B.C. Ferry Authority. The information obtained on this form will be used to assess your candidacy.¹

(If you require more room than the space provided to respond to any question in this form, please use a separate piece of paper.)

Name:

Home Address:

Mailing Address:

Telephone: Work

Home

Mobile

Email Address:

Date of Birth (YYYY MMM DD):

Gender:

Male

Female

Part I: Statutory Qualifications

A director of B.C. Ferry Authority must be a "qualified Authority candidate" as defined in the *Coastal Ferry Act*. All nominees MUST answer Yes or No to all of the following questions. An affirmative answer to any of the questions in this section disqualifies a nominee from appointment to the board of B.C. Ferry Authority.

1. I hold an elected public office (of any type)

Yes

No

2. I am an employee, steward, officer, director, elected official or member of the British Columbia Ferry & Marine Workers' Union

Yes

No

3. I am an employee of a municipality, regional district, trust council or greater board within an Appointment Area

Yes

No

4. I am currently an employee, director, officer or executive² of British Columbia Ferry Services Inc.

Yes

No

¹ Your personal information is collected under Part 2, Division 1 of the Coastal Ferry Act and section 26 of the Freedom of Information and Protection of Privacy Act.

² "Executive" means an individual who is the Chief Executive Officer or an Executive Vice President of British Columbia Ferry Services Inc. (BC Ferries) or who is, despite his or her title, acting in a similar capacity or performing similar functions to a Chief Executive Officer or Executive Vice President of BC Ferries.

Part II: Education

1. Educational Background

Name & Location of School or Institution	Course, Program, Major field	Credits, Diploma, Degree attained	Year Completed
Special Courses	Course Content, Duration, etc.		Year Completed

2. Membership in Professional Organizations (List):

Part III: Employment History (List in chronological order starting with your most recent employment)

Part IV: Please describe why you are interested in being a director of B.C. Ferry Authority

Part V: Key Skills and Experience

The board of B.C. Ferry Authority has determined that, as a whole, it should possess skills and experience in the following five key areas (See *"Key Skills and Experience"* in the Profile attached as Schedule A to this form). An individual director is not expected to have skills and experience in each of the key areas, but should have them in more than one. Please describe your skills and indicate your job and/or volunteer experience as they relate to each of the following five areas:

1. Leadership - experience at a senior level managing the operations of a large or complex commercial or not-for-profit entity.

2. Business - experience in operating a business in British Columbia.

3. Board Experience - experience as a member of a board of directors of a commercial or not-for-profit entity.

4. Accounting and Finance - accounting or financial expertise or financial literacy, including the ability to read and interpret financial statements.

5. Legal - a law degree or experience in managing legal issues of a complex commercial nature.

Part VI: Integrity and Accountability

1. To be a director of B.C. Ferry Authority, a potential nominee must satisfy the requirements of section 124 of the *Business Corporations Act (British Columbia)*.

i. Are you under the age of 18 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. Have you been found by a court, in Canada or elsewhere, to be incapable of managing your own affairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. Are you an undischarged bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv. Have you been convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated business, or of an offence involving fraud?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes,

Unless the court has ordered otherwise (please specify)

1. Has 5 years elapsed since the last to occur of:
 - A. The expiration of the period set for suspension of the passing of sentence without a sentence having been passed;
 - B. The imposition of a fine;
 - C. The conclusion of the term of any imprisonment; and
 - D. The conclusion of the term of any probation imposed?

Yes No

or

2. Has a pardon been granted or issued under the Criminal Records Act (Canada)?

Yes No

2. In your current or previous employment, business or personal affairs have you, or your company in which you have a direct or indirect controlling interest, in British Columbia or elsewhere:

i. Been convicted of an offence under the Criminal Code of Canada?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. Been convicted of an offence under any other federal statutes or regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. Been convicted of any offence under any provincial statutes or regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv. Been disciplined by any professional association or body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
v. Been involved in any issue or controversy that has gone or is now likely to go to litigation or public review?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered yes to any of questions (i) to (v) in this section, please provide details below:

<p>3. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause B.C. Ferry Authority embarrassment or hinder the performance of your duties as a Board member?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please describe:

4. A director of B.C. Ferry Authority must not be in a position of conflict of interest as described in section 8 of the *Coastal Ferry Act (British Columbia)*. Do you have, either directly or indirectly:

a. a beneficial interest in a share, stock, bond, debenture, or other security of British Columbia Ferry Services Inc.;

b. a significant beneficial interest in a device, appliance, machine, article, patent or patented process, or part of it, that is required or used by British Columbia Ferry Services Inc. for the purpose of British Columbia Ferry Services Inc.'s equipment or service;

c. a significant beneficial interest in a contract for the construction of works or the provision of a service for or by British Columbia Ferry Services Inc.; or

d. a significant beneficial interest in a corporation or other person competing with British Columbia Ferry Services Inc. for marine transportation business, other than a beneficial interest (if any) in a publicly held mutual fund or pension fund that contains any of the investments referred to in paragraphs 4(a) to 4(d) above, where such investment makes up 30% or less of the total mutual fund or pension fund holdings.

Yes No

Note: An affirmative answer to any of the questions in this section does not automatically disqualify a nominee from appointment to the board. Before being appointed to the board, a director who is in a position of conflict described in subsection (a) to (d) must disclose the nature and extent of the interest. A director who is in a position of conflict described in subsections (a) or (d) must eliminate such a conflict in order to serve on the board.

4. If Yes, please describe:

Part VII: References

All nominees MUST provide a minimum of three references.

Please note that the information provided to B.C. Ferry Authority by references will be treated confidentially and will not be shared with nominees.

Name:	Occupation:
Address:	Business Telephone:
Home Telephone:	Cell Telephone:
Name:	Occupation:
Address:	Business Telephone:
Home Telephone:	Cell Telephone:
Name:	Occupation:
Address:	Business Telephone:
Home Telephone:	Cell Telephone:

ATTESTATION AND CONSENT:

I, _____ (print name) attest to the veracity of the information provided by me in this form.

I understand that B.C. Ferry Authority has a requirement to verify information with respect to all potential appointees, including me, to evaluate their suitability for appointment to the board of B.C. Ferry Authority.

By signing below, I consent to the B.C. Ferry Authority and its Officers obtaining any personal information about me, either from me directly or from others, for purposes related to assessing this expression of interest. The references that I may provide may be contacted and the information provided by me in relation to my request to be considered for appointment to the board of B.C. Ferry Authority will be verified. I also consent to the disclosure of my personal information in this form to any individuals or organizations where such disclosure is necessary to obtain the information required to evaluate my suitability.

Signature

Date

**B.C. FERRY AUTHORITY
SKILLS AND EXPERIENCE PROFILE
Schedule A**

Appointments to the board of directors (the "board") of the B.C. Ferry Authority (the "Authority") will be guided by the following selection criteria.

Statutory Qualifications:

A person appointed to the Authority board must be a "qualified Authority candidate" as defined in the *Coastal Ferry Act* (the "Act"). Specifically, this means an individual who:

- does not hold elected public office of any type;
- is not an employee, steward, officer, director, elected official or member of any union representing employees of British Columbia Ferry Services Inc. (BCFS);
- is not an employee of a municipality, regional district, trust council or greater board within the appointment area; and
- is not an employee, director, officer or executive¹ of BCFS.

As well, all appointments to the Authority board must comply with the provisions related to director qualifications and conflicts addressed in sections 8 and 9 of the Act.

Personal Attributes:

All directors should possess the following personal attributes:

1. high ethical standards and integrity in professional and personal dealings;
2. ability and willingness to raise potentially controversial issues in a manner that encourages dialogue;
3. flexibility, responsiveness and willingness to consider change;
4. ability and willingness to listen to others;
5. capability for a wide perspective on issues; and
6. ability to work as a team member.

Core Competencies:

All directors should possess the following core competencies:

1. well-developed faculty for critical analysis;
2. financial literacy, including an ability to read financial statements and ability to understand the use of financial ratios and other indices to measure performance;
3. appreciation of the unique role of the Authority as the shareholder of BCFS as set out in the Act;
4. thorough knowledge of the responsibilities and duties of a director; and
5. ability to distinguish corporate governance from management.

¹ "executive" means an individual who is the chief executive officer or an executive vice president of BCFS or who is, despite his or her title, acting in a similar capacity or performing similar functions to a chief executive officer or executive vice president of BCFS.

Representation:

The Authority board should, in its composition, reflect the diversity of the people served by coastal ferry services in British Columbia.

Key Skills and Experience:

The Authority board, as a whole, should possess the following skills and experience, while individual directors must possess more than one.

1. **Leadership** - experience at a senior level managing the operations of a large or complex commercial or non-profit entity.
2. **Business** - experience in operating a business in British Columbia.
3. **Board Experience** - previous experience as a member of a board of directors of a commercial or non-profit entity.
4. **Accounting and Finance** - accounting or financial expertise.
5. **Legal** - a law degree or experience in managing legal issues of a complex commercial nature.



REQUEST FOR DECISION

To: Board of Directors
From: Janice Hill, Environmental Services Coordinator
Meeting Date: August 23, 2017
Subject: Lease lot request – Lot 12 – AVRA

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a lease agreement for Lot 12 at the Alberni Valley Regional Airport, with Northern Lights Aviation Ltd. for a term of three (3) years commencing September 1, 2017 and ending August 31st, 2020 with an annual rent of \$1425.00 plus GST and CPI increases.

Summary:

Northern Lights Aviation Ltd. have requested to lease Lot 12 at the AVRA to build an aircraft hangar for personal private storage of aircraft. The owners of Northern Lights have experience in the Aircraft Charter business and Fixed Based Operator operations and while it is their intention to use the hangar personally, they are always open to any business opportunity that may present itself in the future. Because of the significant investment they will be making for the aircraft hangar, they requested a minimum of a 20-year lease term with a 20-year renewal option.

Prior to issuing long-term leases at AVRA, staff need to complete the subdivision process and obtain approval from the Approving Officer in order to enter into long term lease agreements. Since this process will take some time and there are costs involved; Northern Lights Aviation has agreed to start with a short term lease for a 3 year term allowing staff time to complete the subdivision process.

Staff will be bringing a report on long-term leases to the Alberni Valley Committee for consideration and direction at the September meeting.

Background:

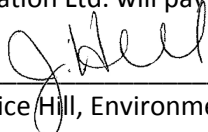
A notice of intended disposition was advertised in October 2015 listing all available lots at AVRA. There were no requests at that time. There are still nine available lots available for lease. Lot 12 is one of them.

Time Requirements – Staff & Elected Officials:

Staff time to prepare lease agreement.

Financial:

Northern Lights Aviation Ltd. will pay \$1,425.00 per year plus GST and CPI for the term of this agreement.

Submitted by: 
Janice Hill, Environmental Services Coordinator

Approved by: 
per Douglas Holmes, Chief Administrative Officer

Northern Lights Aviation Ltd.
8372 Bloedel Drive
Port Alberni, BC
V9Y 9E3

August 8, 2017

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

Attention: Mark Fortune

Dear Sir,

Northern Lights Aviation Ltd. would like to lease lot 12 at the AVRA airport.

Our intention is to build an aircraft hangar approximately 60 feet deep by 80 feet wide and 16 feet high. Our intention is to use the hangar for personal private storage of aircraft.

The owners of northern Lights have experience in the aircraft charter business and FBO operations and while it is our intention to use the hangar personally, we are always open to any business opportunity that may present itself.

Because of the significant investment we will be making in an aircraft hangar, we are requesting a minimum of a 20 year lease term with a 20 year renewal option.

Congratulations on completing the runway expansion and lighting. Combined with a GPS instrument approach these improvements will be of great benefit to the Alberni region.

Best regards,

A handwritten signature in black ink, appearing to read "David Robertson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Robertson
President
Norther Lights Aviation Ltd.



MEMORANDUM

To: Board of Directors

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

Meeting Date: August 17, 2017

Subject: Asset Management Implementation Coordinator

At the July 26, 2017 Board of Directors meeting a Request for Decision (attached) was presented recommending the hiring of an Asset Management Implementation Coordinator for a two-year term. The Board deferred the request until the new CAO, Douglas Holmes, started to provide him an opportunity for input on the plan.

The Manager of Finance discussed this proposed course of action with the new CAO and he has the following input:


1. That the ACRD should proceed with hiring the Asset Management Implementation Coordinator on a term basis to give the project some immediate momentum. The advancement of the asset management program is essential in strengthening future grant applications and some critical steps such as creating a policy could be done before the next round of grant applications.
2. That the ACRD should work with the City of Port Alberni to determine if there is an opportunity to provide the City coordinator services. Initial discussions have occurred with the City Chief Administrative Officer and Director of Finance and they agree that this opportunity should be investigated further but they have no funding budgeted at this time to support such a partnership. It is important to note that if the decision is made to use the coordinator to support both organization then the term of the project will likely extend beyond the two years, as the magnitude of the project will change substantially.

Please note, both the ACRD and the City have submitted asset management capacity building applications to the recent Strategic Priorities Fund and if either application is successful, it will limit the ability to share asset management services moving forward as the coordination plan was not part of the applications.

Finally, staff have not currently explored the option of sharing of the Asset Management Implementation Coordinator with the other municipal members of our Regional District but will be having those discussions this fall when staff from the different organizations have a chance to get together.

As a result of the agreement by the new CAO, staff recommend that the Board of Directors approve the original recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the creation of an Asset Management Implementation Coordinator for a two-year term and direct staff to proceed with the hiring process.

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

Approved by: 
Douglas Holmes, CPA, CA, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: July 26, 2017
Subject: Asset Management Implementation Coordinator

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the creation of an Asset Management Implementation Coordinator for a two-year term and direct staff to proceed with the hiring process.

Desired Outcome:

To hire a full time employee on a contract term of two years to enhance the culture of asset management within the organization and implement our asset management plan.

Summary:

The development of an asset management program for the services of the ACRD is currently a critical project for the organization. Staff do not have the resources within the organization to complete this project and as a result propose hiring of an employee on a term basis to complete this project. At the end of the two-year implementation period, the asset management process would become the responsibility of the finance department to maintain. The deliverables from this project would include an asset management policy, strategy as well as plans for all key Regional District services. The result will be a long-term financial plan that is based on the asset management plans and strategic direction provided by the Board. The attached implementation plan was drafted as a proposed timeline for the project.

Background:

The Board of Directors reconfirmed the commitment to asset management as a priority in the December 2016 Strategic Priorities Setting Session. At that time, it was identified that the project was not fully resourced.

Time Requirements – Staff & Elected Officials:

The creation of this position will enable the implementation of the asset management program to move forward, as this project will be the sole focus of the position. Time from numerous other staff members will also be required depending on the service area for which the asset management program is being developed.

Financial:

The General Government Services budget included the funding for an Asset Management Implementation Coordinator position to start in the fall of 2017. The estimated cost, including wages and benefits, of this position in 2017 is \$27,000 and the cost of the full year in 2018 will be \$97,000. If the recommendation is approved, the 2018 and 2019 financial plans will be adjusted to reflect the increased labor costs in future years.

Staff recently applied for funding for this position through the Strategic Priorities Fund (SPF) but the result of the grant opportunity is unknown at this time and staff would like to proceed with the project in advance of the grant announcement.

Policy or Legislation:


Implementation of asset management practices is a requirement of the Renewed Gas Tax Agreement. In order to continue to receive the annual Community Works Funding the ACRD must prove that asset management practices are being implemented in alignment with 'Asset Management for Sustainable Service Delivery: A BC Framework'.


Asset management development is a requirement of many other grant applications including Build Canada Fund and the Clean Water and Wastewater Fund.

Options Considered:

Two other options that were considered by staff:

1. Continue to have the Manager of Finance lead the process. Staff feel this approach is not working because the project requires a significant amount of attention and is not able to be a priority of the Manager of Finance. This project is not something that can be picked up sporadically for short periods but instead needs a significant amount of attention and focus.
2. Hire an outside contractor to implement the plan. Staff do not recommend this option for the ACRD even though it has been done by some other municipalities because currently the in-depth knowledge of the ACRD's assets rests outside of the organization with professional engineers and contractors. In order to create a strong asset management culture within the organization it is important to assemble the plan components in-house and build the knowledge to assist in sustainable service delivery.

