



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, DECEMBER 13, 2017, 1:30 pm

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

### AGENDA

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PAGE #

1. **CALL TO ORDER**

Recognition of Traditional Territories.

2. **APPROVAL OF AGENDA**

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

3. **DECLARATIONS**

*(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)*

4. **ADOPTION OF MINUTES**

- a. **Board of Directors Meeting – November 22, 2017**  
(ALL VOTE)

8-16

*THAT the minutes of the Board of Directors meeting held on November 22, 2017 be adopted.*

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

- a. **Huu-ay-aht First Nation and Steelhead LNG representatives - Presentation regarding the Kwispaa LNG Project.**
- b. **Stefan Yancey, Operations Manager, Nanaimo Regional Office, Michael Pearson, Vancouver Island District Manager, Ministry of Transportation and Infrastructure regarding Maintenance Contract Information and Clarification.**
- c. **Darren Englund, Senior Project Manager, Nanaimo Regional Office, Ministry of Transportation and Infrastructure regarding Update on Upcoming Kennedy Lake Project.**
- d. **Phil Atkinson, Port Alberni Transit, Myrna Moore, Senior Regional Transit Manager, BC Transit regarding Update on Services Provided & Ridership.**

**6. CORRESPONDENCE FOR ACTION**

- a. **INVITATION TO PARTICIPATE** **17**  
Ministry of Indigenous Relations and Reconciliation, November 24, 2017 inviting a member of the Alberni-Clayoquot Regional District Board of Directors to participate as a member of the BC Negotiating Team with respect to the Ditidaht First Nation Treaty Process.  
(ALL VOTE)

Possible Motion:

*THAT the Board of Directors nominate Director \_\_\_\_\_ to participate as a member of the BC Negotiating Team with respect to the Ditidaht First Nation Treaty Process.*

- b. **REQUEST FOR BC FINANCE AUTHORITY OF BC APPOINTMENT AND ALTERNATE APPOINTMENT** **18-20**  
Municipal Finance Authority of BC, (MFABC) November 24, 2017 requesting a member appointment and alternate member appointment to the MFABC Board of Directors for 2018.  
(ALL VOTE)

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director \_\_\_\_\_ as appointee on the Municipal Finance Authority Board of Directors for 2018;*

*and Director \_\_\_\_\_ as the alternate appointee for 2018.*

- c. **REQUEST FOR FINANCIAL SUPPORT** **21-23**  
West Coast Resource Centre, Alberni Valley Employment Centre, November 29, 2017 requesting Financial Support from the Special Events Fund for the West Coast Job Expo.  
(ALL VOTE)

*(Board Direction Requested)*

- d. **REQUEST FOR PROPOSED REGULATIONS** **24-25**  
Sproat Lake Community Association, November 28, 2017 requesting proposed regulations for Sproat Lake.  
(ALL VOTE)

Possible Motion:

*THAT this request be referred for consideration to the January 4, 2018 Board Strategy Session.*

**7. CORRESPONDENCE FOR INFORMATION**

- |    |   |              |
|----|---|--------------|
| a. | <b>ALBERNI-CLAYOQUOT HEALTH NETWORK</b>   | <b>26-29</b> |
|    | Invitation to January 19, 2017 Poverty Reduction Protocol Agreement Signing   |              |
| b. | <b>UNION OF BRITISH COLUMBIA MUNICIPALITIES</b>   | <b>30-31</b> |
|    | Strategic Wildfire Prevention Initiative – Approval of Community Wildfire Protection Plan Update Application: Alberni Valley and Alberni-Clayoquot Regional District Area A |              |
|    | Gas Tax Agreement Community Works Fund Payment  | <b>32</b>    |
| c. | <b>SURFRIDER FOUNDATION PACIFIC RIM CHAPTER</b>   | <b>33</b>    |
|    | Thank You for Assistance  |              |
| d. | <b>TRANSPORT CANADA</b>   | <b>34</b>    |
|    | Divestiture of the Bamfield Port Facility   |              |
| e. | <b>HARRISON HOT SPRINGS</b>   | <b>35</b>    |
|    | Prevention of Quagga and Zebra Mussels  |              |
| f. | <b>ERNEST BURNETT</b>   | <b>36</b>    |
|    | New Highway Needed  |              |

(ALL VOTE)

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |  |              |
|----|--|--------------|
| a. | <b>REQUEST FOR DECISION</b>  | <b>37-38</b> |
|    | 2018-2022 ACRD & ACRHD Financial Plan Meeting Schedule<br>(ALL VOTE) |              |

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the proposed meeting schedule for the 2018-2022 Alberni-Clayoquot Regional District Financial Plan and the 2018 Alberni-Clayoquot Regional Hospital District Annual Budget.*

- |    |                                       |              |
|----|---------------------------------------|--------------|
| b. | <b>REQUEST FOR DECISION</b>           | <b>39-70</b> |
|    | Finance Warrant No. 583<br>(ALL VOTE) |              |

*THAT the Board of Directors approve Finance Warrant Number 583 in the amount of \$967,523.67 dated November 30,2017.*

- |    |  |              |
|----|--|--------------|
| c. | <b>REQUEST FOR DECISION</b>                                    | <b>71-78</b> |
|    | Janitor Contract Renewal – ACRD Offices<br>(ALL VOTE/WEIGHTED) |              |

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a four (4) year contract with AEL Janitorial Services (Edith Duvall) to provide janitorial services to the Regional District offices located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC.*

- d.      **REQUEST FOR DECISION**      **79-83**  
2018 ACRD & ACRHD Meeting Schedule  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting schedule for 2018.*

- e.      **REQUEST FOR DECISION**      **84-94**  
AVICC – Call for Resolutions & Nominations to 2018 Executive  
Committee  
(ALL VOTE)

*THAT the ACRD Directors bring forward resolutions to the January 10th or January 24, 2018 Regular Board of Directors meeting for consideration of submission to the 2018 Association of Vancouver Island Coastal Communities (AVICC) Convention.*

- f.      **REQUEST FOR DECISION**      **95-116**  
NI 911 Corporation Visicad End User Agreement for Volunteer Fire  
Departments  
(ALL VOTE/WIEGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year agreement with the North Island 911 Corporation to provide the Sproat Lake, Beaver Creek and Bamfield Volunteer Fire Departments with Computer Aided Dispatch Software System services for a cost of \$1.00 per year, per department.*

- g.      **REQUEST FOR DECISION**      **117-124**  
2017 to 2021 Financial Plan Amendment Bylaw  
(ALL VOTE/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment”.*



*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

- h.     **REQUEST FOR DECISION** **125**  
Alberni-Clayoquot Health Network Table of Partners Representative  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors nominate Director \_\_\_\_\_ to apply to the Alberni-Clayoquot Health Network (ACHN) Table of Partners (TOP) for a two (2) year term starting January 1, 2018.*

- i.     **REQUEST FOR DECISION** **126-131**  
ACRD Voting Strength & Numbers of Directors  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2016 Census Population and Voting Strength/Number of Directors determination for the Alberni-Clayoquot Regional District.*

## **9.     PLANNING MATTERS**

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

- a.     **RD16004, GREAT CENTRAL LAKE HOLDINGS LTD.** **132-146**  
Rezoning Application – Memorandum and Bylaws P1355, P1356 and P1357  
(EA DIRECTORS/ALL VOTE)

*THAT Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment Bylaw P1355 be adopted.*

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1356 be adopted.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1357 be adopted.*

- b.     **SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY AND DEVELOPMENT PROCEDURES AND FEES BYLAW AMENDMENT** **147-168**  
Memorandum, Policy and Bylaw P1364

(EA DIRECTORS/ALL VOTE)

*THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy.*

*THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a first time.*

*THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a second time.*

*THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a third time.*

*THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be adopted.*

## **9.2 ALL DIRECTORS**

### **a. REQUEST FOR DECISION**

**169-171**

Sproat Lake and Somass River Flood Risks - Memorandum  
(ALL VOTE)

*THAT the Board of Directors receive the staff report and direct staff to report back when the NDMP and CEPF grant funding is decided.*

*THAT the Board of Directors direct staff to participate in discussions with the regulatory agencies connected to any part of the watershed, West Coast Aquatic, and property owners responsible for the Sproat Lake Weir, the Great Central Lake dam, and the BC Hydro Dam on Elsie Lake, subject to review by the Board at the January 4, 2018 strategic priorities session.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- |    |  |                |
|----|--|----------------|
| a. | Financial Manager Report – December 6, 2017  | <b>172-173</b> |
| b. | Staff Action Items Report – December 8, 2017 | <b>174-179</b> |
| c. | Building Inspector Report – November 2017    | <b>180</b>     |
| d. | Meeting Schedule – January 2018              | <b>181</b>     |
| e. | CAO Recruitment Costs – December 8, 2017     | <b>182</b>     |
- (ALL VOTE)

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

### **10.2 COMMITTEE REPORTS**

### **10.3 OTHER REPORTS**

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

14. **RECESS**  
(ALL VOTE)

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

15. **RECONVENE**

16. **IN CAMERA**  
(ALL VOTE)

*Motion to close the meeting to the public as per section*

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*
- ii. 90 (1) (g) Litigation or potential litigation affecting the Regional District*

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

18. **ADJOURN**  
(ALL VOTE)

**Next Board of Directors Meeting: Wednesday, January 10, 2018, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

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

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

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### **DIRECTORS**

#### **PRESENT:**

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

#### **STAFF PRESENT:**

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

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

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

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

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

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated with the addition of the following late item: 6 b. Correspondence from T. St. Jacques regarding flooding at Sproat Lake.*

**CARRIED**

### **3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

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

*MOVED: Director St. Jacques*

*SECONDED: Director Kokura*

*THAT the minutes of the Board of Directors meeting held on November 8, 2017 be adopted as amended.*

**CARRIED**

**b. Long Beach Airport Advisory Committee Meeting – November 1, 2017**

*MOVED: Director Johnsen*

*SECONDED: Director Osborne*

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on November 1, 2017 be adopted.*

**CARRIED**

**c. Personnel Committee Meeting – November 8, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT the minutes of the Personnel Committee meeting held on November 8, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Mr. Bob Cole  
Regarding Kleekoot Marina**

Mr. Cole spoke against the Kleekoot Marina proposed expansion project.

**b. Mr. Terry Vogan  
Regarding Kleekoot Marina**

Mr. Vogan spoke against the Kleekhoot Marina proposed expansion project.

**6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated November 16, 2017 from the District of Ucluelet requesting a letter of support for their application to the Province of BC to renew the two per cent Municipal and Regional District Hotel Tax for five years.**

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the Board of Directors forward a letter to the District of Ucluelet supporting their application to the Province of BC to renew the two per cent Municipal and Regional District Hotel Tax for five years.*

**CARRIED**

- b. **Late Correspondence – T. St Jacques regarding concerns with flooding at Sproat Lake.**

*MOVED: Director Cote*

*SECONDED: Director Ruttan*

*THAT the ACRD Board of Directors write a letter to the Department of Fisheries and Oceans Canada requesting they remove the debris from the sweep at the end Sproat Lake.*

**CARRIED**

*MOVED: Director McLeman*

*SECONDED: Director St. Jacques*

*THAT the ACRD Board of Directors instruct staff to take the steps necessary to have the debris removed from the sweep at the end of Sproat Lake and approve an expenditure of up to \$5,000 for the clean-up.*

**CARRIED**

*MOVED: Director St. Jacques*

*SECONDED: Director Banton*

*THAT Regional District staff assist the Regional District Board in finding a quick solution to removing the debris at the end of Sproat Lake.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **MINISTER OF JOBS, TRADE AND TECHNOLOGY**  
Nominations for Open for Business Awards
- b. **CIVICINFO BC**  
Consultation Deadlines – Passenger Directed Vehicle Services

**c. PORT ALBERNI PORT AUTHORITY**  
2016 China Creek Marina Lease Payment

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

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Bamfield Water System Rate Increase.**

*MOVED: Director Wyton*  
*SECONDED: Director Cootes*

*THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Banton*

*THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Cote*

*THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Bennett*

*THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "Bamfield Water System Specified Area Rates and Regulations Amendment Bylaw F1089-1, 2018".*

**CARRIED**

**b. Request for Decision regarding Personnel Committee – Terms of Reference.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Personnel Committee as presented.*

**CARRIED**

**9. PLANNING MATTERS**

**a. RC17007, ISLAND TIMBERLANDS GP LTD (LONG BEACH)**  
Rezoning Application – Memorandum and Bylaws P1358 and P1359

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT Bylaw P1358, South Long Beach Official Community Plan Amendment Bylaw be adopted.*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT Bylaw P1359, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

**CARRIED**

**b. RT17008, SALMON BEACH (LONG BEACH)**  
Zoning Text Amendment – Memorandum and Bylaw P1360

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT Bylaw P1360, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be adopted.*

**CARRIED**

**c. SHORT TERM VACATION RENTALS CONSULTATION SUMMARY AND RECOMMENDATIONS REPORT (ALL ELECTORAL AREAS)**  
Memorandum and Report

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*



*THAT the Board of Directors receive the Short Term Vacation Rentals Consultation Summary and Recommendations Report;*

*THAT the Board of Directors direct staff to:*

*Prepare a policy document for consideration by the Board requiring that Short Term Rental (STR) applications are first considered by Temporary Use Permit;*

*Draft an amendment to the Development Procedures Bylaw to increase the application fee for a STR Temporary Use Permit from \$300 to \$600; and;*

*Include a potential increase to bylaw enforcement resources to the 2018 budget discussions.*

*MOVED: Director Wyton*

*SECONDED: Director Kokura*

*THAT the main motion be amended as follows: THAT prior to the ACRD Board of Directors adopting the policy, a public meeting be held and the policy be referred to the Advisory Planning Commissions for input.*

**DEFEATED**

*The main motion as presented was*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the following additional staff recommendations with respect to Short Term Vacation Rentals be referred for consideration at the next Electoral Area Directors meeting:*

- Refer draft policy document to the Advisory Planning Commissions in each area for their consideration;*
- Hold a public meeting to discuss draft policy document prior to consideration by the Board;*
- Add a clear definition of short term vacation rentals to the Zoning Bylaw – this will be added to the updated Zoning Bylaw which is currently underway;*
- More clearly articulate the permitted uses in each zone in the Zoning Bylaw to ensure use cannot be misconstrued with allowing short term vacation rentals – this will be added to the updated Zoning Bylaw which is currently underway; and*
- Have an education or social marketing campaign once the new rules are in place to ensure all residents and property owners are aware of what is or is not permitted.*

**CARRIED**

**d. MISC17018, REGIONAL DISTRICT OF NANAIMO**  
Miscellaneous Referral – Memorandum

*MOVED: Director Kokura*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors accept “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335.06, 2017” and direct staff to respond that the ACRD’s interests are unaffected.*

**CARRIED**

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. Staff Action Items Report – November 17, 2017
- b. Meeting Schedule – December 2017
- c. Financial Statement – October 31, 2017
- d. Alberni Valley Regional Airport – Cost Update – Nov. 22, 2017

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

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

**CARRIED**

**10.2 COMMITTEE REPORTS**

**10.3 MEMBER REPORTS**

**a. 9-1-1 Corporation – J. McNabb**

Director McNabb reported on the Board meeting held last Friday. The Peace River project goes live tomorrow.

**b. Vancouver Island Regional Library - L. Banton – No Report**

**c. Central West Coast Forest Society – A. McCarthy**

Director McCarthy reported on the Annual General meeting. Mr. Don McMillan was elected Chair.

**d. Alberni Valley Chamber of Commerce – J. McLeman**

Director McLeman reported on the Chamber Newsletter circulated to Directors.

**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**

The Chairperson reported at the last meeting there was discussion regarding re-investment of the \$10 million dollars.

**h. Air Quality Council, Port Alberni – K. Wyton**

Director Wyton reported Ms. Anna Lewis has been appointed coordinator for the Council. Next meeting December 7<sup>th</sup>.

**i. West Coast Aquatic Board – T. Bennett/K. Wyton**

Director Bennett provided a brief update on the last meeting. The Board is currently reviewing future plans and priorities.

**j. Association of Vancouver Island & Coastal Communities – P. Cote**

Director Cote reported that AVICC call for nominations and resolutions will be coming out shortly for consideration at the 2018 Convention. Deadline for submissions is February 14, 2017.

**k. Beaver Creek Water Advisory Committee – J. McNabb**

Director McNabb reported on the Development Cost Charge public meeting held last night at the Beaver Creek Fire Hall. He thanked the Manager of Environmental Services for all his hard work on this session.

**l. Other Reports**

- **Island Corridor Foundation Strategic Priorities & Operations Plan November 2017**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN-CAMERA**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*Motion to close the meeting to the public as per section;*

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:33 pm.

The meeting was re-opened to the public at 3:54 pm.

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

**16. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned at 3:54 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services

**From:** Chaytor, Wisty IRR:EX [<mailto:Wisty.Chaytor@gov.bc.ca>]  
**Sent:** Thursday, November 23, 2017 10:30 AM  
**To:** 'john.jack@gmail.com' <[john.jack@gmail.com](mailto:john.jack@gmail.com)>  
**Cc:** Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>; 'wyton@shaw.ca' <[wyton@shaw.ca](mailto:wyton@shaw.ca)>; Susan Durieux ([Susan.Durieux@aandc-aadnc.gc.ca](mailto:Susan.Durieux@aandc-aadnc.gc.ca)) <[Susan.Durieux@aandc-aadnc.gc.ca](mailto:Susan.Durieux@aandc-aadnc.gc.ca)>; Anderssen, Hans IRR:EX <[Hans.Anderssen@gov.bc.ca](mailto:Hans.Anderssen@gov.bc.ca)>  
**Subject:** MIRR Follow Up

Hi John,

Thank you again for the opportunity to meet you and the board of directors yesterday, and to provide a brief overview of where we are in the Treaty process with the Ditidaht First Nation.

I also wanted to follow up with a formal invitation for an ACRD Director to participate as a member of the BC negotiating team.

We meet with the Ditidaht and Pacheedaht First Nation for three consecutive days in Cowichan Bay or Duncan; generally the 3<sup>rd</sup> week of every month. The role of an ACRD Director is primarily as an observer and advisor on issues that may impact the regional district. Informally, the participation of the Regional District at the Treaty table has proven to be a fantastic avenue for building or strengthening existing relationships, and for finding opportunities to partner on initiatives that have a shared community interest.

In terms of time a commitment, a consistent presence at the treaty table is always preferred, but I am also open to finding options that work for everyone.

If joining us in Cowichan Bay or Duncan is prohibitive, another option is for the province to provide more regular updates to the Board in Port Alberni. A logical follow up meeting could be following the formal AIP land and cash offer, which we are hoping to make in the spring of 2018.

Let me know what your thoughts are, or if there is other ways in which I can support the ACRD.

Thanks  
Wisty

**Wisty Chaytor**

*Negotiator,  
Ministry of Indigenous Relations and Reconciliation  
2957 Jutland Rd. 3<sup>rd</sup> Floor, Victoria, BC*

*Tel: 250 953-3537 (office)  
Tel: 250 818-6392 (cell)*

**From:** MFA <[mfaemail@mfa.bc.ca](mailto:mfaemail@mfa.bc.ca)>

**Sent:** Friday, November 24, 2017 12:18:21 PM

**To:** MFA

**Subject:** Municipal Finance Authority of BC Appointment of Member(s) for 2018

November 24, 2017

VIA EMAIL

**Attention: Regional District, Chief Administrative Officer**

Re: Municipal Finance Authority of BC Appointment of Member(s)

Dear Sir/Madam,

This letter is a reminder of the requirement to appoint a Member or Members to the Municipal Finance Authority of BC (MFA) for a period of approximately one year (from date of appointment until a successor is appointed for 2019). The regional district may also appoint one alternate Member for each Member, to act in the case of necessary absence from a meeting of the Authority.

Under the *MFA Act*, all regional districts have at least one director appointed, based on population, with Fraser Valley and Capital having two and Metro Vancouver having ten for a total of 39 Members of the Authority.

Please fill in the attached Member Appointment Contact Information for your member(s), and their alternate(s) and submit along with the official appointment on your regional district letterhead. Both may be submitted via email to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca).

Although our Act states that appointments are to be made no later than February 28<sup>th</sup>, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make their travel and accommodation arrangements for the MFA Financial Forum & AGM on March 21-22, 2018, in Victoria.

For your reference, please see attached the 2017 listing of Members of the Authority and alternates (including vote entitlement), as well as the 2018 Notice of the MFA Financial Forum/AGM & Semi-Annual Meeting.

Please note that as of March 2018 Metro Vancouver Regional District will be entitled to fifty votes (up from forty-seven) and Nanaimo Regional District will be entitled to four votes (up from three). These changes are based on final 2016 Census data from the Ministry of Municipal Affairs and Housing.

Please email any questions to [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca).

Regards,

Peter Urbanc  
Chief Administrative Officer

**Wendy Nesbitt**

Administrative Assistant

Municipal Finance Authority of BC

Unit 217 – 3680 Uptown Boulevard, Victoria, BC V8Z 0B9

P: 250.419.4773 | Web: [mfa.bc.ca](http://mfa.bc.ca)

**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA  
MEMBERS OF THE AUTHORITY**

Regional District	Member Appointed	Alternate	March 2017*
			Votes
Alberni-Clayoquot	Mike Kokura	Lucas Banton	1
Bulkley-Nechako	Bill Miller	Gerry Thiessen	1
Capital	Susan Brice <sup>o</sup>	Dave Howe	4
Capital	Ken Williams	Steve Price	4
Cariboo	Al Richmond <sup>o</sup>	Brian Coakley	2
Central Coast	Alison Sayers	Samuel Schooner	1
Central Kootenay	Ron Toyota <sup>o</sup>	Ann Bunka	2
Central Okanagan	Gail Given	Doug Findlater	4
Columbia Shuswap	Rhona Martin	Caleb Moss	2
Comox Valley	Edwin Grieve	Barbara Price	2
Cowichan Valley	Tom Walker	Ian Morrison	2
East Kootenay	Rob Gay <sup>o</sup>	Clara Reinhardt	2
Fraser-Fort George	Lyn Hall	Art Kaehn	2
Fraser Valley	Sharon Gaetz <sup>o</sup>	Patricia Ross	3
Fraser Valley	Jason Lum	Patricia Ross	3
Kitimat-Stikine	Alice Maitland	Galina Durant	1
Kootenay Boundary	Grace McGregor	Roly Russell	1
Metro Vancouver	Malcolm Brodie <sup>o</sup>	Harold Steves	5
Metro Vancouver	Derek Corrigan <sup>o</sup>	Colleen Jordan	5
Metro Vancouver	Greg Moore <sup>o</sup>	Jonathan Coté	4
Metro Vancouver	Richard Walton <sup>o</sup>	Sav Dhaliwal	5
Metro Vancouver	Mike Clay	Ralph Drew	5
Metro Vancouver	Raymond Louie	Tim Stevenson	5
Metro Vancouver	Darrell Mussatto	Lois Jackson	5
Metro Vancouver	Judy Villeneuve	Tom Gill	4
Metro Vancouver	Michael Smith	Wayne Baldwin	4
Metro Vancouver	Richard Stewart	Linda Hepner	5
Mount Waddington	Shirley Ackland	Hank Bood	1
Nanaimo	Joe Stanhope <sup>o</sup>	Alec McPherson	3
North Coast	Barry Pages	Dan Franzen	1
North Okanagan	Bob Fleming	Janice Brown	2
Northern Rockies	Laurie Dolan	Lorraine Gerwing	1
Okanagan-Similkameen	Karla Kozakevich	Manfred Bauer	2
Peace River	Brad Sperling	Leonard Hiebert	2
Powell River	Patrick Brabazon	Russell Brewer	1
Squamish-Lillooet	Jack Crompton	Doug Race	1
Strathcona	Andy Adams	Larry Samson	1
Sunshine Coast	Garry Nohr	Frank Mauro	1
Thompson-Nicola	John Ranta	Carol Schaffer	<u>3</u>

**103**

\*Based on 2011 Census Results

<sup>o</sup> Board of Trustees Member

Updated: November 24, 2017 (3:50PM)



## **2018 FINANCIAL FORUM, ANNUAL GENERAL MEETING**

MFA 2018 Financial Forum & Annual General Meeting will be held on March 22nd at the Hotel Grand Pacific, 463 Belleville Street, Victoria, with an topical panel discussion and welcome reception the afternoon prior. On-line registration and program layout will be available in January. MFA has a block of rooms available at a discounted rates plus taxes. Please contact the hotel at: 1-800-663-7550 and quote “Municipal Finance Authority of BC” to get the discounted offer as this rate will only be available for a limited time. The full AGM schedule and details will be available in January 2018.

## **2018 SEMI ANNUAL MEETING**

MFA Semi-Annual Meeting of the Members will be held on Tuesday, September 11th at 4:00 P.M. (location TBD), in conjunction with the Annual UBCM Conference in Whistler.

We recommend booking accommodations early.

A list of hotels is available on the [UBCM website](#).

If you have any questions about these meetings please email: [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca)

#217 - 3680 Uptown Boulevard  
Victoria, BC V8Z 0B9 Canada  
[mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca) | 250.383.1181 | [www.mfa.bc.ca](http://www.mfa.bc.ca)



TO: Chair John Jack and the Board of Directors  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC V9Y 2E3

Attention: Wendy Thomson ([wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca))  
Phone 250-720-2706

FROM: Island Work Transitions Inc.,  
(Alberni Valley Employment Centre)  
4805-B Mar Street, Port Alberni, V9Y 7X1  
Attention: Ursula Banke ([ubanke@avemployment.ca](mailto:ubanke@avemployment.ca))  
Phone 250-725-8805

DATE: Nov 30<sup>th</sup> 2017

SUBJECT: Special Events Funding - request

MESSAGE: To the Chair and Board, Alberni-Clayoquot Regional District

On behalf of Island Work Transitions Inc., I would like to make a request to the Board for "special events funding," to help with the cost of hosting the West Coast Job Expo.

This is an annual hiring event, alternating between Tofino and Ucluelet each year. In the past, this event has connected over 200 jobseekers with over 35 west coast employers.

The West Coast Job Expo brings benefit through facilitating employment opportunities and strengthening the west coast economy; opportunities for the residents and business owners located in Ucluelet, Area C, Tofino, and the five First Nation communities.

The amount we are seeking from the ACRD's Special Events budget is \$2500.

We appreciate your consideration and look forward to including the ACRD as a key sponsor to this important event. Please notify us as soon as possible regarding the granting of our request as our event is scheduled for March 2<sup>nd</sup> 2018 and planning is underway.

Kind regards,

*Ursula Banke*

West Coast Resource Centre Advisor / Community Liaison  
Alberni Valley Employment Centre  
[ubanke@avemployment.ca](mailto:ubanke@avemployment.ca)

**West Coast Locations:**

381 Main Street , P.O Box 1050, Tofino, BC V0R 2Z0  
Ph: 250-725-8805 - Fax 250-725-2845

## PROJECT SUMMARY - “West Coast Job Expo” – March 2<sup>nd</sup> 2018

1. Goals “Strengthening our West Coast Workforce Locally”
2. Objectives / Benefits
  - a) For Local Job Seekers
    - Build a stronger, more effective workforce locally
    - Deliver a series of workshops to build capacity for local job seekers
    - Deliver a one day event that will connect job seekers to prospective employers.
  - b) For Local Employers
    - Create a networking opportunity for local businesses, government & non-government agencies and other sectors of the economy
    - Reduce staff turnover, training costs and demands on staff housing needs - help locals get the jobs first
  - c) For Sponsors
    - Formal acknowledgement as key contributors towards community sustainability
  - d) For Alberni Valley Employment Centre (Island Work Transitions – West Coast)
    - Increase awareness for current government programs & services available locally to both job seekers and employers
    - AVEC website to link to local employers’ websites for job listings
3. Who is Organising this Event?
  - a) Lead Organization
    - Island Work Transitions (IWT) doing business as Alberni Valley Employment Centres (Pt.Alberni, Tofino, Ucluelet and Bamfield)
  - b) Planning Team
    - Port Alberni (IWT) - Bill Brown
    - West Coast (IWT) - Ursula Banke, Seanna McLean
4. Who are the event Sponsors and Partners?
  - Island Work Transitions (Alberni Valley Employment Centres)
  - Nuu-chah-nulth Employment & Training Program
  - Chambers of Commerce (Tofino-Longbeach & Ucluelet)
  - Clayoquot Biosphere Trust
5. Who will Participate?
  - Job Seekers from West Coast communities (Tofino, Ucluelet, Area C, Toquaht, Yuułuʔiłʔatḥ, Tla-o-quiaht, Ahousaht, Hesquiaht)
  - West Coast Employers - PRNPR parks, banks/credit unions, GO’s & NGO’s, Resorts, Restaurants, Retail, Grocery, Adventure, Health & Wellness services, RCMP, Construction/Trades, Transportation, Education
6. When will it take place?
  - a) Workshops
    - When: February 15 – 19 and/or February 22 - 26?
    - Where: AVECentres (Tofino/Ucluelet)
  - b) Job Expo event
    - When: Friday, March 2, 2018 (1 – 4pm)
    - Where: Best Western TINWIS (Wickaninnish Conference Room)

## EVENT DETAILS

### 7. Workshop Package (for West Coast Job Seekers)

Description – Two week event - training & preparation

- a) Week 1 (Workshop - Resume Writing, Cover Letters, Self-Marketing)
  - Interview Skills, Dress for Employment Success
  - Time Management and Organizational Skills
  - Positive Attitudes and Behaviours in the workplace
  - Effective Workplace Communications
  - Understanding Employer Expectations
- b) Week 2 (Workshop - Short Term Occupational Courses STOC)
  - Foodsafe, Serve it Right, First Aid WHMS

### 8. Job Expo for West Coast (Job Seekers & Employers) – March 2<sup>nd</sup>, 2018

Description – One day – 4 hour event – 1pm to 4pm – networking forum

- Transportation (sponsorship?) sea & land
- Front door- participant registration, employer floor map, draw tickets)
- Traditional Welcome
- Introduction to event & WORK BC – program/services
- Numbered Employer Booths
- Healthy Snacks/Refreshments (sponsorship?)
- Draw for Door Prizes – employer donations
- Event Evaluation Forms (Jobseeker & Employer)
- Closing Remarks
- Transportation (sponsorship?) sea & land

### 9. Partnership/Sponsorship Strategy

- a) Transportation - is the most expensive yet necessary component to ensure access for community members to West Coast Job Expo at Tinwis Conference Centre from all west coast communities (Hesquiaht, Ahousaht, Opitsaht, Esowista, Tofino, Hitacu, and Ucluelet)
- b) Event Location – resource room/hall/tables/chairs – set up/teardown
- c) Door Prizes – donated by participating employers to attract event participation
- d) Catering – healthy snacks/refreshments

### 10. Marketing & Promotion

- a) Facebook event page
- b) Flyers/Posters
- c) Westerly/HaShilthSa newspaper advertisement
- d) Community event page
- e) Word of Mouth - promote event to jobseekers and employers

### 11. Total Event budget

500	- Employer/Jobseeker Kits, supplies, signs					
400	- Catering					
2000	- Advert/Promo					
2500	– intercommunity, in-town shuttle					
200	– Youth Employment Readiness Workshops - USS					
600	– Hall Rental					
300	– Mobile Resource Centre (Onsite Printing Services & Interview Room)					
<b>6500</b>	<b>Total Budget - West Coast Job Expo</b>					

ALBERNI- CLAYQUOQUOT REGIONAL DISTRICT  
3008 Fifth Avenue, Port Alberni BC, Canada V9Y 2E3

TO: ACRD Board of Directors

FROM: Joe Vanbergen, Chairperson of Sproat Lake Community Association

Date: November 28, 2017

Re: Proposed Regulations for Sproat Lake

As Chairperson for our Sproat Lake Committee regarding lake surface zoning, regulations, and bylaws, I wish to bring to your attention, this rough draft for your consideration.