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

Approved by: 
Wendy Thomson, Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

Asset Management Implementation Plan

	ACTIVITY	TARGET DATE	RESPONSIBILITY	DELIVERABLE
1.	Develop Asset Management Team	2016	Manager of Finance	
2.	Hire temporary Asset Manager	Fall 2017	Manager of Finance	
3.	Complete preparedness self assessment (Asset Smart 2.0) and document Asset Management gaps	Fall 2017	Asset Manager AM Team	
4.	Develop Asset Management Policy. Requires consultation with Team and Board.	Fall 2017	Asset Manager Manager of Finance	ACRD Asset Management Policy
5.	Implement ESRI GIS software then clean up location data	2017	Mapping Technician	
6.	Develop Asset Management Strategy.	Spring 2018	Asset Manager Manager of Finance	ACRD Asset Management Strategy
7.	Risk – train staff, committee members and Board on determining risks levels	Spring 2018	Asset Manager Manager of Finance	
8.	Condition assessments – develop approaches to determining conditions considering risk	Spring 2018	Asset Manager Manager of Finance	
9.	Level of service – train staff, committee members and Board on how to define level of service then set level of service for major services	Spring 2018	Asset Manager Manager of Finance	
10.	Water System Asset Management Plans	Fall 2018	Asset Manager Maintenance Technician Leadhand	Beaver Creek Water System AM Plan Bamfield Water System AM Plan Millstream Water System AM Plan
11.	Solid Waste Asset Management Plan	Winter 2019	Asset Manager Manager of Environmental Services	Alberni Valley & Bamfield Waste Services AM Plan West Coast Waste Services AM Plan

12.	Airport Asset Management Plan	Spring 2019	Asset Manager Airport Superintendent	Alberni Valley Regional Airport AM Plan Long Beach Airport AM Plan
13.	Fire Departments Asset Management Plan	Spring 2019	Asset Manager Fire Chiefs	Beaver Creek VFD AM Plan Sproat Lake VFD AM Plan Bamfield VFD AM Plan
14.	Parks Asset Management Plan	Summer 2019	Asset Manager Manager of Environmental Services	Sproat Lake Parks AM Plan Bamfield Parks AM Plan Beaver Creek AM Plan
15.	Salmon Beach Asset Management Plan	Summer 2019	Asset Manager Manager of Environmental Services	Salmon Beach AM Plan
16.	Long-term financial plan – Develop while considering asset management plans and fiscal constraints	Fall 2019	Asset Manager Manager of Finance	ACRD Long-term Financial Plan



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Heather Zenner, Lands and Resources Coordinator

Meeting Date: August 23, 2017

Subject: Tseshaht First Nation/Alberni-Clayoquot Working Group Protocol Agreement

Recommendation:

THAT the Board of Directors enter into a Tseshaht First Nation/Alberni-Clayoquot Regional District Working Group Protocol agreement.

Desired Outcome:

To enter into a Working Group Protocol with the Tseshaht First Nation.

Summary:


The Alberni-Clayoquot Regional District and the Tseshaht First Nation formed a working group to discuss matters that are of mutual interest. Three ACRD political representatives and two ACRD staff were appointed to this working group.

The members of the Tseshaht First Nation/Alberni-Clayoquot Regional District Working Group met for the first time on August 16, 2017. A Working Group Protocol was created with input from members of the working group. The protocol addresses the principles of communication, jurisdiction, confidentiality, membership, publicity, amendments, reporting, and general terms. The Tseshaht First Nation Council will review the Working Group Protocol at their September council meeting prior to signing the agreement.


Staff recommend that the Board of Directors enter into the attached Tseshaht First Nation/Alberni-Clayoquot Regional District Working Group Protocol.

Submitted by: 

 Heather Zenner, Lands and Resources Coordinator

Reviewed by: 

 Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by: 

 Wendy Thomson, Manager of Administrative Services



**TSESHAHT FIRST NATION/ALBERNI-CLAYOQUOT REGIONAL DISTRICT
WORKING GROUP PROTOCOL**
made effective as of [date]

BETWEEN: TSESHAHT FIRST NATION

5091 Tsuma-as Drive
Port Alberni, BC
V9Y-8X9

(hereinafter called the “First Nation”)

AND: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3

(hereinafter called the “Regional District”)

(collectively, the “Parties”)

WHEREAS:

- A. This Working Group Protocol is designed to establish a positive working relationship based on common local interests;
- B. Good communication is essential for maintaining a working relationship and reaching mutual agreement on any subject;
- C. The Parties recognize that working together pursuant to a cooperative government-to-government relationship will facilitate the sharing of information, improve communications, and establish a solid foundation for future planning.
- D. There is value to both Parties to work together on a number of practical items in each community.

1.0 GOVERNING PRINCIPLES OF COMMUNICATION

- 1.1 The Working Group Protocol represents that the First Nation and the Regional District shall work together with mutual respect and recognition;



- 1.2 The Parties agree to open and frank communications with each other on areas of mutual interest including but not limited to: Alberni Valley Landfill, Alberni Valley Regional Airport, Emergency Planning, Road Operations (safety), and Water Supply Connections.
- 1.3 There is a commitment by the First Nation and the Regional District to meet on an ongoing basis, starting on a monthly basis, and at least quarterly, or more frequently as desired to discuss issues of common concern and interest.

2.0 JURISDICTION

- 2.1 The Parties endeavour to understand and respect each Party's present and future jurisdiction and each other's unique points of view.

3.0 MUTUAL CONFIDENTIALITY

- 3.1 Each Party will take all prudent measures to ensure that any information, including traditional knowledge, documents, reports or other material (hereinafter called 'information') provided by it to the other Party pursuant to or in connection with this Working Group Protocol is treated as confidential and is not disclosed to any person except:
 - a. as may be required by law;
 - b. as otherwise consented to in advance by the other Party.
- 3.2 Without limiting the generality of Section 3.1, each party agrees that to ensure the foregoing confidentiality obligation is met, it will, from time to time, either in writing or verbally, expressly identify information as confidential or non-confidential to assist the other Party in fulfilling its confidentiality obligation.

4.0 MEMBERSHIP

- 4.1 The Working Group will each appoint representatives and alternates from each Party to participate in the Working Group.
- 4.2 The Working Group will achieve quorum by having a minimum of three members from each party.

5.0 COMMUNICATION FUNCTIONS

- 5.1 The Parties will dedicate the resources necessary to engage effectively in the process and will work together to ensure that the parties have a full understanding of each other's capacities, traditional roles, responsibilities, and current projects.



5.2 The Parties will make best efforts to ensure staff resources are available to implement this Working Group Protocol.

5.3 A minute taker will be provided by the parties on an alternate basis with meeting minutes to be sent out one week after each meeting.

6.0 PUBLICITY

6.1 The Parties acknowledge and agree that all communication regarding this Working Group Protocol and the matters set out herein will be jointly agreed upon prior to any public releases, subject to each Party's respective legal rights.

7.0 AMENDMENTS

7.1 This Working Group Protocol may be amended from time to time by written agreement by both the Regional District and the First Nation to reflect changes in the relationship between the parties.

8.0 REPORTING

8.1 Each Party will report back to their respective Council and Board on a regular basis as required. The respective Council and Board will be responsible for decision-making based on recommendations put forward from the Working Group.

9.0 GENERAL TERMS

9.1 This Working Group Protocol does not affect any aboriginal right, title or interest of the First Nation.

9.2 This Working Group Protocol is not a form of consultation.

9.3 This Working Group Protocol does not prejudice or affect each of the Parties' respective rights, powers, duties or obligations in the exercise of their respective functions.

9.4 This Working Group Protocol is in addition to any other agreements that already exist between the Parties and is not intended to replace any such agreement. It is intended to indicate the Parties' intention to work co-operatively together to resolve issues of mutual concern.

9.5 The Parties agree that it is not intended to be a legally binding agreement, except for the obligations in Section 3.1 above.



IN WITNESS HEREOF the Parties have signed the Working Group Protocol effective as of the date first written above.

By:

[Signature]

Print Name: _____

Title/Position: _____

By:

[Signature]

Print Name: _____

Title/Position: _____

DRAFT



REQUEST FOR DECISION

To: Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: August 23, 2017
Subject: West Coast Multiplex - Boundary Extension Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

Desired Outcome:

To amend the boundaries of the West Coast Multiplex Service area to include the Toquaht Nation.

Background:

In December 2012, the ACRD Board of Directors established the West Coast Multiplex Service by bylaw (E1056) in order to operate and maintain a multiplex facility on the west coast. The first phase is a proposed arena is to be built on the Long Beach Airport Lands. The capital costs of the arena are to be paid by the West Coast Multiplex Society through fundraising (private donations and government grants). Currently, the participants of the service are the District of Ucluelet, District of Tofino and Electoral Area "C" (Long Beach).

In January 2017, the ACRD Board of Directors invited the Toquaht Nation and Yuułuʔiłʔatḥ First Nation to consider joining the West Coast Multiplex Service. The Toquaht Nation advised the Regional District in February 2017 they would join the West Coast Multiplex service (attached). The Yuułuʔiłʔatḥ Government is considering joining the service in the future.

Attached for consideration of three readings by the ACRD Board of Directors is Bylaw E1056-1, amending the boundaries of the West Coast Multiplex service area to include the Toquaht Nation. Another amending bylaw may be considered by the Board at a later date to include the Yuułuʔiłʔatḥ Government if they chose to join the service.

Prior to adopting Bylaw E1056-1, consent of at least 2/3 of the participants of the service area will be required.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected officials time required.

Financial:

The cost for the provision of this service are borne by the service area participants. The apportionment of cost will be expanded to include Toquaht Nation as a participant.

Policy or Legislation:

The *Local Government Act, Community Charter and the Maa-nulth First Nations Final Agreement* apply.

Submitted by: Wendy Thomson
Wendy Thomson, Manager of Administrative Services

Approved by: _____
Douglas Holmes, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1056-1

A bylaw to amend the boundaries of the West Coast Multiplex Service Area

WHEREAS the Board of the Alberni-Clayoquot Regional District established, by bylaw, the West Coast Multiplex Service as defined in Bylaw E1056, *West Coast Multiplex Service Area Establishment, 2012*.

AND WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to extend the boundaries of the service area to include the Toquaht Nation.

AND WHEREAS the Toquaht Nation has requested, in writing, to join the West Coast Multiplex Service Area.

AND WHEREAS the participants of the service area have consented, in writing, to the adoption of this bylaw;

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

1. CITATION

This bylaw may be cited for all purposes as ***Bylaw E1056-1, "West Coast Multiplex Service Area Amendment, 2017***.

2. AMENDMENTS

Bylaw E1056, ***West Coast Multiplex Service Area Establishment, 2012*** is hereby amended as follows:

Section 3 – Boundaries

Replace Schedule "A" with the new Schedule "A" attached to and forming part of this Bylaw.

Section 4 – Participating Areas

The participants of the service established under this Bylaw shall be:

- Electoral Area “C” Long Beach
- District of Tofino
- District of Ucluelet
- Toquaht Nation

Read a first time this day of , 2017.

Read a second time this day of , 2017.

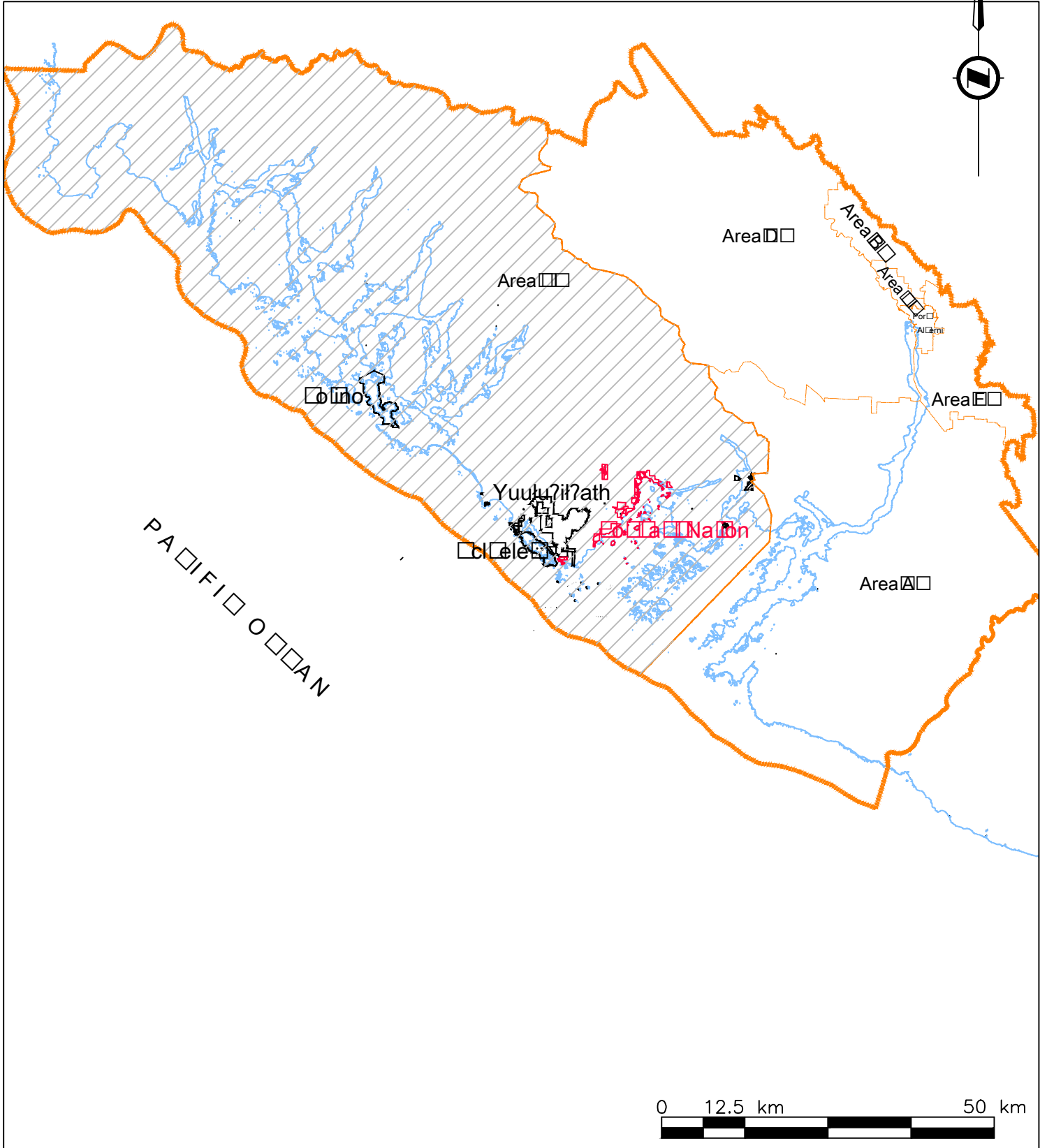
Read a third time this day of , 2017.

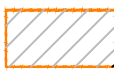
Adopted this day of , 2017.

Chairperson

Manager of Administrative Services

Basin 1056-1 Scaled




 Describes Multiple Service Area - Electoral Area Districts and Nation.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



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

February 16, 2017

Re: West Coast Multiplex Society Service

To whom it may concern,

Please be advised that the Toquaht Nation Council has agreed to buy into the West Coast Multiplex Society service administered through the ACRD. A Toquaht Nation Council Resolution is attached for your reference.

Please do not hesitate to contact me with questions or concerns.

Thank you,

Angela Polifroni
Director of Operations
Toquaht Nation



TOQUAHT NATION CERTIFIED RESOLUTION

February 22, 2017

000124

Re: Participation in the West Coast Multi-Plex Service Area

On February 14, 2017 the Toquaht Nation Council passed the following resolution:

Motion # CM00344

Toquaht Council resolve to participate in the West Coast Multi-Plex Service Area.

As the Law Clerk of the Toquaht Nation, I certify this as a true copy of the resolution passed by the Toquaht Nation Council.

Kirsten Johnsen

2017-02-22

Law Clerk, Kirsten Johnsen

DATE





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Douglas Holmes, Chief Administrative Officer; and Regional Board of Directors
From: Amy Anaka, Junior Planner
Date: August 16, 2017
Subject: DVA17007 – Bradley and Melis, Lot 1, Michelsens Lane, Bamfield

Recommendation


THAT the Board of Directors issue development variance permit DVA17007.

Background


On July 26, 2017 the Board reviewed an application for a development variance permit for LOT 1, SECTION 30, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 9880.

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 written correspondence has been received to date. If any objections or responses are received prior to the August 23, 2017 Board meeting, staff will inform the Board.

The development variance will reduce the required rear yard setback in the Park and Public Use (P2) District from 30 feet to 10 feet to facilitate the construction of a single family dwelling.