PRIORITY #1: to maintain the excellent quality of drinking water for 2000+ permanent residents as well as a further 3000+summer vacationers and tourists.

PRIORITY #2: to bring ORDER for the mutual benefit of all users to enjoy the lake cooperatively.

1. MAINTAINING THE WATER QUALITY .

- A. We wish to promote and publicize the new Provincial Statute of banning the discharge of Gray and Black water by vessels in all BC fresh water.
- B. All vessels on Sproat Lake having toilet, sinks, showers – must have all outlets sealed off OR have Holding tanks.
- C. All Marinas to have public toilet facilities.
- D. Marinas with 25 or more berths must have pump-out facilities.
- E. Marinas dispensing fuel must have suitable sized Spill Kits available on the dock.
- F. All group power boats (private berths) having 5 or more berths must have Spill kits available on their dock.
- G. All boat docks on Sproat Lake must be constructed of non-polluting materials – i.e. No open-celled Styrofoam

2. Mutual Benefit for ALL users:

- A. All new docks or replacement docks should be built with a Permit – to its specified size, construction, and site location. This is a good neighbor policy.
- B. Rental Houseboats must be moored in Marina zoned areas with NO overnight accommodation while moored.
- C. Rental or private houseboats having overnight accommodation must locate in specified Areas away from lakefront residences, i.e. Two Rivers Arm
- D. NO overnighing in any vessel in lakefront residential areas. (same as above)
- E. NO Float homes to be moored on Sproat Lake. (Float homes are differentiated from

Houseboats)

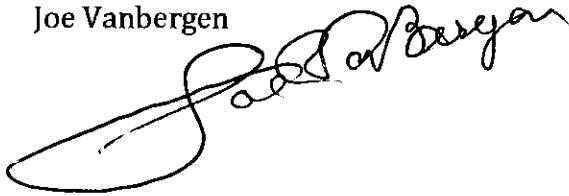
- F. Private houseboats must be moored in Marina zoned areas.
- G. Commercial and group moorage docks (i.e. Tall Timbers) must provide 1 parking space for every 3 berths.
- H, NO docks allowed in front of public access roads or Parks. This restricts access to open water.

In conclusion, we recommend that our Area Representative, Penny Cote, bring these proposals to the ACRD Board, so that we may proceed with suggested recommendations. We request public consultation at your earliest convenience. These guidelines will assist with future Planning and Development.

Thank you for your consideration,

Respectfully,

Joe Vanbergen



The Sproat Lake Community Association Committee:

Joe Vanbergen	Committee Chairperson
Geo Monrufet	Vice Chairperson
Bet Broome	Secretary
Bob Cole	Historian
Steve Gray	Zoning Chairperson

**From:** Alberni Clayoquot Health Network  
**Sent:** Tuesday, November 21, 2017 5:44 PM  
**To:** Janice Hill <[jhill@acrd.bc.ca](mailto:jhill@acrd.bc.ca)>; Shelli Lyle <[style@acrd.bc.ca](mailto:style@acrd.bc.ca)>; Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>  
**Subject:** January 19th Poverty Reduction Protocol Agreement Signing

Good Evening,

Please see the attached invitation for the Alberni Clayoquot Regional District Board of Directors to attend the January 19th Poverty Reduction Protocol Agreement Signing and community engagement event.

I have also attached the one pager outlining actions taken around poverty reduction, our new website - <https://achn.ca/poverty-reduction/> - hosts a poverty reduction timeline and all information pertaining to this topic. Additionally here is a link to the event RSVP which is also included in the invitation letter - <https://www.eventbrite.ca/e/poverty-reduction-in-the-alberni-clayoquot-community-engagement-20-tickets-40111943904?aff=affiliate1>

Regards

Marcie DeWitt  
Coordinator  
Alberni Clayoquot Health Network  
[achn@acrd.bc.ca](mailto:achn@acrd.bc.ca)  
250.726.5019

Sign up for our newsletter [HERE](#)  
Or 'Like' us on [Facebook](#)



November 21<sup>st</sup>, 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,

Following our summer presentation to council and your subsequent resolution to endorse the Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement, we would like to formally invite you to join us for **Protocol Agreement signing event January 19<sup>th</sup> from 5:00 pm – 9:00 pm** in partnership with MLA Scott Fraser's office and MP Gord John's office.

Join us to celebrate and review work being done around Poverty Reduction in the region. We invite you to eat together, learn together and participate in the signing of the Alberni Clayoquot Poverty Reduction Protocol Agreement by local governments in the region.

To ensure a collaborative community lead process and take advantage of this opportunity to engage the region the evening will include:

- A shared community dinner
- Panel discussion with speakers ranging from those with lived experience to those with local and provincial perspectives on poverty reduction
- Overview on work being done in the region with opportunities to review information and provide your input
- Opportunities to learn, share education and perspectives

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. We have included a briefing note which outlines information on this initiative. We invite you to review information collected to date on regional priorities around poverty reduction and tell us what you think by participating in our [survey](#) in advance of the event.

Please RSVP directly to the ACHN Coordinator or by following the [Eventbrite link](#) for the event, location of the event will be confirmed and communicated to participant's mid-December. We look forward to seeing you there!

Regards

Marcie DeWitt  
Coordinator, Alberni Clayoquot Health Network  
[achn@acrd.bc.ca](mailto: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 30<sup>th</sup> 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 Nuu Chah Nulth 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](mailto: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](#)

# Local Government Program Services

...programs to address provincial-local government shared priorities



**FIRST NATIONS'**  
**Emergency Services**  
BRITISH COLUMBIA



**BRITISH COLUMBIA**  
www.gov.bc.ca

**The Strategic Wildfire  
Prevention Initiative  
is managed by the  
SWPI Working Group.  
For program  
information, visit the  
Funding Program  
section at:**

**www.ubcm.ca**

LGPS Secretariat

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

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca)  
Phone: (250) 356-2947

November 20, 2017

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



**RE: Strategic Wildfire Prevention Initiative - Approval of  
Community Wildfire Protection Plan Update Application  
(SWPI-807: Alberni Valley & ACRD Area A CWPP Update, 2017)**

Dear Chair and Board,

Thank you for submitting an application for a Community Wildfire Protection Plan Update grant for the above noted project. The SWPI Working Group has reviewed your submission and the application requirements have been met.

The application form indicates a total project cost of \$89,755.00. As the applicant is required to contribute 25% of the total project cost, the working group has approved a maximum grant in the amount of \$67,316.25, or 75% of the actual eligible project costs, whichever is less. The balance of the project cost is required to be funded through community contributions.

The conditions of approval are outlined in the Program & Application Guide and the general Terms & Conditions are attached. In addition, please note the approved grant is also subject to the following requirements:

- (1) The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) A post-approval meeting with the local Fuel Management Specialist is required to be completed. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting;
- (4) It is expected that all CWPPs and CWPP updates will be presented to the Council, Board or Band Council;
- (5) All project activities must be completed within 12 months and no later than November 20, 2018;

(6) The final report is required to be submitted within 30 days of project completion and no later than December 20, 2018. The report must include:

- Completed Final Report Form, including signatures of the applicant and the Registered Forest Professional
- Copy of the completed CWPP/update, including all required content identified in the Program & Application Guide
- Maps, spatial data, metadata, and methodology relating to the project

Additional information regarding financial reporting, disclosure of project revenues and other grant contributions, and grant calculations are available in the Program & Application Guide.

Also, please note that the *Community Charter* and *Local Government Act* provide the requirements for municipalities or regional districts that are providing services outside of their own jurisdiction.

As outlined in the Program & Application Guide, grants will be awarded upon completion of your project and satisfactory receipt and approval of the final report. For information on changes to the approved project or progress payments, please refer to the program guide or contact Local Government Program Services at (250) 356-2947 or swpi@ubcm.ca.

We wish you every success with your project and look forward to working with you on future community safety initiatives.

Sincerely,



Peter Ronald  
Programs Officer

cc: *Kelly Gilday, Fire Chief, City of Port Alberni*  
*Tony Botica, Fuel Management Specialist, Coastal Fire Centre*

*Enclosure*





November 21, 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 second 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](http://www.ubcm.ca).

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

Kind regards,

Wendy Booth  
UBCM President

Pc: Teri Fong, Manager of Finance



To the Alberni-Clayoquot Regional District,

We express our sincerest gratitude to you for your immediate assistance in the final stages of the Hanjin debris removal project. Our team successfully collected debris from the 17 locations that were identified by Parks Canada as being impacted by the Hanjin Shipping spill, from June through October. When funding ran out, we were in an extremely hard position as we had 65 super sacs on Flores Island that needed to be picked up before the weather would make it impossible to do so. When we came to the ACRD for support, there was no hesitancy on your end, and you provided the funds for us to finish this project as quickly as possible. Now, all super sacs have been collected, and are being sent to Ocean Legacy Foundation to be recycled. From your leadership, we have successfully finished this project, collecting 200 super sacs of marine debris, and restoring many areas in Clayoquot Sound and Barkley Sound that were previously polluted.

Thank you for all of your support, we look forward to continue working together and strengthening our partnership.

Sincerely,

Surfrider Pacific Rim

*M. Hall* *Shelmer*

*Jim*

*Sarah B*

*Al You*

*L. Woodbury*

*John Red*

*Trevor Wade*

*[Signature]*



Transport  
Canada

Transports  
Canada

Pacific Region  
Suite 820  
800 Burrard Street  
Vancouver, B.C.  
V6Z 2J8

Région du Pacifique  
800, rue Burrard  
Bureau 820  
Vancouver, C.-B.  
V6Z 2J8



December 1, 2017

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

Dear Mr. Jack,

Thank you for your correspondence of October 26, 2017, regarding the divestiture of the Bamfield West Public Port Facility in Bamfield, British Columbia.

I would like to acknowledge your offer for the Alberni-Clayoquot Regional District to be a conduit for local community engagement and will advise any interested parties of your request.

Please feel free to contact me directly at 604-666-5336 or [thomas.kwan@tc.gc.ca](mailto:thomas.kwan@tc.gc.ca) if you have any further questions regarding the divestiture of the Bamfield port facility.

Again, thank you for writing.

Yours sincerely,

Thomas Kwan  
Regional Manager, Property and Divestiture



December 5, 2017

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W9E2

**Subject: Prevention of Quagga and Zebra Mussels**

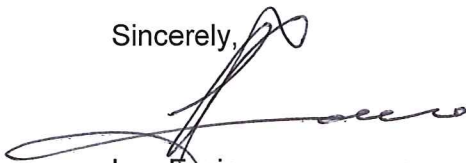
Dear Minister Heyman:

At a recent meeting of Council on December 4, 2017, Council passed a resolution in support of the District of Sicamous' concerns and threat of Quagga and Zebra mussels in the Province. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education for the threat of Quagga and Zebra mussels into BC Lakes.

As expressed in the District of Sicamous' letter of November 29, 2017, the Village concurs that the impacts these bivalve molluscs can inflict in our BC waters is of a huge concern. We wholeheartedly agree with the District and recommend that the Province take the necessary steps to ensure continuing health and well-being of our waters and work towards a solution for the eradication of this invasive species.

We respectfully request that you consider the requests made on this very important issue.

Sincerely,



Leo Facio  
Mayor

enclosure

cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via emails)  
Council

RECEIVED  
DEC 06 2017

**An open letter to the Alberni Clayoquot Regional District**

Each and every time I travel from Qualicum to Port Alberni I become frustrated with the condition of this so called highway. I have lived in Port Alberni for sixty plus years and I have not seen any substantial alterations to our highway in or out of Port Alberni during that time other than some minor changes to the dangerous curve on the hump, and that is slumping badly.

I know Port Alberni has added billions of dollars to the Provincial and Federal coffers but this is the best they can do for us in terms of a main artery in or out! How can this be justified? I could list communities that have done far less for BC's economy and yet have modern highway connections.

So here's what I know; I know that the Provincial or Federal Governments will do absolutely nothing for a wheel that does not squeak, yet I rarely see any attention to this matter.

So who should be squeaking for us? I believe our MLA, Regional District, mayor and council members from here and the West Coast are saddled with this responsibility.

The late Charlie Haggard got involved and had offered alternative solutions in this area but sadly we have lost one important voice on our behalf.

I believe the present highway is a hindrance to the growth and viability of Port Alberni, Bamfield, Ucluelet, and Tofino. Without it this valley will gradually shrink into obscurity. I also believe in the axiom ; **"Build it and they will come"**

My plea to the Regional District is simple: (Providing you can agree on the premise we need a new highway)

\* Add a **"New Highway"** heading to your meeting agenda so that it is reported on each and every time your committee meets. If there is nothing to report, "do something and report it at the next meeting"

**Lobby for a new highway at each and every opportunity.**

Thanks in advance for your consideration,

Sincerely, Ernest Burnett  
4965 Leslie Ave  
Port Alberni, BC  
V9Y6S5

*Ernest R Burnett*  
*Dec 3 / 2017*

CC: Port Alberni City Mayor and Council, Alberni Regional District,  
Scott Fraser MLA





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** December 13, 2017  
**Subject:** 2018-2022 ACRD & ACRHD Financial Plan Meeting Schedule

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**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors approve the proposed meeting schedule for the 2018-2022 Alberni-Clayoquot Regional District Financial Plan and the 2018 Alberni-Clayoquot Regional Hospital District Annual Budget.*

**Background:**

The attached meeting schedule outlines the proposed timetable for next year's budget process. This process is similar to previous years. Additional public meetings, in the individual areas, will be setup after coordinating with the area Directors in the New Year. Municipalities and First Nations are asked to indicate to the Manager of Finance if you would like a presentation setup for your elected body.

The Manager of Finance will setup individual appointments with Directors for services that affect a single area only.

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

As you are aware, the Financial Plan process takes a significant amount of staff and elected official time. If necessary, additional meetings will be added in order to complete the discussions required to adopt the financial plan.

**Policy or Legislation:**

Section 374 of the Local Government Act requires that a five-year financial plan be developed with public consultation and be adopted annually by March 31.

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

Teri Fong, CPA, CGA, Manager of Finance

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

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

## Alberni-Clayoquot Regional District 2018-2022 Financial Plan Meeting Schedule

All meetings to be held in the Regional District Board Room unless otherwise specified

<b>Date, Time</b>	<b>Participants</b>	<b>Services to be Reviewed</b>
Wednesday, Feb 7 <sup>th</sup> , 1:00pm	West Coast Committee Meeting – (Ucluelet Community Centre)	<ul style="list-style-type: none"> <li>• Long Beach Airport</li> <li>• Long Beach Emergency Planning</li> <li>• West Coast Waste Management</li> <li>• West Coast Multiplex</li> </ul>
Wednesday, Feb 14 <sup>th</sup> 9:00am	Committee-of-the-Whole Meeting	<ul style="list-style-type: none"> <li>• Grant-in-aid Applications</li> <li>• Grant-in-aid for Economic Development</li> </ul>
Wednesday, Feb 14 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• E911 Telephone Service</li> <li>• General Government Services</li> <li>• Regional Parks</li> <li>• Regional Planning</li> </ul>
Wednesday, Feb 14 <sup>th</sup> (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> reading – 2018 Hospital District Budget</li> </ul>
Wednesday, Feb 21 <sup>st</sup> , 10:00am	Alberni Valley Committee and Bamfield (for Waste Management Services)	<ul style="list-style-type: none"> <li>• Alberni Valley Emergency Planning</li> <li>• Alberni Valley Waste Management</li> <li>• Alberni Valley Regional Airport</li> <li>• Proposed Regional Water</li> <li>• Custom Transit</li> <li>• Sproat Lake Marine Patrol</li> </ul>
Wednesday, Feb 21 <sup>st</sup> , 1:30pm	Electoral Area Directors Meeting	<ul style="list-style-type: none"> <li>• Building Inspection</li> <li>• Electoral Area Administration</li> <li>• Mgmt of Development – Rural Areas</li> <li>• Vancouver Island Regional Library</li> </ul>
Wednesday, Feb 28 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1st reading – 2018-2022 Financial Plan Bylaw</li> </ul>
Wednesday, Mar 14 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Continued debate on any unfinished Financial Plan items</li> </ul>
Wednesday, Mar 14 <sup>th</sup> (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup>, 3<sup>rd</sup> reading &amp; adoption – 2018 Hospital District Budget</li> </ul>
Wednesday, Mar.21 <sup>st</sup> 6:00pm	Special Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Public Consultation Session &amp; Debate</li> <li>• Second reading – 2018-2022 Financial Plan Bylaw</li> </ul>
Wednesday, Mar 28 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 3rd reading &amp; adoption of the Regional District 2018-2022 Financial Plan</li> </ul>



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** December 13, 2017  
**Subject:** Finance Warrant No. 583

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**Recommendation:**

**THAT the Board of Directors approve Finance Warrant Number 583 in the amount of \$967,523.67 dated November 30, 2017.**

**Summary:**

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

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

Minimal

**Policy or Legislation:**

None

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

Teri Fong, CPA, CGA, Manager of Finance

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



**AP5100**

**Date :** Dec 04, 2017

**Page :** 1

**Time :** 2:03 pm

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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	
<b>0019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>					
00204-0001	10-Nov-2017	Issued	265	T		373.28
102-2929	01-4-2500-000	PAYABLES - TRADE		373.28		
Invoice Description --> BCWS - HYDRANT REPAIR						
<b>Total :</b>				373.28	0.00	373.28
00205-0001	24-Nov-2017	Issued	284	T		790.13
102-2922	01-4-2500-000	PAYABLES - TRADE		790.13		
Invoice Description --> BCWS - HYDRANT REPAIR						
<b>Total :</b>				790.13	0.00	790.13
<b>Supplier Total :</b>				1163.41	0.00	1163.41
<b>0012</b>	<b>ABELL PEST CONTROL INC</b>					
00204-0002	10-Nov-2017	Issued	265	T		93.27
A0568816	01-4-2500-000	PAYABLES - TRADE		93.27		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
<b>Total :</b>				93.27	0.00	93.27
<b>Supplier Total :</b>				93.27	0.00	93.27
<b>0016</b>	<b>ACE COURIER SERVICES</b>					
00204-0003	10-Nov-2017	Issued	265	T		273.11
14210451	01-4-2500-000	PAYABLES - TRADE		273.11		
Invoice Description --> AVLF -\$91.82 , BCWS \$168.28						
<b>Total :</b>				273.11	0.00	273.11
00205-0002	24-Nov-2017	Issued	284	T		84.44
14211233	01-4-2500-000	PAYABLES - TRADE		84.44		
Invoice Description --> WCLF - WATER MONITORING - FREIGHT						
<b>Total :</b>				84.44	0.00	84.44
<b>Supplier Total :</b>				357.55	0.00	357.55
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
00204-0004	10-Nov-2017	Issued	265	T		145.10
9585358691	01-4-2500-000	PAYABLES - TRADE		14.36		
Invoice Description --> BCWS - SAFETY SUPPLIES						
9590913944	01-4-2500-000	PAYABLES - TRADE		130.74		
Invoice Description --> BCWS - SUPPLIES						
<b>Total :</b>				145.10	0.00	145.10
00205-0003	24-Nov-2017	Issued	284	T		39.32
9612707993	01-4-2500-000	PAYABLES - TRADE		17.56		
Invoice Description --> BUILDING INSPECTION - SUPPLIES						
9604598699	01-4-2500-000	PAYABLES - TRADE		21.76		
Invoice Description --> ACRD - SAFETY SUPPLIES						

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



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**Date :** Dec 04, 2017 **Time :** 2:03 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-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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	
<b>Total :</b>				39.32	0.00	39.32
<b>Supplier Total :</b>				184.42	0.00	184.42

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0024</b>	<b>ACTIVE ARBORIST</b>					
41130	21-Nov-2017	Issued	285	C	231.00	
113	01-4-2500-000	PAYABLES - TRADE		231.00		
Invoice Description --> BC PARKS - HAZARD TREES						
<b>Total :</b>				231.00	0.00	231.00
<b>Supplier Total :</b>				231.00	0.00	231.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>					
00205-0004	24-Nov-2017	Issued	284	T	7217.42	
344361	01-4-2500-000	PAYABLES - TRADE		7217.42		
Invoice Description --> AVRA - RUNWAY EXTENSION - SD70 SCHOOL MOVE						
<b>Total :</b>				7217.42	0.00	7217.42
<b>Supplier Total :</b>				7217.42	0.00	7217.42

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0031</b>	<b>AGAT LABORATORIES</b>					
00204-0005	10-Nov-2017	Issued	265	T	2271.94	
17422300E	01-4-2500-000	PAYABLES - TRADE		660.45		
Invoice Description --> AVLF - WATER MONITORING						
17420415E	01-4-2500-000	PAYABLES - TRADE		730.01		
Invoice Description --> AVLF - WATER MONITORING						
17422352E	01-4-2500-000	PAYABLES - TRADE		881.48		
Invoice Description --> AVLF - WATER MONITORING						
<b>Total :</b>				2271.94	0.00	2271.94
<b>00205-0005</b>	<b>24-Nov-2017</b>	<b>Issued</b>	<b>284</b>	<b>T</b>	<b>2121.53</b>	
17424408E	01-4-2500-000	PAYABLES - TRADE		970.20		
Invoice Description --> WCLF - WATER MONITORING						
17423808E	01-4-2500-000	PAYABLES - TRADE		1151.33		
Invoice Description --> WCLF - WATER MONITORING						
<b>Total :</b>				2121.53	0.00	2121.53
<b>Supplier Total :</b>				4393.47	0.00	4393.47

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0056</b>	<b>AIR LIQUIDE CANADA</b>					
00204-0006	10-Nov-2017	Issued	265	T	61.04	
67536946	01-4-2500-000	PAYABLES - TRADE		61.04		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				61.04	0.00	61.04
<b>00205-0006</b>	<b>24-Nov-2017</b>	<b>Issued</b>	<b>284</b>	<b>T</b>	<b>129.34</b>	

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



**AP5100**  
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**Supplier :** 0002 To Z4209  
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**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
67536935	01-4-2500-000	PAYABLES - TRADE		30.55		
Invoice Description --> SLVFD - EQUIPMENT						
67579999	01-4-2500-000	PAYABLES - TRADE		98.99		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				129.54	0.00	129.54
<b>Supplier Total :</b>				190.58	0.00	190.58

<b>0060 ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>						
00204-0007	10-Nov-2017		Issued	265	T	21.28
24248	01-4-2500-000	PAYABLES - TRADE			21.28	
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				21.28	0.00	21.28
<b>Supplier Total :</b>				21.28	0.00	21.28

<b>0021 ALBERNI DISTRICT CO-OP ASSOCIATION</b>						
00205-0007	24-Nov-2017		Issued	284	T	956.96
ACRD - OCT/17	01-4-2500-000	PAYABLES - TRADE			956.96	
Invoice Description --> ACRD - 0141614 - OCT FUEL						
<b>Total :</b>				956.96	0.00	956.96
00206-0001	30-Nov-2017		Issued	286	T	910.85
BCVFD - OCT/17	01-4-2500-000	PAYABLES - TRADE			396.70	
Invoice Description --> BCVFD - 0133967 - SEPT FUEL						
BCWS - OCT/17	01-4-2500-000	PAYABLES - TRADE			514.15	
Invoice Description --> BCWS - 0104372 - OCT FUEL						
<b>Total :</b>				910.85	0.00	910.85
<b>Supplier Total :</b>				1867.81	0.00	1867.81

<b>0032 ALBERNI LANDSCAPING</b>						
00204-0008	10-Nov-2017		Issued	265	T	183.75
6568	01-4-2500-000	PAYABLES - TRADE			183.75	
Invoice Description --> AVRA - GROUNDS MAINTENANCE						
<b>Total :</b>				183.75	0.00	183.75
<b>Supplier Total :</b>				183.75	0.00	183.75

<b>00213 ALBERNI TOWING</b>						
00205-0008	24-Nov-2017		Issued	284	T	579.60
26875	01-4-2500-000	PAYABLES - TRADE			289.80	
Invoice Description --> BCVFD - TRAINING						
27931	01-4-2500-000	PAYABLES - TRADE			289.80	
Invoice Description --> BCVFD - TRAINING						

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



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**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				579.60	0.00	579.60
<b>Supplier Total :</b>				579.60	0.00	579.60

**0233 ALL ABOARD COURIER**

41131	21-Nov-2017		Issued	285	C	25.58	
16640	01-4-2500-000	PAYABLES - TRADE			25.58		
Invoice Description --> BCWS - WATER SUPPLIES - FREIGHT							
<b>Total :</b>					25.58	0.00	25.58
<b>Supplier Total :</b>					25.58	0.00	25.58

**0270 ANDREW SHERET LTD.**

00204-0009	10-Nov-2017		Issued	265	T	9132.12	
03-051188	01-4-2500-000	PAYABLES - TRADE			49.42		
Invoice Description --> AVLF/SL PARKS - WATER SYSTEM SUPPLIES							
03-049401	01-4-2500-000	PAYABLES - TRADE			836.34		
Invoice Description --> BCWS - NEW SERVICE							
03-050612	01-4-2500-000	PAYABLES - TRADE			1545.47		
Invoice Description --> BCWS - HYDRANT REPAIR							
03-051325	01-4-2500-000	PAYABLES - TRADE			2789.18		
Invoice Description --> BCWS - WATERMAIN - TRAVES - CAPITAL							
03-050518	01-4-2500-000	PAYABLES - TRADE			3911.71		
Invoice Description --> BCWS - HYDRANT REPAIR							
<b>Total :</b>					9132.12	0.00	9132.12
<b>Supplier Total :</b>					9585.00	0.00	9585.00

**0336 ARC - WESTERN CANADA**

00205-0010	24-Nov-2017		Issued	284	T	378.56	
N026905	01-4-2500-000	PAYABLES - TRADE			378.56		
Invoice Description --> PLANNING - PLOTTER SUPPLIES							
<b>Total :</b>					378.56	0.00	378.56
<b>Supplier Total :</b>					378.56	0.00	378.56

**0394 ASSOCIATED FIRE SAFETY EQUIPMENT**

Cheque Register - Detail - Supp.



Supplier : 0002 To Z4209  
 Trans. Date : 01-Nov-2017 To 30-Nov-2017  
 Cheque Date : 01-Nov-2017 To 30-Nov-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	
00205-0011	24-Nov-2017	Issued	284	T		708.75
17869	01-4-2500-000	PAYABLES - TRADE		708.75		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				708.75	0.00	708.75
<b>Supplier Total :</b>				708.75	0.00	708.75

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0660	BC HYDRO					
41132	21-Nov-2017	Issued	285	C		11138.73
108010041332	01-4-2500-000	PAYABLES - TRADE		703.42		
Invoice Description --> BVFD - HYDRO						
400002899579	01-4-2500-000	PAYABLES - TRADE		10435.31		
Invoice Description --> ACRD - HYDRO CONSOLIDATED						
<b>Total :</b>				11138.73	0.00	11138.73
<b>Supplier Total :</b>				11138.73	0.00	11138.73

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0673	BC ONE CALL					
41133	21-Nov-2017	Issued	285	C		77.96
201709610	01-4-2500-000	PAYABLES - TRADE		77.96		
Invoice Description --> BCWS - 3RD QUARTER 2017 MEMBERSHIP FEES						
<b>Total :</b>				77.96	0.00	77.96
<b>Supplier Total :</b>				77.96	0.00	77.96

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0700	BC TRANSIT					
00204-0010	10-Nov-2017	Issued	265	T		17858.00
917602	01-4-2500-000	PAYABLES - TRADE		17858.00		
Invoice Description --> SEPT 2017 CUSTOM TRANSIT						
<b>Total :</b>				17858.00	0.00	17858.00
<b>Supplier Total :</b>				17858.00	0.00	17858.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0677	BC WATER & WASTE ASSOC.					
41134	21-Nov-2017	Issued	285	C		240.45
100556-28435	01-4-2500-000	PAYABLES - TRADE		240.45		
Invoice Description --> BCWS - RECRUITING - AD						
<b>Total :</b>				240.45	0.00	240.45
<b>Supplier Total :</b>				240.45	0.00	240.45

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0740	BEAVER CREEK HOME CENTER					
00204-0011	10-Nov-2017	Issued	265	T		3239.49
1710-765269	01-4-2500-000	PAYABLES - TRADE		17.42		
Invoice Description --> 44 AVLF/WCLF - SUPPLIES						
1710-766244	01-4-2500-000	PAYABLES - TRADE		3222.07		



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



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**Date :** Dec 04, 2017 **Time :** 2:03 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-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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				Amount	
Invoice Description --> BC COMMUNITY CLUB - PLAYGROUND							
<b>Total :</b>					3239.49	0.00	3239.49
00205-0012	24-Nov-2017	Issued	284	T		375.23	
1710-764468	01-4-2500-000	PAYABLES - TRADE			14.46		
Invoice Description --> SLVFD - EQUIPMENT							
1710-76936	01-4-2500-000	PAYABLES - TRADE			23.49		
Invoice Description --> BCWS - HYDRANT REPAIR							
1710-771470	01-4-2500-000	PAYABLES - TRADE			56.37		
Invoice Description --> SLVFD - EQUIPMENT							
1710-766432	01-4-2500-000	PAYABLES - TRADE			62.86		
Invoice Description --> BCWS - SMALL TOOLS							
1710-765314	01-4-2500-000	PAYABLES - TRADE			103.24		
Invoice Description --> BCWS - SUPPLIES FOR NEW SERVICE AND REPAIR							
1710-767720	01-4-2500-000	PAYABLES - TRADE			114.81		
Invoice Description --> SLVFD - EQUIPMENT							
<b>Total :</b>					375.23	0.00	375.23
<b>Supplier Total :</b>					3614.72	0.00	3614.72
-----							
<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>						
00205-0013	24-Nov-2017	Issued	284	T		10.08	
157409	01-4-2500-000	PAYABLES - TRADE			10.08		
Invoice Description --> SB - SEWAGE - LOG BOOK							
<b>Total :</b>					10.08	0.00	10.08
<b>Supplier Total :</b>					10.08	0.00	10.08
-----							
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>						
00204-0012	10-Nov-2017	Issued	265	T		44026.08	
2298	01-4-2500-000	PAYABLES - TRADE			44026.08		
Invoice Description --> WCLF - OCT CONTRACT \$35,521.60, FREON\$168, DIVERSION SPOTTER \$6240							
<b>Total :</b>					44026.08	0.00	44026.08
00205-0014	24-Nov-2017	Issued	284	T		88039.44	
2310	01-4-2500-000	PAYABLES - TRADE			1336.13		
Invoice Description --> AVRA - SIGN PROJECT - CAPITAL							
2299	01-4-2500-000	PAYABLES - TRADE			86703.31		
Invoice Description --> AVLF - OCT CONTRACT \$63495.41, FREON\$396, MMBC\$806.18, DIV SPOTTER & WOODWASTE							
<b>Total :</b>					88039.44	0.00	88039.44
<b>Supplier Total :</b>					132065.52	0.00	132065.52
-----							
<b>0811</b>	<b>BINGHAM, BRANDON</b>						
41136	21-Nov-2017	Issued	285	C		250.00	
2017-1045	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BINGHAM							

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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	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

**0825 BLACK PRESS GROUP LTD.**

00205-0015	24-Nov-2017		Issued	284	T	662.44
333301774	01-4-2500-000	PAYABLES - TRADE			662.44	
Invoice Description --> PLANNING - ADS						
<b>Total :</b>				662.44	0.00	662.44
<b>Supplier Total :</b>				662.44	0.00	662.44

**0827 BLAKEY ELECTRIC**

41137	21-Nov-2017		Issued	285	C	4086.75
91579	01-4-2500-000	PAYABLES - TRADE			1204.67	
Invoice Description --> BCWS - BUILDING MAINTENANCE						
91578	01-4-2500-000	PAYABLES - TRADE			2882.08	
Invoice Description --> BC VFD - BUILDING MAINTENANCE						
<b>Total :</b>				4086.75	0.00	4086.75
<b>Supplier Total :</b>				4086.75	0.00	4086.75

**0914 BOWERMAN EXCAVATING LTD**

00205-0016	24-Nov-2017		Issued	284	T	258907.85
11334	01-4-2500-000	PAYABLES - TRADE			170.00	
Invoice Description --> BCFVD/BCWS - SPLIT COMPOUND UPGRADES - CAPITAL						
11333	01-4-2500-000	PAYABLES - TRADE			220.00	
Invoice Description --> BCFVD/BCWS - SPLIT COMPOUND UPGRADES - CAPITAL						
11636	01-4-2500-000	PAYABLES - TRADE			258517.85	
Invoice Description --> AVRA - NW OLS RD - CAPITAL						
<b>Total :</b>				258907.85	0.00	258907.85

00207-0001	30-Nov-2017		Issued	289	T	8910.85
11405	01-4-2500-000	PAYABLES - TRADE			3046.68	
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
11406	01-4-2500-000	PAYABLES - TRADE			5864.17	
Invoice Description --> AVRA - EXTENSION - CAPITAL						
<b>Total :</b>				8910.85	0.00	8910.85
<b>Supplier Total :</b>				267818.70	0.00	267818.70

**0916 BOWMARK CONCRETE LTD.**

00204-0013	10-Nov-2017		Issued	265	T	20163.36
16334	01-4-2500-000	PAYABLES - TRADE			20163.36	
Invoice Description --> AVLF - TRANSFER STATION - CAPITAL						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				20163.36	0.00	20163.36
<b>Supplier Total :</b>				20163.36	0.00	20163.36

**0950 BRETT, KENNETH**

00204-0014	10-Nov-2017		Issued	265	T	1000.00	
BRE181592	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
<b>Total :</b>					1000.00	0.00	1000.00
<b>Supplier Total :</b>					1000.00	0.00	1000.00

**0948 BRITISH COLUMBIA TRANSPORTATION FINANCING AUTHORITY**

41139	21-Nov-2017		Issued	285	C	630.00	
24279-2017	01-4-2500-000	PAYABLES - TRADE			630.00		
Invoice Description --> SLVFD - ANNUAL LICENSE FEE - OCCUPATION FABER RD							
<b>Total :</b>					630.00	0.00	630.00
<b>Supplier Total :</b>					630.00	0.00	630.00

**0965 BROKEN ISLAND ADVENTURES LTD.**

41140	21-Nov-2017		Issued	285	C	136.32	
1383	01-4-2500-000	PAYABLES - TRADE			136.32		
Invoice Description --> BWS - WATER SYSTEM REPAIR							
<b>Total :</b>					136.32	0.00	136.32
<b>Supplier Total :</b>					136.32	0.00	136.32

**1035 BUTLER, LES**

00204-0015	10-Nov-2017		Issued	265	T	3150.00	
2017-10	01-4-2500-000	PAYABLES - TRADE			3150.00		
Invoice Description --> BWS - OCT 2017 CONTRACTOR							
<b>Total :</b>					3150.00	0.00	3150.00
<b>Supplier Total :</b>					3150.00	0.00	3150.00

**1074 CALEDONIA FIRE PROTECTION**

00205-0017	24-Nov-2017		Issued	284	T	1445.85
20513	01-4-2500-000	PAYABLES - TRADE			254.10	
Invoice Description --> WCLF - ANNUAL INSPECTION FIRE EXTINGUISHERS						
20515-I	01-4-2500-000	PAYABLES - TRADE			362.25	
Invoice Description --> LBA - ANNUAL INSP. EXTINGUISHERS, EMERG. LIGHTS, FIRE ALARM SYSTEM						
20516-I	01-4-2500-000	PAYABLES - TRADE			362.25	
Invoice Description --> LBA - ANNUAL INSP. EXTINGUISHERS, EMERG. LIGHTS, FIRE ALARM SYSTEM						
20517-I	01-4-2500-000	PAYABLES - TRADE			467.25	
Invoice Description --> LBA - ANNUAL INSP. EXTINGUISHERS, EMERG. LIGHTS, FIRE ALARM SYSTEM						

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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	
<b>Total :</b>				1445.85	0.00	1445.85
<b>Supplier Total :</b>				1445.85	0.00	1445.85

**1110 CANADA POST CORPORATION**

00205-0018	24-Nov-2017		Issued	284	T	7.04	
9634780240	01-4-2500-000	PAYABLES - TRADE			7.04		
Invoice Description --> PLANNING - BYLAW - POSTAGE							
<b>Total :</b>					7.04	0.00	7.04
41085	08-Nov-2017		Issued	269	C	2097.38	
NOV08/17	01-4-2500-000	PAYABLES - TRADE			2097.38		
Invoice Description --> WC MULTIPLEX - POSTAGE FOR SURVEY RETURN ENV.							
<b>Total :</b>					2097.38	0.00	2097.38
<b>Supplier Total :</b>					2104.42	0.00	2104.42

**1084 CANADIAN ASSOCIATION FOR RAINWATER MANAGEMENT**

41142	21-Nov-2017		Issued	285	C	1980.00	
OCT30/17	01-4-2500-000	PAYABLES - TRADE			1980.00		
Invoice Description --> PLANNING - AG INITIATIVES - RAINWATER HARVESTING WORKSHOP							
<b>Total :</b>					1980.00	0.00	1980.00
<b>Supplier Total :</b>					1980.00	0.00	1980.00

**1187 CANADIAN RED CROSS**

41143	21-Nov-2017		Issued	285	C	10000.00	
CRD-F-014519	01-4-2500-000	PAYABLES - TRADE			10000.00		
Invoice Description --> AVEP - DISASTER RELIEF SERVICES AGREEMENT 2017							
<b>Total :</b>					10000.00	0.00	10000.00
<b>Supplier Total :</b>					10000.00	0.00	10000.00

**1270 CDW CANADA INC**

00205-0019	24-Nov-2017		Issued	284	T	178.64	
KRR6381	01-4-2500-000	PAYABLES - TRADE			178.64		
Invoice Description --> AVLF - 3RD AVE DEPOT - ROUTER							
<b>Total :</b>					178.64	0.00	178.64
<b>Supplier Total :</b>					178.64	0.00	178.64

**1316 CERTITECH IT SERVICES**

00204-0016	10-Nov-2017		Issued	265	T	6615.00
00217	01-4-2500-000	PAYABLES - TRADE			6615.00	
Invoice Description --> OCT 2017 - IT SERVICES \$5,760. BCWS \$300, AVLF \$240						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				6615.00	0.00	6615.00
<b>Supplier Total :</b>				6615.00	0.00	6615.00

**1342 CITY OF PORT ALBERNI**

00205-0020	24-Nov-2017		Issued	284	T	502.95	
SEPT30/17-AVLF	01-4-2500-000	PAYABLES - TRADE			129.15		
Invoice Description --> AVLF - LEACHATE							
25791	01-4-2500-000	PAYABLES - TRADE			373.80		
Invoice Description --> PLANNING - RAIN WATER HARVESTING PROF WORKSHOP - ECHO							
<b>Total :</b>					502.95	0.00	502.95
<b>Supplier Total :</b>					502.95	0.00	502.95

**1362 CLEARTECH INDUSTRIES INC.**

41074	07-Nov-2017		Issued	266	C	126.21	
724841	01-4-2500-000	PAYABLES - TRADE			126.21		
Invoice Description --> AVLF/WCLF - WATER MONITORING SPLIT							
<b>Total :</b>					126.21	0.00	126.21
<b>Supplier Total :</b>					126.21	0.00	126.21

**1410 COASTAL BRIDGE & CONSTRUCTION**

41075	07-Nov-2017		Issued	266	C	8155.52	
17-464	01-4-2500-000	PAYABLES - TRADE			8155.52		
Invoice Description --> AVRA - EXTENSION - SD70 - CAPITAL							
<b>Total :</b>					8155.52	0.00	8155.52
41145	21-Nov-2017		Issued	285	C	894.60	
17-503	01-4-2500-000	PAYABLES - TRADE			894.60		
Invoice Description --> REGIONAL PARKS - MAINTENANCE - INLET TRAIL							
<b>Total :</b>					894.60	0.00	894.60
<b>Supplier Total :</b>					9050.12	0.00	9050.12

**0002 CONNECT ROCKET COMMUNICATIONS INC**

41129	21-Nov-2017		Issued	285	C	477.00	
1938	01-4-2500-000	PAYABLES - TRADE			237.75		
Invoice Description --> AVEP - EOC ALERTING SYSTEM							
1376	01-4-2500-000	PAYABLES - TRADE			239.25		
Invoice Description --> AVEP - EOC ALERTING SYSTEM							
<b>Total :</b>					477.00	0.00	477.00
<b>Supplier Total :</b>					477.00	0.00	477.00

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**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	
41144	21-Nov-2017	Issued	285	C		250.00
2017-1046	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - COOMBS						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<b>0810</b>	<b>CORIX UTILITIES INC.</b>					
41135	21-Nov-2017	Issued	285	C		1372.79
2071302250	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> MWS - MAINTENANCE						
2017302249	01-4-2500-000	PAYABLES - TRADE		952.79		
Invoice Description --> LBA - HYDRANT MAINTENANCE						
<b>Total :</b>				1372.79	0.00	1372.79
<b>Supplier Total :</b>				1372.79	0.00	1372.79
<b>0801</b>	<b>CORIX WATER PRODUCTS LTD.</b>					
00205-0021	24-Nov-2017	Issued	284	T		1090.92
10716132978	01-4-2500-000	PAYABLES - TRADE		1090.92		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>				1090.92	0.00	1090.92
<b>Supplier Total :</b>				1090.92	0.00	1090.92
<b>1650</b>	<b>CUPE - LOCAL 118</b>					
00204-0017	10-Nov-2017	Issued	265	T		892.53
DUESOCT17 - PP22	01-4-2500-000	PAYABLES - TRADE		892.53		
Invoice Description --> OCTOBER 2017 UNION DUES - PP22						
<b>Total :</b>				892.53	0.00	892.53
<b>Supplier Total :</b>				892.53	0.00	892.53
<b>1848</b>	<b>D.R.CLOUGH CONSULTING</b>					
41147	21-Nov-2017	Issued	285	C		3333.95
ACRD17-6	01-4-2500-000	PAYABLES - TRADE		3333.95		
Invoice Description --> GIA - LOG TRAIN TRAIL - FISH HABITAT ACESS & ENV. PLAN						
<b>Total :</b>				3333.95	0.00	3333.95
<b>Supplier Total :</b>				3333.95	0.00	3333.95
<b>1709</b>	<b>DEER BAY CONTRACTING</b>					
00205-0022	24-Nov-2017	Issued	284	T		808.50
5045	01-4-2500-000	PAYABLES - TRADE		808.50		
Invoice Description --> SB - RECREATION - DOCK AND PORTABLES REMOVED						

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Total :</b>						808.50	0.00	808.50
<b>Supplier Total :</b>						808.50	0.00	808.50
-----								
<b>1743</b>	<b>DIRECT APPROACH CONSULTING INC</b>							
41146	21-Nov-2017		Issued	285	C	4567.50		4567.50
3355	01-4-2500-000	PAYABLES - TRADE			4567.50			
Invoice Description --> AVRA - GPS APPROVAL - CAPITAL								
<b>Total :</b>						4567.50	0.00	4567.50
<b>Supplier Total :</b>						4567.50	0.00	4567.50
-----								
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>							
00205-0023	24-Nov-2017		Issued	284	T	46.37		46.37
G45073	01-4-2500-000	PAYABLES - TRADE			46.37			
Invoice Description --> BCWS - HYDRANT REPAIR								
<b>Total :</b>						46.37	0.00	46.37
<b>Supplier Total :</b>						46.37	0.00	46.37
-----								
<b>1853</b>	<b>DUMAS, WAYNE</b>							
41076	07-Nov-2017		Issued	266	C	256.70		256.70
OCT02/17	01-4-2500-000	PAYABLES - TRADE			256.70			
Invoice Description --> BC COMMUNITY CLUB - PARK SUPPLIES								
<b>Total :</b>						256.70	0.00	256.70
<b>Supplier Total :</b>						256.70	0.00	256.70
-----								
<b>1847</b>	<b>DUPERE, JOHANNE</b>							
00204-0018	10-Nov-2017		Issued	265	T	200.00		200.00
DUP181593	01-4-2500-000	PAYABLES - TRADE			200.00			
Invoice Description --> SPROAT PARKS CARETAKER								
<b>Total :</b>						200.00	0.00	200.00
<b>Supplier Total :</b>						200.00	0.00	200.00
-----								
<b>0940</b>	<b>DUVALL, EDITH</b>							
00204-0019	10-Nov-2017		Issued	265	T	1870.00		1870.00
NOV07/17	01-4-2500-000	PAYABLES - TRADE			120.00			
Invoice Description --> MONTHLY JANITORIAL SERVICE - EXTRA 6 HRS								
EDUVALL81595	01-4-2500-000	PAYABLES - TRADE			1750.00			
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL								
<b>Total :</b>						1870.00	0.00	1870.00

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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		
<b>Supplier Total :</b>						1870.00	0.00	1870.00
<hr style="border-top: 1px dashed black;"/>								
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>							
00205-0024	24-Nov-2017		Issued	284	T	48.30		
384	01-4-2500-000	PAYABLES - TRADE			48.30			
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
<b>Total :</b>						48.30	0.00	48.30
<b>Supplier Total :</b>						48.30	0.00	48.30
<hr style="border-top: 1px dashed black;"/>								
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>							
00205-0025	24-Nov-2017		Issued	284	T	4068.88		
#10OCT17	01-4-2500-000	PAYABLES - TRADE			4068.88			
Invoice Description -->		PLANNING - AG SUPPORT \$3817.00, GROW LOCAL \$62.50						
<b>Total :</b>						4068.88	0.00	4068.88
<b>Supplier Total :</b>						4068.88	0.00	4068.88
<hr style="border-top: 1px dashed black;"/>								
<b>1970</b>	<b>EQUIFAX CANADA INC.</b>							
41148	21-Nov-2017		Issued	285	C	10.50		
4525579	01-4-2500-000	PAYABLES - TRADE			10.50			
Invoice Description -->		WCLF - CREDIT CHECK FEES						
<b>Total :</b>						10.50	0.00	10.50
<b>Supplier Total :</b>						10.50	0.00	10.50
<hr style="border-top: 1px dashed black;"/>								
<b>1979</b>	<b>ERIK LARSEN DIESEL CO. LTD.</b>							
00205-0026	24-Nov-2017		Issued	284	T	1061.19		
715406	01-4-2500-000	PAYABLES - TRADE			19.88			
Invoice Description -->		LBA - EQUIPMENT MAINTENANCE						
715429	01-4-2500-000	PAYABLES - TRADE			1041.31			
Invoice Description -->		SB - SEWAGE - TRUCK MAINTENANCE						
<b>Total :</b>						1061.19	0.00	1061.19
<b>Supplier Total :</b>						1061.19	0.00	1061.19
<hr style="border-top: 1px dashed black;"/>								
<b>1990</b>	<b>EVITT ELECTRIC</b>							
00205-0027	24-Nov-2017		Issued	284	T	11.65		
07401A	01-4-2500-000	PAYABLES - TRADE			11.65			
Invoice Description -->		SLVFD - EQUIPMENT						
<b>Total :</b>						11.65	0.00	11.65
<b>Supplier Total :</b>						11.65	0.00	11.65



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



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**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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	
00205-0028	24-Nov-2017	Issued	284	T		157.50
A201708017	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> LBA - PEST CONTROL						
<b>Total :</b>				157.50	0.00	157.50
<b>Supplier Total :</b>				157.50	0.00	157.50

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2067	21-Nov-2017	Issued	285	C		140.33
41149	01-4-2500-000	PAYABLES - TRADE		140.33		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>				140.33	0.00	140.33
<b>Supplier Total :</b>				140.33	0.00	140.33

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2157	21-Nov-2017	Issued	285	C		250.00
41150	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - GARCIA						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				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	
2140	10-Nov-2017	Issued	265	T		55.00
00204-0020	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
<b>Total :</b>				55.00	0.00	55.00
<b>Supplier Total :</b>				55.00	0.00	55.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2322	24-Nov-2017	Issued	284	T		942.47
00205-0029	01-4-2500-000	PAYABLES - TRADE		314.41		
Invoice Description --> SLVFD - EQUIPMENT						
0428-513596	01-4-2500-000	PAYABLES - TRADE		628.06		
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				942.47	0.00	942.47
<b>Supplier Total :</b>				942.47	0.00	942.47

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2410	21-Nov-2017	Issued	285	C		294.00
41153	01-4-2500-000	PAYABLES - TRADE		147.00		
Invoice Description --> PLANNING - AG WATER POLICY MEETING						
OCT13/17	01-4-2500-000	PAYABLES - TRADE		147.00		
Invoice Description --> PLANNING - AG WATER POLICY MEETING						
OCT30/17	01-4-2500-000	PAYABLES - TRADE		147.00		

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

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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	
Invoice Description --> PLANNING - AG WATER POLICY MEETING						
<b>Total :</b>				294.00	0.00	294.00
<b>Supplier Total :</b>				294.00	0.00	294.00
-----						
<b>2521</b>	<b>HORNET EXCAVATING</b>					
41154	21-Nov-2017	Issued	285	C		2417.63
545	01-4-2500-000	PAYABLES - TRADE		685.13		
Invoice Description --> BCWS - HYDRO REPAIR						
544	01-4-2500-000	PAYABLES - TRADE		1732.50		
Invoice Description --> BCWS - HYDRANT REPAIR						
<b>Total :</b>				2417.63	0.00	2417.63
<b>Supplier Total :</b>				2417.63	0.00	2417.63
-----						
<b>2560</b>	<b>HOULE PRINTING</b>					
00205-0030	24-Nov-2017	Issued	284	T		325.92
16999	01-4-2500-000	PAYABLES - TRADE		104.16		
Invoice Description --> BCWS - DCC BYLAW						
16910	01-4-2500-000	PAYABLES - TRADE		221.76		
Invoice Description --> BCWS - DCC BYLAW - CAPITAL						
<b>Total :</b>				325.92	0.00	325.92
<b>Supplier Total :</b>				325.92	0.00	325.92
-----						
<b>2651</b>	<b>INSIGHT CANADA INC.</b>					
00205-0031	24-Nov-2017	Issued	284	T		992.61
720696835	01-4-2500-000	PAYABLES - TRADE		28.58		
Invoice Description --> ACRD - COMPUTER EXPENSE						
720698976	01-4-2500-000	PAYABLES - TRADE		155.31		
Invoice Description --> ACRD - OFFICE EQUIPMENT - RECEIPT PRINTER & BARCODE SCANNER						
720701838	01-4-2500-000	PAYABLES - TRADE		379.92		
Invoice Description --> ACRD - RECEIPT PRINTER						
720701834	01-4-2500-000	PAYABLES - TRADE		428.80		
Invoice Description --> ACRD - TONER INK AND TONER - \$302.99 PLANNING - PLOTTER \$79.87						
<b>Total :</b>				992.61	0.00	992.61
<b>Supplier Total :</b>				992.61	0.00	992.61
-----						
<b>2253</b>	<b>IRIDIA MEDICAL</b>					
00205-0032	24-Nov-2017	Issued	284	T		11425.26
17-1871	01-4-2500-000	PAYABLES - TRADE		11425.26		
Invoice Description --> BCWS - \$6949.13, SLVFD - \$4476.13						
<b>Total :</b>				11425.26	0.00	11425.26

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

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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		
<b>Supplier Total :</b>						11425.26	0.00	11425.26
<hr/>								
<b>2750</b>	<b>IRWIN AIR LTD</b>							
41156	21-Nov-2017		Issued	285	C	1538.34		
34696	01-4-2500-000	PAYABLES - TRADE			351.95			
	Invoice Description --> BCVFD - EQUIPMENT							
34495	01-4-2500-000	PAYABLES - TRADE			1186.39			
	Invoice Description --> BCVFD - EQUIPMENT							
<b>Total :</b>						1538.34	0.00	1538.34
<b>Supplier Total :</b>						1538.34	0.00	1538.34
<hr/>								
<b>2748</b>	<b>ISLAND BEVERAGE SERVICES</b>							
41155	21-Nov-2017		Issued	285	C	108.78		
16511	01-4-2500-000	PAYABLES - TRADE			108.78			
	Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>						108.78	0.00	108.78
<b>Supplier Total :</b>						108.78	0.00	108.78
<hr/>								
<b>1075</b>	<b>J&amp;D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)</b>							
00205-0033	24-Nov-2017		Issued	284	T	59.88		
527095	01-4-2500-000	PAYABLES - TRADE			6.44			
	Invoice Description --> ACRD - BUILDING MAINTENANCE							
527085	01-4-2500-000	PAYABLES - TRADE			12.89			
	Invoice Description --> ACRD - BUILDING MAINTENANCE							
527099	01-4-2500-000	PAYABLES - TRADE			40.55			
	Invoice Description --> ACRD - BUILDING MAINTENANCE							
<b>Total :</b>						59.88	0.00	59.88
<b>Supplier Total :</b>						59.88	0.00	59.88
<hr/>								
<b>2816</b>	<b>J.W.BERRY TRUCKING LTD.</b>							
41077	07-Nov-2017		Issued	266	C	2951.09		
12415	01-4-2500-000	PAYABLES - TRADE			2951.09			
	Invoice Description --> AVLF - WOOD WASTE MAINTENANCE							
<b>Total :</b>						2951.09	0.00	2951.09
41157	21-Nov-2017		Issued	285	C	2463.55		
12400	01-4-2500-000	PAYABLES - TRADE			2463.55			
	Invoice Description --> AVLF - WOOD WASTE MANAGEMENT							
<b>Total :</b>						2463.55	0.00	2463.55
<b>Supplier Total :</b>						5414.64	0.00	5414.64

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 Cheque Date : 01-Nov-2017 To 30-Nov-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	
41158	21-Nov-2017	Issued	285	C		658.35
374	01-4-2500-000	PAYABLES - TRADE		658.35		
Invoice Description --> PLANNING - AG PLAN - WATER USE PROJECT						
<b>Total :</b>				658.35	0.00	658.35
<b>Supplier Total :</b>				658.35	0.00	658.35

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2787	JACKSON, ROBERT					
00204-0021	10-Nov-2017	Issued	265	T		77.65
CSPNOV1281594	01-4-2500-000	PAYABLES - TRADE		77.65		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
<b>Total :</b>				77.65	0.00	77.65
<b>Supplier Total :</b>				77.65	0.00	77.65

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2840	JUSTICE INSTITUTE OF BC					
41159	21-Nov-2017	Issued	285	C		10.00
20049231	01-4-2500-000	PAYABLES - TRADE		10.00		
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				10.00	0.00	10.00
<b>Supplier Total :</b>				10.00	0.00	10.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2858	KGC FIRE RESCUE INC.					
00205-0034	24-Nov-2017	Issued	284	T		2362.50
234825	01-4-2500-000	PAYABLES - TRADE		2362.50		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				2362.50	0.00	2362.50
<b>Supplier Total :</b>				2362.50	0.00	2362.50

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2877	KOERS & ASSOCIATES ENGINEERING LTD.					
00205-0035	24-Nov-2017	Issued	284	T		9671.30
1245-031	01-4-2500-000	PAYABLES - TRADE		554.01		
Invoice Description --> BCWS - NEW SERVICE						
1634-017	01-4-2500-000	PAYABLES - TRADE		1155.00		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
1634-018	01-4-2500-000	PAYABLES - TRADE		7962.29		
Invoice Description --> BWS - WATER TREATMENT PLANT- CAPITAL						
<b>Total :</b>				9671.30	0.00	9671.30
<b>Supplier Total :</b>				9671.30	0.00	9671.30

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2890	L.B. WOODCHOPPERS LTD.					
00205-0036	24-Nov-2017	Issued	284	T		709.23
280339	01-4-2500-000	PAYABLES - TRADE		12.21		

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**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	BCWS - WATER MAIN EXTENSION - TRAVES RD						
279838	01-4-2500-000	PAYABLES - TRADE			31.14		
Invoice Description -->	BCWS - SAFETY SUPPLIES						
280363	01-4-2500-000	PAYABLES - TRADE			73.53		
Invoice Description -->	BCWS - SMALL TOOLS						
279866	01-4-2500-000	PAYABLES - TRADE			84.00		
Invoice Description -->	BCWS - NEW SERVICE						
280390	01-4-2500-000	PAYABLES - TRADE			108.64		
Invoice Description -->	BCWS - WATERMAIN EXTENSION - TRAVES RD						
280325	01-4-2500-000	PAYABLES - TRADE			193.20		
Invoice Description -->	ACRD - SAFETY SUPPLIES						
280338	01-4-2500-000	PAYABLES - TRADE			206.51		
Invoice Description -->	BCWS - SAFETY GEAR						
<b>Total :</b>					709.23	0.00	709.23
<b>Supplier Total :</b>					709.23	0.00	709.23

3025	LADY ROSE MARINE SERVICES						
00205-0037	24-Nov-2017	Issued	284	T		1502.38	
2010-26323	01-4-2500-000	PAYABLES - TRADE			32.63		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
2010-263298	01-4-2500-000	PAYABLES - TRADE			188.75		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
2010-26277	01-4-2500-000	PAYABLES - TRADE			320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER						
2010-26317	01-4-2500-000	PAYABLES - TRADE			320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER						
2010-26367	01-4-2500-000	PAYABLES - TRADE			320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER						
2010-26454	01-4-2500-000	PAYABLES - TRADE			320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER						
<b>Total :</b>					1502.38	0.00	1502.38
<b>Supplier Total :</b>					1502.38	0.00	1502.38

3133	LUNCHBOX FABRICATIONS						
41161	21-Nov-2017	Issued	285	C		90.00	
G.L. EPISODE 4	01-4-2500-000	PAYABLES - TRADE			90.00		
Invoice Description -->	PLANNING - GROW LOCAL SHAW PROJECT EPISODE 4						
<b>Total :</b>					90.00	0.00	90.00
<b>Supplier Total :</b>					90.00	0.00	90.00

3171	MACDERMOTT'S INSURANCE AGENCY LTD					
41162	21-Nov-2017	Issued	285	C		1681.00
0283785	01-4-2500-000	PAYABLES - TRADE			1681.00	
Invoice Description -->	AVEP - ARROWSMITH AMATEUR RADIO CLUB - 2017/11/10-2018-11/10					

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**Cheque No. :** All  
**Batch No. :** All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				1681.00	0.00	1681.00
<b>Supplier Total :</b>				1681.00	0.00	1681.00

**3214 MARCIE DEWITT**

00204-0022	10-Nov-2017		Issued	265	T	7000.00	
OCT31/17	01-4-2500-000	PAYABLES - TRADE			7000.00		
Invoice Description --> ACHN - COORDINATOR - OCT 2017							
<b>Total :</b>					7000.00	0.00	7000.00
<b>Supplier Total :</b>					7000.00	0.00	7000.00

**1210 MAXXAM ANALYTICS**

00205-0038	24-Nov-2017		Issued	284	T	951.30	
VA1099765	01-4-2500-000	PAYABLES - TRADE			951.30		
Invoice Description --> BCWS - WATER MONITORING							
<b>Total :</b>					951.30	0.00	951.30
<b>Supplier Total :</b>					951.30	0.00	951.30

**3270 MCCOY LAKE EXCAVATING LTD**

00205-0039	24-Nov-2017		Issued	284	T	1034.25	
4145	01-4-2500-000	PAYABLES - TRADE			1034.25		
Invoice Description --> BCWS - NEW SERVICE							
<b>Total :</b>					1034.25	0.00	1034.25
<b>Supplier Total :</b>					1034.25	0.00	1034.25