Prepared by: 
Amy Anaka, MCIP, RPP, Junior Planner

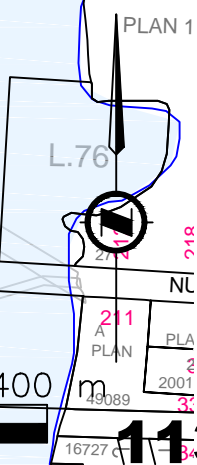
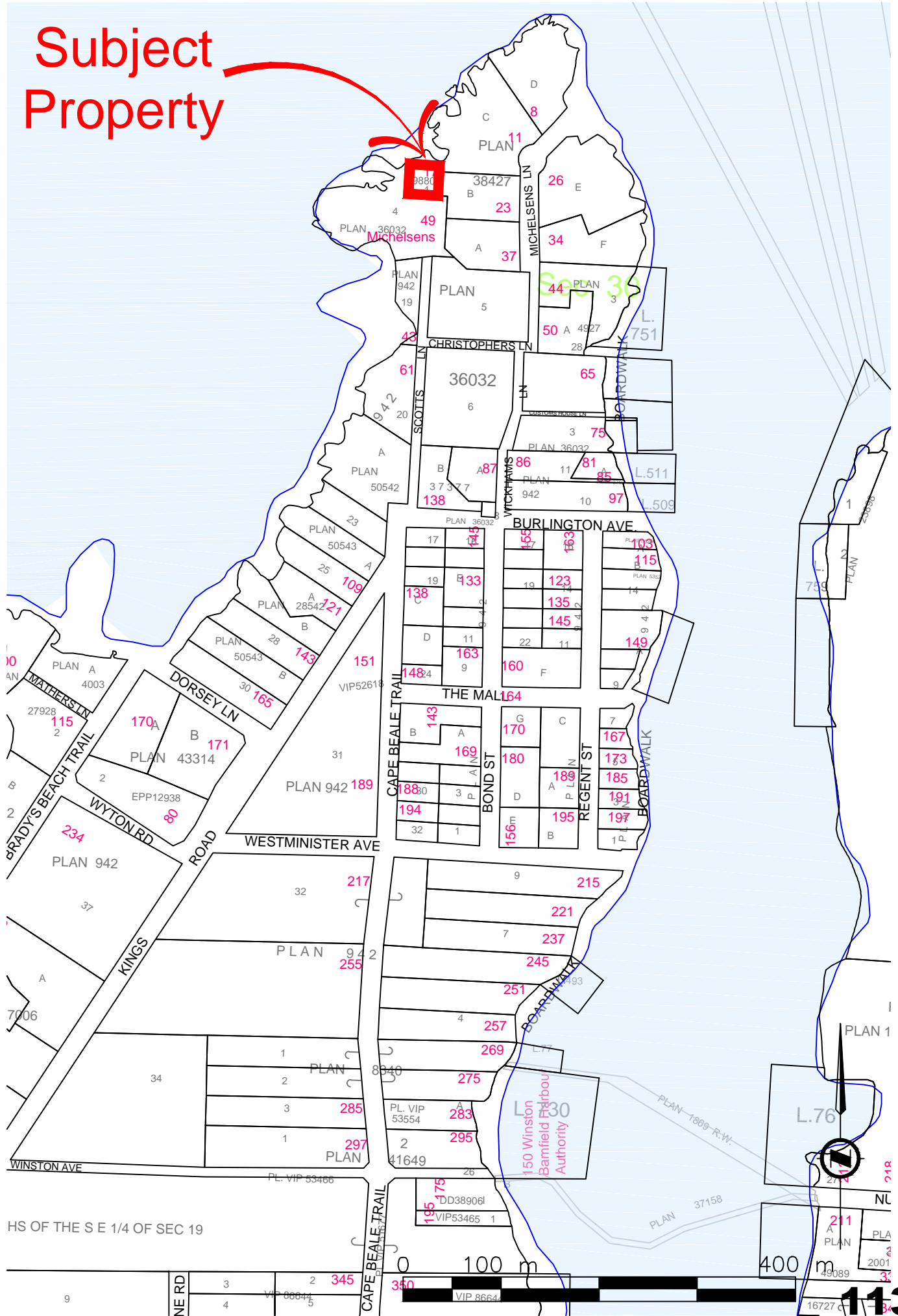
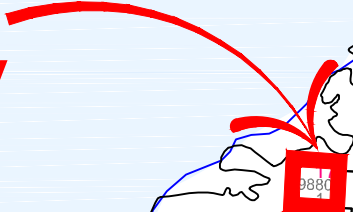
Reviewed by: 
Mike Irg, MCIP, RPP, Manager of Planning & Development


Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

DVA17007

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ 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





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. DVA17007

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 Laura Bradley, and Laurence and Alison Melis

Address: Lot 1, Michelsens Lane, Bamfield

With respect to:

Legal Description: LOT 1, SECTION 30, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 9880

PID: 007-461-411

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Schedule No. II - Bulk and Site Regulations are hereby varied as follows:

- (i) Reduce the required rear yard setback in the Park and Public Use (P2) District from 30 feet to 10 feet to facilitate the construction of a single family dwelling.

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 _____, 2017.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2017.

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Board of Directors

DVA17007



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

DATE: April 20, 2017

ACRD FILE NO.: DVD17004

APPLICANTS: James and Catherine Braiden

LEGAL DESCRIPTION: DISTRICT LOT 41, ALBERNI DISTRICT, EXCEPT PART IN PLANS 1191, 1880, 14018 AND 29251

LOCATION: 8467 Bothwell Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicants are applying to reduce the required setback for a structure containing farm animals in an R District from 30 feet to 15 feet on the west side lot line to allow for the construction of a proposed 1,024 square foot two stall horse barn.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVD17004.

Development Variance DVD17004:

- i. Development variance of Section 6.18(7) of the ACRD Zoning Bylaw No. 15 to reduce the required setback for a structure containing farm animals in an R District from 9.144 metres (30 feet) to 4.57 metres (15 feet) on the west side lot line to allow for the construction of a barn as shown on the site plan attached as Appendix 'A'.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The +/- 2.07 hectare (+/- 5.1 acre) lakefront property is located at the

DVD17004

eastern intersection of Bothwell Road and Faber Road. There is a single family dwelling, cabin and outbuildings located on the northern portion of the parcel closer to the lake. A 0.5 acre portion of the property lies on the south west side of Bothwell where the proposed barn would be built. This portion of the property is partially treed with the area around the building site cleared with a driveway access built from Bothwell. This portion of the property generally increases in slope from north east to south west (away from Bothwell). There were outcrops of bedrock visible on the southern portion of lot limiting the available building envelope.

ii. **Services**

- a. **Sewage Disposal:** On-site sewage disposal. The existing septic system is located on the north side of the property with no plans to develop a septic system on the portion where the barn would be located.
- b. **Water Supply:** Water intake from Sproat lake.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department
- d. **Access:** The property fronts onto Faber Road but there is no built connection to Faber at this time. There are two driveway accesses from Bothwell Road – one driveway on the north side to access the house and accessory building and one driveway on the south side to access the proposed barn.

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

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Sproat Lake OCP designates the property as “Residential Use”. There are no Development Permit Areas that would impact development on the south west portion of the property.

The proposal complies with the policies and objectives of the Sproat Lake Official Community Plan.

- c. **Zoning:** The property is zoned Acreage Residential (RA1) District. Accessory buildings in the RA1 District are required to be 40 feet from the front and 3 feet from the rear and side lot lines. In this case on this portion of the property, both the lot line adjacent to Faber and the lot line adjacent to Bothwell would be considered front yards and the west lot line would be considered the side yard.

Section 6.18 of the Zoning Bylaw regulates the Keeping of Animals in an A and R District. Section 6.18(7) states that “in no case shall buildings, structures, cages, pens or runs be located less than 9.144 metres (30 feet) from lot lines or dwellings on the same lot”. The proposed building is intended to be used as a two stall horse barn with associated tack room and tack and grain storage area.

The applicants are applying to reduce the required setback for a structure

DVD17004

containing farm animals in an R District from 30 feet to 15 feet on the west side lot line to allow for the construction of the horse barn as proposed.


Comments:

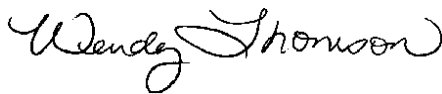
The portion of the property where the applicants intend to build the barn is limited in development potential. It is a 0.5 acre triangular piece dissected on all sides by public road and would not meet the minimum lot size supported in the OCP for subdivision.

The intent of the Keeping of Animals in an A and R District portion of the Zoning Bylaw (Section 6.18) is to regulate the number of animals kept on a property based on lot size and to require increased setbacks for buildings and enclosures where animals would be kept. The increased building setback is intended to reduce the impact on neighbouring properties. In this case, the proposed barn would be located 15 feet from the west lot line but it should be noted that there is a 33 foot wide unbuilt public laneway directly adjacent to the property on the west side. This would mean that the west side of the barn as proposed would effectively be 48 feet from the neighbouring private property to the west. The area surrounding the building site is well treed and the barn would be built in an area excavated into the slope adjacent to an outcrop of bedrock.

The reduced setback would appear to have minimal impact on the neighbouring properties. Planning staff recommends that the Board proceed with the neighbour notification process for this variance application.

Submitted by: 
 Alex Dyer, Planner

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


 Wendy Thomson, Acting Chief Administrative Officer

DVD17004

MAR 13 2017

4.58acre

175.59m

1.58m

78.21m

51.51m

MIN SIDEYARD SETBACK
IS 30' - PROPOSE 15' (4.5M)

6.49m

56.48

63.81m

Bothwell Road

6.59m

12.19m

46.80m

S-15
(M.O.T.I.)

0.53acre

6.38m

76.40m

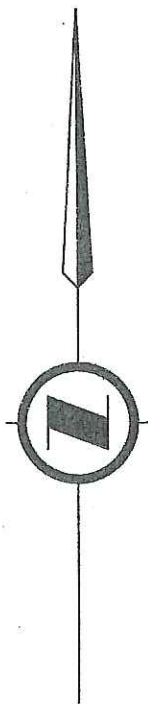
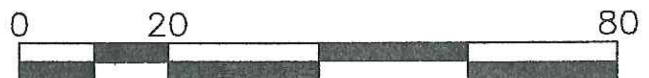
Faber Road

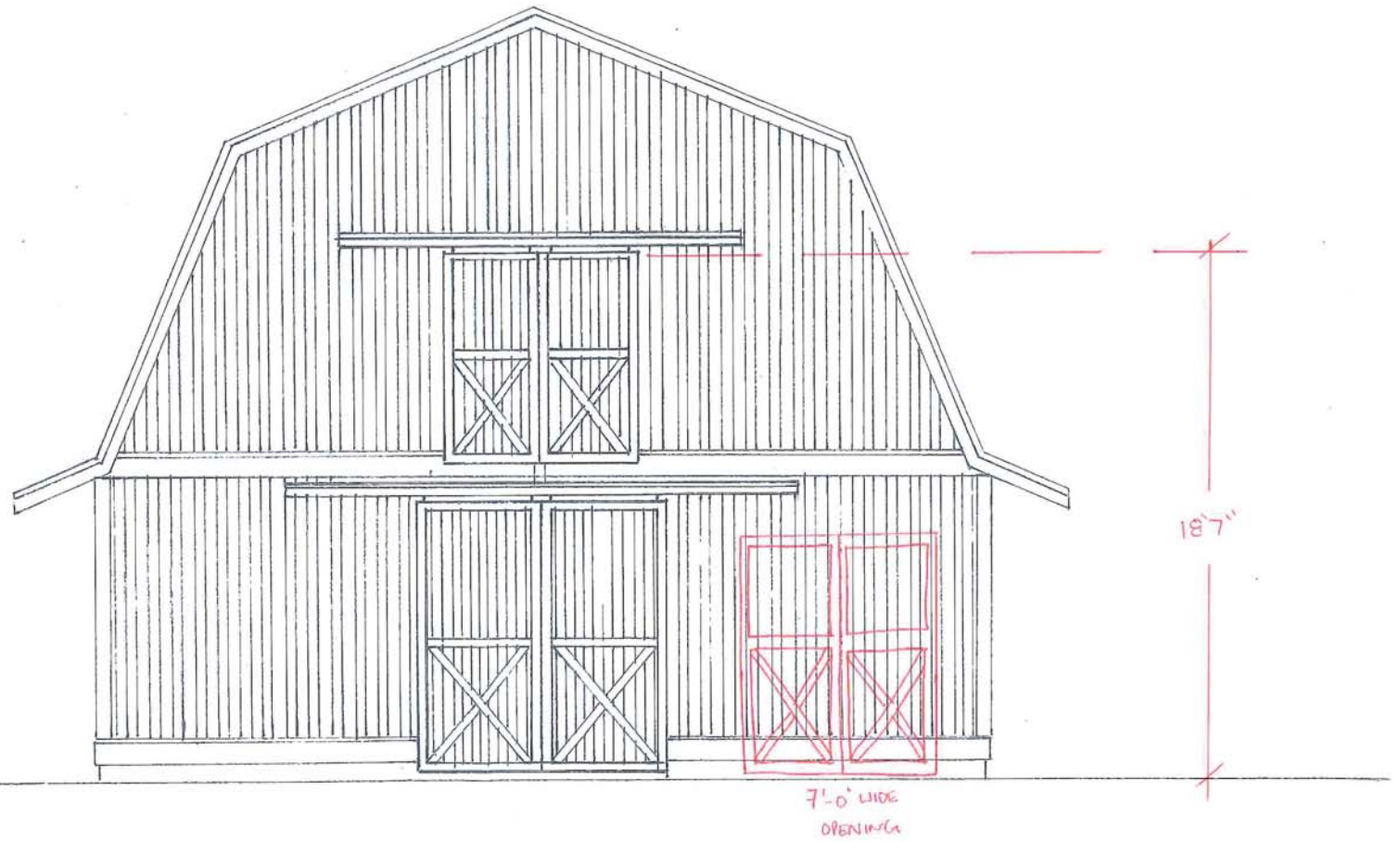
63.68m

Rem DL 41, Alberni District

5.78m

1:1000

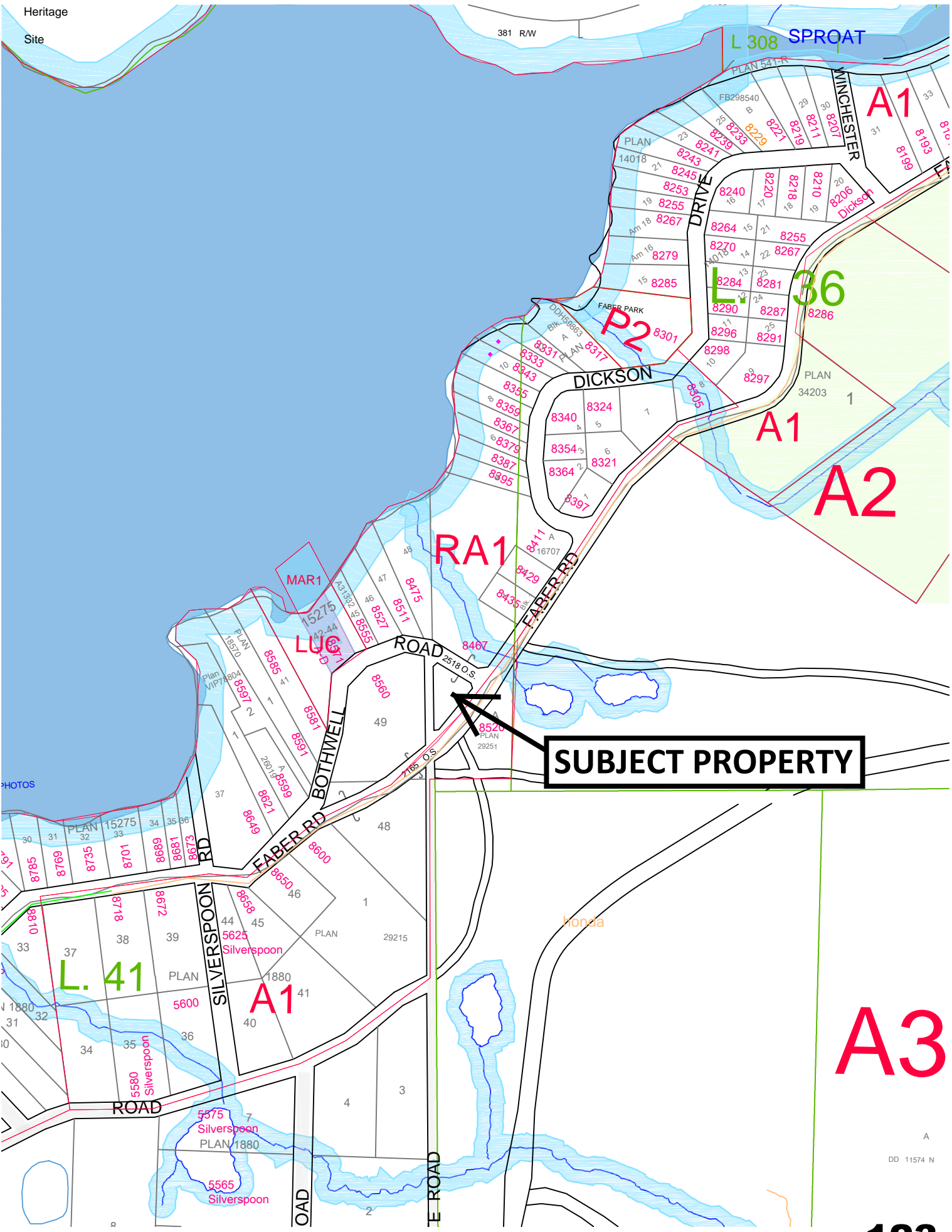








122



SUBJECT PROPERTY

A3

A
DD 11574 N



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Douglas Holmes, CAO and the Regional Board of Directors
From: Charity Hallberg Dodds, Planning Assistant
Date: August 17, 2017
Subject: RD16004 Great Central Holdings Ltd. - Amendment to Bylaw P1356

Recommendation:

THAT the Board of Directors amend Bylaw P1356, Section 2. a. 161.4.1(2) to read "Lodge, motel and motor hotel, having a combined floor area of not more than 6,000 square metres".


THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1356 be read a second time as amended.

Background:

Bylaw P1356 was given first reading at the May 10th, 2017 Board of Directors' meeting. This bylaw is one of three bylaws associated with a proposal for further development of recreational uses and facilities at Great Central Lake.

As per the letter of support from the Hupacasath First Nation dated July 25, 2017 (attached), planning staff has amended the bylaw to include the "lodge use", to accommodate their request. This lodge use is in the current zoning but was removed from this proposal at the request of the applicant due to assessment value implications.

The applicant and planning staff are supportive of this amendment and if approved, will proceed to public hearing on September 5th, 2017.

Prepared by: 
Charity Hallberg Dodds, Planning Assistant

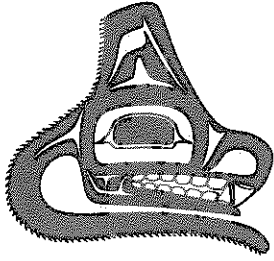
RD16004



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



Reviewed by: _____
for: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Hupacasath First Nation

5500 Ahahswinis Drive
PO Box 211
Port Alberni, BC V9Y 7M7
Tel: 250-724-4041
Fax: 250-724-1232

July 25, 2017

Mark and Danielle Marley

Great Central Holdings Ltd.

Dear Mr. and Mrs Marley

We thank you for meeting with us in June. We support your rezoning application and your increase of campsites, float home sites.

We still support our Letter of Understanding from April 11, 2005 and August 29, 2009 for working together on the construction and operation of a lodge.

It would be our preference for the Regional District to reinstate the lodge use in your rezoning application.

Although we are not ready to proceed with this lodge at the moment, we are looking to proceed in the future.

Sincerely,

Steven Tatoosh

Chief Councilor

Warren Lauder

Councilor

Brandy Lauder

Councilor

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1356

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1356.

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

- a. Amending section “161 Comprehensive Development (CD1) District (Mixed Residential/Commercial and Recreational Uses)” and subsections to read as follows:

161 Comprehensive Development (CD1) District

This zone provides for a mix of land uses including residential, commercial and recreational use with much of the development incorporated into the natural setting. The zone is developed into sub-zones CD1A, CD1B, CD1C and CD1D.

161.1 Overall Maximum Density Permitted

As determined by sewage disposal and potable water supply limitations, the maximum density permitted shall not exceed 8 units of either dwelling units or units for other accommodations per hectare of total land area being developed. For the purposes of this section, the following shall be equivalent to one dwelling unit:

- i. One (1) cottage.
- ii. Four (4) camping sites or recreational vehicle spaces within a campground.

For clarity, the total land area calculated to determine the maximum overall density does not include the lakebed within the foreshore of Great Central Lake or the lakebed of Boot Lagoon.

161.2 Definitions Specific to the CD1 District

“Cottage” means a single family dwelling built upon a continuous foundation where each unit is occupied as a secondary, vacation or recreation home. The maximum floor area of each cottage dwelling unit is 150 square metres and the minimum floor area is 30 square metres.

161.3 Application to Strata Plan Developments

For greater clarity, a lot within the CD1 District zone includes a strata plan.

161.4 Cottage and Campground sub-zone (CD1A)

This sub-zone is designed for tourists and recreation seekers interested in fishing and convenient access to the waterfront. Main uses include cottages and campgrounds. This area is intended for seasonal dwellings designed to accommodate families and individuals along with some supporting commercial or recreational uses for those maintaining permanent residence elsewhere.

161.4.1 Permitted Principal Uses

- (1) One (1) cottage per lot
- (2) Lodge, motel and motor hotel, having a combined floor area of not greater than 6,000 square metres
- (3) Project sales and management office
- (4) Tourist guide service
- (5) Marina use
- (6) Campgrounds with ancillary common-use facilities
- (7) Parks and playgrounds
- (8) Recreation equipment and recreation vehicle sales, repair and construction
- (9) Boat launch facilities
- (10) Restaurants and the like
- (11) Retail use for the sale of general merchandise and liquor
- (12) Closed storage and warehousing
- (13) Open storage for boats, trailers, campers and similar items

161.4.2 Permitted Accessory Uses

- (1) Marine repair and construction
- (2) Parking areas
- (3) Campground common-use facilities and structures
- (4) Fuel dock
- (5) Accessory buildings and uses

161.4.3 Conditions of Use

- (1) There shall be no more than one (1) motel or motor hotel in the CD1 zone.
- (2) There shall be no more than 190 camping sites in the CD1A sub-zone.
- (3) There shall be no more than 100 closed storage and warehousing units in the CD1A sub-zone.
- (4) There shall be no more than 50 open storage units for boats, trailers, campers and similar items in the CD1A sub-zone.
- (5) Within the CD1A sub-zone campground common-use facilities include structures required to contain fire, emergency or garbage collection equipment, clubhouse, gazebos, barbecues, picnic shelters, common meeting areas, recreational areas, convenience store, laundry facilities, washrooms, swimming pool, mini golf course.
- (6) Each campsite in a campground is permitted one (1) accessory building not to exceed 10m² in floor area and 4 m in building height.

161.4.4 Lot Development Regulations

Minimum lot area for single-family cottage	600 m ²
Minimum lot area for campground	1.0 ha
Minimum lot area for other uses	600 m ²
Maximum lot coverage for lot containing a restaurant, general merchandise store and liquor store	60%
Maximum lot coverage for lot containing all other buildings or structures except for campgrounds, where lot coverage does not apply	35%
Minimum front setback for principal buildings	7.5 m
Minimum rear setback for principal buildings	4 m
Minimum side setback for principal buildings	1.5 m
Minimum front setback for accessory buildings	5 m
Minimum rear and side setback for accessory buildings	1 m
Minimum setback from natural boundary of a water body, if the use has a water orientation and the development proposed is supported by an environmental impact study	0 m
Minimum setback from natural boundary of a water body where not supported by an impact study	15 m
Maximum height of cottages	7.5 m
Maximum height of motel and motor hotel	12.5 m

Maximum height of all other buildings	10 m
---------------------------------------	------

161.5 Marine Centre sub-zone (CD1B)

This sub-zone provides for uses that serve as a resort area community centre, providing a range of day-to-day services for those on retreats or vacations. This sub-zone provides convenient access to the waterfront.

161.5.1 Permitted Principal Uses

- (1) Marina use
- (2) Food stores that may contain dwelling units above the main floor, where a maximum of one dwelling unit may be used as a year-around residence
- (3) General merchandise buildings that may contain dwelling units above the main floor, where a maximum of one dwelling unit may be used as a year-around residence
- (4) Dry-cleaners and self-service laundries
- (5) Restaurants and the like, but excluding establishments primarily engaged in preparing food specialties for off-premises consumption and excluding drive-in business
- (6) Tourist guide centres
- (7) Liquor stores
- (8) Gasoline service station
- (9) Resort offices
- (10) Interpretation centre
- (11) Float homes to a maximum of 54, where sewage disposal is provided
- (12) Boat launch facilities
- (13) Parks and playgrounds
- (14) Conference centre
- (15) Motel and motor hotel, having a floor area of not greater than 4,000 square metres

161.5.2 Permitted Accessory Uses

- (1) Parking areas
- (2) Accessory buildings and uses

161.5.3 Conditions of Use

- (1) There shall be no more than 1 motel or motor hotel in the CD1 zone.

161.5.4 Lot Development Regulations

Minimum lot area (excluding float home site)	600 m ²
Maximum lot coverage (excluding float home site)	35%

Maximum floor area ratio for all of area CD1B	0.45
Minimum front setback for principal buildings (excluding float home site)	5 m
Minimum rear setback for principal buildings (excluding float home site)	4 m
Minimum side setback for principal buildings (excluding float home site)	1.5 m
Minimum rear and side setbacks for accessory buildings	1 m
Minimum setback from natural boundary of a water body, if the use has a water orientation and the development proposed is supported by an environmental impact study	0 m
Minimum setback from natural boundary of a water body where not supported by an impact study	15 m
Maximum height above the surface of the water for float homes	8 m
Maximum height of all other buildings	10 m

161.6 Residential Resort Neighbourhood sub-zone (CD1C)

This sub-zone provides for residential resort accommodation in an aesthetic neighbourhood-like setting with convenient access to the waterfront. Dwelling units in this sub-zone are intended for either seasonal occupation or permanent residency.

161.6.1 Permitted Principal Uses

- (1) Residential use
- (2) Community centre building
- (3) Parks and playgrounds
- (4) Marina Use
- (5) Restaurants and the like
- (6) Retail use for the sale of general merchandise and liquor

161.6.2 Permitted Accessory Uses

- (1) Daycare or nursery accessory to a residence or community centre
- (2) Parking areas
- (3) Accessory buildings and uses

161.6.3 Conditions of Use

- (1) Residential use in this sub-zone may take the form of single-family dwellings or multiple-family dwellings.
- (2) Parking must be provided on the same lot on which the use that generates the parking is carried on.
- (3) The Regional Board may consider a variance to the requirement of providing parking on the same lot where the owner can provide the required parking spaces on another lot (the second lot) if the parking spaces are located within 150 metres of the nearest point of the building or structure in which the use occurs and if such parking is secured by a covenant under Section 219 of the Land Title Act in favour of the Regional District, reserving the use of an area on the second lot separately from the land on which the use that generates the parking is carried on.

161.6.4 Lot Development Regulations

Minimum lot area for single-family dwelling	600 m ²
Minimum lot area for multiple-family dwelling	900 m ²
Minimum lot area for community centre	100 m ²
Maximum lot coverage for lot containing single-family dwelling	35%
Maximum lot coverage for lot containing multiple-family dwelling	50%
Maximum lot coverage for lot containing community centre	50%
Maximum floor area ratio for multiple-family dwelling	0.5
Minimum front setback	7.5 m
Minimum rear setback for all principal buildings	4 m
Minimum rear and side setbacks for accessory buildings	1 m
Minimum side setback for all principal buildings	1.5 m
Minimum setback from natural boundary of a water body, if the use has a water orientation and the development proposed is supported by an environmental impact study	0 m
Minimum setback from natural boundary of a water body where not supported by an impact study	15 m
Maximum height of single family dwellings	10 m
Maximum height of multiple-family dwellings	12.5 m

161.7 Float Home Upland Community sub-zone (CD1D)

This sub-zone is primarily intended for upland passive uses to support the waterfront float home community.

161.7.1 Permitted Principal Uses

- (1) Amenities Building that may contain one (1) dwelling unit above the main floor which may be used as a year-around caretaker residence
- (2) Common-Use Facilities to support the waterfront float home development
- (3) Landings to provide access to float homes
- (4) Pathways to provide access to float homes
- (5) Parks and Trails
- (6) Open Space

161.7.2 Permitted Accessory Uses

- (1) Parking and loading areas
- (2) Accessory buildings and uses

161.7.3 Conditions of Use

- (1) There shall be no residential use within the CD1D sub-zone except for one (1) dwelling unit located above the main floor of the Amenities Building which may be used as a year-round caretaker residence.
- (2) Within the CD1D sub-zone the amenities building includes a clubhouse, washroom and laundry facilities and common-use facilities include structures required to contain fire, emergency or garbage collection equipment, barbecues, picnic shelters, common meeting areas, recreational areas.

161.7.4 Lot Development Regulations

Minimum lot area for all uses	1 hectare
Maximum lot coverage	2%
Minimum front setback	5 m
Minimum rear setback for all principal buildings	4 m
Minimum rear and side setbacks for accessory buildings	1 m
Minimum side setback for all principal buildings	1.5 m
Minimum setback from natural boundary of a water body, if the use has a water orientation and the development proposed is supported by an environmental impact study	0 m

Minimum setback from natural boundary of a water body where not supported by an impact study	15 m
Maximum height of amenities building	10 m

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

Read a first time this 10th day of May, 2017
Public Hearing held this day of , 2017
Read a second time this day of , 2017
Read a third time this day of , 2017

Adopted this day of , 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: Douglas Holmes, CAO and Regional Board of Directors

FROM: Amy Anaka, Junior Planner

DATE: August 11, 2017

RE: Public Hearing Report for Rezoning Bylaw P1349 (Kaur)

A Public Hearing for Bylaw P1349 was held on Thursday, August 10, 2017 at the Alberni-Clayoquot Regional District office. The hearing was attended by Alternate Director Lindsay Rogers, ACRD planning staff Mike Irg and Amy Anaka, the applicants, and one (1) member of the public.

No written correspondence was received from the public. Referral agency responses were printed and made available for viewing at the public hearing. There were no questions from the public.

No other questions or concerns were raised.


Recommendation


THAT the Board of Directors receive the public hearing report.


THAT the Board of Directors receive the public hearing minutes.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1349 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1349 be read a third time.

Submitted by: 
Lindsay Rogers, Alternate Director for Cherry Creek

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

Prepared by: 
Amy Anaka, MCIP, RPP, Junior Planner

RF17005



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES AUGUST 10, 2017 - ELECTORAL AREA 'F'

Minutes of a Public Hearing held on Thursday, August 10, 2017 at 7:00 pm in the Regional District of Alberni-Clayoquot Board Room, 3008 Fifth Avenue, Port Alberni, BC.

Present: Lindsay Rogers, Electoral Area 'F' Alternate Director
Staff: Mike Irg, Manager of Planning and Development, and Amy Anaka, Junior Planner
Applicants: Baljinder Kaur – Registered Property Owner and Bhupinder Singh
Members of the Public: 1

1. The hearing was called to order at 7:03 pm.
2. Alternate Director Rogers confirms introductions and then asks staff to read the Notice of Public Hearing.
3. The notice is read by M. Irg as follows:

A Public Hearing for residents and property owners within Electoral Area 'F' will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Thursday, August 10, 2017 to consider the following bylaw:

Bylaw P1349 to amend the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 by rezoning LOT 14, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a two-lot subdivision.

(Baljinder Kaur – 6106 Cottam Road)

All persons who consider their interest in property affected by the proposed bylaw will be given an opportunity to be heard in matters contained in the bylaw.

The Public Hearing for Bylaw P1349 is to be held by the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from July 27, 2017 to August 10, 2017 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

Mike Irg, Manager of Planning and Development

4. Alternate Director Rogers explains the purpose of the public hearing and asks staff to read out any written submissions received.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
AUGUST 10, 2017 - ELECTORAL AREA 'F'

5. M. Irg explains that no written submissions were received and that copies of referral agency comments (Appendix 'A') are provided.
6. Alternate Director Rogers proceeds to ask the applicants to explain their proposal.
7. B. Singh explains that they have a 3 acre lot, and they would like to create a 1 acre lot to build a new house for themselves.
8. Alternate Director Rogers asks the public if they have any questions. There were no questions from the public.
9. Alternate Director Rogers asks if there are any other questions from the public or staff. Hearing none, she explains that no member of the Board of Directors can have any discussions or receive any new information related to this application, between the end of the hearing and the August 23, 2017 Board meeting. If any Board member does so, it will invalidate the hearing and it will have to be held again.
10. Alternate Director Rogers calls three times for further representations on the bylaws. Hearing none, she terminates the hearing at 7:09 pm.

Certified Correct:

Lindsay Rogers, Alternate Director for Cherry Creek

Minutes Prepared by:

Amy Anaka, MCIP, RPP, Junior Planner



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

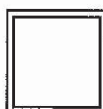
BYLAW NO.: P1349 ACRD FILE NO.: RF17005

APPLICANT NAME: Baljinder Kaur ACRD CONTACT: Amy Anaka

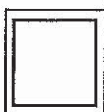
Date of Referral: July 4, 2017



Approval Recommended for Reasons
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to
Conditions Below



Approval NOT Recommended Due to
Reasons Outlined Below

The Ministry has no objections to the bylaw amendment.

Please note, all review relating to subdivision including any road dedication will be assessed at the time of subdivision application.

Agency (please print): Ministry of Transportation and Infrastructure

Name (please print): Morganne Franssen

Title: District Development Technician

Signature: *M Franssen*

Date: July 10, 2017

CHERRY CREEK WATERWORKS
DISTRICT

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7
Monday - Friday 9:30am - 1:30pm
Phone 250-723-2214 email ccww@shaw.ca Fax 250-723-0225

July 17, 2017

Charity Hallberg Dodds

e-mail: challberg@acrd.bc.ca

ACRD

3008 Fifth Avenue

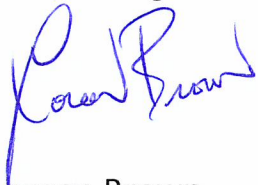
Port Alberni, BC V9Y 2E3

Re: Bylaw No.: P1349 Referral Request-ACRD File No.: RF17005

The Board of Trustees discussed the above rezoning application at their regular meeting held July 12, 2017. The Board has no objection to the proposed application.

There are no servicing issues that would impact Cherry Creek Waterworks' ability to provide water providing all connection fees are paid in full. Any infrastructure upgrades required would also be at the expense of the applicant.

Kindest Regards,



Loreen Brown

Administrative Assistant



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1349 ACRD FILE NO.: RF17005

APPLICANT NAME: Baljinder Kaur ACRD CONTACT: Amy Anaka

Date of Referral: July 4, 2017

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

[Large empty rectangular box for additional information or comments]

Agency (please print): Cherry Creek Fire Department
Name (please print): Lucas Banton Title: Fire Chief
Signature: Lucas Banton Date: 5 July 2017



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1349 ACRD FILE NO.: RF17005

APPLICANT NAME: Baljinder Kaur ACRD CONTACT: Amy Anaka

Date of Referral: July 4, 2017

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

*Island Health would appreciate your consideration
in changing the wording of your recommendations
(a) to state "Confirmation from a ROWP or
Authorized Person that the proposed lots
soil profile meet the intent of I H
subdivision standards
Thank You
Glenn Gibson*

Agency (please print): VIHA
Name (please print): Glenn Gibson Title: EHO
Signature: _____ Date: July 7/17

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1349

OFFICIAL ZONING ATLAS AMENDMENT NO. 696

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1349.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 14, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 28 day of June, 2017
Public Hearing held this 10 day of August, 2017
Read a second time this day of , 2017
Read a third time this day of , 2017

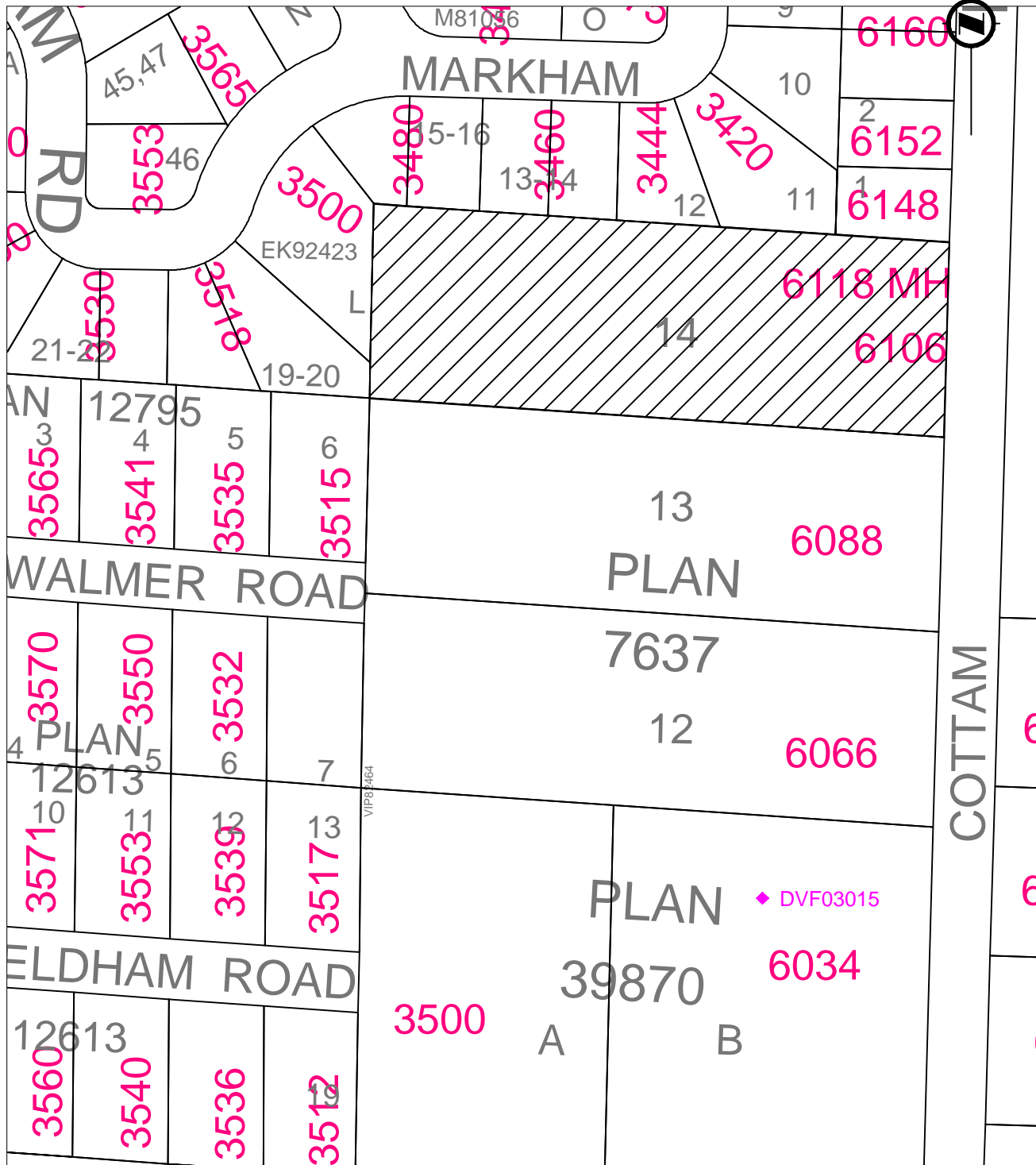
Adopted this day of , 2017

Wendy Thomson, Acting CAO

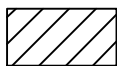
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1349



Legal Description: LOT 14, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

REQUEST FOR DECISION

To: Douglas Holmes, Chief Administrative Officer; and
Regional Board of Directors

From: Mike Irg, Manager of Planning and Development

Date: August 23, 2017

Subject: Agriculture Plan Implementation 2017 Contract – Supplemental Work for
Army Worm Response

Recommendation from the Agricultural Development Committee:

THAT the Board of Directors authorize additional funding through Regional Planning consultant costs, not to exceed \$3,000.00, to address the armyworm outbreak in the ACRD.

Summary:

The Agricultural Development Committee met on August 15 and recommended that additional funds be allocated to address the armyworm outbreak in the ACRD. If approved by the Board, work will be completed by Eden Tree Farm and Gardening, the current agricultural support team – Heather Shobe and Anna Lewis.

Local farmers became aware of the armyworm outbreak in mid-July. Heather Shobe immediately arranged a site visit and a public information meeting with Ministry of Agriculture staff on July 12. The Ministry of Agriculture took samples and confirmed the infestation of true armyworms. A second public meeting was held August 2 at Beaver Creek Hall.

Following the first meeting with the Ministry of Agriculture, Heather Shobe was selected as the ACRD contact person. All Ministry of Agriculture information is sent to Heather Shobe and distributed through email to local producers and landowners. This has proved to be an effective and efficient way to distribute timely and accurate information.

Monitoring and support work will need to be continued through this year and in the spring of 2018. The Ministry of Agriculture is providing moth traps, testing and some funding for monitoring and maintenance of the traps.

It was mentioned at the Agricultural Development Committee meeting that the farming community really appreciated the level of support and quick response to the armyworm

outbreak provided by the ACRD.

Time Requirements – Staff & Elected Officials:

The project is estimated to run until the spring of 2018. It is expected that the team would continue to work closely with and report to the Agricultural Development Committee. Staff time will be required to provide direction. It is expected that some planning staff time will continue to be required to liaise with the Agricultural Support Team.

Financial:

The 2017-2021 Financial Plan includes \$5,000.00 for consultant costs in regional planning. This line item is budgeted to fund unexpected expenses or contract work that may be required through the year. Staff recommends that \$3,000.00 of this budget item be used to address the armyworm outbreak.

When the outbreak started, staff directed the agricultural support workers to allocate time to the armyworms and track the time spent on this specific issue. In July, \$1,375.00 of the agricultural support workers time was spent on the armyworm. At the direction of ACRD staff, work on the armyworm outbreak is continuing. If the board does not approve this additional funding, the cost of dealing with the armyworm will come out of the existing Agricultural Support Worker contract and a project already planned will need to be reduced or eliminated.

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



Reviewed by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

Agricultural Support Workers' Monthly Report - June/July, 2017



Armyworms

- True Armyworms suddenly devastated forage crops in the region beginning the Canada Day long weekend
- Communication with Ministry Entomologist with information relayed to public and producers via email, Facebook
- 2 public meetings held, as well as one meeting with various farmers on a hard-hit site
- Parasitic wasps ordered and distributed through Naesgaard's Farm and Market
- 11 Pheromone traps installed on 9 Alberni Valley Farm properties
- Ministry of Ag. will pay Ag Support fees for trap monitoring and reporting, total of 3 weeks
- Pheromone trapping program will be reinstated in Spring 2018 to check for return or overwintering
- Ministry expected to publish summary report at end of year
- Very loose estimate of damages +/- \$500,000
- Resultant challenges are the loss of feed for cattle and need for herd downsizing, predicted higher costs for hay, and lack of slaughter capacity

Regional Food Website

- Grant application to Real Estate Foundation of BC due Sept 6
- Working with Tawney Lem and Jake Martens from City
- Jake Martens no longer with City, need new City liaison to work with in order to complete application
- Connected with Marcie Dewitt to leverage the work they did in applying and completing their website project and to look for potential synergies/theme

Agricultural Use of Water Project

- A RFQ went out to hire a consultant to complete this project. Response unknown. Olivia Szostek has said she may be able to assist if Ag. Support workers end up taking this on.
- Pilot project, on-farm storage
 - Suggest the ACRD commit \$3000/year for 3 years to assist up to 3 producers to install or upgrade rainwater storage systems with a minimum capacity of 3000 gallons
 - Producers must submit proposal by a certain date each year outlining project, contractors, estimated costs, and rationale. Producers must explain design process and rationale; projects with professional consultation/design will be prioritized
 - Project examples include: Gary Swann - determining how to develop farm water supply from existing wetlands; Peter Novotny - sealing an existing 60,000 litre cistern that is not holding water; Mark Super - pond installation; Nancy Roussel - cistern repair and plumbing
- Rainwater cistern rebate program
 - Suggest ACRD commit \$1200/year for 3 years to assist up to 3 residential properties to install a rainwater harvesting cistern with a minimum size of 400 gallons.
 - Residents must submit proposal by a certain date each year outlining project, contractors, estimated costs, and rationale. Producers must explain design process and rationale; projects with professional consultation/design will be prioritized
 - Suggest working with City of Port Alberni, having them pay the rebates, or a portion thereof, for City residents.
- Reduced water rates for agricultural users
 - 1) Farm Properties: Suggest ACRD staff to determine cost and mechanism for reduced rates for properties with farm tax status
 - 2) Suggest consultant to develop a means for approving reduced rates for residential properties that produce significant amount of food
- Brochures

Agricultural Support Workers' Monthly Report - June/July, 2017

- Two brochures have been developed with assistance of Jamie Wallace and ACRD staff, which outline Rainwater Harvesting Cisterns and Waterwise landscaping techniques
- Drafts attached, to be finalized and distributed by end of August
- Workshop/s
 - A workshop on rainwater harvesting was held at Echo Centre on July 5. About 16 people attended
 - Funding for workshop on farm-scale rainwater storage available through grant

Fall Fair

- ACRD to host two tables: 1) static display of local agricultural industry; and 2) Grow Local table, manned throughout fair for garden consultations - "bring your plants, pictures, problems for free expert advice"
- **What's on Your Fork T-shirts and bumper stickers needed for sale as fundraiser for the Farmers' Institute**

Family Farm Day

- September 17, 11am-3pm
- Bulldogs will volunteer for welcome tables
- Anna Lewis will coordinate and provide update
- Will include one residential property, Shayne and Jeanne Morrow at 2727 7th Ave, in support of the Grow Local's mandate to promote residential production. The Morrow's grow food on the boulevard, in the alleyway, and on their neighbour's property, as well as their own front and back yards.

West Coast Agricultural Plan Addendum

- Will be submitting grant application to IAFBC for a joint project with Eat West Coast which will include identification of agricultural opportunities (properties and projects) in the coastal region
- Met with numerous stakeholders on West Coast on June 27, discussing composting/chicken project, water initiative, school gardens, Tofino market and Alberni products, emergency preparedness, grant application, meat distributors, new distillery, interest in GMO-free region, product needs of TUCG, fish/oyster processing facilities

Farmers' Institute

- Will be hosting a workshop on Environmental Farm Plan Program and Farm Property Tax Status in October, possibly Oct 11.

Abattoir Initiative

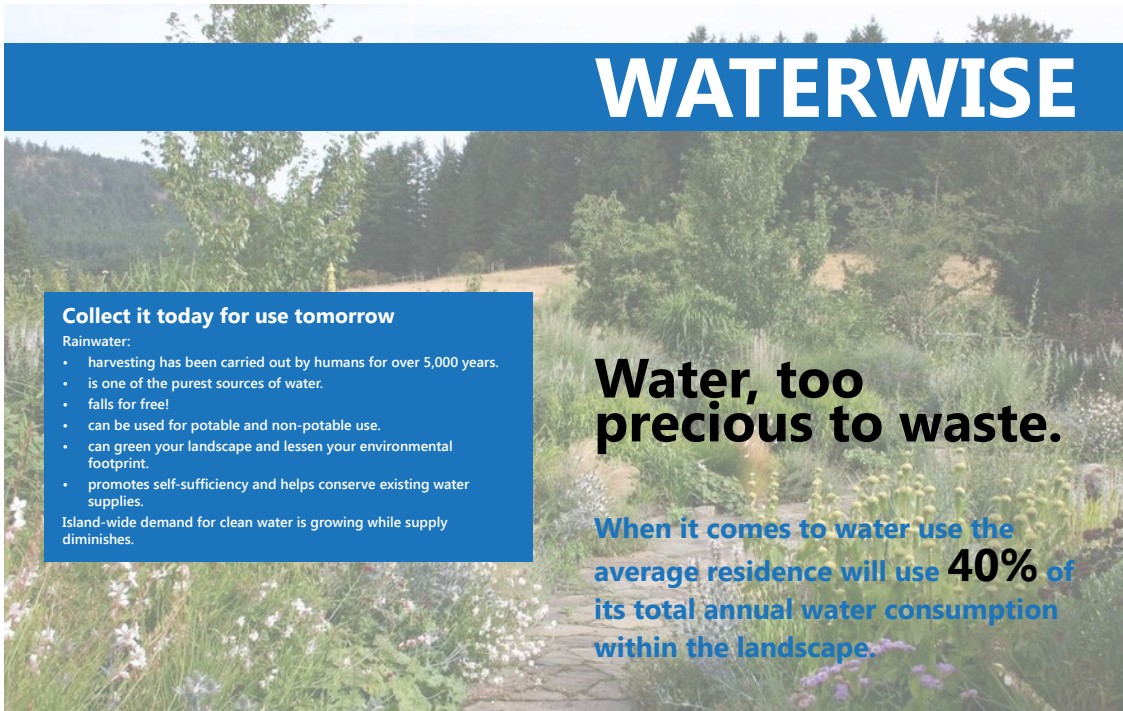
- Meeting with Minister delayed until September
- Resolution submitted for UBCM, possible meeting with Minister at UBCM
- Signatures in support received from restaurants on West Coast

General Notes

- The Tofino Community Food Initiative is no longer purchasing produce from Alberni growers for sale at the Tofino Market, as the Tofino Ucluelet Culinary Guild also started selling their produce at the market

Attached

Drafts of 'Water Wise Gardening' and 'Rainwater Harvesting' brochures



WATERWISE

Collect it today for use tomorrow

Rainwater:

- harvesting has been carried out by humans for over 5,000 years.
- is one of the purest sources of water.
- falls for free!
- can be used for potable and non-potable use.
- can green your landscape and lessen your environmental footprint.
- promotes self-sufficiency and helps conserve existing water supplies.