**3280 MCGILL & ASSOCIATES ENGINEERING**

00205-0040	24-Nov-2017		Issued	284	T	1623.57	
16347	01-4-2500-000	PAYABLES - TRADE			241.50		
Invoice Description --> CCCP - CHERRY CREEK TRAIL							
16362	01-4-2500-000	PAYABLES - TRADE			418.69		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL							
16356	01-4-2500-000	PAYABLES - TRADE			963.38		
Invoice Description --> MWS - WATER SYSTEM ASSESSMENT - CAPITAL							
<b>Total :</b>					1623.57	0.00	1623.57
<b>Supplier Total :</b>					1623.57	0.00	1623.57

**3340 MINISTER OF FINANCE**

41163	21-Nov-2017		Issued	285	C	2175.00	
MSPNOV/17	01-4-2500-000	PAYABLES - TRADE			2175.00		
Invoice Description --> MSP PREMIUMS FOR NOV 2017							
<b>Total :</b>					2175.00	0.00	2175.00

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Supplier Total :</b>					2175.00	0.00	2175.00
-----							
<b>3463</b>	<b>MUCHALAT CONSTRUCTION LTD</b>						
41164	21-Nov-2017		Issued	285	C	8715.00	
17-146	01-4-2500-000	PAYABLES - TRADE			8715.00		
Invoice Description -->		AVRA - EXPANSION - SD70 MOVE - CAPITAL					
<b>Total :</b>					8715.00	0.00	8715.00
<b>Supplier Total :</b>					8715.00	0.00	8715.00
-----							
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>						
EFT-32	02-Nov-2017		Issued	298	E	1394.10	
AVRA11/17	01-4-2500-000	PAYABLES - TRADE			1394.10		
Invoice Description -->		AVRA SHORT TERM BORROWING INTEREST					
<b>Total :</b>					1394.10	0.00	1394.10
<b>Supplier Total :</b>					1394.10	0.00	1394.10
-----							
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>						
EFT-23	02-Nov-2017		Issued	248	E	11372.11	
PP#21 - 2017	01-4-2500-000	PAYABLES - TRADE			11372.11		
Invoice Description -->		PP # 21 - 2017 PENSION REMITTANCE					
<b>Total :</b>					11372.11	0.00	11372.11
EFT-24	16-Nov-2017		Issued	257	E	11330.52	
PP#22 - 2017	01-4-2500-000	PAYABLES - TRADE			11330.52		
Invoice Description -->		PP#22 - 2017 TAX PENSION REMITTANCE					
<b>Total :</b>					11330.52	0.00	11330.52
EFT-25	30-Nov-2017		Issued	274	E	11333.38	
PP#23 - 2017	01-4-2500-000	PAYABLES - TRADE			11333.38		
Invoice Description -->		PP#23 - 2017 PENSION REMITTANCE					
<b>Total :</b>					11333.38	0.00	11333.38
<b>Supplier Total :</b>					34036.01	0.00	34036.01
-----							
<b>3600</b>	<b>NEOPOST</b>						
000204-0023	10-Nov-2017		Issued	265	T	2100.00	
NOV06/17	01-4-2500-000	PAYABLES - TRADE			2100.00		
Invoice Description -->		ACRD - POSTAGE ACCOUNT #8000202700					
<b>Total :</b>					2100.00	0.00	2100.00
<b>Supplier Total :</b>					2100.00	0.00	2100.00
-----							
<b>3627</b>	<b>NEXCAR SALES LTD.</b>						
000205-0042	24-Nov-2017		Issued	284	T	151.10	

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Supplier : 0002 To Z4209  
 Trans. Date : 01-Nov-2017 To 30-Nov-2017  
 Cheque Date : 01-Nov-2017 To 30-Nov-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	
19412	01-4-2500-000	PAYABLES - TRADE		55.95		
Invoice Description --> LBA - 2011 FORD F150						
E10327	01-4-2500-000	PAYABLES - TRADE		95.15		
Invoice Description --> ACRD - 2008 TOYOTA YARIS - MAINTENANCE						
<b>Total :</b>				151.10	0.00	151.10
<b>Supplier Total :</b>				151.10	0.00	151.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>3693</b>	<b>NUU-CHAH-NULTH TRIBAL COUNCIL</b>					
41165	21-Nov-2017	Issued	285	C	30.00	
7423	01-4-2500-000	PAYABLES - TRADE		30.00		
Invoice Description --> ACRD - ADVERTISING						
<b>Total :</b>				30.00	0.00	30.00
<b>Supplier Total :</b>				30.00	0.00	30.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>3753</b>	<b>ONSITE ENGINEERING LTD</b>					
41166	21-Nov-2017	Issued	285	C	582.75	
61654	01-4-2500-000	PAYABLES - TRADE		582.75		
Invoice Description --> REGIONAL PARKS - CHINA CREEK TRAIL BRIDGES						
<b>Total :</b>				582.75	0.00	582.75
<b>Supplier Total :</b>				582.75	0.00	582.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>					
EFT-11	01-Nov-2017	Issued	262	E	9003.74	
529880	01-4-2500-000	PAYABLES - TRADE		9003.74		
Invoice Description --> NOVEMBER 2017 - HEALTH, DENTAL & DISABILTY PREMIUMS						
<b>Total :</b>				9003.74	0.00	9003.74
<b>Supplier Total :</b>				9003.74	0.00	9003.74

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5475</b>	<b>PACIFIC SMARTFX LTD.</b>					
00205-0043	24-Nov-2017	Issued	284	T	535.50	
3119	01-4-2500-000	PAYABLES - TRADE		535.50		
Invoice Description --> SB - SECURITY - GATE MAINTENANCE						
<b>Total :</b>				535.50	0.00	535.50
<b>Supplier Total :</b>				535.50	0.00	535.50

Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>3797</b>	<b>PITEAU ASSOCIATES</b>				
00205-0044	24-Nov-2017	Issued	284	T	1157.62
18708	01-4-2500-000	PAYABLES - TRADE		248.06	
Invoice Description --> AVLF - WATER MONITORING					
18698	01-4-2500-000	PAYABLES - TRADE		909.56	
Invoice Description --> WCLF - WATER MONITORING					



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**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
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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	
<b>Total :</b>				1157.62	0.00	1157.62
<b>Supplier Total :</b>				1157.62	0.00	1157.62

**4180 PUROLATOR COURIER SERVICE**

41167	21-Nov-2017		Issued	285	C	634.10	
436214850	01-4-2500-000	PAYABLES - TRADE			141.90		
Invoice Description --> LBA - \$80.97, PLANNING \$60.93							
435949641	01-4-2500-000	PAYABLES - TRADE			492.20		
Invoice Description --> ACRD - \$67.82. LBA \$424.38							
<b>Total :</b>					634.10	0.00	634.10
<b>Supplier Total :</b>					634.10	0.00	634.10

**4187 QUALITY FOODS - PORT ALBERNI**

00205-0045	24-Nov-2017		Issued	284	T	111.55	
61 369986	01-4-2500-000	PAYABLES - TRADE			111.55		
Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>					111.55	0.00	111.55
<b>Supplier Total :</b>					111.55	0.00	111.55

**4220 RAYNER & BRACHT LTD**

41078	07-Nov-2017		Issued	266	C	2685.20	
2017223	01-4-2500-000	PAYABLES - TRADE			2685.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - OCT 2017							
<b>Total :</b>					2685.20	0.00	2685.20
<b>Supplier Total :</b>					2685.20	0.00	2685.20

**4280 RECEIVER GENERAL FOR CANADA**

41079	07-Nov-2017		Issued	266	C	16950.70	
PP#22 - 2017 - BFD	01-4-2500-000	PAYABLES - TRADE			175.00		
Invoice Description --> TAX REMITTANCE FOR PP#22 - 2017 - BFD							
PP#22 - 2017	01-4-2500-000	PAYABLES - TRADE			16775.70		
Invoice Description --> TAX REMITTANCE FOR PP#22 - 2017							
<b>Total :</b>					16950.70	0.00	16950.70
41168	21-Nov-2017		Issued	285	C	16157.19	
PP#23 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE			964.71		
Invoice Description --> TAX REMITTANCE FOR PP#23 - 2017 - DIRECTORS							
PP#23 - 2017	01-4-2500-000	PAYABLES - TRADE			15192.48		
Invoice Description --> TAX REMITTANCE FOR PP#23 - 2017							
<b>Total :</b>					16157.19	0.00	16157.19

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				33107.89	0.00	33107.89
<hr/>						
<b>4281</b>	<b>RECEIVER GENERAL FOR CANADA - GC SURPLUS - PACIFIC REGION</b>					
41176	27-Nov-2017		Issued	287	C	50.00
BVFD - BOAT REGI	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description -->		BVFD - BOAT REGISTRATION				
<b>Total :</b>				50.00	0.00	50.00
<b>Supplier Total :</b>				50.00	0.00	50.00
<hr/>						
<b>2331</b>	<b>ROBERT GUNN AND ASSOCIATES</b>					
41152	21-Nov-2017		Issued	285	C	438.00
161	01-4-2500-000	PAYABLES - TRADE		438.00		
Invoice Description -->		ACRD - FISHERIES COMMITTEE - JAN TO NOV 1 2017				
<b>Total :</b>				438.00	0.00	438.00
<b>Supplier Total :</b>				438.00	0.00	438.00
<hr/>						
<b>4475</b>	<b>ROCKY MOUNTAIN PHOENIX</b>					
00205-0046	24-Nov-2017		Issued	284	T	2520.00
IN0106115	01-4-2500-000	PAYABLES - TRADE		302.40		
Invoice Description -->		SLVFD - EQUIPMENT				
IN0106122	01-4-2500-000	PAYABLES - TRADE		2217.60		
Invoice Description -->		SLVFD - EQUIPMENT				
<b>Total :</b>				2520.00	0.00	2520.00
<b>Supplier Total :</b>				2520.00	0.00	2520.00
<hr/>						
<b>4491</b>	<b>ROMPRE, SUZANNE</b>					
00204-0024	10-Nov-2017		Issued	265	T	1700.00
OCT31/17	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description -->		OCTOBER BAMFIELD TRANSFER STATION CONTRACTOR				
SEPT30/17	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description -->		SEPTEMBER BAMFIELD TRANSFER STATION CONTRACTOR				
<b>Total :</b>				1700.00	0.00	1700.00
<b>Supplier Total :</b>				1700.00	0.00	1700.00
<hr/>						
<b>4508</b>	<b>ROYAL CANADIAN LEGION</b>					
41169	21-Nov-2017		Issued	285	C	45.00
508004	01-4-2500-000	PAYABLES - TRADE		45.00		
Invoice Description -->		REMEMBRANCE DAY WREATH				
<b>Total :</b>				45.00	0.00	45.00

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Supplier : 0002 To Z4209  
 Trans. Date : 01-Nov-2017 To 30-Nov-2017  
 Cheque Date : 01-Nov-2017 To 30-Nov-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		
<b>4888 SEVIGNY, SHELLY</b>								
00204-0025	10-Nov-2017		Issued	265	T	525.00		
OCT/2017	01-4-2500-000	PAYABLES - TRADE			525.00			
Invoice Description --> SLVFD - OFFICE ADMIN								
<b>Total :</b>						45.00	0.00	45.00
<hr/>								
<b>4646 SHAW CABLESYSTEMS G.P.</b>								
00204-0026	10-Nov-2017		Issued	265	T	95.84		
AVLF-3RDAVE-OCT.	01-4-2500-000	PAYABLES - TRADE			95.84			
Invoice Description --> AVLF - 3RD AVE DEPOT - ACCT#012-8287-1966								
<b>Total :</b>						95.84	0.00	95.84
<hr/>								
00205-0047	24-Nov-2017		Issued	284	T	475.24		
BCVFD - DEC01/17	01-4-2500-000	PAYABLES - TRADE			209.76			
Invoice Description --> BCVFD - ACCT #012-7703-7133								
ACRD-01-DEC-17	01-4-2500-000	PAYABLES - TRADE			265.48			
Invoice Description --> ACRD - ACCT #012-3529-6377								
<b>Total :</b>						475.24	0.00	475.24
<hr/>								
00206-0002	30-Nov-2017		Issued	286	T	215.38		
AVLF-3RDAVE-DEC.	01-4-2500-000	PAYABLES - TRADE			67.15			
Invoice Description --> AVLF - 3RD AVE DEPOT - ACCT#012-8287-1966								
DEC/17-LAKESHOR	01-4-2500-000	PAYABLES - TRADE			72.69			
Invoice Description --> SLVFD - ACCOUNT#012-8269-3473 - LAKESHORE RD								
DEC/17-FABER RD	01-4-2500-000	PAYABLES - TRADE			75.54			
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD								
<b>Total :</b>						215.38	0.00	215.38
<hr/>								
<b>Supplier Total :</b>						786.46	0.00	786.46
<hr/>								
<b>4610 SIGNWORKS</b>								
41170	21-Nov-2017		Issued	285	C	1069.60		
5371	01-4-2500-000	PAYABLES - TRADE			47.04			
Invoice Description --> SLVFD - DECALS								
5370	01-4-2500-000	PAYABLES - TRADE			1022.56			
Invoice Description --> SLVFD - T-SHIRTS								
<b>Total :</b>						1069.60	0.00	1069.60
<hr/>								
<b>Supplier Total :</b>						1069.60	0.00	1069.60
<hr/>								
<b>4717 SMITH, RYAN</b>								
00204-0027	10-Nov-2017		Issued	265	T			

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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	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
PCOCT/17	01-4-2500-000	PAYABLES - TRADE		91.69		
Invoice Description --> SALMON BEACH SEWAGE						
OCT31/17	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
<b>Total :</b>				5641.38	0.00	5641.38
<b>Supplier Total :</b>				5641.38	0.00	5641.38

<b>4735 SNC-LAVALIN</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
41180	28-Nov-2017	Issued	288	C		6562.50
1333717	01-4-2500-000	PAYABLES - TRADE		6562.50		
Invoice Description --> AVRA - OBSTACLE SURVEY - CAPITAL						
<b>Total :</b>				6562.50	0.00	6562.50
<b>Supplier Total :</b>				6562.50	0.00	6562.50

<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
00204-0028	10-Nov-2017	Issued	265	T		15821.80
30083	01-4-2500-000	PAYABLES - TRADE		15821.80		
Invoice Description --> OCT 2017 WC GARBAGE & RECYCLING						
<b>Total :</b>				15821.80	0.00	15821.80
<b>Supplier Total :</b>				15821.80	0.00	15821.80
<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
00205-0048	24-Nov-2017	Issued	284	T		8808.86
MAY17-JUL17 CPI A	01-4-2500-000	PAYABLES - TRADE		1704.03		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
AUG17-OCT17 CPI /	01-4-2500-000	PAYABLES - TRADE		1817.79		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
DEC16-APR17 CPI /	01-4-2500-000	PAYABLES - TRADE		2606.30		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
DEC15-NOV16 CPI /	01-4-2500-000	PAYABLES - TRADE		2680.74		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
<b>Total :</b>				8808.86	0.00	8808.86
<b>Supplier Total :</b>				24630.66	0.00	24630.66

<b>4752 SOUTHSIDE AUTO SUPPLY LTD.</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
41171	21-Nov-2017	Issued	285	C		4.82
535605	01-4-2500-000	PAYABLES - TRADE		4.82		
Invoice Description --> ACRD - 2010 DODGE RAM - BATTERY CARD						
<b>Total :</b>				4.82	0.00	4.82
<b>Supplier Total :</b>				4.82	0.00	4.82

<b>4751 SOWERBY, LYNDA</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount
Invoice No.	Account No.	Account Description		Debit		
41080	07-Nov-2017	Issued	266	C		73.44
NOV07/17	01-4-2500-000	PAYABLES - TRADE		73.44		

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**Cheque No. :** All  
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**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> ACRD - RECRUITING						
<b>Total :</b>				73.44	0.00	73.44
<b>Supplier Total :</b>				73.44	0.00	73.44

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4765</b>	<b>SPROAT LAKE FORESTRY SERVICES LTD.</b>					
00205-0049	24-Nov-2017		Issued	284	T	8848.11
17001	01-4-2500-000	PAYABLES - TRADE		8848.11		
Invoice Description --> SL PARKS - MAINT \$3280, BIKE PARK CAPITAL \$1680, TRAIL - CAPITAL \$2240						
<b>Total :</b>				8848.11	0.00	8848.11
<b>Supplier Total :</b>				8848.11	0.00	8848.11

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4760</b>	<b>SPROAT LAKE VOL. FIRE DEPARTMENT</b>					
00204-0029	10-Nov-2017		Issued	265	T	5440.34
SLVFD - SEP - 2017	01-4-2500-000	PAYABLES - TRADE		5440.34		
Invoice Description --> SLVFD - SEPT REIMBURSEMENT						
<b>Total :</b>				5440.34	0.00	5440.34
<b>4760</b>	<b>SPROAT LAKE VOL. FIRE DEPARTMENT</b>					
00207-0002	30-Nov-2017		Issued	289	T	7116.89
SLVFD - OCT - 2017	01-4-2500-000	PAYABLES - TRADE		7116.89		
Invoice Description --> SLVFD - OCT REIMBURSEMENT						
<b>Total :</b>				7116.89	0.00	7116.89
<b>Supplier Total :</b>				12557.23	0.00	12557.23

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4853</b>	<b>STANTON, BILL</b>					
41084	08-Nov-2017		Issued	268	C	60.00
NOV08/17	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description --> AVLF - RETURN OF 20 POLY BAGS						
<b>Total :</b>				60.00	0.00	60.00
<b>Supplier Total :</b>				60.00	0.00	60.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4788</b>	<b>STAPLES ADVANTAGE</b>					
41172	21-Nov-2017		Issued	285	C	542.45
45729385	01-4-2500-000	PAYABLES - TRADE		65.23		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45778192	01-4-2500-000	PAYABLES - TRADE		151.62		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45865524	01-4-2500-000	PAYABLES - TRADE		325.60		
Invoice Description --> WC MULITPLEX - SURVEY SUPPLIES						
<b>Total :</b>				542.45	0.00	542.45
<b>Supplier Total :</b>				542.45	0.00	542.45

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>					
00205-0050	24-Nov-2017	Issued	284	T		221.35
10000252354	01-4-2500-000	PAYABLES - TRADE		221.35		
Invoice Description --> ACRD - CALL -IN-SERVICE - EMPLOYEE SAFETY - NOVEMBER 2017						
<b>Total :</b>				221.35	0.00	221.35
<b>Supplier Total :</b>				221.35	0.00	221.35

<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>					
00204-0030	10-Nov-2017	Issued	265	T		2502.30
77054	01-4-2500-000	PAYABLES - TRADE		156.80		
Invoice Description --> LEGAL FEES						
776802	01-4-2500-000	PAYABLES - TRADE		246.40		
Invoice Description --> LEGAL FEES						
77055	01-4-2500-000	PAYABLES - TRADE		426.58		
Invoice Description --> LEGAL FEES						
77057	01-4-2500-000	PAYABLES - TRADE		723.62		
Invoice Description --> LEGAL FEES						
77056	01-4-2500-000	PAYABLES - TRADE		948.90		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				2502.30	0.00	2502.30
00205-0051	24-Nov-2017	Issued	284	T		2465.43
77285	01-4-2500-000	PAYABLES - TRADE		595.84		
Invoice Description --> LEGAL FEES						
77287	01-4-2500-000	PAYABLES - TRADE		1869.59		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				2465.43	0.00	2465.43
<b>Supplier Total :</b>				4967.73	0.00	4967.73

<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>					
00204-0031	10-Nov-2017	Issued	265	T		24118.56
168731	01-4-2500-000	PAYABLES - TRADE		24118.56		
Invoice Description --> OCT 2017 - AV RECYCLING CONTRACT						
<b>Total :</b>				24118.56	0.00	24118.56
00205-0052	24-Nov-2017	Issued	284	T		13619.72
DEC14-NOV15 CPI /	01-4-2500-000	PAYABLES - TRADE		1500.92		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
AUG17-OCT17 CPI /	01-4-2500-000	PAYABLES - TRADE		1774.77		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
DEC15-NOV16 CPI /	01-4-2500-000	PAYABLES - TRADE		4429.47		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						
DEC16-JUL17 CPI A	01-4-2500-000	PAYABLES - TRADE		5914.56		
Invoice Description --> ADJUSTMENT FOR CHANGES IN CPI PER CONTRACT						

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



**AP5100**

**Date :** Dec 04, 2017

**Page :** 28

**Time :** 2:03 pm

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-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	
		<b>Total :</b>		13619.72	0.00	13619.72
00207-0003	30-Nov-2017	Issued	289	T		5253.60
NOV27/17	01-4-2500-000	PAYABLES - TRADE		5253.60		
Invoice Description --> AVLF - 3RD AVE DEPOT BAILING INCENTIVE - JULY - SEPT 2017						
		<b>Total :</b>		5253.60	0.00	5253.60
		<b>Supplier Total :</b>		42991.88	0.00	42991.88
-----						
<b>4934</b>	<b>SURFRIDER FOUNDATION PACIFIC RIM CHAPTER</b>					
41081	07-Nov-2017	Issued	266	C		7260.63
SRPR0026	01-4-2500-000	PAYABLES - TRADE		7260.63		
Invoice Description --> WCLF - FOLRES MARINE DEBRIS COLLECTION						
		<b>Total :</b>		7260.63	0.00	7260.63
		<b>Supplier Total :</b>		7260.63	0.00	7260.63
-----						
<b>5410</b>	<b>TD VISA</b>					
41173	21-Nov-2017	Issued	285	C		5354.86
NOV05/17	01-4-2500-000	PAYABLES - TRADE		5354.86		
Invoice Description --> ACRD - 2527.17, AVICC (2018 PRE-PAID)\$1610, BUILD INSP\$650, WCLF\$42.69. PLAN\$262.50, SI						
		<b>Total :</b>		5354.86	0.00	5354.86
		<b>Supplier Total :</b>		5354.86	0.00	5354.86
-----						
<b>5402</b>	<b>TD VISA (BCVFD)C. STARRATT</b>					
41179	27-Nov-2017	Issued	287	C		395.93
NOV06/17	01-4-2500-000	PAYABLES - TRADE		395.93		
Invoice Description --> BCVFD - TRAINING 395.93, INTERNET \$5.60						
		<b>Total :</b>		395.93	0.00	395.93
		<b>Supplier Total :</b>		395.93	0.00	395.93
-----						
<b>5401</b>	<b>TD VISA (BCVFD)M. KOBUS</b>					
41178	27-Nov-2017	Issued	287	C		161.38
NOV05/17	01-4-2500-000	PAYABLES - TRADE		161.38		
Invoice Description --> BCVFD - TRAINING						
		<b>Total :</b>		161.38	0.00	161.38
		<b>Supplier Total :</b>		161.38	0.00	161.38
-----						
<b>4984</b>	<b>TELUS</b>					
41177	27-Nov-2017	Issued	287	C		2468.13
NOV07/17	01-4-2500-000	PAYABLES - TRADE		2468.13		
Invoice Description --> ACRD CONSOLIDATED						

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

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque Date :** 01-Nov-2017 To 30-Nov-2017  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				2468.13	0.00	2468.13
<b>Supplier Total :</b>				2468.13	0.00	2468.13
<hr/>						
<b>1890</b>	<b>TETRA TECH EBA INC.</b>					
00204-0032	10-Nov-2017	Issued	265	T		13481.11
60544916	01-4-2500-000	PAYABLES - TRADE		13481.11		
Invoice Description --> AVRA - NW EXTENSION - CAPITAL						
<b>Total :</b>				13481.11	0.00	13481.11
00205-0053	24-Nov-2017	Issued	284	T		10395.00
60549598	01-4-2500-000	PAYABLES - TRADE		10395.00		
Invoice Description --> AVRA - NW OLD RD - CAPITAL						
<b>Total :</b>				10395.00	0.00	10395.00
<b>Supplier Total :</b>				23876.11	0.00	23876.11
<hr/>						
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>					
41151	21-Nov-2017	Issued	285	C		1467.20
24819	01-4-2500-000	PAYABLES - TRADE		84.00		
Invoice Description --> BC COMMUNITY CLUB - PLAYGROUND SIGN						
24882	01-4-2500-000	PAYABLES - TRADE		154.56		
Invoice Description --> WCLF - ILLEGAL DUMPING						
24817	01-4-2500-000	PAYABLES - TRADE		308.00		
Invoice Description --> SL PARKS - FABER PARK SIGNS						
24934	01-4-2500-000	PAYABLES - TRADE		920.64		
Invoice Description --> REGIONAL PARKS - ALBERNI INLET SIGNS						
<b>Total :</b>				1467.20	0.00	1467.20
<b>Supplier Total :</b>				1467.20	0.00	1467.20
<hr/>						
<b>3057</b>	<b>THE LOCKSMITH MONSTER</b>					
41160	21-Nov-2017	Issued	285	C		1017.64
LB3141	01-4-2500-000	PAYABLES - TRADE		1017.64		
Invoice Description --> BCWS/BCVFD - SPLIT - COMPOUND UPGRADE - CAPITAL						
<b>Total :</b>				1017.64	0.00	1017.64
<b>Supplier Total :</b>				1017.64	0.00	1017.64
<hr/>						
<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>					
41138	21-Nov-2017	Issued	285	C		135.65
NOV20/17	01-4-2500-000	PAYABLES - TRADE		135.65		
Invoice Description --> ACRD - GEN OFFICE\$78.30, BWS \$11.15, BCWS \$46.20						
<b>Total :</b>				135.65	0.00	135.65



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



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

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**Cheque Date :** 01-Nov-2017 To 30-Nov-2017  
**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					
<b>5145 UCLUELET CONSUMERS CO-OP ASSN</b>							
00205-0054	24-Nov-2017		Issued	284	T 278.05		
LBA - OCT/17	01-4-2500-000	PAYABLES - TRADE			278.05		
Invoice Description --> LBA - SB - FUEL COST OCT 2017 - ACCT# 0058487							
<b>Total :</b>					278.05	0.00	278.05
<b>Supplier Total :</b>					278.05	0.00	278.05
<b>5186 UCLUELET RENT-IT CENTER</b>							
00204-0033	10-Nov-2017		Issued	265	T 1181.25		
27513	01-4-2500-000	PAYABLES - TRADE			1181.25		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL							
<b>Total :</b>					1181.25	0.00	1181.25
<b>Supplier Total :</b>					1181.25	0.00	1181.25
<b>5180 UNION OF B.C. MUNICIPALITIES</b>							
41082	07-Nov-2017		Issued	266	C 120.75		
CV7325	01-4-2500-000	PAYABLES - TRADE			120.75		
Invoice Description --> ACRD - ADVANCING LOCAL GOV & FIRST NATIONS RELATIONS - JOHN JACK							
<b>Total :</b>					120.75	0.00	120.75
<b>Supplier Total :</b>					120.75	0.00	120.75
<b>5263 VADIM COMPUTER MANAGEMENT GROUP LTD</b>							
00205-0055	24-Nov-2017		Issued	284	T 506.79		
PS-333829	01-4-2500-000	PAYABLES - TRADE			506.79		
Invoice Description --> ACRD - VADIM TRAINING							
<b>Total :</b>					506.79	0.00	506.79
<b>Supplier Total :</b>					506.79	0.00	506.79
<b>5287 VANCOUVER ISLAND REGIONAL LIBRARY</b>							
00205-0056	24-Nov-2017		Issued	284	T 115506.00		
4THQTR2017	01-4-2500-000	PAYABLES - TRADE			115506.00		
Invoice Description --> 4TH QUARTER LIBRARY LEVY 2017							
<b>Total :</b>					115506.00	0.00	115506.00
<b>Supplier Total :</b>					115506.00	0.00	115506.00
<b>5454 WATSON, ERICA</b>							
41174	21-Nov-2017		Issued	285	C 625.00		
SLVFD - OCT31/17	01-4-2500-000	PAYABLES - TRADE			625.00		

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> SLVFD - DEPT HEAD SHOTS						
<b>Total :</b>				625.00	0.00	625.00
<b>Supplier Total :</b>				625.00	0.00	625.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				44.79	0.00	44.79
<b>Supplier Total :</b>				44.79	0.00	44.79

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> AVLF - 3RD AVE DEPOT - PARKING LEASE						
<b>Total :</b>				2520.00	0.00	2520.00
<b>Supplier Total :</b>				2520.00	0.00	2520.00

<b>Total Computer Paid :</b>	<u>138,769.72</u>	<b>Total EFT PAP :</b>	<u>44,433.85</u>	<b>Total Paid :</b>	<u>967,523.67</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>784,320.10</u>		



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 13, 2017

**Subject:** **Janitor Contract Renewal – ACRD Offices**

---

### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a four (4) year contract with AEL Janitorial Services (Edith Duvall) to provide janitorial services to the Regional District offices located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC.

### **Desired Outcome:**

To enter into a new janitorial contract for cleaning the ACRD offices.

### **Background:**

The ACRD has contracted Ms. Duvall for the past 24 years to provide janitorial services to the ACRD offices located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC. Ms. Duvall does an excellent job keeping the Regional District Offices clean and tidy. The current contract with Ms. Duvall (AEL Janitorial Services) expired on October 31, 2017.

Staff recommends the ACRD Board of Directors enter into a new four year contract with Ms. Duvall. The details of services provided and proposed cost are defined in the attached contract.

We propose the monthly cost for services be increased from \$1,750 to \$1,950. This reflects the following additional services:

- Increased number of Regional District staff offices to clean (5 additional offices)
- Increased supply costs, and;
- Increased (daily) cleaning of the downstairs office at 3004 Fourth Avenue (Regional District staff are now utilizing the downstairs offices and meeting room on a daily basis)

The Contractor is required to supply all cleaning materials with the exception of paper towel and toilet paper.

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


Minimal to enter into the new contract.


### **Financial:**

Janitorial costs are paid through General Government Services. \$1,940 monthly for the first year, increasing by \$50.00 per year for the remaining three years of the contract.

**Policy or Legislation:**

The ACRD's Purchasing Policy applies. Under the policy, maintenance services are exempt from the requirement of a competitive process. The Board could require an RFP process be undertaken, but staff strongly recommend continuing with the services of Ms. Duvall. Her work has been consistent, reliable and reasonable. In addition, the Regional District does not have the level of resources required at this time to undertake an RFP process.