Island-wide demand for clean water is growing while supply diminishes.

Water, too precious to waste.

When it comes to water use the average residence will use **40%** of its total annual water consumption within the landscape.

For more information, contact:
 Alex Dyer, Planner, Alberni-Clayoquot Regional District
 ☎ 250-720-2708
 ✉ adyer@acrd.bc.ca
 🌐 www.acrd.bc.ca



Waterwise is a practice which helps reduce water usage in the landscape.

When applied to a landscape you'll see:

- Potable water supply quality and volume is preserved as less water is needed to support the landscape.
- Retaining water in the watershed or ground water will improve the surrounding ecosystem and provide a more resilient local forest ecology.
- Less water means less pumping (whether that is on a community system or well) which in turn leads to less energy use.
- Infrastructure will have less load during peak outdoor usage and will not need to be replaced or upgraded as quickly during periods of community growth.
- Improved landscape performance and yield.
- Reduced water costs.

Be proactive! Drought proof your landscape and lessen your worries about water restrictions.



Waterwise practices

- 1

Plan or design outdoor space with water usage and passive water harvesting in mind.

Passive water harvesting is a simple method of taking water from any hard surface (roof, road, pathway or patio) and directing it into the landscape. When we apply passive rainwater harvesting techniques we are trying to 'slow it, spread it, sink it', allowing the water to pass through a site, and increasing the opportunity for the water to infiltrate the soil.
- 2

Improve existing soils structure and water holding capacity.

 - Mulch between plants with a 2" layer of straw, grass clippings, compost, wood chips, or other organic matter to protect the soil surface from sunlight, wind, rainfall and subsequent erosion.
 - Adding a high quality compost to plantings it will enhance and encourage the diversity of soil organisms, which are responsible for the building of soil structure and supply plants with nutrients. By improving the organic matter content in landscape soils by just 1%, the average city lot increases the amount of water it holds or stores by an extra 5,200 litres of water! When in doubt, add compost and avoid using synthetic fertilizers which harm soil organisms.
- 3

Be selective of what plants are in your landscape.

Use drought tolerant plants, and ensure they can grow in the climate. Try and select plants that are at their best in warm dry summers such as some of the perennials like Artichoke, Russian Sage or Nepeta. When planning your planting areas, consider the individual plants water needs. Avoid place dry loving and moisture loving plants next to each other, one will end up being unhappy.
- 4

Avoid overhead irrigation and use drip or low flow irrigation where possible.

Improper irrigation techniques and equipment can significantly increase the amount of water you use in your landscape. Drip irrigation, micro spray nozzles and low flow nozzles can decrease your water usage by 30% while maintaining a good level of hydration close to your plants.
- 5

Make an assessment of your lawn areas, as these tend to be huge water consumers.

Look and see if there are other ground covers that could work as a great alternative. In an appropriate location, clover is an excellent example of a ground cover which requires very little care once it is established. With a bit of research we can break ourselves free of our strong ties with traditional turf grass.



RAINWATER HARVESTING

Collect it today for use tomorrow

Rainwater:

- harvesting has been carried out by humans for over 5,000 years.
- is one of the purest sources of water.
- falls for free!
- can be used for potable and non-potable use.
- can green your landscape and lessen your environmental footprint.
- promotes self-sufficiency and helps conserve existing water supplies.

Island-wide demand for clean water is growing while supply diminishes.

Water, too precious to waste.

Uses of collected rainwater

Rainwater can be used for nearly any purpose that requires water:

- Landscape irrigation and outdoor use at home
- Stormwater control
- Livestock watering
- Toilet flushing
- Potable water source (with appropriate filtration and design)
- Fire suppression and emergency preparedness

Cover photo source: www.egroofing.com

For more information, contact:

Alex Dyer, Planner, Alberni-Clayoquot Regional District

250-720-2708

adyer@acrd.bc.ca

www.acrd.bc.ca



This Project is made possible with funding from the Real Estate Foundation of British Columbia.

Rainwater harvesting is an ancient method of collecting rainwater and storing it for later use.

Traditionally, this involves harvesting rain from a roof, although in Asia it is common to harvest surface water. Rain collected from a roof is typically sent to the gutters, which then directs the water into a network of piping eventually leading to a cistern or other storage devices.

Benefits of rainwater collection and storage

- Reduces storm water runoff from homes and businesses and reduces wear and tear on taxpayer funded infrastructure (ditches and storm pipe).
- Reduces rainwater run off and increases groundwater infiltration by storing and slowly releasing into the soil.
- Flexible and modular options exist, allowing expansion, reconfiguration, and even relocation. Systems can easily be retrofitted to an existing structure.
- Conserves ground water supplies by reducing peak summer water demands.
- Rainwater is the perfect temperature for plants when stored in a tank.
- The highest quality water for your landscape: Community water systems use disinfectants which have a negative effect on soil organisms. Rainwater is the best source of water for new seedlings and any landscape application.
- In Port Alberni an average size roof (2,000 ft²) will have over 93,000 US gallons of rainfall collection potential in an average rainfall year.



Types of rainwater harvesting

1 ACTIVE

Collecting rainwater from rooftops and storing the water within barrels, underground tanks or lined ponds.

Key components of an active system:

- **Roof surface:** A wide variety of roof surfaces that can work well with a rainwater harvesting strategy. Metal roofs offer the highest quality water harvesting potential with cedar shake being the lowest few quality choice.
- **Gutters:** Most gutters work well in a rainwater harvesting system, but ensure the gutter has been sized appropriately to handle potential flows from the roof.
- **Downspouts and conveyance pipe:** New conveyance pipe, which is potable rated, is into the system to transport water from the gutter and downspout to the cistern or storage vessel.
- **Filtration:** A critical component that removes coarse and finer materials before the water enters the cistern. Proper filtration ensures good storage of your water.
- **Storage:** Choices range from small, 50 gallon rain barrels to those over 10,000 gallons and made from polyethylene, concrete, fiberglass and other materials.
- Often a pump is used to deliver the stored water to its destination.

2 PASSIVE

The practice of intercepting and storing water directly in the soil rather than passing it through a storage tank first. Passive structures are porous earthen vessels formed by making depressions in the soil - low tech and no moving parts!

Filter facts:

Rainwater collected from roofs contains a wide range of dust, particulates, and other contaminants. The best way to ensure that your water is kept as clean as possible is to provide filtration prior to the water entering the cistern. Options include:

- Primary debris filters, which remove large debris such as leaves
- Self cleaning Vortex type pre-filters, which should be inspected annually.

Tank mounted filters, such as a basket filter which sits inside the cistern lid and a 40 micron 'Tuffy' filter for improved performance.

- For drip irrigation, filter your rainwater down to at least 200 microns.



To: ACRD Board of Directors

From: Douglas Holmes, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services

Date: August 16, 2017

Subject: Administration Department Monthly Staff Report

In addition to daily activities, the Administration Department has been working on the following for the month of July/August 2017:

New CAO started August 14th

The ACRD is pleased to welcome Douglas Holmes as our new Chief Administrative Officer. Mr. Holmes is in the process of getting to know the ACRD staff team as well as meeting with Board members and the staff of the member Treaty First Nations and Municipalities and some of our other stakeholders. Concurrently, he is working to get up to date on the ACRD's numerous priorities.

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 ACRD has retained the services of VDA Architecture Ltd. to undertake the design and services for phase 1 – Expected completion date is the first week of September. 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. Scott Kenny (ACRD contractor) has been working with staff and west coast communities on the draft survey. A meeting is being arranged for August 24th in Tofino to review the draft survey.

Committee for Appointment of Fire Chiefs

A Special Committee was formed by the ACRD Board in October 2016 with the purpose of bringing forward recommendations on appointment of fire chiefs and officers of the Regional District's volunteer fire departments. The Committee consists of the Directors of Bamfield, Sproat Lake and Beaver Creek, the current Fire Chief and Deputy of each department and the Fire Services Coordinator. The Committee met on March 16th and June 14th to develop a job description and policy for Fire Chief selection. At the request of the Sproat Lake Volunteer Fire Department Chief, the Committee and Acting CAO met with their membership on July 18th to provide an overview and of the proposed new policy and job description and receive input. The Committee will meet again in September to review the final documents prior to presenting for endorsement by the ACRD Board of Directors.

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, Ahousaht Nation, District of Tofino and the ACRD. Regional District staff have been in contact the other agencies to collect the remaining funds. A meeting of the WC Emergency Services group was held on June 8th in Ucluelet to discuss next steps and explore options for retaining the services of an Emergency Coordinator on the west coast with the funds collected. Regional District staff are investigating options to proceed with retaining a coordinator.

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 and West Coast Multiplex Service Area bylaw.

Grant Applications

Regional District staff continue to investigating funding programs and possible eligible projects through various opportunities including: Strategic Gas Tax fund, EMBC Disaster Mitigation fund, Rural Dividend fund etc.

2017 UBCM Convention

The Union of British Columbia Municipalities Convention is scheduled for September 25th to 29th in Vancouver, BC. Staff are coordinating meeting requests for Directors to meet with Ministers and Ministry staff during the convention.

Submitted by:



Douglas Holmes, CPA, CA, Chief Administrative Officer



Wendy Thomson, Manager of Administrative Services



TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: August 17, 2017

RE: **Monthly Activity Report – Planning and Development**

2016 Total	2017 Total	APPLICATION
9	7	Rezoning
30	17	Development Permit and Development Variance Permit
10	5	Subdivisions
3	1	Agricultural Land Reserve
0	1	Board of Variance
5	5	Crown Leases
23	17	Bylaw Enforcement
21	14	Miscellaneous
101	67	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the focus of the department with 8 new applications this month.

Assisting with the armyworm updates.

The building inspector positions in Tofino and Port Alberni have now been filled. ACRD building inspectors are still providing some support for the Tofino inspector.

Working with West Coast Aquatic on a National Disaster Mitigation Program grant application for flood mapping in the Somass system.

Met with Regional District of Nanaimo Staff, and City of Port Alberni staff to investigate options for trail connections between our regional districts.

Applying for a crown lease for Sproat Lake Parks Commission.

Researching vacation rental options in preparation for a public meeting in September.

Mike Irg, MCIP, RPP
Manager of Planning and Development

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JULY, 2017**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							4	1,471,313	1	296,047	1	294,231	6	2,061,591
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							2	61,097	2	66,485			4	127,582
Totals	0	0	0	0	0	0	6	1,532,410	3	362,532	1	294,231	10	2,189,173

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JULY, 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	0	8	3,132,406	7	2,088,689	4	981,806	20	6,295,422
Mobile Homes	0	0	0	0	0	0	3	122,917	0	0	0	0	3	122,917
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	4	208,573	2	40,000	1	1,925	7	250,498
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	2	23,602	2	23,602
Miscellenaous	2	2,000	0	0	1	12,228	7	195,576	7	294,451	1	11,301	18	515,556
Totals	5	139,869	0	0	2	104,749	22	3,659,472	16	2,423,140	8	1,018,633	53	7,345,864

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	15

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	48	6,425,577	82	10,545,063					
2015	53	4,503,156	89	8,577,170					
2014	57	5,115,428	73	7,121,200					
2013	45	5,380,655	81	8,208,948					
2012	55	4,670,900	92	9,011,700					
2011	86	6,823,377	120	9,221,498					
2010	108	16,860,885	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



MEMORANDUM

To: Board of Directors

From: Environmental Services Department

Meeting Date: August 23, 2017

Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for July/August, 2017.

Long Beach Airport

- Signed 1-year lease with Tofino Air for Lease Lot F
- Weed control activities with Alberni Landscaping
- Telus fibre optic connection to the WERA radar site
- Gibson Brothers Contracting replaced unserviceable fire hydrant by Tofino Airlines
- Terminal emergency sewage back up, tank pump out and filter clean
- OLS Fibre recovery, Log loader and hauling
- Tetra Tech Airport inspection external audit and SMS facility review
- Support for Aircraft accident on Vargas Island
- Upgrade (repair) Golf course vehicle and man gates
- Numerous VIP operations for Prime Minister arrival
- Transport Canada PVI, review SMS documents

AVRA

- Letter to AV Community Forest Legacy Committee regarding AVRA Expansion Project for additional funding, requesting next intake date
- AVRA NW road preconstruction meeting
- AVRA budgeting review
- SNC OLS survey for woodlot clearing
- Clearing of remainder of closure markings
- Onsite contractor meetings for SD70 roadworks requote
- Inspection program restarted for airfield checks
- AVRA update with Pat Deakin PA EDM
- Met with Tseshaht First Nation and Hupacasath First Nation to discuss AVRA & AVL F
- Submitted AVRA Subdivision Application

West Coast Landfill

- Updated main sign with new fees
- Sourced “no camping” sign for front gate
- Contractor hired additional supervision at tipping bins to help divert materials from the landfill, commercial cardboard being the focus as of the

Alberni Valley Landfill

- Mailed asbestos and clean wood waste information to contractors, copies to the landfill to distribute
- Updated brochures and handout for the public regarding the changes.
- Created new codes and adjusted rates within the scale software.
- Updated main sign with new fees applicable effective July 1, 2017.
- Sourced radio advertisements regarding changes at landfill and rate increases.
- Started process for office and landfill to sell to public and contractors.
- Prepared for diversion of gypsum (where recyclable) and clean wood waste.
- Ground up large pile of wood and compost waste and hauled off site for processing, this removes fire hazard and changes to the processing of
- Met with Tseshaht First Nation and Hupacasath First Nation to discuss AVRA & AVLF
- Assisted contractor in communication for covering and securing loads coming to the landfill.
- Fielded many questions regarding the changes.
- Met with contractor at various intervals to address concerns associated with the changes at landfill.
- Northeast expansion to maximize available space at landfill, providing additional space.
- Cleaned leachate pond out, periodic cleaning per 2017 budget.
- Investigated leachate volume reduction program.

Recycling Depot

- Updated yearly recycling schedules
- Updated stickers for AV curbside recycling – materials that do not go in the bin

Salmon Beach

- Pump and Haul fee increase public information brochure, updated bylaw.
- Admin building demolition quotes sourced and to be presented at next Salmon Beach Committee meeting on August 30, 2017

Millstream Water

- West Coast staff reviewed the Millstream water system with contractor to start takeover process of duties.
- Repair of burnt out motor/pump assistance provided for contractor

- McGill Engineering working on the infrastructure assessment of water asset for the water system

Sproat Lake Marine Patrol

- Conducted the training and follow up with members of the team throughout the month.
- Our Town preparations – handouts/games

Beaver Creek Water

- Responded to 7 work orders
- Responded to 1 SCADA alarm
- Marked out 5 BC1 calls from the public/private users
- Assisted homeowners whose house burnt down with ability to still use water
- Yard cleanup and new fence installed around compound
- Painted all standpipes
- Line Valve inventory GPS and lid painting finished
- Serviced 4 hydrants used by BCVFD
- New service installed for 6708 Lothian Rd
- Replaced Strick Rd Chlorine piping
- Backfilled exposed main pipe on Lamarque Road in ditch

Bamfield Waste

- Emailed an overview of possible solutions to CIPP group from Bamfield waste tour on June 19.
- Increased level of use at the transfer station and the West side dock, staff discuss need to increase service with associated contractors at both sites.
-

Bamfield Water

- MOTI asked ACRD to amend the location of the Water treatment plan to have footprint full in Bamfield Parks property.
- Advised the Bamfield Parks of the change in location
- Asked Bamfield Parks to provide storage area for the water treatment project.

Log Train Trail

- Section 11 Water Act Notification
- Inspection of Log Train Trail with Provincial Habitat Officer, DFO, Contract Biologist, Contractor in advance of repair work
- Closed Log Train Trail, Alberni Inlet Trail, and Arrowsmith Regional Park due to fire hazard.
- Prep for repair project (contractor, quote for materials, acquired access, etc).

Alberni Inlet Trail

- Hired engineer to inspect China Creek Bridges

- Inlet Trail Signage

Cherry Creek Community Park

- Moore Road tender and construction project awarded and completed to finish Bike BC grant funding award work.