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

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

## CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2017

BETWEEN:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
Fax No. 250-723-1327

("ACRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

**AEL Janitorial Services**

**Edith Duvall**

8-2358 Alberni Highway  
Port Alberni, BC

("Contractor", "you" or "your" as applicable)

OF THE SECOND PART

### WHEREAS:

- A. The ACRD wishes to continue retaining the Contractor to provide janitorial services to the ACRD Offices located at 3008 Fifth Avenue and 3004 Fourth Avenue.
- B. The Contractor has agreed to continue providing janitorial services described in Schedule "A" to this Agreement (the "**Services**") to the ACRD.

**NOW THEREFORE** the ACRD and the Contractor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

### CONTRACTOR'S OBLIGATIONS:

1. **Standard of Care** You must provide the Services with the degree of care, skill and diligence normally provided by contractors having similar qualifications in the performance of duties of a nature similar to the Services, and you must provide the Services within the time limits specified in Schedule "A" or, if no time limit is specified in Schedule "A", you must provide the Services promptly.
2. **Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "A" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.
3. **Confidentiality** You must not disclose any information, data or secret of the ACRD to any

person other than representatives of the ACRD duly designated for that purpose in writing by us and you must not use for your own purposes or for any purpose other than those of the ACRD any information, data or secret you may acquire as a result of being engaged pursuant to this Agreement.

4. **Compliance with Laws** You must comply with all laws applicable to the provision of the Services.
5. **Indemnification** You must indemnify and save harmless us and our elected officials, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising, directly or indirectly, from an error, omission or negligent or wilful act of you or your agents, employees, sub-contractors or sub-contractors, or from your breach of this Agreement.
6. **Assignment** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
7. **Legal Relationship** The legal relationship between you and the ACRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.
8. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

#### COMMENCEMENT AND TERM

9. The term of this Agreement shall be for a four (4) year period commencing November 1, 2017 and shall terminate on the 31<sup>st</sup> day of October 2021, unless sooner terminated as provided in this Agreement.

#### PAYMENT

10. **Payment for Services** We must pay you the fees for your Services set out in Schedule "A". Payment will be issued no later than the 15<sup>th</sup> of each month.
11. **Reimbursable Expenses** all reimbursable expenses are included within the fees as set out in Schedule "A" and will be paid upon submission of receipts.
12. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

#### TERMINATION AND SUSPENSION

13. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination

will be without prejudice to any other rights or remedies we may have.

14. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors named in your proposal and set forth in this Agreement for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
15. **Suspension** If your Services are suspended by the ACRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the ACRD to terminate this Agreement upon giving written notice thereof to the ACRD. In such an event, you shall be paid by the ACRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.
16. **With Notice** If we are unwilling or unable to proceed with the Contract for Services we may terminate this Agreement by giving you thirty (30) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination. The Contractor may terminate this Agreement at any time upon giving thirty (30) days written notice.

## GENERAL

17. **Site Access** We will arrange and make provisions for your entry and ready access to the property to enable you to perform the Services. We will arrange a safety orientation for you and your employees, to identify the hazards of the site. Once we have provided such a safety orientation, you will be responsible for arranging any additional safety orientations necessary as a result of a change in your personnel or otherwise.
18. **Jurisdiction** This agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
19. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
20. **Entire Agreement** This Agreement, including the schedules attached to it, constitutes the entire Agreement between the ACRD and the Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the ACRD and the Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the ACRD and the Contractor.
21. **Conflict** In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.

22. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
23. **Designation of Parties** In this Agreement, “we”, “us” and “our” refer to the ACRD alone and never refer to the combination of the Contractor and ACRD. The combination of the ACRD and the Contractor is referred to as “the parties”.
24. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
25. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
26. **Time** Time is of the essence in this Agreement.
27. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

#### **DISPUTE RESOLUTION**

28. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the ACRD and the Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
29. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Contractor or in the business affairs of either the ACRD or the Contractor.
30. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

#### **DESIGNATED REPRESENTATIVES**

31. **ACRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the “**ACRD Representative**”) and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the ACRD Representative in the place and stead of any person previously designated.

#### **NOTICE**

32. **Notice** Unless otherwise specified in this Agreement, any notice required to be given by either party shall be deemed to have been given if delivered by hand, mailed by prepaid registered mail or faxed to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered by hand, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of



communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other means of communication which have not been so interrupted or shall deliver such notice by hand in order to ensure its prompt receipt.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT** by its authorized signatories: )  
 )  
 )  
 \_\_\_\_\_ )  
 Chairperson )  
 )  
 \_\_\_\_\_ )  
 Chief Administrative Officer )

**AEL Janitorial Services, Edith Duvall (the Contractor)** )  
 by its authorized )  
 signatories: )  
 )  
 \_\_\_\_\_ )  
 Signature )  
 )  
 \_\_\_\_\_ )  
 Signature )

**SIGNED, SEALED AND DELIVERED** )  
 in the presence of: )  
 )  
 \_\_\_\_\_ )  
 Witness )  
 )  
 \_\_\_\_\_ )  
 Address )  
 )  
 \_\_\_\_\_ )  
 )  
 \_\_\_\_\_ )  
 Occupation )

\_\_\_\_\_  
 Signature

## **SCHEDULE "A"**

### **SERVICES AND FEES**

#### **SERVICES**

The Contractor will provide janitorial services to the Regional District Offices located at 3008 Fifth Avenue and 3004 Fourth Avenue:

##### **Daily**

1. Tidy coffee rooms and wash dishes
2. Empty all garbage cans
3. Vacuum and tidy front hallway, public reception area, waiting area
4. Clean-up any major mess in any of the offices
5. Clean-up all washrooms
6. Clean entrance glass doors
7. Vacuum and dust each office and work area, including the committee room and board rooms on a rotating basis

##### **Monthly & Periodically**

1. Clean the windows three times per year
2. Clean the light lenses in the florescent light fixtures three times per year
3. Wash down the entrance stairs and entrance walkway periodically
4. Spot clean walls and carpet periodically
5. Wash and wax floors once per month

#### **PAYMENT FOR SERVICES**

The Contractor will be paid the following:

##### **Fees for Services**

November 1, 2017 to October 31, 2018 \$1,950.00 per month  
November 1, 2018 to October 31, 2019 \$2,000.00 per month  
November 1, 2019 to October 31, 2020 \$2,050.00 per month  
November 1, 2020 to October 31, 2021 \$2,100.00 per month

##### **Other Janitorial Services**

If the Contractor is required to provide other janitorial services above the normal duties listed above, the Contractor will be paid a rate of \$25.00 per hour. Approval from the Regional District is required before commencing other janitorial services.

##### **Expenses**

The Contractor will supply all cleaning supplies with the exception of the following: paper towel and toilet paper. Upon submission of receipts, the Contractor will be reimbursed for paper towel and toilet paper expenses.



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** December 13, 2017  
**Subject:** 2018 ACRD & ACRHD Meeting Schedule

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### **Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting schedule for 2018.*

### **Desired Outcome:**

To approve the Regional District meeting schedule for 2018.

### **Summary:**

In December of each year the ACRD Board of Directors approves a meeting schedule for the following year. The meeting schedule includes the following meetings:

- Regular Board of Directors Meetings
- Regional Hospital District Meetings
- ACRD Committee Meetings: Alberni Valley & Bamfield Services Committee, Electoral Area Directors Committee and West Coast Committee meetings. These committees meet quarterly or at the call of the chair.

Other Regional District Committees such as the Long Beach Airport Advisory and Personnel Committee are not listed on this schedule as they are held at the call of the Chair of the Committee.

Notice requirements for all Regional District meetings are defined in the ACRD's procedures Bylaw. All Regional District meetings are confirmed at the beginning of each month and kept up to date on the ACRD website.

### **Other Meetings**

Association of Vancouver Island Municipalities Convention – April 13-15, 2018, Victoria, BC  
Union of British Columbia Municipalities Convention – September 10-14, 2018. Whistler, BC

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

Substantial staff time required to support the Board of Directors and Committee meetings.

### **Policy or Legislation:**

ACRD procedures Bylaw A1075 & A1075-1

*Wendy Thomson*

Submitted by:

\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

*Douglas Holmes*

Approved by:

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



**Alberni-Clayoquot Regional District  
2018 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>January 2018</b>		
Wednesday, January 10 <sup>th</sup> 1:30 pm	Board of Directors Meeting  Regional Hospital District (immediately following above)	ACRD Board Room  ACRD Board Room
Wednesday, January 17 <sup>th</sup> 1:30 pm	Electoral Area Directors Meeting	ACRD Board Room
Wednesday, January 24 <sup>th</sup> 10:00 am	AV & Bamfield Services Committee Meeting	ACRD Board Room
Wednesday, January 24 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
January	West Coast Committee Meeting	Date and Location TBA
<b>February 2018</b>		
Wednesday, February 7 <sup>th</sup> 1:00 pm	West Coast Committee Meeting (Financial Plan Meeting)	Ucluelet Community Centre
Wednesday, February 14 <sup>th</sup> 9:00 am	Committee-of-the-Whole (Grant-in-Aid applications)	ACRD Board Room
1:30 pm	Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, February 21 <sup>st</sup> 10:00 am	Alberni Valley & Bamfield Services Committee (Financial Plan Meeting)	ACRD Board Room
1:30 pm	Electoral Area Directors Committee (Financial Plan Meeting)	ACRD Board Room
Wednesday, February 28 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>March 2018</b>		
Wednesday, March 14 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting  Regional Hospital District (immediately following above)	ACRD Board Room  ACRD Board Room
Wednesday, March 21 <sup>th</sup> 6:00 pm	Special Board of Directors Meeting – Financial Plan Public Consultation Session	ACRD Board Room
Wednesday, March 28 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>April 2018</b>		
Wednesday, April 11 <sup>th</sup>	Regular Board of Directors Meeting	ACRD Board Room



**Alberni-Clayoquot Regional District  
2018 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
1:30 pm	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, April 25 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>May 2018</b>		
Wednesday, May 9 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, May 16 <sup>th</sup> 10:00 am	Electoral Area Directors Committee	ACRD Board Room
1:30 pm	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, May 23 <sup>rd</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
<b>June 2018</b>		
Wednesday, June 6 <sup>th</sup> 10:00 am	West Coast Committee	Tofino – Location TBA
Wednesday, June 13 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	
Wednesday, June 27 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	Toquaht Nation
<b>July 2018</b>		
Wednesday, July 25 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
<b>August 2018</b>		
Wednesday, August 22 <sup>nd</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
<b>September 2018</b>		
Wednesday, September 5 <sup>th</sup> 10:00 am	Electoral Area Directors Committee	ACRD Board Room
1:30 pm	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, September 26 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room



**Alberni-Clayoquot Regional District  
2018 Regular Board, Hospital & Committee Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>October 2018</b>		
Wednesday, October 3 <sup>rd</sup> 10:00 am	West Coast Committee Meeting	Ucluelet, Location TBA
Wednesday, October 10 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, October 24 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>November 2018</b>		
Wednesday, November 14 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, November 28 <sup>th</sup> 1:30 pm	Board of Directors Meeting	ACRD Board Room
<b>December 2018</b>		
Wednesday, December 12 <sup>th</sup> 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District (immediately following above)	

Approved by the Board: December 13, 2017



## **REQUEST FOR DECISION**

**To:** ACRD Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 13, 2017

**Subject:** **AVICC – Call for Resolutions & Nominations to 2018 Executive Committee**

---

### **Recommendation:**

THAT the ACRD Directors bring forward resolutions to the January 10<sup>th</sup> or January 24, 2018 Regular Board of Directors meeting for consideration of submission to the 2018 Association of Vancouver Island Coastal Communities (AVICC) Convention.

### **Desired Outcome:**

To consider and submit resolutions to the 2018 AVICC Convention.

### **Background:**

The 2018 AVICC Convention is being held in Victoria, BC, April 13<sup>th</sup> to 15<sup>th</sup>. AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central and North Coast. Attached please find correspondence from AVICC regarding the resolution process and call for nominations to the AVICC Executive.

### **Resolutions**

The deadline to submit resolutions to AVICC is February 14, 2018. Background reports and documentation are required for each resolution. Please see enclosed message from the AVICC President with respect to the importance of strengthening resolutions, focusing on topics of local government responsibility and limiting the number of resolutions in order to debate on important issues affecting the membership.

Staff recommend the ACRD Board approve resolutions no later than the January 24<sup>th</sup> Board meeting in order for staff to have time to develop the resolution and required backup documentation to meet the AVICC submission deadline.

### **Call for Nominations for AVICC Executive**

The AVICC membership elects directors to the Executive during the Convention. The AVICC Executive Committee ensures the directions set by the general membership are carried forward and provides direction for the Association between conventions.

The Candidate must be an elected official of an AVICC Member and be nominated by two elected officials of an AVICC local government member. Director Cote currently sits as Member at Large on the AVICC Executive. Information on the nomination process and nomination form enclosed.



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


Staff time required to draft the resolution, collect and prepare accompanying reports and backup documentation.


**Financial:**

Associated staff time covered through General Government Services.

**Policy or Legislation:**

AVICC policies and regulations apply.

Submitted by:   
Wendy Thomson, Manager of Administrative Services

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



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

**FROM:** President Mary Marcotte

**DATE:** November 17, 2017

**RE: RESOLUTIONS NOTICE AND GUIDELINES;  
NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

---

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

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

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

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at [www.ubcm.ca](http://www.ubcm.ca)). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

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

Sincerely,

Director Mary Marcotte  
President, AVICC



# 2018 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

#### SUBMISSION REQUIREMENTS

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

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

AND

2. One copy submitted as a Word document by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
  - The resolution should not contain more than two "whereas" clauses; and
  - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

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

#### LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

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

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

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

### **UBCM RESOLUTIONS PROCESS**

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

### **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

#### **The Construction of a Resolution:**

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

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

#### **Preamble:**

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

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

#### **Enactment Clause:**

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

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

#### **How to Draft a Resolution:**

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

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

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

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

**3. Provide factual background information.**

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

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

i **Supplementary Memo:**

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

ii **Council/Board Report:**

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

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

**4. Construct a brief, descriptive title.**

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

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

**5. Check legislative references for accuracy.**

Where necessary, identify:

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

**6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.**

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

**7. Avoid repeat resolutions.**

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

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

## **UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

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

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

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

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

### **MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_

\_\_\_\_\_

AND WHEREAS \_\_\_\_\_

\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_

\_\_\_\_\_

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

AND BE IT FURTHER RESOLVED that \_\_\_\_\_

\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122**  
**email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



## 2018 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

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

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

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

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

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca)

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

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

#### 3. NEXT STEPS

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

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 14, 2018**

#### **4. AT CONVENTION**

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

#### **5. FURTHER INFORMATION**

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

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

Phone: (250) 356-5122

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)



# NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Nominations require two elected officials of members of the Association.

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

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



# BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

## 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The directors may exercise all the powers and do all the acts and things that the Society may exercise and do...”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

## 2. AVICC EXECUTIVE STRUCTURE

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

### COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

### OVERSEEING OF ASSOCIATION’S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria’s Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

## 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 13, 2017

**Subject:** **NI 911 CORPORATION VISICAD END USER AGREEMENT FOR VOLUNTEER FIRE DEPARTMENTS**

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year agreement with the North Island 911 Corporation to provide the Sproat Lake, Beaver Creek and Bamfield Volunteer Fire Departments with Computer Aided Dispatch Software System services for a cost of \$1.00 per year, per department.

### **Desired Outcome:**

To renew the Computer Aided Dispatch Software System End User Agreement for fire dispatch operations for the ACRD's volunteer fire departments.

### **Background:**

The North Island 911 Corporation provides and maintains a Computer Aided Dispatch Software System for fire dispatch operations for fire departments. The ACRD's Volunteer Fire Departments (Beaver Creek, Sproat Lake and Bamfield) have been using this software and would like to continue to utilize the system to support their Department's operational needs.

The services provided are defined in the attached agreement and include:

- Visinet browser:
  - Provides fire departments with a single username and password for access to incident records for their jurisdiction
  - Provides fire chiefs with remote access to real-time and historical incident information;
- Visinet Mobile:
  - Enables members of the Fire Department to receive text messages to their cell phones when there is a call to an incident

The Fire Chiefs and ACRD staff has reviewed the agreement and recommend the ACRD Board enter into the agreement on behalf of the Departments.

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

Minimal staff time is required.

### **Financial:**

\$1.00 per year per Volunteer Department.

**Policy or Legislation:**

A resolution of the Board is required in order to enter into these agreements on behalf of the departments.

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

Approved by: Doug Holmes  
Doug Holmes, Chief Administrative Officer

**THIS AGREEMENT** made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**BETWEEN:**

**NORTH ISLAND 9-1-1 CORPORATION**

600 Comox Road  
Courtenay, BC V9N 3P6

(hereinafter called the “Corporation”)

**AND:**

**BAMFIELD VOLUNTEER FIRE DEPARTMENT**

General Delivery  
Bamfield, BC V0R 1B0

(hereinafter called the “User”)

**WHEREAS:**

The Corporation maintains and provides a Computer Aided Dispatch Software System (the “System”) for fire dispatch operations for Fire Departments; and

The User wishes to utilize the System with some or all of the Optional Value Services (as defined herein) within one or more of its individual Fire Departments (as defined herein) for the Services specified in this Agreement;

THEREFORE, IN CONSIDERATION of the payment of One (\$1.00) Dollar paid by the User to the Corporation (the receipt and sufficiency of which is hereby acknowledged and agreed by the Corporation) and other good and valuable consideration, the Corporation and the User do hereby agree as follows:

**1. INTERPRETATION**

In this Agreement:

**“Boundaries”** means the boundaries of the User identified in Schedule “D” to this Agreement;

**“Excusing Event”** means any event or circumstances, beyond the control of the Corporation, acting prudently and reasonably, that has or may reasonably be expected to have a material adverse affect on the provision of the Services including, but not limited to the following:

- (a) an act of God, epidemic, landslide, lighting, earthquake, fire, explosion, storm, flood or similar occurrence, any act of any public enemy, war, blockage, insurrection, riot, general arrest or restraint of government and people, civil disturbance or similar occurrence, or a strike, lockout or similar industrial or labour action, or sabotage;
- (b) the order or judgment of a court or any government authority;
- (c) any changes in applicable laws or regulatory requirements;
- (d) the suspension, termination, interruption, denial or failure of renewal of any permit, license, consent, authorization or approval essential to the maintenance or operation of the System;
- (e) any failure, negligence, or actions, or inactions, on the part of any third party provider, including, without limitation, TriTech Software Systems (“TriTech”), to provide or to continue to provide, support for the System; or
- (f) any bugs, flaws, errors, omissions or other problems within the System as created by any such third party, including, without limitation, TriTech, that in any way impact upon or result in the discontinuance, interruption or inability of the System to operate as reasonably anticipated.

**“Fire Department”** means a single fire department organization in operation in any of the areas described in Schedule “D” of this Agreement;

**“Hazard & Special Instruction Property Services”** means the optional addition to the System that provides the User’s personnel with specific response information to every property within the boundaries, described in Schedule “F” of this Agreement;

**“Incident Notification”** means the optional addition to the System that provides the User’s field personnel with the opportunity to receive incident information via email to three email addresses per Fire Department, described in Schedule “G” of this Agreement;

**“Optional Value Services”** means the Visinet Mobile, Hazard & Special Instruction Property Services and Incident Notification programs defined in this section 1 and described in Schedules “E”, “F” and “G” of this Agreement;

**“Services”** means the services described in Schedule “A” to this Agreement;

**“System”** means the Emergency Answering System for fire, ambulance and police services described in Schedule “I” to this Agreement;

**“TriTech Software Systems Operation Policy”** means the operational policy as prescribed from time to time by the Corporation to be abided by and used by any and all Users and Fire Departments, from time to time when utilizing the System.

**“Visinet Browser”** means a mandatory feature that provides fire chiefs with remote

access to real-time and historical incident information; and

**“Visinet Mobile”** means the optional addition to the System described in Schedules “C” and “E” of this Agreement.

## 2. SERVICES

The Corporation shall provide the Services to the User for use solely within the Boundaries identified in Schedule “D”. The User shall use the Services provided by the Corporation in strict accordance with the terms set out within this Agreement and in accordance with any rules, guidelines or protocols established by the Corporation from time to time.

## 3. PERSONNEL, EQUIPMENT AND FACILITIES

The Corporation shall provide and maintain or undertake to provide and maintain all the personnel, equipment and facilities reasonably necessary to provide the Services subject to any maintenance or servicing fees, or as may be set out by the Corporation from time to time. The Corporation shall not provide the hardware or installation of all hardware necessary to operate the Services except where specifically agreed to by the Corporation under this Agreement.

## 4. TERM

This Agreement comes into effect on the effective date of this Agreement and has a term of five (5) years (the “Term”) unless terminated earlier under the provisions of this Agreement. The User may, by giving written notice of not less than six months before the end of the Term of this Agreement, renew this Agreement for a further five (5) year renewal term (the “Renewal Term”). This right of renewal is exercisable once only.

Subject to the aforementioned and Tri-Tech’s approval, this Agreement shall be renewed for the Renewal Term.

## 5. AMENDMENTS

The Corporation and the User may by mutual written agreement agree to amend any aspect of this Agreement from time to time.

## 6. LICENSE FEE

The User agrees to pay the Corporation a licence fee (the “Licence Fee”) for the use of the optional Visinet Mobile described in Schedule “C” for the duration of the Term, and any Renewal Term, all in accordance with Schedule “C” to this Agreement.

**7. MAINTENANCE FEE**

The User shall also pay an annual maintenance fee to the Corporation as described in Schedule "C".

**8. INVOICE**

The Corporation shall submit invoices to the User for any and all amounts arising from the Visinet Mobile or other such Optional Value Services as described in Schedules "C", "E", "F", and "G" of this Agreement.

**9. PAYMENT**

The User shall pay any invoice submitted by the Corporation within thirty (30) days of the User's receipt of such invoice. Any overdue payments shall be charged interest at the prime rate of interest charged from time to time by the Royal Bank of Canada to its most credit-worthy commercial customers in Canada, plus three percent (3%) per annum.

**10. SYSTEM FAILURE/INTERRUPTIONS**

The Corporation shall use its best efforts to maintain a fully operational and effective System at all times but the Corporation shall not, under any circumstances, be responsible for any failure of the System or interruption in provision of the Services due to an Excusing Event or any other event or circumstance which could not have been reasonably anticipated or which was beyond the Corporation's control.

**11. REPORTING REQUIREMENTS**

The User shall advise the Corporation as soon as practicable of any incidents or events which have resulted in failure or perceived failure or inadequate operation of the System or interruption in the Services and shall provide a written report with full particulars as soon as possible. The Corporation shall advise the User as soon as practicable of any damage to the System or interruption in provision of the Services and shall give the User as much advance notice as reasonably possible of any planned or potential interruptions in provision of the Services.

**12. PUBLIC ANNOUNCEMENTS**

The User shall not make any public announcements or statements respecting the System or provision of the Services without the prior written approval of the Corporation.

**13. INSURANCE**

The User shall maintain commercial general liability insurance coverage in an amount



not less than five million (\$5,000,000.00) dollars for the Term (and any Renewal Term) of this Agreement to cover any risks arising out of the provision of the Services under this Agreement and shall name the Corporation as an additional insured under that policy.

The User shall provide the Corporation with a copy of the required insurance coverage:

- (a) at the time this Agreement is executed; and
- (b) on such other occasions as requested by the Corporation.

If the User fails to maintain the insurance coverage required under this Agreement, the Corporation may obtain such insurance as the Corporation determines, in its sole discretion, to be necessary and the cost of any such insurance shall be paid by the User to the Corporation forthwith upon the Corporation claiming payment for same.

The parties shall immediately advise the other party in writing of any claims made which may incur liability by either of them in respect of the operation of the System and the provision of the Services and shall cooperate with each other and with their insurers in the settlement or defence of such claim.

#### **14. TERMINATION**

Either party may terminate this Agreement during the Term (and any Renewal Term) by giving not less than three hundred and sixty-five (365) days written notice of termination to the other party. If a party neglects or refuses to carry out or is in breach of any provision under this Agreement the other party hereto, in addition to any other rights and remedies it may have, may provide written notice of such breach to the other party and in the event that such other party does not cure such breach within three (3) days of its receipt of such notice of breach then the non-defaulting party may terminate this Agreement immediately. If the Corporation is unable to fulfill its obligations under this Agreement for a period of not less than thirty (30) consecutive days due to the occurrence of an Excusable Event, either party may give written notice that the Agreement is terminated and in which case the Agreement will be terminated effectively seven (7) days from the date one party delivers notice of such termination to the other party and in that event both parties are released from any further obligations under this Agreement.

#### **15. LIMITS ON LIABILITY AND INDEMNIFICATION**

The User hereby releases and holds harmless the Corporation and its shareholders, directors, officers, employees and agents of and from all actions, claims, liabilities, injuries, losses, damages, demands, expenses (including legal fees on a solicitor and client basis), costs, obligations, and demands of every kind and nature which it has, or may have hereafter, whether in contract, tort or otherwise, and whether arising directly or indirectly, in whole or in part, by reason of the fault, breach of duty, errors or omissions of the System or the Services, or any component or part thereof, (including without

limitation, the transmission of property response information or Incident Notification by email) or of the Corporation or its employees and agents, save and except, where caused by the malicious or wilful misconduct of the Corporation. The Corporation shall not be held responsible for the integrity of property response information including its accuracy or latency provided by Incident Notification or any other Service.

The User will indemnify, defend and hold harmless the Corporation and its shareholders, directors, officers, employees and agents from and against all claims, losses, damages, costs (including legal fees and disbursements), expenses, causes of action and liabilities in respect of personal injury, including death or disease, or loss of or damage to property or economic interests of a non-party hereto which are caused or contributed to, directly or indirectly, by the fault, negligence or other breach of duty of the User, its directors, officers, employees, contractors, subcontractors and any other person for whom the User is responsible. Without restricting the generality of the foregoing, the User shall release, indemnify and hold harmless the Corporation and its directors, officers, employees and agents from and against all claims, losses, damages, costs (including legal fees and disbursements), expenses, actions, causes of action and liabilities, including levies, charges, fines which is caused or contributed to by the User, its officers, directors, employees or subcontractors, or other persons for whom the User is responsible, arising from or relating to errors and omissions associated with property response information, conveyance of instant information to a Fire Department via email, lands, premises or equipment in respect of which the Services or any of the Optional Value Services, including without limiting the foregoing, the Hazard & Special Instruction Property Services which are provided, or will be provided, by the Corporation pursuant to this Agreement.

## 16. DISPUTE RESOLUTION

In this clause, “dispute” means any dispute arising out of or in connection with this Agreement or in respect of any defined legal relationship associated with it or derived from it or any matter requiring the agreement of the parties under this Agreement.

The parties agree to make bona fide efforts to resolve any disputes arising between them by amicable negotiations and to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate those negotiations.

If the Corporation and the User are unable to resolve any dispute by way of mediation or negotiation, then either party may refer the matter to arbitration, in which case an arbitration will take place at the British Columbia International Commercial Arbitration Centre (“BCICAC”), in accordance with BCICAC’s Rules then in effect, which arbitration shall be governed by the *Commercial Arbitration Act* RSBC 1996, c.55. where any such dispute is brought before arbitration, the decision of the arbitrator shall be final and binding upon both the User and the Corporation. Each party shall bear its own costs and attorney fees with respect to any such arbitration, the cost of the arbitration shall be split evenly between the parties.

**17. PREVIOUS REPRESENTATION EXCLUDED**

All prior negotiations and agreements between the parties related to the subject matter of this Agreement are superseded by this Agreement. There are no representations, warranties, understandings or agreements other than those expressly set forth in this Agreement or subsequently agreed to in writing by a duly authorized representative of the Corporation or the User.

**18. WAIVER**

Any failure of the Corporation or the User to enforce or to require the strict performance of any of the provisions of this Agreement shall not, in any way, constitute a waiver of those provisions or affect or impair those provisions or any right the Corporation or the User has at any time to avail itself of any remedies it may have for any breach of these provisions or to require the Services to be performed in accordance with this Agreement.

Neither party is bound by a waiver of any provision of this Agreement unless the waiver is clearly expressed in writing and signed by the party's representative.

**19. LAWS**

This Agreement shall be governed by the laws of the Province of British Columbia. The parties agree to comply with all laws, rules, regulations, bylaws, permits and licenses which apply to the subject matter of this Agreement.

**20. SUCCESSORS/ASSIGNS**

This Agreement shall operate and take effect for the benefit of, and be binding upon, the Corporation and the User and their respective successors and assigns. The User may not assign its interest in this Agreement without the prior approval of the Corporation.

**21. COVENANTS**

The User does hereby covenant and agree that:

- (a) the due and punctual payment of all sums which may from time to time be payable by the User to the Corporation under this Agreement; and
- (b) the prompt and complete observance and performance of all of the provisions to be observed or performed by the User under this Agreement.

## 22. REPRESENTATIONS

The User represents and warrants that:

- (a) it is a legally constituted organization;
- (b) it has the legal capacity and full authority to enter into this Agreement and bind itself to the obligations under this Agreement;
- (c) it will abide by and strictly adhere to the TriTech Software Systems Operation Policy as attached in Schedule "H" to this Agreement and as may be modified by the Corporation from time to time; and
- (d) the entering into this Agreement by the User does not contravene any bylaws, articles or other constating documents of the User or constitute a breach of any agreements the User may have with any third parties.

## 23. NOTICES

Any notices required under this Agreement shall be delivered or sent personally, by mail or by facsimile transmission to the named representatives of the parties at the address and numbers provided below. A notice sent by mail shall be deemed to have been received seven days from the date of posting. The parties agree to use the most expeditious method of giving notice specified in this provision in the circumstances of a particular case. In the event of a disruption in mail services, notices shall be given by personal delivery or facsimile transmission.

North Island 9-1-1 Corporation:

North Island 9-1-1 Corporation  
600 Comox Road  
Courtenay, BC V9N 3P6  
(250) 334-6000 (Telephone)  
(250) 334-4358 (Facsimile)

Attention: Brian Pearson

User: Bamfield Volunteer Fire Department  
General Delivery  
Bamfield, BC V0R 1B0

(250) 728-3433 (Telephone)  
(250) 728-3281 (Facsimile)

Attention: Mark Kelly

**24. COUNTERPARTS AND RIGHT**

This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, no signatory hereto shall be bound until all parties named below have duly executed, or caused to be duly executed, a counterpart of this Agreement.

The person(s) signing on behalf of each party represents that he or she has the right and power to execute this Agreement.

The parties to this Agreement hereby agree to the terms and conditions as at the date first above written.

**NORTH ISLAND 9-1-1 CORPORATION**

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**Brian Pearson – Deputy Secretary**

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Authorized Signatory

---

**THE USER**

---

Authorized Signature

---

Authorized Signature

**SCHEDULE "A"****SCOPE OF SERVICES**

1. Subject to paragraph 2 of this Schedule, the Corporation shall perform the following Services:
  - (a) coordinate the implementation and ongoing operation of any Optional Value Services and the Visinet Browser;
  - (b) provide Services including any Optional Value Services and the Visinet Browser;
  - (c) maintain and update as necessary the technical aspects of the Visinet Browser and any Optional Value Services subject to any annual maintenance fees;
  - (d) provide written operating rules and procedures for utilization of any Optional Value Services and the Visinet Browser;
  - (e) provide other training, services and support for utilization of Optional Value Services and the Visinet Browser.
2. Notwithstanding any other provisions set out within the Agreement, the User agrees that it will have no right of claim for any damage, loss, expense, costs or other losses suffered by the User arising from the installation of the Visinet Mobile in any of its vehicles as installed by the Corporation or its employees, agents or contractors. The User further agrees to indemnify, defend and hold harmless the Corporation and its shareholders, directors, officers, employees and agents from and against all claims, losses, damages, costs (including legal fees and disbursements), expenses, causes of action and liabilities in respect of any damage to property or economic interests of a non-party hereto caused by the initial installation of the Visinet Mobile in the vehicles, directly or indirectly from such installation.
3. The Corporation:
  - (a) shall not provide hardware or installation of hardware to operate the Services including any Optional Value Services except where an agreement is reached between the Corporation and the User;
  - (b) shall not guarantee email service due to the fact that the Corporation does not have control over the services and systems owned and operated by third party wireless and internet providers.
4. The Incident Notification by email service is not intended to be used in lieu of the VHF radio paging systems currently provided by the Corporation. Fire Departments are responsible for managing their own member's access to the three email addresses that are maintained per department by the Corporation per Schedule "G".

5. The Visinet Browser incident information will be maintained by the Corporation for seven years per the records retention policy in Schedule "B".

**SCHEDULE B****VISINET BROWSER**

1. The Visinet Browser provides Fire Departments with a single username and password for access to incident records for their jurisdiction. The Visinet Browser provides fire chiefs with remote access to real-time and historical incident information, maintained by NI 9-1-1 for seven years per the records retention policy which is subject to change from time to time as deemed necessary by the director's of the Corporation.
2. Records Retention Policy (effective as of October 29, 2008)
  - 1) All records required to be retention in this policy shall be secured as at least two copies.
  - 2) At least one of the copies of information required to be retained in this policy shall be reasonably secured to prevent loss due to disasters such as fire, flood or earthquake.
  - 3) Electronic records of incidents processed by Fire Dispatch shall be retained for seven (7) years;  
Audio records of incidents shall be retained for two (2) years; and  
Printed records of incidents will not be retained.
  - 4) Written requests for printed records, created from electronic records, or audio records of incidents will be processed as per the Freedom of Information and Protection of Privacy Act unless directed though the police, member Fire Departments or shareholders or the 9-1-1 Corporation.
3. Remote access will be restricted to the Internet Protocol addresses that are used and provided by municipal or regional district government networks, or in the case of rural Fire Departments the Internet Protocol address used within the Fire Department.

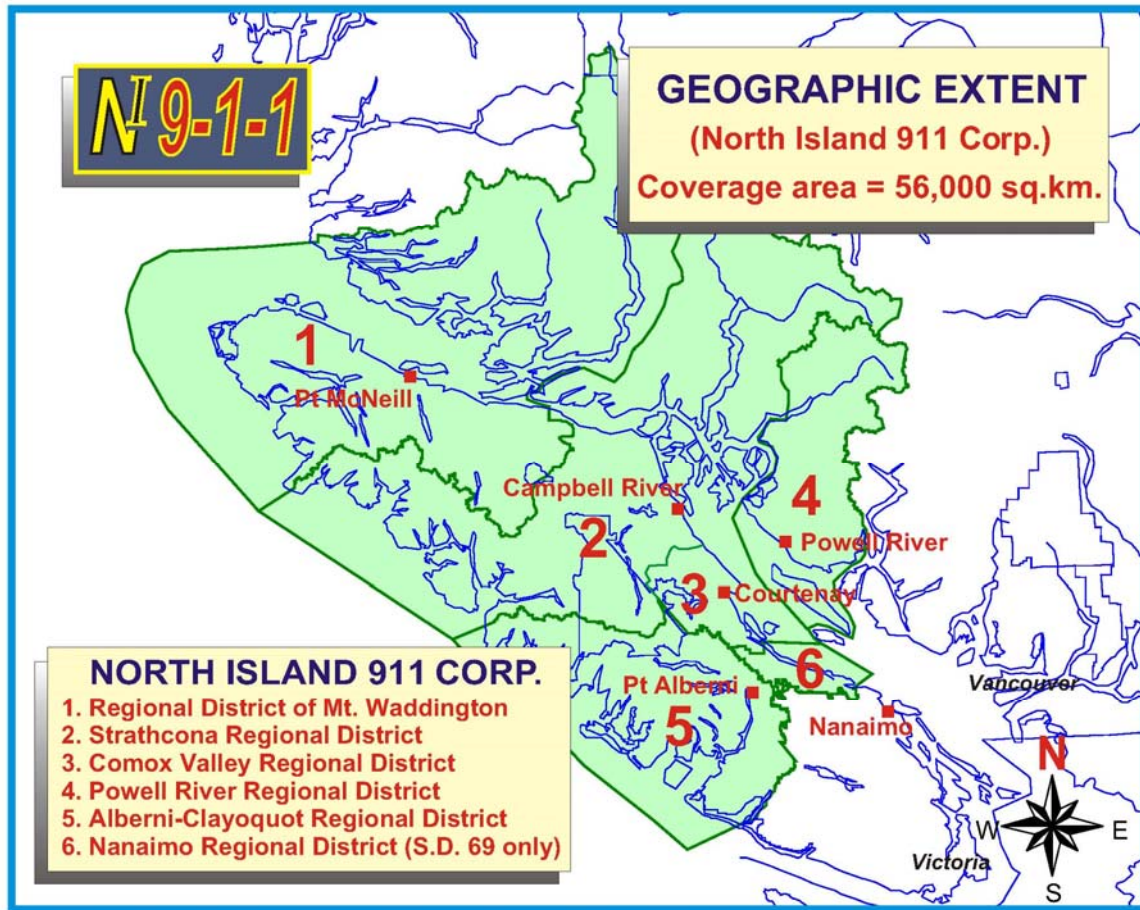


**SCHEDULE "C"****VISINET MOBILE FEE**

1. The Visinet Mobile fee to be paid by the User to the Corporation shall consist of a onetime license fee per installation per vehicle for the Visinet Mobile option of eight hundred (\$800.00) dollars per installation per vehicle within the Boundaries for a total aggregate amount of \$800 dollars (based upon zero (0) pre-existing Licences within the Boundaries.) Commencing October 2013, the User will also make payment to the Corporation of an annual maintenance fee, which will be payable for each year of the Term, and the Renewal Term, if any. In the first year of the Term, the Visinet Mobile annual maintenance fee charge shall be equal to twenty (20%) percent of the aforementioned aggregate amount
2. By November 1<sup>st</sup> of each year of the Term, and the Renewal Term, if any, the User shall provide the Corporation with:
  - (a) the current number of installations and vehicles within the Boundaries, and
  - (b) supporting documentation.
3. The annual maintenance fee as set out in paragraph 1 of this Schedule "C" may vary each year of the Term, and the Renewal Term, if any, other than the first year of the Term, based upon:
  - (a) any changes in the number of installations and vehicles within the Boundaries to be provided Services by the Corporation,
  - (b) any amendments made under section 5 of the Agreement.
4. Subject to paragraph 5 of this Schedule "C", the User shall be responsible for paying for any hardware costs, including but not limited to operation or maintenance costs of any hardware uses which arise, directly or indirectly, as a result of a claim made in respect of the provision of the Services for which the User, its directors, officers, contractors, agents or employees are found to be legally responsible including, but not limited to, the following:
  - (a) the Corporation's costs of defending and paying all or any part of the claim;
  - (b) the amount of a deductible assumed by the Corporation for the claim;
  - (c) the cost of any increase in a premium of insurance paid by the Corporation resulting from the claim.
5. The Users' responsibility for paying the operating costs under paragraph 4 of this Schedule "C" is limited to payment of the total amount of that proportion of the claim for which the User, and its directors, officers, contractors, agents or employees are found to be legally responsible.

**SCHEDULE "D"**

**BOUNDARIES OF THE NORTH ISLAND 9-1-1 CORPORATION**



**SCHEDULE “E”**

**VISINET MOBILE INSTALLATIONS**

1. The Visinet Mobile application is a wireless mobile data application meant to provide real-time incident data, integrated mapping and full messaging capabilities.

2. **Mobile Client System Requirements**

1. **Operating System** Microsoft® Windows 7– 32 or 64 bit only.

2. **Hardware**

**CPU** 1.06+GHz minimum

**RAM** 1 GB (2 GB recommended)

**Hard Drive** 20 GB minimum\*

**\*Note:** Additional space may be required for map layers, pre-plan files, or third party applications

**Display** 800x600 pixel minimum display touch screen recommended

**GPS** TAIP PV and TM Message with future migration to NMEA RMC Message

**Time Synchronization** If GPS time synchronization is not being used and time synchronization is required

**Data Modem** 3G or CDMA with dynamic IP address

3. All hardware and system purchases, including but not limited to, the power supply, the computer, the display, the wireless internet modem and the cellular and GPS antennas are the responsibility of the user. All hardware for each VisiMobile installation must be installed and tested for connectivity prior to the Corporation’s staff installing the VisiMobile application.

4. The User is responsible for all costs associated with establishing and maintaining an internet data account with a third party wireless provider as per the data modem system requirements found in paragraph 3 of this Schedule “E”.

5. The User may be subject to additional charges from the Corporation of \$75 per hour for time used by the Corporation Technology Manager to rectify, troubleshoot or fix any part of the system hardware supplied by the User.

**SCHEDULE “F”****HAZARD & SPECIAL INSTRUCTION PROPERTY SERVICES**

1. The User has the option to provide the Corporation with critical response information relating to specific properties within the Boundaries.
2. Critical response information includes:
  - a) **Threats to responders (police to attend all calls)** potentially violent occupants, known drug activity, vicious animals, weapons
  - b) **Threats to responders (universal precautions)** potential exposure to HIV, hepatitis or any other hazardous blood or airborne pathogens
  - c) **Threats to responders (proceed with caution)** vacant buildings, compromised structures, hazardous materials
  - d) **Property Information (Property Information)** Pre-Plans, disabled occupants
  - e) **Property Information (Response Plans)** Automatic Aid, construction/ renovation activities, fire alarm testing, road construction/ closures.
3. The User must fill out and sign the Form included in this Schedule “F” conveying the address, the critical response information and the length of time the information is to remain in the VisiCAD system. Users wishing to supply information for multiple properties shall submit the information in a manner that is reasonable and satisfactory to the Corporation.
4. The submission of Pre-Plan information shall be submitted electronically in addition to a completed and signed Form included in this Schedule “F”.



### VISICAD SYSTEM PROPERTY & RESPONSE INFORMATION FORM

Fire Department \_\_\_\_\_

Property Address \_\_\_\_\_

Building Name \_\_\_\_\_

Pre-Plans

Pre-plan  File type \_\_\_\_\_ File name \_\_\_\_\_

Photo  File type \_\_\_\_\_ File name \_\_\_\_\_

Critical Response Information

Police to attend  Universal Precautions  Proceed with Caution

Property Information  Response Plan Information

Description of

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

Start Date \_\_\_\_\_ dd/mm/yyyy End Date \_\_\_\_\_ dd/mm/yyyy

Never Expire

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ dd/mm/yyyy

Completed forms to be faxed to 250-286-4701 or files emailed to [firedispatch@ni911.ca](mailto:firedispatch@ni911.ca)

## **SCHEDULE "G"**

### **INCIDENT NOTIFICATION**

1. The User will have the option to receive real time incident notification via electronic mail messages generated by the VisiCAD dispatch system.
2. The User has the option of providing the Corporation with up to three (3) electronic mail addresses, and having each address separately configured to receive notifications of General, Duty Officer, First Responder, or All dispatch occurrences.
3. The User is responsible for providing and managing their own distribution system of the electronic mail messages to their Fire Department members.

**SCHEDULE “H”****TRITECH SOFTWARE SYSTEMS OPERATIONAL POLICY****(March 23, 2012)****Scope**

The scope of this policy relates to:

1. The Trittech Software System computer aided dispatch system utilized by NI 9-1-1 Corporation fire dispatch.

**Procedure**

The following value added services are available to all fire departments within the North Island 911 Corporation service area. To begin receiving one or more of the optional value added services a fire department must enter into a written agreement for these services with the North Island 911 Corporation. All agreements require approval from the requesting fire department's governing authority.

- a) **VisiNet Browser** – Fire departments will be provided with a single username and password for access to incident records for their jurisdiction. Incident records will be accessible through VisiNet browser for seven (7) years per the NI 9-1-1 Corporation records retention policy.
- b) **VisiNet Mobile (optional)** – Fire departments are responsible for the initial purchase and annual maintenance costs for VisiNet mobile software and all associated hardware. It is the sole responsibility of a fire department to obtain a current technical specification guideline from the technology manager prior to purchasing/installing mobile hardware.
- c) **Hazard & Special Instruction Property Information (optional)** - Fire departments must provide property information to NI 9-1-1 Corporation in a format and manner deemed acceptable by NI 9-1-1 Corporation staff. NI 9-1-1 Corporation shall not be held responsible for the integrity of property information including its accuracy or latency.
- d) **Incident Notification (optional)** – NI 9-1-1 Corporation will maintain up to three email addresses per fire department at the request of the fire departments. This is an optional service and is not intended to replace the VHF radio paging system. NI 9-1-1 Corporation shall not be held liable for any errors or omissions associated with the conveyance of incident information to a fire department via email.

**SCHEDULE “I”****THE EMERGENCY ANSWERING SYSTEM**

The North Island 9-1-1 Emergency Answering System consists of:

- (1) one Primary Safety Answering Point (“PSAP”) located at E-COMM 911 in Vancouver, British Columbia, and
  - (2) one Secondary Safety Answering Point (“SSAP”) located at the City of Campbell River, British Columbia, Fire Department for fire dispatch,
- (the “System”).

A11 9-1-1 calls dialled in the System will be answered at the PSAP E-COMM 911 in Vancouver. The E-COMM Operator will determine whether the call is for police, fire or ambulance dispatch services.

If the call is for police services, the E-COMM 911 Communications Operator will transfer the call to the RCMP/OCC center in Courtenay for response.

If the call is for fire services, the E-COMM 911 Communications Operator will transfer the call to the SSAP at the City of Campbell River Fire Department for response.

If the call is for ambulance services, the E-COMM 911 Communications Operator will transfer the call to the SSAP at the B .C. Ambulance Service in Victoria for response.

The System will be operated in accordance with the policies and procedures set out in the Corporation’s Operational Procedures Manual as may be amended from time to time by the Corporation.





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** December 13, 2017  
**Subject:** 2017 to 2021 Financial Plan Amendment Bylaw

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### **Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

*That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

*That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

*That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

### **Desired Outcome:**

To amend the 2017 to 2021 Financial Plan to reflect expenditures approved by the Board during 2017.

### **Summary:**

There were two resolutions made by the Board of Directors during the year that require an amendment to the 2017-2021 Financial Plan. The amendments are as follows:

April 26, 2017 Board of Directors meeting:

*THAT the Board of Directors approve an amendment to the Bamfield Volunteer Fire Department service in the 2017-2021 Financial Plan to include a capital expenditure of \$25,000 for the purchase of a used fire truck.*

June 14, 2017 Board of Directors meeting:

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Cherry Creek Waterworks District request for \$625,000 of Community Works Funding for the replacement of aging water mainline pipe and direct staff to amend the 2017-2021 Financial Plan to reflect the project.*

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


Some staff time is required to draft the amending bylaw and then distribute to appropriate agencies.


**Financial:**

There are no impacts to the 2017 tax requisitions or parcels taxes because of these two transactions. The Bamfield Volunteer Fire Department truck reduces the amount of funding available in the capital reserve at year-end and the Cherry Creek Waterworks District grant reduces the amount of Community Works Funds available for other projects moving forward.

**Policy or Legislation:**

The Local Government Act Section 815(2) provides the authority to amend a financial plan bylaw.

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

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



**Regional District of Alberni-Clayoquot**

**Bylaw F1131-1**

**A Bylaw to amend the 2017 to 2021 Financial Plan**

**WHEREAS** the Regional District Board is prescribed to adopt, by bylaw, a five year financial plan on an annual basis under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District Board has adopted a five-year financial plan bylaw cited as “Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan”;

**AND WHEREAS** the Regional District Board deems it necessary to amend Bylaw F1131 to reflect 2017 expenditures approved by the Board;

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

1. Schedule “A” attached hereto and forming part of this Bylaw is the amendment to the 2017 to 2021 Financial Plan.
2. The 2017 to 2021 Financial Plan is hereby amended by replacing the following pages of Schedule “A”, attached to and forming part of this bylaw:
  - a. Page 22-23, being the Financial Plan for Electoral Area Administration;
  - b. Pages 53, being the Financial Plan for Bamfield Volunteer Fire Department;
3. This Bylaw may be cited as **“Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment”**.

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.

Certified true and correct copy of  
**“Bylaw F1131-1, 2017 to 2021  
Alberni-Clayoquot Regional District  
Financial Plan Amendment Bylaw.”**

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

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chairperson



**ALBERNI CLAYOQUOT REGIONAL DISTRICT**

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# 2017-2021 FINANCIAL PLAN AMENDMENT

Schedule "A" to Bylaw No.  
F1131-1



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
2017-2021 FINANCIAL PLAN  
ELECTORAL AREA ADMINISTRATION  
PARTICIPANTS: ELECTORAL AREAS**

As adopted by the Board of Directors  
on March 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 19,185	\$ 19,185	Surplus (deficit) from prior years	\$ 13,026	\$ -	\$ -	\$ -	\$ -	1
2	1,768,601	1,768,601	Committed surplus from prior year	2,102,421	391,151	423,961	920,771	1,417,581	2
3	56,815	56,815	Tax requisition	58,974	107,158	72,318	72,504	72,694	3
4	1,612	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	466,542	451,343	Federal government grant	466,542	488,810	488,810	488,810	488,810	5
6	17,278	8,000	Interest revenue	8,000	8,000	8,000	8,000	8,000	6
7	<b>\$ 2,330,033</b>	<b>\$ 2,304,944</b>	<b>TOTAL REVENUE</b>	<b>\$ 2,649,963</b>	<b>\$ 996,119</b>	<b>\$ 994,089</b>	<b>\$ 1,491,085</b>	<b>\$ 1,988,085</b>	7
<b>EXPENDITURES</b>									
8	\$ 17,000	\$ 17,000	Administration charge	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	8
9	-	-	Elections & referenda	-	35,000	-	-	-	9
10	53	1,000	Area 'A' - Bamfield administration	1,000	1,000	1,000	1,000	1,000	10
11	-	1,000	Area 'B' - Beaufort administration	1,000	1,000	1,000	1,000	1,000	11
12	287	1,000	Area 'C' - Long Beach administration	1,000	1,000	1,000	1,000	1,000	12
13	1,866	3,000	Area 'D' - Sproat Lake administration	3,000	3,000	3,000	3,000	3,000	13
14	-	1,000	Area 'E' - Beaver Creek administration	1,000	1,000	1,000	1,000	1,000	14
15	-	2,000	Area 'F' - Cherry Creek administration	2,000	2,000	2,000	2,000	2,000	15
16	9,834	10,000	AVICC dues & convention expenses	10,000	10,000	10,000	10,000	10,000	16
17	24,269	28,000	UBCM dues & convention expenses	28,000	28,000	28,000	28,000	28,000	17
18	11,277	13,000	Labour & benefits	9,000	9,158	9,318	9,504	9,694	18
19			<i>Gas tax initiatives</i>						19
20	-	426,672	Bamfield Water System upgrades	1,026,672	-	-	-	-	20
21	-	40,000	Beaver Creek Community Club playground	50,000	-	-	-	-	21
22	150,000	150,000	Beaver Creek Water System upgrades	-	-	-	-	-	22
23	-	264,000	Bell Road/Stuart Avenue water system	-	414,000	-	-	-	23
24	-	-	Cherry Creek Community Park trail	80,000	-	-	-	-	24
25	-	-	Cherry Creek Waterworks District	625,000	-	-	-	-	25
26	-	154,140	Long Beach Airport water system upgrades	154,140	-	-	-	-	26
27	-	-	Millstream Water System upgrades	100,000	-	-	-	-	27
28	-	-	Salmon Beach Water well development	50,000	50,000	-	-	-	28
29	-	-	Sproat Lake Community Park trail	100,000	-	-	-	-	29
30	-	-	Other gas tax rebate initiatives	-	-	-	-	-	30
31	150,000	1,034,812	Total gas tax initiatives	2,185,812	464,000	-	-	-	31
32	<b>\$ 214,586</b>	<b>\$ 1,111,812</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,258,812</b>	<b>\$ 572,158</b>	<b>\$ 73,318</b>	<b>\$ 73,504</b>	<b>\$ 73,694</b>	32



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 ELECTORAL AREA ADMINISTRATION (continued)  
 PARTICIPANTS: ELECTORAL AREAS

As adopted by the Board of Directors  
 on March 22, 2017

Line	History			Budget					Line
	2016	2016		2017	2018	2019	2020	2021	
33	\$ 2,115,447	\$ 1,383,132	<b>FINANCIAL PLAN BALANCE</b>	\$ 391,151	\$ 423,961	\$ 920,771	\$ 1,417,581	\$ 1,914,391	33
34	1,787,786	1,787,786	Deduct: Surplus from previous year	2,115,447	391,151	423,961	920,771	1,417,581	34
35	\$ 327,661	-\$ 404,654	<b>ANNUAL SURPLUS/(DEFICIT)</b>	-\$ 1,724,296	\$ 32,810	\$ 496,810	\$ 496,810	\$ 496,810	35



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 BAMFIELD VOLUNTEER FIRE DEPARTMENT  
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'A'

As adopted by the Board of Directors  
 on March 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 68,811	\$ 68,811	Surplus (deficit) from prior years	\$ 48,713	\$ -	\$ -	\$ -	\$ -	1
2	92,887	92,887	Tax requisition	91,787	93,500	93,500	93,500	93,500	2
3	23,944	23,000	Contracts with other governments	23,000	23,000	23,000	23,000	23,000	3
4	3,900	-	Conditional donation	-	-	-	-	-	4
5	5,112	500	Grants in lieu of taxes	500	500	500	500	500	5
6	177	-	Other sources	-	-	-	-	-	6
7	<b>\$ 194,831</b>	<b>\$ 185,198</b>	<b>TOTAL REVENUE</b>	<b>\$ 164,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	7
<b>EXPENDITURES</b>									
8	\$ 6,000	\$ 6,000	Administrative charge	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	8
9	69,077	65,000	Capital fund contribution	65,000	40,000	40,000	40,000	40,000	9
10	-	-	Labour & benefits	1,000	1,000	1,000	1,000	1,000	10
11	8,795	4,500	Insurance	9,000	9,000	9,000	9,000	9,000	11
12	16,962	30,000	Lease payment	-	-	-	-	-	12
13	45,284	79,698	Operating costs	82,000	60,000	60,000	60,000	60,000	13
14	<b>\$ 146,118</b>	<b>\$ 185,198</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 164,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	14
<b>FINANCIAL PLAN BALANCE</b>									
15	\$ 48,713	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	15
16	69,077	65,000	Add: Transfer to reserves	65,000	40,000	40,000	40,000	40,000	16
17	16,867	27,000	Principal debt payments	-	-	-	-	-	17
18	16,451	16,500	Deduct: Estimated amortization not included	16,500	16,500	16,500	16,500	16,500	18
19	68,811	68,811	Surplus from previous year	48,713	-	-	-	-	19
20	<b>\$ 49,395</b>	<b>\$ 6,689</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 213</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	20
<b>CAPITAL FUND</b>									
21	\$ 8,687	\$ 8,687	Balance, beginning of year	\$ 68,427	\$ 134,227	\$ 175,427	\$ 216,927	\$ 258,727	21
22	65,000	65,000	Contribution from operating fund	65,000	40,000	40,000	40,000	40,000	22
23	3,900	-	Grants and other contributions	-	-	-	-	-	23
24	177	300	Interest earnings	800	1,200	1,500	1,800	2,100	24
25			<i>Less - capital expenditures</i>						25
26	9,337	-	Sign project	-	-	-	-	-	26
27	-	-	Fire boat	70,000	-	-	-	-	27
28	-	-	Fire truck	25,000	-	-	-	-	28
29	9,337	-	Total capital expenditures	95,000	-	-	-	-	29
30	<b>\$ 68,427</b>	<b>\$ 73,987</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 134,227</b>	<b>\$ 175,427</b>	<b>\$ 216,927</b>	<b>\$ 258,727</b>	<b>\$ 300,827</b>	30





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Shelli Lyle, Admin. Assistant/Alberni-Clayoquot Health Network

**Meeting Date:** December 13, 2017

**Subject:** ACHN Table of Partners Representative

**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors nominate Director \_\_\_\_\_ to apply to the Alberni-Clayoquot Health Network (ACHN) Table of Partners (TOP) for a two (2) year term starting January 1, 2018.*

**Background:**

The ACHN is a mechanism for citizens working and living in the Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health.

The ACHN Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the ACHN. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network striving to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa. The Alberni Clayoquot Health Network's Table of Partners have committed to a two year term, to ensure consistency it has been decided that half the seats will expire every December.

The ACRD holds two (2) seats on the Table of Partners 12 member "board". Director Cote and Director Osborne currently represent the ACRD on the Table of Partners. Directors Cote's term expires at the end of December 2017, she has served as Chair on the Table of Partners for the past 4 years.

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

Monthly meetings (3 hours).

**Financial**

Appointed Directors remunerated through general government services.

Submitted by: Shelli Lyle  
ACHN, Shelli Lyle, Administrative Assistant

Approved by: Doug Holmes  
Doug Holmes, BBA, CPA, CA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 13, 2017

**Subject:** ACRD Voting Strength & Number of Directors

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2016 Census Population and Voting Strength/Number of Directors determination for the Alberni-Clayoquot Regional District.

### **Desired Outcome:**

To receive the updated voting strength and number of directors data for the Regional District provided by the Ministry of Municipal Affairs and Housing.

### **Background:**

Enclosed please find correspondence from the Ministry of Municipal Affairs and Housing regarding the 2016 census population figures which are used to determine the voting strength and number of directors on the ACRD Board of Directors. There is no change to the number of ACRD Board Directors or voting strength as a result of the 2016 census and adjustments. The *Local Government Act* defines how the composition and voting rights are calculated.

Ministry staff worked with ACRD staff to identify those lands impacted by the implementation of the Maa-nulth Treaty. Population statistics for the Maa-nulth Treaty Nations and voting units have been determined and are no longer included within the electoral areas.

The following information is provided on voting rules:

### **Unweighted Corporate Vote (ALL VOTE)**

Used to decide on matters that affect the corporation and all jurisdictions that comprise the Regional District. Every Director is entitled to vote and receives one vote. Unweighted corporate votes are used to determine a range of matters including:

- Establishing bylaws for services
- Regulatory bylaws
- Resolutions and bylaws on the conduct of the board's business

**Weighted Corporate Vote**

Weighted corporate votes govern decisions on money matters, including the adoption of the annual financial plan, borrowing, property acquisition and disposal and key contracts. Each Director on the Board is entitled to vote; each Director receives the number of votes as determined in by their determined voting unit.

**Stakeholder Vote (Weighted)**

Stakeholder votes are used to make decisions related to the administration and operation of regional district services. Only Directors representing jurisdictions that participate in the service in question are entitled to vote in stakeholder votes. All stakeholder votes are weighted votes; as such, each participating Director receives the number of votes determined in accordance with the voting unit. Enclosed please find a quick reference guide from the Regional District Toolkit on voting rules.

For convenience, ACRD staff will now be including the type of vote with each resolution on the front pages of the Board agenda.

**Policy or Legislation:**

*Local Government Act and Community Charter applies.*

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

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

## Wendy Thomson

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**From:** Edmondson, Marijke MAH:EX <Marijke.Edmondson@gov.bc.ca>  
**Sent:** Monday, November 20, 2017 9:31 AM  
**To:** Douglas Holmes  
**Cc:** MAH LG Governance MAH:EX; Wendy Thomson  
**Subject:** 2016 Census impact on Regional District of Alberni-Clayoquot Board composition and voting strength  
**Attachments:** Alberni-Clayoquot RD 2017 Voting Table.pdf

Mr. Doug Holmes, CAO  
Regional District of Alberni Clayoquot

Dear Mr. Holmes,

Attached please find the 2016 Census population figures that serve as the basis for voting strength and number of municipal directors. There are no changes to Alberni-Clayoquot Regional District board directors or directors voting strength as a result of the 2016 Census and adjustments. My apologies for the late formal conveyance of this table.

These population figures reflect the number of people living within regional district boundaries, which may be different from the federal Census boundaries of the same name. In determining these total population figures, Ministry staff typically make adjustments to ensure that Indian Reserve populations are included for the appropriate local government areas and as necessary to account for municipal boundary changes that occur too late to be reflected in the census geographies.

In the course of reviewing these results, Ministry staff have worked with your staff to identify those lands impacted by implementation of the Maa-nulth Treaty that are no longer within Electoral Areas and instead reflect the population of treaty first nations within the regional district. The census subdivisions do not appear to have been updated to reflect this change in governance for 2016. Over the next several months we will work with BC Stats and Statistics Canada towards ensuring that the geography of the treaty lands are identified with the appropriate Maa-nulth nation for the 2021 Census.

Population is a defined term in the *Community Charter* and is the basis for voting rights and municipal representation on the Regional District Board and for allocation of certain local government grant amounts.

Should you have any questions regarding the census population certification process, please contact the Governance and Structure Branch by phone at 250-387-4019 or by email at [lggovernance@gov.bc.ca](mailto:lggovernance@gov.bc.ca).