General

- Household updates to Recycle BC for new residences
- Support for the Regatta at the Sproat Lake boat Launch
- Information brochure mail-out with west coast garbage invoices
- Updated stickers for WC curb side recycling – materials that do not go in the bin
- Letter to Ministry of Environment supporting the proposed Open Burning Regulations
- Researched Oil to Heat Pump Incentive Program to align with the City of Port Alberni
- Numerous VIP operations associated with the Prime Minister visit to Tofino
- Researched danger tree policies for ACRD lands
- Arranged Danger Tree Assessment on ACRD parkland
- Reviewed Beaver Creek property line with adjacent landowner
- Attended Sproat Lakes Parks Commission to discuss Fossli Trail and Lakeshore Parking Lot
- Met with Radio club to investigate AVLF options for wireless communications location.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
ADMINISTRATION							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	2017	Chair to develop a strategy with the Board. ACRD was successful with their C2C Forum funding application.
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Andrew	Sept. 2017	System supply and demand analysis underway.
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Andrew/ Heather	Ongoing	Working Group met August 16 th for first meeting.
4.	Jan. 25/17	Letter: to Toquaht Nation & Yuułuꞵitꞵath Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Wendy	Sept. 2017	Expansion Bylaw to include Toquaht FN on Aug. Board Agenda. Still waiting on YG Executive to respond.
5.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy/ Dan	Sept. 2017	Ongoing – met BCEHS, options provided on training First Responders received & being reviewed
6.	May 24/17	Work: with the City of Port Alberni and the Cherry Creek Fire Department on a new Automatic Mutual Aid Agreement and bring back for consideration by the Board	AV	Y/Y	Wendy/Dan	Aug. 2017	Agreement sent to Cherry Creek Improvement District for consideration.
7.	June 14/17	Letter: to Provincial and Federal Governments advising of the ACRD's environmental concerns with respect to invasive species in Sproat Lake.	D	N/Y	Tracy/R. Gunn	Aug. 23/17	Done - Remove

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
8.	June 28/17	Letter: to the Minister responsible for Fisheries in BC outlining the importance of fisheries to ourselves, Coastal BC and the Province.			Tracy/R. Gunn	Aug. 23/17	Letter to be signed Aug. 23/17
9.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All		Wendy	Fall 2017	
10.	July 26/17	Letter: to Mr. Dan Holder thanking him for his services as Fire Services Coordinator	All		Janice	Aug. 2017	Done - Remove
11.	July 26/17	Letter: to Mr. Dan Holder for his Emergency Services Coordinator contract services to the ACRD.	All		Wendy	Sept. 2017	
12.	July 26/17	Explore: options for future delivery of Fire Coordinator services with the Alberni Valley Fire Departments and report to the AV Committee	All		Doug	Sept. 2017	
13.	July 26/17	Explore: options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the AV Committee.	All		Doug	Sept. 2017	
14.	July 26/17	Letter: to City of Port Alberni supporting the proposed CPA boundary expansion for Lots 5 and 6, Block 16, Plan 1455, DL 132	F		Mike		Done - Remove
15.	July 26/17	Prepare for signatures: Fire Protection Services Agreement with the Hupacasath First Nation for the	D		Janice		Sent for signatures

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		SLVFD for Kleekhoot Indian Reservation No. 2 for a three-year term.					
16.	July 26/17	Letter: to thank the Huu-ay-aht First Nation for their contribution and advise that local governments and fire departments are also contributing to the devastating wildfires currently burning in the province.	All		Janice	Aug. 2017	Done - Remove
FINANCE							
17.	May 24/17	Investigate: How other regional districts fund their invasive plant management strategy programs and provide options to the Board for consideration.	All	Y/N	Teri	Oct./17	In progress.
18.	June 14/17	Prepare: a cooperation agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for sharing information on Cherry Creek Water infrastructure upgrades	F	Y/Y	Teri	Spring 2018	
19.	June 14/17	Draft: Contribution Agreement with the Cherry Creek Waterworks District upon receipt of a detailed project plan including: a) Objectives of project, b) Project impacts and outcomes, c) Project timeline, d) Financial plan containing a Class 'C'	F	Y/Y	Teri		Requested information from CCWW. Will draft agreement upon receipt of info.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		estimate, e) Source of additional funds (if necessary)					
20.	June 14/17	Use the Beaver Creek Water System Infrastructure Assessment (2017) report information to design the Asset Management plan for the service area	E		Teri	Winter 2017	
21.	July 26/17	Investigate: if Ingenious Software is being used by the SLVFD and report back to the board.			Teri	Sept. 13/17	
22.	July 26/17	Advertise: RFP for audit services for five years starting with the audit for the year ending December 31, 2017			Teri		RFP closes Aug. 28/17
ENVIRONMENTAL SERVICES							
23.	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	A	Y/Y	Andrew	Dec 2017	Meeting held June 19 th . Questions for follow-up & possible waste handling solution under investigation. Next meeting September 2017
24.	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	Dec 2017	In Progress
25.	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	West Coast	Y/Y	Andrew/ Janice		Awaiting zoning bylaw RFD @ WC Meeting

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Beach Airport, corner of Lysander & Airport Road					
26.	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		Currently advertised until August 31/17
27.	Mar. 22/17	Prepare: Aircraft Operating Procedures for AVRA.			Mark/Janice		In progress Summer/Fall completion
28.	Mar. 22/17	Investigate: funding opportunities for the ACRD through the Rural Dividend Fund.	All		Janice	2017	Waiting for next intake to open.
29.	July 12/17	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.			Andrew		Awaiting next round of applications
30.	July 26/17	Prepare for signatures: Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076 -1, 2017, update website, and advertise increased fee rates.	C		Kathy		Done - Remove
31.	July 26/17	Issue: Tofino Air's LBA Lease for a one year term commencing August 1, 2017 and expiring July 31, 2018.	WC		Kathy		Sent for signatures
32.	July 26/17	Appoint: two members of staff and three political representatives, each with alternates to the Alberni-Clayoquot Regional District & Tshahat First Nation Working Group and bring back a terms of reference for the working group	All		Heather		Met August 16/17 for first meeting

PLANNING

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
33.	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	Sept. 2017	Options to West Coast Committee in Sept.
34.	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
35.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	Sept. 2017	Part of OCP amendments
36.	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	Summer 2017	
37.	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		Summer 2017
38.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	Sept. 2017	Signed – Staff report prepared for Sept.
39.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement	AV	Y/Y	Mike/Heather		In progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of August 17, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		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					
40.	June 28/17	Submit: Coulson's land lease to the Provincial Subdivision Approving Officer for approval and once approved issue lease.			Mike		Sent to Approving Officer
41.	June 28/17	Extend: Coulson's Licence of Use for 6 months for a sum of \$10.00.			Mike		In progress
42.	July 26/17	Letter: to Transport Canada advising that the ACRD is not in a position for the West Bamfield Dock ownership.	A		Mike		
43.	July 26/17	Letter: to the Hon. Marc Garneau, Minister of Transport cc: to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the ACRD does not support the divestiture of the West Bamfield Dock by Transport Canada.	A		Mike		Done

Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), "F" (Cherry Creek)



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
SEPTEMBER 2017

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, September 12 th	Tsesaht/ACRD Working Group	12:45 pm – Regional District Board Room	Committee, Staff
Wednesday, September 13 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff
Wednesday, September 20 th	Electoral Area Directors Meeting	10:30 am – Downstairs Board Room	Committee, Staff
	Alberni Valley & Bamfield Services Committee Meeting	1:30 pm – Regional District Board Room	Committee, Staff
	Appointment of Fire Chiefs Committee Meeting	6:00 pm – Regional District Board Room	Committee, Staff
Thursday, September 21 st	Alberni Valley Emergency Planning Liaison Group	1:30 pm – Regional District Board Room	Committee, Staff
Monday, September 25 th to Friday, September 29 th	Union of British Columbia Municipalities AGM and Convention	Vancouver Convention Centre, Vancouver, BC	Board, Staff

Issued: August 18, 2017



**SUMMARY OF REVENUE AND EXPENDITURES
FOR PERIOD ENDING JULY 31, 2017**

(PAGE 1)

	2017 YEAR TO DATE ACTUAL	2017 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ 1,576,469	\$ 4,843,721	32.55%
Parcel taxes	133,993	849,047	15.78%
Grants in lieu of taxes	37,002	30,500	121.32%
Services provided to other governments	100,825	62,584	161.10%
Sale of services	2,556,022	3,592,640	71.15%
Other revenue	118,319	565,600	20.92%
Grants from other sources	1,055,283	1,997,117	52.84%
Surplus (deficit) from prior years	1,932,234	1,936,046	99.80%
Committed surplus from prior year	2,404,402	2,404,402	100.00%
Transfers between services	4,167	1,475,645	0.28%
	<hr/>		
SUBTOTAL	9,918,716	17,757,302	55.86%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 372,455	\$ 715,000	52.09%
	<hr/>		
TOTAL REVENUE	\$ 10,291,171	\$ 18,472,302	55.71%
	<hr/>		

EXPENDITURES	2017 YEAR TO DATE ACTUAL	2017 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	302,212	307,000	98.44%
General Government Services	670,072	1,355,750	49.42%
Alberni-Clayoquot Health Network	61,230	149,500	40.96%
Regional Parks	16,138	42,000	38.42%
Regional Planning	83,092	188,500	44.08%
Electoral Area's			
Building Inspection	132,196	283,500	46.63%
Electoral Area Administration	43,349	1,633,812	2.65%
Mgmt of Development - Rural Areas	150,012	372,000	40.33%
Vancouver Island Regional Library	232,512	465,500	49.95%
Alberni Valley			
Alberni Valley Emergency Planning	45,949	181,000	25.39%
Alberni Valley & Bamfield Waste Mgmt	871,520	2,565,000	33.98%
Alberni Valley Regional Airport	231,762	1,310,565	17.68%
Alberni Valley Regional Water - Proposed	5,817	21,000	27.70%
Custom Transit	233,565	547,000	42.70%
Sproat Lake Marine Patrol	16,595	33,000	50.29%
West Coast			
Long Beach Airport	299,252	866,106	34.55%
West Coast Emerg. Coordination - Proposed	-	9,000	0.00%
West Coast Emergency Planning	14,846	27,000	54.99%
West Coast Multiplex	32,400	107,563	30.12%
West Coast Waste Mgmt	436,870	1,015,000	43.04%
City of Port Alberni			
Port Alberni Arena	39,180	199,000	19.69%
Bamfield			
Bamfield Community Park	3,240	13,500	24.00%
Bamfield Volunteer Fire Dept	80,862	164,000	49.31%
Bamfield Water System	507,130	1,294,631	39.17%
Beaufort			
Mountain Ranch Rd Fire Protection	50	3,152	1.59%
Long Beach			
Millstream Water System	13,874	140,718	9.86%
Salmon Beach Garbage	10,737	23,080	46.52%
Salmon Beach Power Distribution	15,322	99,400	15.41%
Salmon Beach Recreation	10,019	57,300	17.49%
Salmon Beach Security	7,015	29,850	23.50%
Salmon Beach Sewage	22,396	69,650	32.16%
Salmon Beach Transportation	52,608	168,000	31.31%
Salmon Beach Water	11,554	69,550	16.61%
South Long Beach Bike Path	208	7,200	2.89%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	83	14,000	0.59%
South Long Beach Street Lighting	453	920	49.24%
Sproat Lake			
Sproat Lake Animal Control	1,017	3,100	32.81%
Sproat Lake Arena	-	28,054	0.00%
Sproat Lake Community Park	13,497	199,000	6.78%
Sproat Lake Noise Control	1,150	7,100	16.20%
Sproat Lake Volunteer Fire Department	180,025	393,150	45.79%
Beaver Creek			
Arvay Rd Street Lighting	722	1,500	48.13%
Beaver Creek Animal Control	817	3,000	27.23%
Beaver Creek Community Park	3,593	20,000	17.97%
Beaver Creek Arena	-	21,065	0.00%
Beaver Creek Noise Control	417	2,100	19.86%
Beaver Creek Volunteer Fire Department	100,168	277,500	36.10%
Beaver Creek Water System	286,373	1,246,966	22.97%
Granville Rd Fire Protection	50	1,832	2.73%
Cherry Creek			
Cherry Creek Animal Control	417	4,012	10.39%
Cherry Creek Arena	-	17,514	0.00%
Cherry Creek Noise Control	417	2,100	19.86%
Cherry Creek Community Park	72,361	138,500	52.25%
Grants-in-Aid			
Total Grants in Aid	289,804	387,110	74.86%
	5,604,948	16,594,850	33.78%
Transfers to Municipal Finance Authority on behalf of the Municipalities	372,455	715,000	52.09%
	\$ 5,977,403	\$ 17,309,850	34.53%

Alberni-Clayoquot Transit System



The Annual Performance Summary (APS) is a key component of the Annual Partnership Communications Calendar. It provides a snapshot of transit investment and performance within your community as compared to previous years, to budget, to system level performance targets and to peer communities.* This information is intended to support local decisions on service priorities and potential investments into service and capital initiatives. Upon alignment of future initiatives through the Transit Improvement Program, this information is used to update your three year budget forecasts and inform BC Transit's Service and Capital Plan.

2016/17 BC Transit Initiatives

BC Transit's shared services model continues to achieve transit system costs across British Columbia well below those of industry averages including lower costs per hour and per passenger.

In 2016/2017, BC Transit continued to focus its efforts on enhancing the efficiency and effectiveness of service. Among those efforts was the emphasis on optimising the use of existing service hours and improving the return on investment for our stakeholders. The Custom Registration Program was expanded further across the province with the aim of facilitating more effective and appropriate use of specialized handyDART resources while supporting the future sustainability of the overall transit program. Most recently, BC Transit refocused five staff members solely on driving operational and customer service excellence in their respective regions. These Regional Transit Managers of Operations will monitor key performance indicators in their region. This includes the use of tools, such as secret riders and to place increased emphasis on effective and efficient service delivery while streamlining operational processes with service providers.

Several other initiatives are underway to mitigate the increasing cost of transit service provision. The Compressed Natural Gas (CNG) program has successfully proved the reliability of, and investment in, the technology. Both the Kamloops and Nanaimo fleets converted to 100% CNG vehicles resulting in significant improvements in fuel efficiency, lower costs, and the reduction of harmful emissions. The program will help pave the way for further deployments and savings to other local government partners across the province. Our contracting strategy continues to effectively contain lifts associated to the provision of service while ensuring operational sustainability. Shortened amortization periods of vehicles and the pooling of lease fees by vehicle type and year, are managing the volatility of maintenance costs while increasing the overall service reliability of the provincial fleet. Combined with on-going savings on fuel, these initiatives have again positively contributed to performance indicators related to operating costs.

2016/17 Alberni-Clayoquot Initiatives and Highlights

No notable service changes occurred during the 2016/17 year.

* The Alberni-Clayoquot APS report provides performance information for the custom service business unit (602).

Custom Service (Business Unit 602)

Local Investment Measures	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier Average*	Tier Average Var
Revenue service hours (000)	5	5	2%	6	0%	5	21%
Total cost (\$000)	\$499	\$500	0%	\$533	-6%	\$388	29%
Service hours per capita	0.26	0.26	3%	0.27	0%	0.19	41%
Fleet size	4	4	0%	4	0%	3	29%
Return on Investment	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier Average	Tier Average Var
Passenger trips (000)	17	18	-7%	18	-9%	11	45%
Total revenue (\$000)	\$33	\$34	-2%	\$34	-3%	\$221	-85%
Passenger trips per capita	0.8	0.9	-7%	0.9	-9%	0.5	69%
Revenue per trip	\$2.00	\$1.90	5%	\$1.87	7%	\$1.97	2%
Performance	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier Average	Tier Average Var
Operating cost per service hour	\$78.83	\$81.30	-3%	\$84.75	-7%	\$74.08	6%
Operating cost per passenger trip	\$26.25	\$24.56	7%	\$25.75	2%	\$29.61	-11%
Passenger trips per service hour	3.0	3.3	-9%	3.2	-9%	2.4	21%
Operating cost recovery	7.6%	7.8%	-2%	7.3%	5%	6.5%	16%

Key Custom Outcomes

Service hours increased marginally compared to last year, but still came in line with budget for the 2016/17 period. Total cost has remained flat year-over-year with savings primarily due to lower fuel and maintenance costs when compared to budget projections.

The Alberni-Clayoquot Custom Transit System has experienced a 7% decrease in total passenger trips year-over-year which has resulted in being 9% below budget projections. A detailed ridership review indicates a 5% decrease in ambulatory rides and a 12% decrease in wheelchair usage. This contributed to a 2% year-over-year decrease in revenue which is 3% below budget. Taxi Supplement rides remained stable year-over-year.

* Tier Average is the average of ten Tier 3 systems.

Operating Cost per service hour has decreased by 3%, given the 2% increase in service hours delivered while Operating Cost per passenger trip has increased by 7% due to the drop in total passenger trips. Overall cost-recovery has decreased by a marginal 2%.

Future Priorities

Expect continuation of modest fluctuations in ridership and revenue due to the nature of the custom service. Improve/upgrade scheduling software for Custom Transit.