Sincerely,

**Marijke Edmondson** | Director, Governance Structures  
Governance and Structure Branch | Ministry of Municipal Affairs and Housing  
Direct: 778.698.3227 | Mobile: 250.889.8198 | Fax: 250.387.7972 | Email: [marijke.edmondson@gov.bc.ca](mailto:marijke.edmondson@gov.bc.ca)

**Regional District of Alberni-Clayoquot**

(incorporated April 21, 1966)

Voting Unit: 2,000 population

	<b>2016 Census including subsequent population changes certified by the Minister <sup>1</sup></b>	<b>Number of Directors (voting strength/5)</b>	<b>Voting Strength (population/ voting unit)</b>
<b>City:</b>			
Port Alberni	17,678	2	9
<b>Districts:</b>			
Tofino	1,932	1	1
Ucluelet	1,717	1	1
<b>Treaty First Nations:</b>			
Huu-ay-aht	87	1	1
Uchucklesaht	5	1	1
Yuułuʔiłʔatḥ	274	1	1
Toquaht	19	1	1
<b>Electoral Areas:</b>			
A <sup>2</sup>	243	1	1
B	443	1	1
C <sup>2</sup>	1,592	1	1
D	2,173	1	2
E	2,873	1	2
F	1,945	1	1
<b>Totals:</b>	<b>30,981</b>	<b>14</b>	<b>23</b>

Populations certified as necessary by the Minister of Municipal Affairs and Housing under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the Community Charter.

Effective November 1, 2017.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2016.
2. Portions of Electoral Areas A and C were removed as part of the Maa-Nulth Final Agreement effective April 1, 2011.

**REGIONAL DISTRICT VOTING RULES – QUICK REFERENCE GUIDE  
FACT SHEET 5 – Regional District Tool Kit 2005**

<b>STATUTE SECTION</b>	<b>BOARD ACTION</b>	<b>ENTITLEMENT</b>	<b>COUNT</b>	<b>VOTES REQUIRED</b>
<b>Corporate Powers</b>				
LGA 192(1)	Bylaw to delegate a power, duty or function	All	Directors	2/3
LGA 192(2)	Bylaw to revoke a board delegation	All	Directors	Majority
LGA 200(1)	Appointment of officers and employees	All	Directors	Majority
LGA 202(1)	Resolution to terminate an officer for cause	All	Directors	Majority
LGA 202(2)	Resolution to terminate an officer without cause	All	Directors	2/3
LGA 309 and 791(7)(b)	Authorizing the acquisition, expropriation or disposal of real property	All	Votes	Majority
LGA 798.1	Emergency powers (emergency declaration bylaw)	All	Directors	2/3
<b>Governance and Procedures</b>				
LGA 794(1)	Procedure, bylaws and enforcement	All	Directors	Majority
LGA 794(3)	Adopt certain bylaws at same meeting as third reading (bylaws not requiring approval, consent or assent)	All	Directors	2/3
LGA 795	Appointment of select committees	All	Directors	Majority
LGA 838	Bylaw to establish local community	All	Directors	Majority
LGA 791(4)	Administration and operation of a service (except general administration)	Participants <sup>1</sup>	Votes	Majority
LGA 800(2)(a) (b) and (c)	General administration; electoral area administration; feasibility studies (no establishing bylaw required)	All	Directors	Majority
LGA 791(7)(a)	Authorizing persons to enter into contracts on behalf of the regional district	All	Votes	Majority
<b>Service Powers</b>				
LGA 800 and Div 4.1	Establishing bylaws	All	Directors	Majority
LGA 796.1(2)(b)	Giving consent for a service inside the regional district, provided by another regional district	All	Directors	Majority
LGA 796.2	Authorities in relation to a service other than a regulatory service	Participants	Votes	Majority
LGA 797.1	Specific regulatory and other powers	All	Directors	Majority
LGA 799	Resolution requesting additional powers and exceptions	All	Directors	Majority
LGA 792(4)	Election of chairperson and vice chairperson	All	Directors	Majority
LGA 793(4)	Resolution to waive notice of special meeting	All	Directors	Unanimous
LGA 801(4)	Resolution to obtain approval of electors overall, instead of obtaining approval separately in the participating areas	All	Directors	2/3
LGA 801(2)(b)	Decision to obtain approval by alternative approval process	All	Directors	Majority
LGA 801.5(1)	Board consent on behalf of electoral participating area electors	All	Directors	Majority
LGA 801.5(3)	Resolution to dispense with electoral area director consent	All	Directors	2/3
LGA 802(1)	Amendment or repeal of establishing bylaws	All	Directors	Majority
LGA 802(2)	Dispense with electoral area director consent for amendment or repeal of establishing bylaws	All	Directors	2/3
LGA 813.02(2)	Service review or service withdrawal (appointment of	All	Directors	Majority

<sup>1</sup> Note that LGA Section 791(11) states that if only one director would be entitled to vote, each director who is present is entitled to vote and has one vote.

STATUTE SECTION	BOARD ACTION	ENTITLEMENT	COUNT	VOTES REQUIRED
	director to represent the board)			
LGA 950(2)	Heritage Conservation bylaw and permit procedures - resolution vary time limit for specific reapplication	Participants	Directors	2/3
<b>Finance / Budget</b>				
CC 204	Parcel tax roll review panel	All	Directors	Majority
LGA 791(7)(c) and 815	Adopt the Financial plan / annual budget bylaw	All	Votes	Majority
CC Div 4 of Part 6	Reserve Funds	Participants	Votes	Majority
CC 175	Liabilities under agreements	All	Votes	Majority
LGA 821	Bylaw to provide for revenue anticipation borrowing	All	Votes	Majority
LGA 822	Bylaw for short term capital borrowing	All	Votes	Majority
LGA 823 and CC 179	Loan authorization bylaws	All	Votes	Majority
LGA 823(3)	Resolution to dispense with EA director consent for amending or repealing a loan authorization bylaw	All	Directors	2/3
LGA 824	Financing municipal undertakings	All	Votes	Majority
LGA 825	Security issuing bylaws	All	Votes	Majority
LGA 808(2)	Bylaw to establish an annual variable tax rate system	Participants	Votes	Majority
LGA 809(3)	Bylaw to provide property tax exemptions	All	Directors	2/3
LGA 810(2)	Bylaw to provide property tax exemptions for heritage properties	All	Directors	2/3
LGA 810.1(5)	Repayment requirement in relation to heritage exemptions	All	Directors	2/3
LGA 811(2)	Bylaw to provide property tax exemptions for riparian property	All	Directors	2/3
LGA 287.2	Indemnification against proceedings	All	Directors	2/3
<b>Planning and Land Use Management</b>				
LGA 863 and 791(3)(f)	Bylaw to adopt a regional growth strategy (for entire regional district)	All	Directors	Majority
LGA 791(16)	Bylaw to adopt a growth strategy for an area less than the entire regional district	Participants (except per 791(17))	Directors	Majority
LGA 791(3)(g) and Part 26	Electoral area planning and land use management	All <sup>2</sup>	Directors	Majority
LGA 193	Bylaw to delegate public hearings	All	Directors	Majority
LGA 895(3)	Development approval procedures – resolution to vary time limit for specific reapplication	Participants	Directors	2/3
LGA 791(12)	Approval of cost sharing for Part 26 services	All (except per 791(12)(a) and 791(13)(a))	Directors	Majority

**This guide was written as a resource for regional district boards and is provided as a reference for convenience only. This is not an official description of the application of regional district voting rules. For more complete information, please refer to the legislation.**

<sup>2</sup> Subject to LGA 804.1 (Cost sharing for Part 26 services). Note that municipal directors do not vote if they have opted out of the planning service.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

TO: ACRD Board of Directors

FROM: Alex Dyer, Planner

DATE: December 07, 2017

RE: RD16004 – Great Central Lake  
(Great Central Holdings Ltd. – agent Mark Marley)

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### Recommendation:

- 1) THAT Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment Bylaw P1355 be adopted.
- 2) THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1356 be adopted.
- 3) THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1357 be adopted.

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### Background:

Bylaws P1355, P1356 and P1357 were given third reading on September 13, 2017. There were three conditions of rezoning that needed to be resolved prior to planning staff recommending adoption of the bylaws:

- i. Restrictive covenant FB364011 modified to require a geotechnical assessment prior to any development or land alteration within Lot 7, Plan VIP88188.
- ii. Report from a Professional Biologist assessing any potential negative impact on the foreshore and riparian areas from additional float homes. Support by the Department of Fisheries and Oceans will be required.
- iii. Restrictive covenant registered to Lot 7 and Lot 8, Plan VIP88188 requiring that any additional float home attached to the land be connected to an upland sewage disposal system.

The two restrictive covenants have now been registered on the respective property titles and the Professional Biologist assessment has been submitted. All conditions of rezoning have been met and planning staff is recommending that the Official Community Plan and zoning amendments be adopted.

## RD16004



Prepared by: Alex Dyer  
Alex Dyer  
Planner

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

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

**RD16004**

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1355**

**A BYLAW TO AMEND BYLAW NO. P1310  
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE  
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1355.
2. Schedule A, Map No. 2 Land Use Designations, is hereby amended by designating a portion of the Great Central Lake lakebed being 100 metres out into Great Central Lake from the mean shoreline as "Float Home Use" and "Marina Use" 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 10<sup>th</sup> day of May, 2017  
Public hearing held this 5<sup>th</sup> day of September, 2017  
Read a second time this 13<sup>th</sup> day of September, 2017  
Read a third time this 13<sup>th</sup> day of September, 2017

Adopted this    day of    , 2017

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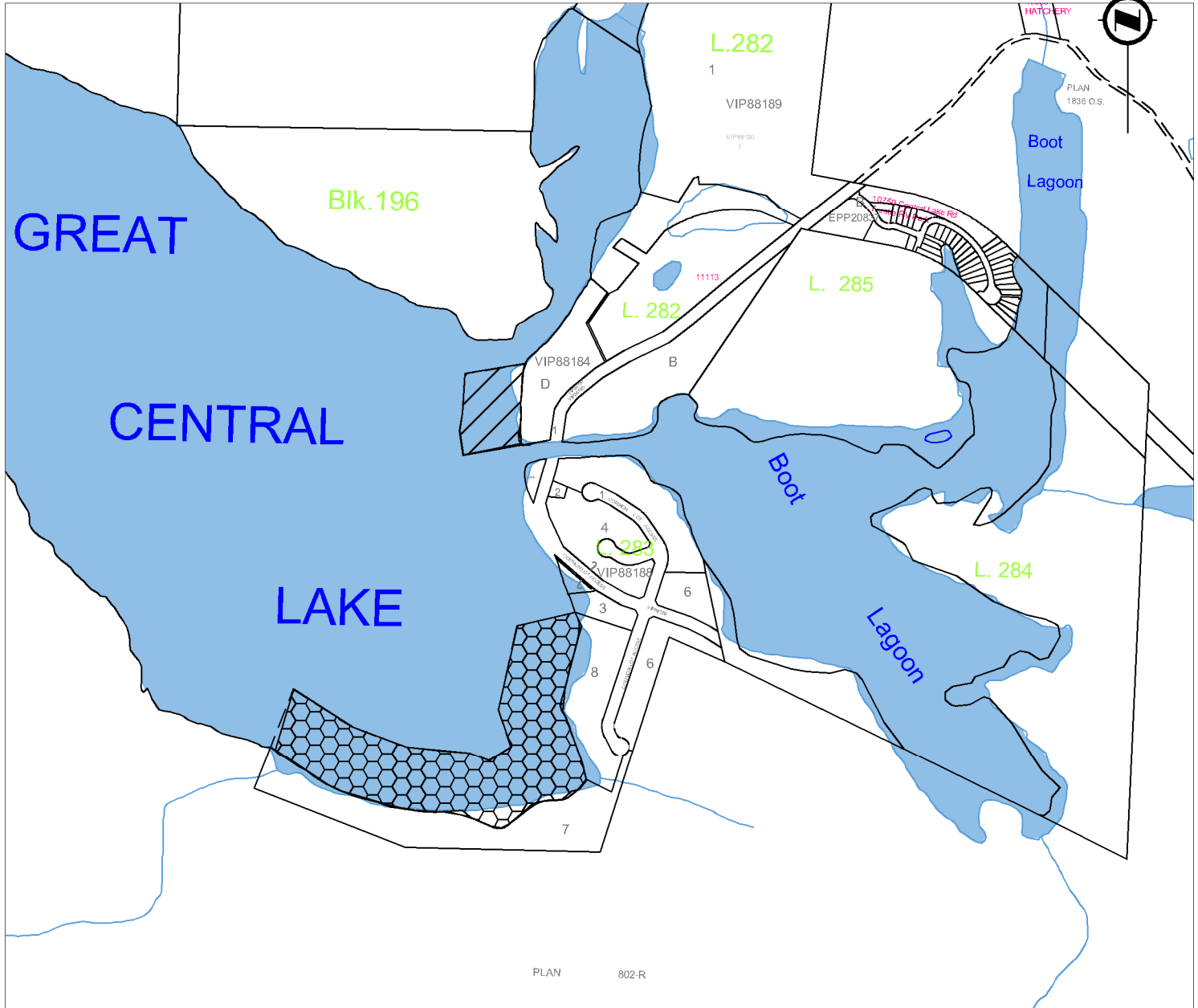
Douglas Holmes, CAO

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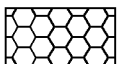
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1355



Legal Description: A portion of the Great Central Lake lakebed being a 100 metres out into Great Central Lake from the mean shoreline.



To be designated as "Float Home Use"



To be designated as "Marina Use"



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



## 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 10m<sup>2</sup> in floor area and 4 m in building height.

#### 161.4.4 Lot Development Regulations

Minimum lot area for single-family cottage	600 m <sup>2</sup>
Minimum lot area for campground	1.0 ha
Minimum lot area for other uses	600 m <sup>2</sup>
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
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### 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 <sup>2</sup>
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 <sup>2</sup>
Minimum lot area for multiple-family dwelling	900 m <sup>2</sup>
Minimum lot area for community centre	100 m <sup>2</sup>
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 10<sup>th</sup> day of May, 2017  
 Read a second time this 23<sup>rd</sup> day of August, 2017  
 Public Hearing held this 5<sup>th</sup> day of September, 2017  
 Read a third time this 13<sup>th</sup> day of September, 2017

Adopted this    day of    , 2017

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Douglas Holmes, CAO

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Chair of the Regional Board

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1357**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 690**

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. P1357.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT D, DISTRICT LOT 282, ALBERNI DISTRICT, PLAN VIP88184 and LOT 3, DISTRICT LOT 282, ALBERNI DISTRICT, PLAN VIP88189 from Comprehensive Development (CD1A) District to Comprehensive Development (CD1C) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 7 AND AN UNDIVIDED 16/91 SHARE IN LOT 1 DISTRICT LOTS 282 AND 283, ALBERNI DISTRICT, PLAN VIP88188 from Comprehensive Development (CD1C) District to Comprehensive Development (CD1D) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

4. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of the Great Central Lake lakebed being 100 metres out into Great Central Lake from the mean shoreline from Forest Reserve (A4) District to Comprehensive Development (CD1B) District.

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

Read a first time this 10<sup>th</sup> day of May, 2017

Public Hearing held this 5<sup>th</sup> day of September, 2017

Read a second time this 13<sup>th</sup> day of September, 2017

Read a third time this 13<sup>th</sup> day of September, 2017

Adopted this    day of    , 2017

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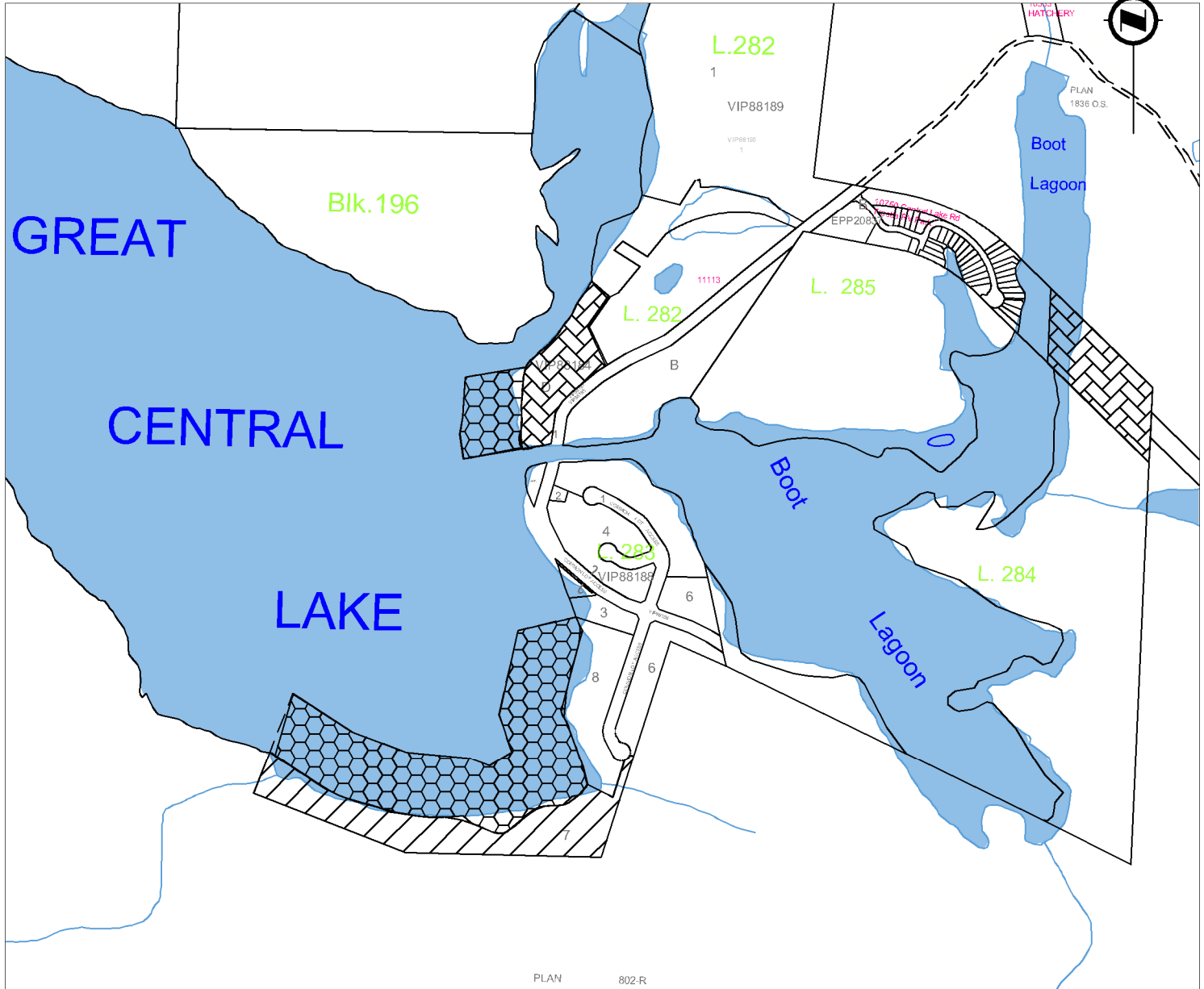
Douglas Holmes, CAO

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

Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1357



Legal Description: LOT 7 AND A UNDIVIDED 16/91 SHARE IN LOT 1 DISTRICT LOTS 282 AND 283 ALBERNI DISTRICT PLAN VIP88188 (SEE PLAN AS TO LIMITED ACCESS) AND A portion of the Great Central Lake Lakebed being a 100 metres out into Great Central Lake from the mean shoreline AND LOT D DISTRICT LOT 282 ALBERNI DISTRICT PLAN VIP88184 AND LOT 3 DISTRICT LOT 282 ALBERNI DISTRICT PLAN VIP88189

-  To be rezoned from Forest Reserve (A4) District to Comprehensive Development (CD1B) District
-  To be rezoned from Comprehensive Development (CD1C) District to Comprehensive Development (CD1D) District
-  To be rezoned from Comprehensive Development (CD1A) District to Comprehensive Development (CD1C) District





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

TO: ACRD Board of Directors

FROM: Amy Anaka, Junior Planner

DATE: December 6, 2017

RE: Short Term Vacation Rentals Temporary Use Permit Policy and Development Procedures and Fees Bylaw Amendment

### Recommendations:

1. THAT the Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy;
2. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a first time;
3. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a second time;
4. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be read a third time; and
5. THAT the ACRD Development Procedures and Fees Bylaw P1364, 2017 be adopted.

### Background

At the November 22, 2017 ACRD Board of Directors meeting, the Short Term Vacation Rentals (STRs) Consultation Summary and Recommendations Report was presented. The report summarized the public consultation initiatives undertaken to explore stakeholder input and insights on local issues related to STRs, provided information from other communities' experiences, and outlined options to determine how to move forward in managing these types of rentals in the ACRD.

Based on consultation, the preferred option from stakeholders for managing STRs in the ACRD is for permitting them with a Temporary Use Permit (TUP). Based on this, ACRD staff made the following recommendations which were carried by the Board on November 22, 2017:

- Prepare a policy document for consideration by the Board requiring that STR applications are first considered by Temporary Use Permit;
- Draft an amendment to the Development Procedures Bylaw to increase the application fee for a STR Temporary Use Permit from \$300 to \$600; and;
- Include a potential increase to bylaw enforcement resources to the 2018 budget discussions.

Staff presented the recommendations as is to ensure there is STR policy guidelines in place before the start of the 2018 rental season.

The Board also carried a motion that the following additional staff recommendations with respect to STRs be referred for consideration at the next Electoral Area Directors meeting:

- Refer draft policy document to the Advisory Planning Commissions in each area for their consideration;
- Hold a public meeting to discuss draft policy document prior to consideration by the Board;
- Add a clear definition of short term vacation rentals to the Zoning Bylaw – this will be added to the updated Zoning Bylaw which is currently underway;
- More clearly articulate the permitted uses in each zone in the Zoning Bylaw to ensure use cannot be misconstrued with allowing short term vacation rentals – this will be added to the updated Zoning Bylaw which is currently underway; and
- Have an education or social marketing campaign once the new rules are in place to ensure all residents and property owners are aware of what is or is not permitted.

### **Short Term Vacation Rentals Temporary Use Permit Policy**

Based on direction from the Board, staff have prepared a Short Term Vacation Rentals Temporary Use Permit Policy (Appendix A), which outlines guidelines for when a TUP may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). This policy is a guide to follow when considering issuing a TUP for STRs in the ACRD. The policy may be amended by the Board of Directors as needed.

The policy outlines guidelines regarding:

- TUP term and renewal;
- Criteria in evaluating a TUP application submitted to the Regional Board; and
- Conditions in issuing a TUP, which will be specific to each individual TUP issued.

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper.

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

A TUP can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to



permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

### Development Procedures and Fees Bylaw Amendment

The Regional Board also directed staff to amend the Development Procedures and Fees Bylaw to increase the TUP application fee from \$300 to 600 (Appendix B), which will assist with the administrative cost of managing development applications to allow STRs by TUP. Included with this bylaw amendment is a new STR TUP application form.

### Bylaw Enforcement

As recommended by staff, the Regional Board also directed staff to include a potential increase to bylaw enforcement resources to the 2018 budget discussions. This will assist with the likely increase to bylaw enforcement costs relating to STRs, including monitoring and managing of approved STRs as well as investigating complaints of STRs operating without ACRD approval.

### Next Steps

If the Board adopts the policy guidelines for STR TUPs, and the Development Procedures and Fees bylaw amendment, staff will work to ensure a system is in place to accept TUP applications to be referred and issued before the 2018 rental season.

Prepared by:



Amy Anaka, MCIP, RPP  
Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP  
Manager of Planning and Development

Approved by:



Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer



Alberni-Clayoquot Regional District

## SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY

Policy Issued by: Board of Directors  
Date Adopted:  
Date(s) Amended:

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### 1.0 POLICY GUIDELINE

The Alberni-Clayoquot Regional District's (ACRD) preference for managing short term vacation rentals (STRs), where it is appropriate, is with Temporary Use Permits (TUPs). If the ACRD issues a TUP, a term limit of not greater than three years shall apply (two years in the South Long Beach 'Area C' Official Community Plan area) to TUPs issued for STR use on land within an Official Community Plan (OCP) area.

### 2.0 PURPOSE

TUPs may be considered by the Regional Board to allow STR uses to occur for a short period of time (less than a month). The permit contains detailed requirements at the discretion of the Regional Board and is only in effect for a limited period of time. TUPs allow a use on a temporary basis that would otherwise not be permitted in the Zoning Bylaw.

Should it be determined that a STR use is inappropriate, incompatible or unviable at a particular location, or if there is a change in property ownership, a TUP may be allowed to lapse or not be renewed (subject to application) within a relatively short time period (ie. within one year of operation). If an STR is being operated contrary to the conditions of use in the TUP, there will be an option to consider revoking the TUP.

### 3.0 POLICY

#### 3.1 Regulation

Properties within all of the land use designations in the ACRD Electoral Area OCPs (Bamfield, Beaufort, South Long Beach, Sproat Lake, Beaver Creek and Cherry Creek) are designated under the *Local Government Act* (LGA) (s. 492) as areas in which TUPs may be issued.

The LGA (s. 493) permits, on application by an owner of land, the ACRD to issue a TUP by resolution to land within a designated OCP area to:

- allow a use not permitted by a Zoning Bylaw; and
- specify conditions under which the temporary use may be carried on.

ACRD OCPs include policy permitting issuing TUPs for commercial or industrial use in appropriate areas within all land use designations. A TUP may be considered within ACRD OCP areas. If a property owner within an Electoral Area wants to apply for a TUP, and the property is not within an OCP area, approval of the TUP is by bylaw and subject to a Public Hearing.

The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

### **3.2 Notification and referral**

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m, and post a notice in the newspaper.

Prior to the Regional Board issuing a TUP, the application will be reviewed and discussed at the Electoral Area (EA) Advisory Planning Commission (APC) meeting. A public information meeting may also occur prior to the issuance of a TUP, if deemed necessary by the EA APC or Regional Board.

### **3.3 Term and renewal**

A property owner can apply for a TUP, which can be issued for up to three years, and can be renewed once for a further three years. The South Long Beach (Area C) OCP permits TUPs for a period up to two years, with consideration for renewal for another two years. At the end of the two or three years, the property owner may have the option of applying for a subsequent TUP. The issuance of a TUP should not be interpreted as eventually leading to permanent zoning, however, a property owner can apply to rezone their property to a zone that permits the operation of a STR on a permanent basis or under certain parameters.

### **3.4 Criteria**

In evaluating a TUP application submitted to the Regional Board by the applicant, the Regional District may consider the following criteria:

- a. the use must be clearly temporary or seasonal in nature;
- b. the use must not alter the residential appearance of the property;
- c. one STR permitted per property;
- d. compatibility of the proposal with adjacent uses; and
- e. impact of the proposed use on the natural environment, including groundwater.

### **3.5 Conditions**

3.5.1 In issuing a TUP, the Regional District may specify conditions including, but not limited to:

- a. the buildings to be used;
- b. the area of use;
- c. the hours of use;
- d. form and character; and
- e. environmental protection.

3.5.2 In issuing a TUP for a STR, the Regional District may specify conditions, in addition to those listed under sub-section 3.5.1, including, but not limited to:

- a. Screening or fencing in order to address potential impacts or to address neighbour privacy issues;
- b. The owner or caretaker’s contact information, with availability or accessibility by phone 24 hours a day and 7 days a week, as well as a copy of any issued TUP, posted in a visible public location;
- c. The owner or caretaker living on-site or available within 20 minutes;

- d. The posting of the following information:
  - I. any applicable Regional District noise control bylaws;
  - II. clear noise rules and quiet times;
  - III. measures to address water conservation;
  - IV. fire safety regulations;
  - V. boater safety and marine patrol information;
  - VI. storage and management of garbage; and
  - VII. control of pets (if pets are permitted);
- e. Confirmation of adequate on-site sewage system capable of accommodating the STR;
- f. Confirmation that the dwelling has adequate safety for occupation (which may include review by a ACRD Building Inspector);
- g. A maximum occupancy of two (2) persons per bedroom within a dwelling unit when such a dwelling unit is being occupied as a STR;
- h. A maximum of one (1) boat per STR rental, if adequate dock space is provided;
- i. The provision of one (1) parking space on-site for each bedroom available for STR;
- j. With the exception of an Accessory Dwelling Unit, the prohibition of the use of recreational vehicles or camping on the property or any use of accessory buildings for STR occupancy;
- k. Rescinding and/or terminating the TUP if the STR is not adhering to the conditions, or if there is a change of ownership; and
- l. Other requirements that the Regional District Board may consider appropriate.

### **3.1 APPLICATION**

This policy applies to all properties within the ACRD.

### **3.2 RESPONSIBILITY**

Planning and Development Services Department.

### **4.0 DEFINITIONS**

“**short term vacation rental**” means the use of a dwelling unit for the temporary commercial accommodation of paying guests for a period of less than one month. This use does not include bed and breakfast.

“**dwelling unit**” means habitable space consisting of one or more rooms which constitute one self-contained unit with a separate entrance and complete living facilities, occupied or intended to be occupied as a home or residence by one or more persons, including provisions for living, sleeping, cooking, eating and sanitation.

### **5.0 POLICY AMENDMENT**

This policy may be amended by the Board of Directors as needed.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1364

#### **A bylaw to establish development procedures and fees within the Regional District of Alberni-Clayoquot in accordance with Part 14 of the *Local Government Act***

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**WHEREAS** the Board of Directors of the Regional District of Alberni-Clayoquot has adopted official community plans and a zoning bylaw;

**AND WHEREAS** the Board has designated areas within which development permits may be required;

**AND WHEREAS** the Board may, pursuant to Section 229 of the *Local Government Act*, delegate its powers, duties and functions to an officer or employee of the regional district;

**AND WHEREAS** the Board may from time to time issue temporary commercial use permits or temporary industrial use permits;

**AND WHEREAS** the Board must, pursuant to Section 460 of the *Local Government Act*, by bylaw, establish procedures to amend a plan or bylaw or to issue a permit;

**AND WHEREAS** the Board may, pursuant to Section 462 of the *Local Government Act*, by bylaw, impose fees for applications and inspections;

**AND WHEREAS** the Board may, pursuant to Section 466 of the *Local Government Act*, by bylaw, impose requirements for the posting of notification signs on properties that are subject to a proposed development;

**AND WHEREAS** the Board may, pursuant to Section 502 of the *Local Government Act*, require that the applicant for a permit under Part 14 of the *Local Government Act* provide security in an amount stated in the permit in a form satisfactory to the Board;

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

### **1. Citation**

This Bylaw may be cited for all purposes as “Development Procedures and Fees Bylaw P1364, 2017”.