The Alberni-Clayoquot Custom Transit System will be receiving 2 new accessible light duty buses in July 2017 to replace their aging vehicles currently in operation.

Key Performance Indicator (KPI) Glossary

Key Performance Indicator	Definition
Fleet size	The total number of transit vehicles providing a given type of service for the year.
Operating cost per passenger trip	Total cost for the year less the local contribution to lease fees (debt service) per total passenger trips for the year.
Operating cost per service hour	Total cost for the year, not including taxi, less the local contribution to lease fees (debt service) per total revenue service hours delivered for the year.
Operating cost recovery	Total revenue for a system for the year divided by total cost for the year less the local contribution to lease fees (debt service).
Passenger trips	Total passenger trips for the year. An estimated measure of system ridership.
Passenger trips per capita	Total passenger trips for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by linework. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the Annual Operating Agreement (AOA).
Passenger trips per service hour	Total passenger trips for the year, not including taxi, per total revenue service hours delivered for the year.
Revenue per trip	Total revenue, less advertising revenue, for a system for the year per non-Taxi Saver trips for the year.
Revenue service hours	Total revenue service hours delivered for the year. (Does not include Taxi)
Service hours per capita	Total revenue service hours vehicles were on the road (excluding deadhead) for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by linework. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the AOA.
Total cost	Total AOA cost, which includes the local contribution to lease fees (debt service) but not the provincial contribution.
Total revenue	Total revenue for a system for the year, which include fares (cash, ticket, passes but not including Taxi Saver recoveries) and advertising revenue.



***North Island 9-1-1 Corporation
Financial Statements
Year Ended December 31, 2016***

North Island 9-1-1 Corporation

Incorporated 1995

2016

Board of Directors

J. McNabb	Alberni-Clayoquot Regional District
S. McCormick	Powell River Regional District
P. Wainwright	Regional District of Mount Waddington
J. Stanhope	Regional District of Nanaimo
L. Samson (President)	Strathcona Regional District
B. Wells	Comox Valley Regional District

North Island 9-1-1 Corporation
Financial Statements
Year ended December 31, 2016

Statement of Management Responsibility
Independent Auditor's Report
Statement of Financial Position
Statement of Operations
Statement of Change in Net Financial Assets
Statement of Cash Flows
Notes to the Financial Statements

Schedules

- A Schedule of Tangible Capital Assets
- B Schedule of Funding from Local Governments
- C General Government Services Expenses
- D Protective Services Expenses



North Island 9-1-1 Corporation

Management's Responsibility for Financial Reporting

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and are outlined under Significant Accounting Policies in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary schedules.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

The board of directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

MNP LLP, Chartered Professional Accountants, the corporation's independent auditor, has conducted an examination of the financial statements in accordance with Canadian generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

A handwritten signature in black ink, appearing to read 'E.J. Dunlop', written over a light grey rectangular background.

E.J. Dunlop, CPA, CGA
Officer responsible for Financial Administration,
pursuant to Section 237 of the Local Government Act (RSBC 2015, C.1)

May 12, 2017

Independent Auditors' Report

To the Board of Directors of North Island 9-1-1 Corporation:

We have audited the accompanying financial statements of North Island 9-1-1 Corporation, which comprise the statement of financial position as at December 31, 2016, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of 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 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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the 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 financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of North Island 9-1-1 Corporation as at December 31, 2016 and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matter

The prior year comparative figures were audited by another firm of chartered professional accountants, who issued an unmodified opinion on May 13, 2016.

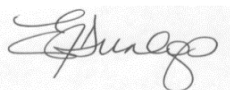
Courtenay, British Columbia

May 12, 2017

MNP LLP
Chartered Professional Accountants

North Island 9-1-1 Corporation
Statement of Financial Position
December 31, 2016

	2016	2015
Financial Assets		
Cash (Note 3)	\$ 656,844	\$ 688,231
Security deposits	1,000	1,000
Receivables -Federal government	18,603	16,836
-Local government	7,840	1,600
-Other	545	583
Total Financial Assets	684,832	708,250
Liabilities		
Payables -Federal government	4,085	4,584
-Provincial government	3,024	1,876
-Local government	37,571	28,925
Trade accounts and accrued liabilities	61,480	25,220
Deferred revenue	17,505	17,205
Total Liabilities	123,665	77,810
Net Financial Assets	561,167	630,440
Non-Financial Assets		
Prepaid expenses	78,998	75,336
Tangible capital assets (Schedule A)	1,070,324	1,135,869
Total Non-Financial Assets	1,149,322	1,211,205
Accumulated Surplus (Note 4)	\$ 1,710,489	\$ 1,841,645



E.J. Dunlop, CPA, CGA
 Corporate Financial Officer



Larry Samson
 President

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Operations
Year ended December 31, 2016

	2016	2016	2015
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Note 7)		
Revenue			
Funding from local governments (Schedule B)	\$ 2,269,760	\$ 2,269,760	\$ 2,215,823
Sub-licence revenue	38,890	39,936	38,535
Interest	5,000	5,381	6,439
Other revenue	<u>54,720</u>	<u>17,667</u>	<u>13,991</u>
Total Revenue	<u>2,368,370</u>	<u>2,332,744</u>	<u>2,274,788</u>
Expenses			
General government services (Schedule C)	211,181	212,458	211,092
Protective services (Schedule D)	<u>2,231,206</u>	<u>2,251,442</u>	<u>2,177,320</u>
Total Expenses	<u>2,442,387</u>	<u>2,463,900</u>	<u>2,388,412</u>
Annual Deficit	(74,017)	(131,156)	(113,624)
Accumulated Surplus, beginning of year	<u>1,841,645</u>	<u>1,841,645</u>	<u>1,955,269</u>
Accumulated Surplus, end of year	<u>\$ 1,767,628</u>	<u>\$ 1,710,489</u>	<u>\$ 1,841,645</u>

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Change in Net Financial Assets
Year ended December 31, 2016

	2016 <u>Budget</u> (Note 7)	2016 <u>Actual</u>	2015 <u>Actual</u>
Annual Deficit	\$ (74,017)	\$ (131,156)	\$ (113,624)
Acquisition of tangible capital assets	(180,000)	(144,691)	(55,188)
Amortization of tangible capital assets	-	210,236	201,916
Change in prepaid expenses	-	(3,662)	(17,487)
Loss on disposal of tangible capital assets	-	-	13,653
Change in Net Financial Assets	<u>(254,017)</u>	<u>(69,273)</u>	<u>29,270</u>
Net Financial Assets, beginning of year	<u>630,440</u>	<u>630,440</u>	<u>601,170</u>
Net Financial Assets, end of year	<u>\$ 376,423</u>	<u>\$ 561,167</u>	<u>\$ 630,440</u>

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Cash Flows
Year ended December 31, 2016

	2016	2015
Operating Transactions		
Annual Deficit	\$ (131,156)	\$ (113,624)
Changes in non-cash operating balances		
Receivables	(7,969)	19,285
Payables and accrued liabilities	45,555	(224,392)
Prepaid expenses	(3,662)	(17,487)
Deferred revenue	300	(1,295)
Items not utilizing cash		
Amortization of tangible capital assets	210,236	201,916
Loss on disposal of tangible capital assets	-	13,653
Cash Provided by (Applied to) Operating Transactions	113,304	(121,944)
Capital Transactions		
Acquisition of tangible capital assets	(144,691)	(55,188)
Cash Applied to Capital Transactions	(144,691)	(55,188)
Net change in Cash	(31,387)	(177,132)
Cash, beginning of year	688,231	865,363
Cash, end of year	\$ 656,844	\$ 688,231

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2016

1. Purpose

The North Island 9-1-1 Corporation (the corporation) was incorporated in 1995 for the purpose of providing emergency 9-1-1 telephone service to Vancouver Island and the surrounding coastal area from Nanaimo north. The corporation is exempt from taxation.

2. Significant Accounting Policies

a) General

As the North Island 9-1-1 Corporation shares are 100% owned by British Columbia regional districts (Note 5), the corporation follows recommendations and guidance with respect to matters of accounting and auditing in the public sector as issued by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada.

b) Financial Instruments

The corporation's financial instruments consist of cash in Canadian and United States dollars, receivables, payables and trade accounts and accrued liabilities. Unless otherwise noted, it is management's opinion that the corporation is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

c) Non-financial Assets

Non-financial assets include prepaid expenses and tangible capital assets and are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

d) Tangible Capital Assets

Tangible capital assets are a special class of non-financial assets and are recorded at cost, net of disposals, write-downs and amortization and includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset. Assets under construction are not amortized until the asset is put into use. Estimated useful lives are as follows:

Office furniture and equipment	10 years
Vehicles	6 years
Information technology infrastructure	5 years
Communication infrastructure	
Radio and satellite systems and components	7-10 years
Communication towers and equipment shelters	30-40 years

e) Revenue Recognition

The corporation recognizes revenue based on assessments issued to the regional districts in its service area. These assessments are issued on an annual basis to meet the expenditures of the corporation. Interest revenue is recorded when earned. Deferred revenue consists of sub-license revenue received during the year that relates to future periods. Sub-licence revenue is recorded when earned.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2016

f) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Management reviews the sites annually for any potential liability under the standard which would be recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standard;
- iii. the corporation:
 - is directly responsible; or
 - accepts responsibility; and
- iv. it is expected that future economic benefits will be given up; and
- iv. a reasonable estimate of the amount can be made.

The Corporation has not recorded any liability for contaminated sites as at December 31, 2016 as no such sites exist.

g) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Significant areas requiring management estimates are the determination of amortization of tangible capital assets, the useful lives of these assets, liability for contaminated sites and provisions for contingencies. Actual results may vary from the estimates and any adjustments will be reported and reflected in operations as they become known.

3. Cash

Cash includes \$1,017 in US funds which has been translated to \$1,365 Canadian at the December 31, 2016 exchange rate (2015 - \$1,017 USD translated to \$1,407 CAD). Transactions in US foreign currency during the year resulted in a loss on foreign currency transactions of \$42 (2015 – gain of \$228).

4. Accumulated Surplus

	<u>2016</u>	<u>2015</u>
Equity in tangible capital assets	\$1,070,324	\$1,135,869
Operating surplus	138,097	126,055
General operating contingency reserve	45,397	18,359
Future expenditure reserve	406,283	510,974
Insurance reserve	50,367	50,367
Share capital (Note 5)	21	21
	<u>\$1,710,489</u>	<u>\$1,841,645</u>

The reserve for future expenditures was established to provide for expenditure for capital works, machinery and equipment and the replacement of equipment and communication infrastructure made inefficient through amortization and obsolescence.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2016

The insurance reserve represents self-insurance to assist with any deductible arising from insurance claims.

5. Share Capital

Authorized: 10,000 Class "A" common voting shares without par value

Issued: 21 Class "A" shares, as follows:	2016	2015
Comox Valley Regional District	\$ 6	\$ 6
Regional District of Nanaimo	5	5
Alberni-Clayoquot Regional District	3	3
Regional District of Mount Waddington	1	1
Powell River Regional District	2	2
Strathcona Regional District	4	4
	\$ 21	\$ 21

6. Related Party Transactions

During the year, one of the shareholders, the Comox Valley Regional District, provided administrative support services and the services of a mapping coordinator, in the amount of \$212,458 (2015 - \$211,092) to the corporation as detailed on Schedule C.

Payables to local governments at year end include \$33,959 (2015 - \$11,203) due to the Comox Valley Regional District.

7. Restatement of 2016 Budget

The budget amounts presented throughout these financial statements represent the budget approved by the corporation's board on March 4, 2016.

The budget anticipated use of surpluses and reserves accumulated in previous years to balance against current year expenditures in excess of current year revenues. Another significant variance is that the budget anticipated capital expenditures rather than amortization expense.

The summary below reconciles the 2016 approved budget to the Statement of Operations.

Budgeted surplus, as approved on March 4, 2016	\$	-
Add:		
Capital acquisitions		180,000
Budgeted transfers to reserves		67,038
Less:		
Transfers from reserves		(195,000)
Transfers from previous years' surplus		(126,055)
Budgeted Annual Deficit, as restated		\$ (74,017)

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2016

8. Commitments

On December 20, 2016, the corporation entered into a five year agreement with the City of Campbell River for the provision of fire dispatch services. The agreement, which expires December 31, 2021, has a commitment of \$6,287,000.

In October 2014, the corporation entered into a five year agreement with E-Comm Emergency Communications for Southwest British Columbia Incorporated for 9-1-1 public safety answer point (PSAP) services. The remaining commitment under this agreement, which expires October 20, 2019, is approximately \$1,160,900.

North Island 9-1-1 Corporation
Schedule of Tangible Capital Assets
Year Ended December 31, 2016

Schedule A

	Office Furniture & Equipment	Vehicles	IT Infrastructure	Communication Infrastructure	Work in Progress	December 31, 2016	December 31, 2015
Cost							
Balance, beginning of year	\$ 58,252	\$ 53,533	\$ 562,470	\$ 1,979,110	\$ -	\$ 2,653,365	\$ 2,628,516
Add: Additions	-	-	21,684	107,261	15,746	144,691	55,188
Less: Disposals	-	-	-	-	-	-	(30,339)
Balance, end of year	58,252	53,533	584,154	2,086,371	15,746	2,798,056	2,653,365
Accumulated Amortization							
Balance, beginning of year	29,412	40,150	373,024	1,074,910	-	1,517,496	1,332,266
Add: Amortization	3,036	8,922	98,812	99,466	-	210,236	201,916
Less: Accumulated amortization on disposals	-	-	-	-	-	-	(16,686)
Balance, end of year	32,448	49,072	471,836	1,174,376	-	1,727,732	1,517,496
Net Book Value of Tangible Capital Assets	\$ 25,804	\$ 4,461	\$ 112,318	\$ 911,995	\$ 15,746	\$ 1,070,324	\$ 1,135,869

**North Island 9-1-1 Corporation
Schedule of Funding from Local Governments
Year ended December 31, 2016**

Schedule B

	2016		2015	
Regional District Participants				
Comox Valley	31.36%	\$ 711,735	31.22%	\$ 700,214
Nanaimo	26.64%	604,638	27.07%	586,077
Strathcona	17.68%	401,375	17.12%	386,251
Alberni-Clayoquot	12.78%	290,151	12.92%	285,094
Powell River	8.11%	184,025	8.42%	180,201
Mount Waddington	3.43%	77,836	3.25%	77,986
	<u>100.00%</u>	<u>\$ 2,269,760</u>	<u>100.00%</u>	<u>\$ 2,215,823</u>

Shareholders' Contribution Percentage

Section 4.4 of Schedule A, Bylaw 1711, cited as "Comox-Strathcona North Island 9-1-1 Corporation By-law, 1994" reads as follows:

"Each Shareholders' respective contribution percentage of funds required from time to time by the Company shall be reassessed by the Company annually, on the basis of net taxable value of land and improvements assessed for hospital purposes, within the Shareholders' jurisdiction, commencing from the date of this Agreement, and upon the withdrawal or addition of a Shareholder, any such change to be determined as if a Major Decision of the Board."

North Island 9-1-1 Corporation
Schedule of General Government Services Expenses
Year ended December 31, 2016

Schedule C

	2016 Budget (Note 7)	2016 Actual	2015 Actual
Comox Valley Regional District Support Services			
Administrative support services	\$ 130,000	\$ 130,000	\$ 130,000
Mapping co-ordinator support services	81,181	82,458	81,092
	<u>\$ 211,181</u>	<u>\$ 212,458</u>	<u>\$ 211,092</u>

Schedule of Protective Services Expenses
Year ended December 31, 2016

Schedule D

	2016 Budget (Note 7)	2016 Actual	2015 Actual
Advertising	\$ 5,000	\$ -	\$ -
Amortization of tangible capital assets (Schedule A)	-	210,236	201,916
Bank charges and interest	1,200	1,644	1,082
Contract services - City of Campbell River fire dispatch	1,166,423	1,166,423	1,110,323
Contract services - E-Comm PSAP call answer services	403,420	367,170	358,840
Insurance	26,455	16,359	28,856
Licences and permits	144,914	94,727	74,893
Loss on disposal of tangible capital asset (Schedule A)	-	-	13,653
Minor capital	61,500	42,804	26,846
Office supplies and other	5,700	4,838	6,557
Professional fees	46,000	11,713	15,226
Rental/lease - land/machine and equipment	40,472	30,715	29,070
Repairs and maintenance	80,000	60,438	73,852
Telephone	120,824	118,653	121,530
Training and development	3,500	1,563	-
Travel	7,000	9,716	5,403
Vehicle insurance	2,500	2,193	2,027
Wages and employee benefits	116,298	112,250	107,246
	<u>\$ 2,231,206</u>	<u>\$ 2,251,442</u>	<u>\$ 2,177,320</u>