### **2. Schedules**

The following Schedules are attached to, and form part of, this Bylaw:

- a) Schedule “A” – Application for Development
- b) Schedule “B” – Application Fees

### **3. Purpose and Scope**

- a) The purpose of this Bylaw is to establish procedures for applications and referrals including the establishing of fees, forms, procedures and delegated authorities.
- b) This Bylaw shall be applicable to all lands and surface of the water within the Alberni-Clayoquot Regional District (ACRD) that are subject to any permit or application procedures as outlined in this Bylaw.
- c) This Bylaw applies to the following applications, permits and referrals to the ACRD:
  - i. bylaw amendments to Official Community Plans (OCPs) and Zoning Bylaw,
  - ii. the issuance of development permits and development variance permits,
  - iii. the issuance of temporary commercial use permits and temporary industrial use permits,
  - iv. subdivision application referrals,
  - v. Agricultural Land Reserve applications,
  - vi. discharge or consent to amendment of a Restrictive Covenant to which the ACRD is a signatory or named party,
  - vii. file review in response to a letter requesting a review of many aspects of a parcel’s status such as present or historical zoning, building permits, bylaw enforcement and other permits, and

viii. requests to extend the term limit of a development permit or development variance permit.

d) Schedule “A” and “B” attached hereto and forming part of this Bylaw are hereby adopted as the planning procedures and fees for the Alberni-Clayoquot Regional District.

#### **4. Applications**

- a) Applications listed in Section 3 shall be made by the owner of the land involved or by a person authorized by the owner.
- b) Applications for amendments or permits shall be made to the ACRD, on the applicable form, attached hereto as Schedule “A” of this Bylaw.
- c) Applications shall contain all the information required by the application form.
- d) Applications for subdivision shall be made through the Ministry of Transportation and Infrastructure (MoTI). A referral fee request shall be sent to the applicant by the ACRD upon receipt of the application referral from MoTI. Receipt of the requested fee is required prior to the ACRD providing a response to MoTI.
- e) If there is a change of ownership of property or land that is the subject of application or referral, the Manager of Planning and Development may require an updated State of Title Certificate and written authorization to proceed with the application from the new owner prior to proceeding further with an application or referral.
- f) Where an applicant under this Bylaw has not pursued the application for a period of twelve months, after being asked by ACRD staff to provide further information or to follow a procedure outlined in this Bylaw, the application is deemed to be inactive, and the file will be closed. Any refund pursuant to Section 6) below will be issued at the time of file closure.
- g) Approximately three months before file closure or nine months into an inactive period, a warning letter will be sent to the applicant advising them that their file is about to become inactive.

- h) An application or substantially similar application may not be submitted in respect of the same development less than one year from the date of refusal of a previous application, unless the Board has agreed to such a reconsideration.
- i) The Board may, on receipt of an application to amend a plan or bylaw, resolve to proceed with an amendment bylaw or resolve not to proceed with the application. The Board may, on receipt of a permit application, resolve to proceed with or resolve not to proceed with the permit.
- j) The Board may initiate an amendment to a plan or bylaw without first receiving an application to amend.

## **5. Delegation**

The Board hereby delegates to the CAO its authority for the issuance of development permits for the protection of the natural environment and the protection of development from hazardous conditions.

## **6. Comprehensive Development Area Applications**

- a) Applications to develop CDAs shall be planned in collaboration with the ACRD, taking into account any unique features of the land, the protection of sensitive ecosystems, the benefits of utilizing planning tools such as density averaging and phased development, and the feasibility of a mix of land uses.
- b) Where land has been designated or is subject to a request to be designated as a Comprehensive Development Area (CDA) in an OCP, that land shall also be designated as a Development Approval Information Area (DAIA) in the OCP.
- c) Applications shall be accompanied by all information specified by DAIA Bylaw No. P1324 shall be provided to the Manager of Planning and Development.

## **7. Permit Term Limit Extension**

Development permits and development variance permits issued by the ACRD contain term limits, otherwise known as expiration dates. The term limit forms part of the permit, and requests to extend the term limit are subject to approval by the ACRD Board or delegated authority.



Requests to amend the term limit of a permit may be considered for a maximum three-year extension, beyond which a new application for development permit or development variance permit is required. A written rationale for the extension must be submitted, accompanied by an application for development permit or development variance permit form, a current State of Title Certificate, application fee and updated project plans or drawings if applicable.

Where a first-time, one-year extension request has been made, the ACRD Board delegates approval authority to the Manager of Planning and Development. All other requests will be the subject of a Planning and Development Department report for consideration by the ACRD Board. Amended permits require registration with the Land Titles Office.

## **8. Fees**

- a) At the time of an application listed in Section 3, the applicant shall pay to the ACRD an application fee in the amount prescribed in Schedule “B” of this Bylaw.
- b) A separate fee is payable in respect of each separate parcel of land that is the subject of an application or a referral, but only a single fee is payable in respect of an application involving only contiguous parcels of land.
- c) In the case of permit renewals, a fee of half (50%) of the applicable fee stipulated in Schedule “B” must be paid.

## **9. Fee Refund**

- a) Where an application is withdrawn, in writing, by the applicant or has lapsed prior to referral of the application to other agencies or issuance of public notice or preparation of a staff report, the applicant shall be refunded 50% of the fees.
- b) When an application or referral has been processed in part and has lapsed due to inactivity or is incomplete and thus cannot be formally assessed, no refund shall be made.

## **10. Staff Duties, Reports and Processing**

- a) Written reports prepared by staff of the Planning and Development Department shall be submitted to the appropriate Advisory Planning Commission (APC) and Electoral Area Director or more than one APC, as specified in an Official Community Plan, for

applications for OCP amendments, zoning amendments and for development variance permits.

- b) In the case of development permits and Agricultural Land Reserve applications, these will not be sent to an APC unless the Director of the affected area specifically requests it.

## **11. Notification and Public Hearing**

- a) The public notice requirements for development applications are prescribed in Part 14 of the *Local Government Act* and shall be issued in the following circumstances:
  - i. public hearing pursuant to Section 466 for an OCP or Zoning Bylaw amendment,
  - ii. issuance of a development variance permit,
  - iii. issuance of a temporary use permit, and
  - iv. phased development agreement.
- b) Public notice in any case noted in subsection a) above, other than development permit applications that do not incorporate a variance and Board of Variance applications, when required to be mailed, shall be mailed or otherwise delivered to the owners and occupants of parcels located within 100 metres of the subject property.
- c) The applicant may be required by the ACRD to erect or cause to be erected a sign on the subject property.
- d) Following a public hearing, the Board shall proceed in accordance with Section 470 of the *Local Government Act*.

## **12. Permit – Issuance or Refusal**

- a) The Board may, in the case of an application for a development variance permit or temporary commercial or industrial use permit:
  - i. authorize the issuance of the permit, or
  - ii. authorize the issuance of the proposed permit as amended by the Board in its resolution, or
  - iii. table the permit, or
  - iv. refuse to authorize the issuance of the permit.

- b) Where an application for a permit as noted in a) above is approved and a permit is issued, the permit will be registered on title to the subject property.
- c) Where an application has been refused by the ACRD Board of Directors or the CAO, the Manager of Planning and Development or a nominated designate shall notify the applicant in writing within 30 days immediately following the date of refusal.

**13. Appeal**

- a) Where an application has been refused by the CAO, the applicant shall have the right to appeal the delegated decision to the ACRD Board of Directors.
- b) An applicant who wishes to appeal the decision of the CAO shall submit an appeal request in writing to the Manager of Planning and Development within 60 days of the date of the decision.
- c) Where an appeal request is received, the procedures set out in Section 8 of this Bylaw shall be followed.

**14. Severability**

If any word, section, subsection, sentence, phrase or schedule of this Bylaw is for any reason held to be invalid by the decision of any court or competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this Bylaw.

**15. Repealed**

The Regional District of Alberni-Clayoquot Development Procedures and Fees Bylaw P1342, 2016 is hereby repealed.

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

\_\_\_\_\_  
CAO



## APPLICATION FOR DEVELOPMENT

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

Applicant/Property Owner Information	Agent Information (if applicable)
Name:	Name:
Mailing Address:	Mailing Address:
Telephone:	Telephone:
Fax:	Fax:
Cell:	Cell:
Email:	Email:

- Legal Description: \_\_\_\_\_
- Particulars of Proposed Development:
  - Existing OCP Designation: \_\_\_\_\_
  - Proposed OCP Designation: \_\_\_\_\_
  - Text Amendment: \_\_\_\_\_
  - Existing Zone: \_\_\_\_\_
  - Proposed Zone: \_\_\_\_\_
  - Within the Agricultural Land Reserve (ALR)?:       No       Yes
  - Within a Development Permit Area?:       No       Yes
  - Method of Sewage Disposal:     Community System       Onsite Septic System       Other
  - Method of Water Supply:       Community System       Onsite Water System       Other
- Other (explain): \_\_\_\_\_
- Describe the existing land use of the subject property: \_\_\_\_\_

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

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

A sketch/plan of the subject property showing:

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

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

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

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

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

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

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

**Applicant/Owner Signature:** \_\_\_\_\_

**Applicant/Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3  
 Phone: (250) 720-2700 Fax: (250) 723-1327

Office use only
File No.:
Received:
Fee:
Receipt No.:

## TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)

Applicant/Property Owner Information	Agent Information (if applicable)
Name:	Name:
Mailing address:	Mailing address:
Phone:	Phone:
Cell:	Cell:
Fax:	Fax:
Email:	Email:

Agent Authorization (if applicable)	
<p><b>If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed.</b></p>	
<p>As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this Temporary Use Permit application.</p>	
Signature of owner:	Date:
Signature of owner:	Date:

Property Description	
Civic address:	
Legal description:	
Zoning:	OCP designation:
Describe the existing land use of lands adjacent to the subject property:	
North:	South:
East:	West:
Within the Agricultural Land Reserve (ALR): <input type="checkbox"/> No <input type="checkbox"/> Yes	
Within a Development Permit Area (DPA): <input type="checkbox"/> No <input type="checkbox"/> Yes (more information: <a href="http://www.acrd.bc.ca/development-permits">www.acrd.bc.ca/development-permits</a> )	
Method of sewage disposal: <input type="checkbox"/> Community system <input type="checkbox"/> On-site septic system <input type="checkbox"/> Other	
Method of water supply: <input type="checkbox"/> Community system <input type="checkbox"/> On-site water system <input type="checkbox"/> Other	

Current Use (attach as a separate sheet, as required)
Describe the current use of the land and building(s) on the subject property:

**Proposed Temporary Use (attach as a separate sheet, as required)**

Describe the proposed temporary use of the land and building(s). Describe the time period required for the temporary use. Describe the reason(s) for the proposed temporary use. Clearly describe any conditions that the proposed use will be limited to (ie. floor area, bedroom(s), affected land area, building(s) to be used, parking, hours of operation, sewage, water, caretaker, etc.):

**Required Documentation**

- Site plan** showing the following:
  - Legal boundaries and dimensions of the subject property.
  - Location of permanent building(s) and structure(s) on the subject property with distances to property lines.
  - Location of any existing sewage disposal systems and/or property water source.
  - Landscaping, access roads, driveways, vehicle parking spaces, pathways, screening/fencing, etc.
  - Current floorplan showing the number of bedrooms that will be used for the short term vacation rental.
- Health and safety inspection:** Where applicable, confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.
- Septic inspection:** A copy of the most recent septic inspection/servicing showing to be in good working order and, if applicable, confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for the number of rooms/guests.

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

- If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.
- I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.
- I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and
- I/we hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.
- NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

**Applicant/Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant/Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Schedule 'B'

*all words and phrases have the same meaning assigned to them in the Local Government Act, relevant enactments, Alberni-Clayoquot Zoning Bylaw 1971, and amendments thereto.*

	<b>Application, Service, or Goods and Services</b>	<b>Fee</b>
	<b>Current Planning</b>	
	The following fees and charges shall be paid by applicants in respect of the matters listed below.	
1	Official Community Plan (OCP) amendment application.	\$500.
2	Zoning Bylaw Amendment application, residential - under 2 hectares total area.	\$300.
3	Zoning Bylaw Amendment application, residential - over 2 hectares total area.	\$500. + \$2 / 0.1 ha. of the total site area.
4	Zoning Bylaw Amendment application, cottage and seasonal residential, or vacation rental.	\$750.
5	Zoning Bylaw Amendment application, agriculture, forest, small holdings, guesthouse, or duplex	\$1,000.
6	Zoning Bylaw (text) Amendment application to change or add a permitted use.	\$1,000.
7	Zoning Bylaw Amendment application, commercial, industrial, multi-family, institutional	\$2,500.
8	Zoning Bylaw Amendment application, Comprehensive Development.	\$5,000.
9	Temporary Commercial Use Permit or Temporary Industrial Use Permit.	\$300.
10	Temporary Use Permit, Short Term Vacation Rental	\$600.
11	Minimum Parcel Frontage Waiver	\$250.
12	Province of B. C., Crown Land tenure application: (a) upland residential; (b) all other land uses.	\$300. \$500.
13	Letter of Zoning Confirmation application, (a) single family residential (b) all other zones	\$50. \$100.
14	Historic review of an old application, or a file.	\$75. + \$45. / hr. for research.
15	Statutory Advertising, for an application under the <i>Local Government Act</i> .	At cost.

Application, Service, or Goods and Services		Fee
16	Development Permit application, in a Comprehensive Development Zone.	\$1,500.
	Development Permit application, in a commercial / institutional / industrial / multi-family zone.	\$750.
	Development Permit application, for a single family residential use: (a) in a watercourse (b) in an environmental Development Permit area	\$100.
	Development Permit application, for a Not-for-Profit project for in-stream restoration, riparian habitat rehabilitation, or a trail: (a) within a watercourse; (b) within an environmental Development Permit area	No Fee.
17	Development Variance Permit application, in a Comprehensive Development Zone.	\$1,000.
	Development Variance Permit application, commercial / institutional / industrial / multi-family.	\$750.
	Development Variance Permit application, single family, cottage residential, and two family dwellings.	\$300.
18	Public Hearing to be paid prior to holding a hearing in connection with an application for a bylaw amendment or in respect of any matter that a Public Hearing is required under the <i>Local Government Act</i> .	\$500.
19	Inspection of a property where the access to the property is not available via a public highway.	at cost.
20	Board of Variance application, in all zones	\$300.

Application, Service, or Goods and Services	Fee
<p>21 <b>Documents</b></p> <p>The following fees and charges are payable for copies of the documents listed below. Fees are also payable for any documents sent by electronic transmission.</p> <p><b>Planning</b>  Official Community Plan (and draft OCP).  Zoning Bylaw (and a draft bylaw).  Report or plan (and a draft report or plan).  Zoning or OCP plan or map.  Zoning or OCP plan or map.</p> <p><b>Maps and Aerial Photos</b>  A1 size zoning map plot.  A1 size base map plot.  A0 size zoning map plot.  A0 size base map plot.</p> <p><b>Customized Maps and Aerial Photos</b>  Color maps and/or aerial photos.</p> <p>Customized or color plots over 11" x 17"</p> <p>Photocopies  black and white</p>	<p>\$10. (text only).  \$15. (text only).  \$20. (text only).  \$5. each (black and white).  \$10. each (in color).</p> <p>\$20. /sheet or plan produced.  \$10. /sheet or plan produced.  \$20. /sheet or plan produced.  \$15. / sheet or plan produced.  (black and white plots only)</p> <p>\$35. / hr. to prepare +  \$25. / plot (up to 11" X 17").</p> <p>\$35. / hr. to prepare +  \$35. / sheet or plan produced  (min. \$35. deposit required)</p> <p>\$0.25 / page</p>
<p style="text-align: center;"><b>SUBDIVISION</b></p> <p>The following fees and charges are payable by an applicant in respect of the subdivision of land under the Land Title Act and Strata Property Act.</p>	

<b>Application, Service, or Goods and Services</b>		<b>Fee</b>
22	Preliminary Application Review Fee: (a) lots 1-3 (b) lots 4-10 plus an additional (c) lots 11 or more, plus an additional  Preliminary Application Review Fee in a CD Zone or ALR: (a) lots 1 -3 (b) lots 4 - 10, plus an additional (c) lots 11 or more, plus an additional.  Form P Application Review Fee: (a) Form P Referral Review Fee (b) Form P Amendment Referral Fee	\$300; \$100. / lot; \$50. / lot.  \$600; \$200. / lot; \$100. / lot.  \$500.
23	Preliminary Application PLA amendment initiated by the applicant.	\$250.
24	Final Approval Final review or inspection.	\$50. for each lot or unit, plus the remainder.
25	Other Applications (a) Boundary Adjustment or Accretion (b) Conversion of a previously occupied building to a strata title.	\$300. \$500. plus \$100./ unit
	<b>AGREEMENTS</b>	
	The following fees and charges are payable in respect of agreements in respect of an application for a building permit, development permit, development variance permit, bylaw amendment, or subdivision.	
26	To prepare or review an agreement.	At cost.
27	To amend an agreement.	At cost.
28	To register or discharge an agreement in the Land Titles office.	At cost.
	<b>APPLICATION REVIEW COSTS AND EXPENSES</b>	
29	Consulting fees and expenses incurred by the Regional District to review an application.	At cost.
<i>taxes extra where applicable</i>		



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Mike Irg, Manager of Planning and Development  
**Date:** December 8, 2017  
**Subject:** Sproat Lake and Somass River Flood Risks

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### **Recommendation:**

1. That the Board of Directors receive the staff report and direct staff to report back when the NDMP and CEPF grant funding is decided.
2. That the Board of Directors direct staff to participate in discussions with the regulatory agencies connected to any part of the watershed, West Coast Aquatic, and property owners responsible for the Sproat Lake Weir, the Great Central Lake dam, and the BC Hydro Dam on Elsie Lake, subject to review by the Board at the January 4, 2018 strategic priorities session.

### **Desired Outcome:**

To have inter agency cooperation that reduces the flood risk while protecting other values for the Somass River system.

### **Summary:**

The Somass River system is a complex system that is managed with private and public dams.

### **Background:**

There have been a number of flood events that have affected residential areas along Sproat Lake, the Somass River and transportation infrastructure, specifically closing Highway 4. Residents and property owners are concerned about recurring flooding and are asking the ACRD to take a leadership role in addressing this issue.

The Somass River system is managed through a dam on Great Central Lake and a weir on Sproat Lake, both of which are owned by Catalyst. In addition, there is a BC Hydro Dam on Elsie Lake that regulates flows in the Ash River.

The ACRD has applied for flood mapping grants: NDMP (National Disaster Mitigation Program) grant for \$250,000 with required matching funding and CEPF (Community Emergency Preparedness Fund) grant for \$150,000 with no matching funds required. Staff have provided scope of work plans to EMBC, which prioritizes the work to be done, depending on which grants are received.

This November there was a significant event. In the fall of 2016 flooding resulted in the partial closure of Highway 4 immediately west of the Somass River, evacuation of the Tseshaht Reserve, flooding damage along the Somass River and to residences on Sproat Lake (some dwellings damaged and septic tanks compromised). There have been a number of significant flooding events in the last five years. The provincial floodplain map is over 20 years old and requires updating. Ongoing channel changes as well as road construction and other development have changed hydraulic conditions since the time of the Provincial flood mapping study.

Flooding affects municipal, regional, provincial and federal infrastructure including roads, buildings and residential areas. The flood mapping modelling will update regional flood maps, refine emergency response plans and be incorporated into community development plans such as OCPs and zoning.

There have been two meetings this summer of an ad hoc committee organized by the ACRD and West Coast Aquatic to look at flooding and environmental protection of the Somass River watershed. Makeup of the Committee includes local politicians, local government staff, industry representatives, port authority, local enhancement society, and local citizens.

This fall a plate from the Sproat Lake weir was removed by Catalyst. There were also concerns with the sweep/boom at the mouth of the Sproat River. Staff recommend that the ACRD participate in discussions with the owners and agencies responsible for the Sproat Lake weir and the Great Central Lake Dam.

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

A significant amount of staff and directors time has been spent on this file. Further meetings will require significant staff and director time.

**Policy or Legislation:**

The ownership, regulation, and management of the Somass River system includes: DFO, the Ministry of Environment, Catalyst Paper (owns the Great Central Lake Dam and the Sproat Lake Weir), Island Timber Lands (owns a portion of the upland around both the Great Central Lake Dam and the Sproat Lake weir), Timber West (owns the bed of both Great Central Lake and Sproat Lake in the vicinity). DFO is also responsible for the fish ladders on both the Stamp and Sproat Rivers. BC Hydro is responsible for the Elsie Lake Dam.

The ACRD, under Emergency Management and Regional Planning services, can conduct studies such as flood mapping and flood management.

Under Part 14 of the *Municipal Act*, Rural Planning service, the ACRD has the ability to regulate setbacks and designate development permit areas for protection of development from hazardous conditions.

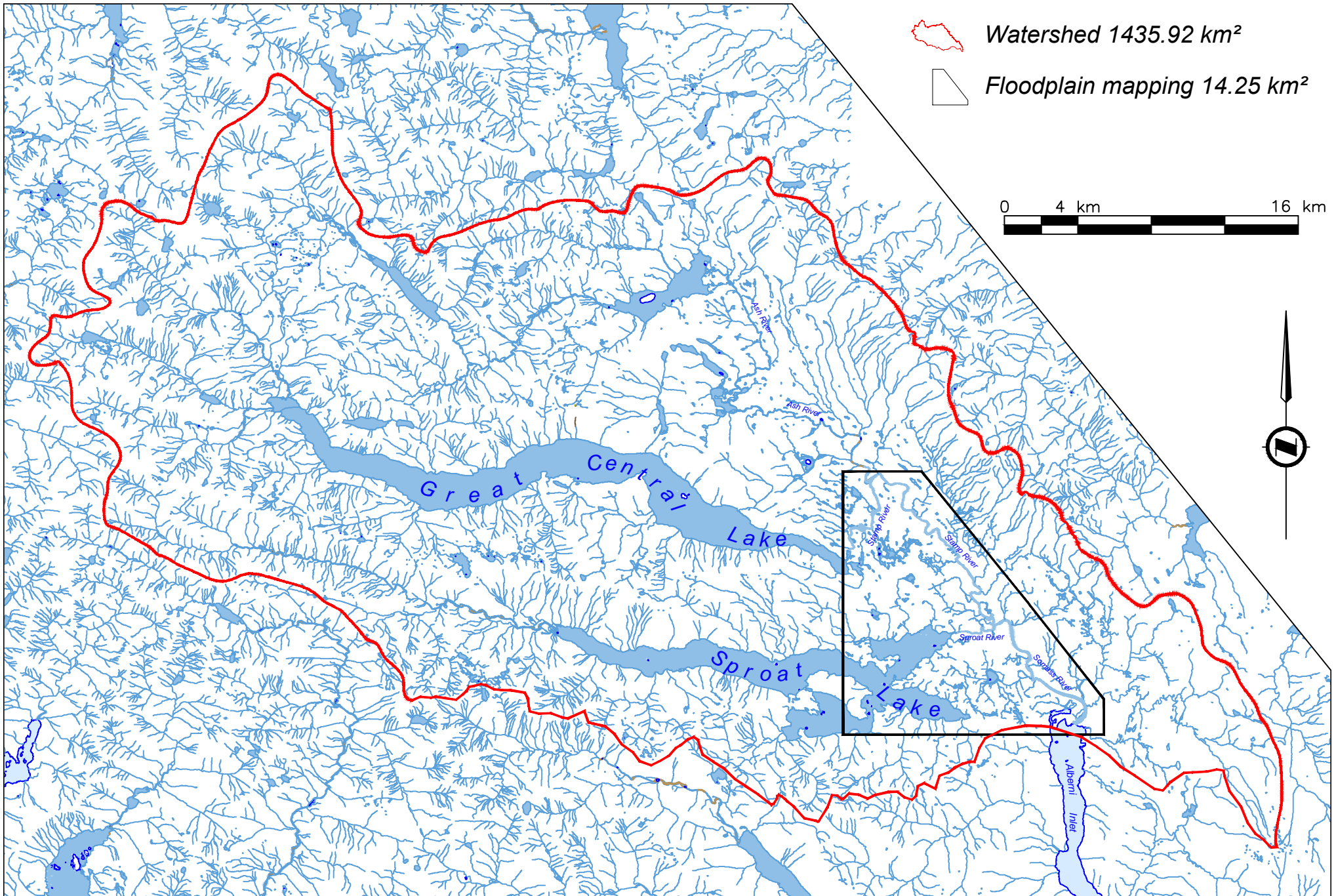
Currently the ACRD does not have a service to manage or own the infrastructure, such as the dam or weir.



Submitted by: \_\_\_\_\_  
Mike Irg MCIP, RPP, Manager of Planning and Development



Approved by: \_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer





## MEMORANDUM

**To:** Board of Directors

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

**Date:** December 6, 2017

**Subject:** Finance Department Staff Report

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

- Asset Management – attended a working group meeting in Qualicum with other island and coastal local governments. It was a great information-sharing day with some presentations regarding best practices and how organizations were able to overcome challenges.
  - Attended the Asset Management BC conference in Richmond. Presentation topics included climate change impact to asset management, community engagement, strengthening organizational adoption of asset management practices and defining level of service. There was also a panel discussion regarding grant-funding programs with representatives from FCM, UBCM, Infrastructure Canada and the Ministry of Municipal Affairs and Housing.
  - Completed the recruitment process for the new 1-year Asset Management Implementation Coordinator position and hired Rosalyn Macauley to start January 2, 2018. She will be a great new addition to the team!
- Assisted with the development of the West Coast Multiplex survey.
- Attended a Community Partnership Project Workshop hosted by FCM with Huu-ay-aht and Bamfield Marine Science Center to discuss opportunities to address solid waste in the Bamfield area.
- Had onsite training from Vadim to improve efficiency and effectiveness of our current accounting software.
- Emergency Planning – met with Douglas Holmes and Linda Myres, Bamfield Community Emergency Planning Volunteer Coordinator, to discuss the emergency planning program in the Bamfield community.
- Prepared for interim audit including completion of procedure documentation and compiling the requested paperwork in advance of initial audit team visit.



- Assisted in gathering information from the Manager of Environmental Services in advance of his departure.
- Worked with Bamfield Volunteer Fire Department Deputy Fire Chief, Mark Kelly, to insure and register the new fireboat.
- Updated signing authorities to reflect the addition of Douglas Holmes, CAO and Penny Cote, Director as signing authorities.



Submitted by:

\_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
<b>ADMINISTRATION</b>							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	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	MES	Oct. 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	MES/ Heather	Ongoing	Working Group met August 16 <sup>th</sup> , and Oct. 10 <sup>th</sup> , next meeting Dec. 5 <sup>th</sup>
4.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy	Ongoing	Met BCEHS, options provided on training First Responders received & being reviewed
5.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All	Y/N	Fire Coordinator	2018	To proceed when new Fire Coordinator retained
6.	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	Y/Y	Doug	Dec. 2017	Currently gathering input and preparing recommendations in context of ACRD staffing pressures
7.	July 26/17	Explore: options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the AV Committee.	All		Doug	Dec. 2017	Currently gathering input and preparing recommendations in context of ACRD staffing pressures
8.	Oct. 25/17	Organize: one-day Board strategic planning session in December 2017 for the purpose of reviewing the	All	Y/Y	Wendy		January 4, 2018 – Remove

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

		Board's Strategic Priorities using internal resources					
9.	Nov. 8/17	Meet: ACRD and City of PA staff to develop action plan for development of aquatic center. Investigate: Potential for the development and services of a new aquatic center in the AV during ACRD Budget discussions.	AV		Wendy	2018	First meeting complete – Follow-up meeting being scheduled
10.	Nov. 8/17	Appointments: Re-confirm and approve Andrea Butler, 1 year term; Peter Herbig and Louis Druehl, 2 year terms to the Bamfield Parks Commission	A	N/Y	Wendy	Nov 2017	Done - Remove
11.	Nov. 8/17	Participate: Area Director and Commission Members to review, update and amend Bylaw 416 Bamfield Parks Commission	A	Y/N	Wendy	2018	
12.	Nov. 22/17	Letter: Forward letter to District of Ucluelet supporting their application to the Province to renew the 2% Municipal and Regional Hotel Tax for five years.	U	Y/N	Wendy	Nov. 2017	Done – Remove
13.	Nov. 22/17	Adopted: Personnel Committee Terms of Reference	All	Y/N	Wendy	Nov. 2017	Done - Remove
<b>FINANCE</b>							
14.	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	Spring 2018	In progress
15.	June 14/17	Draft: a cooperation agreement between the Alberni-Clayoquot Regional District and the Cherry	F	Y/Y	Teri/ Doug	Spring 2018	

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

		Creek Waterworks District for sharing information on Cherry Creek Water infrastructure upgrades					
16.	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		Asset Manager	Spring 2018	
17.	Sept. 13/17	Develop: internal borrowing policy to allow for the borrowing of funds from another ACRD capital reserve fund	All	N/Y	Teri	Spring 2018	
18.	Oct. 11/17	Allocate: Community Works Funding to the Alberni Valley Regional Airport expansion project from the following areas in 2018: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000	AV	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan
19.	Oct. 11/17	Allocate: \$400,000 of Community Works Funding to the Bamfield Water System for inclusion in the 2018-2022 Financial Plan	A	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan
20.	Nov. 22/17	Adopted: Bylaw F1089-1 Bamfield Water System Specified Area Rates and Regulations	A	Y/N	Teri	Nov. 2017	Done - Remove
<b>ENVIRONMENTAL SERVICES</b>							
21.	Mar. 22/17	Prepare: Aircraft Operating Procedures for AVRA.			Mark/Janice		In progress Early 2018 completion
22.	Mar. 22/17	Investigate: funding opportunities for the ACRD through the Rural Dividend Fund.	All		Janice	Dec. 2017	Sent out requests for input to managers
23.	July 12/17	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.	AV		Heather		Awaiting next round of applications

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

24.	Sept. 13/17	Prepare for signatures: a Service Agreement with Direct Approach Consulting for a 4-year ongoing maintenance component under the "Designated Sponsor" requirements of Nav Canada for \$5,500.00.	AV		Mark/Janice		Will start once GPS Approach is completed
25.	Oct. 11/17	Lease Lot C – Blue Heron Aviation, Long Beach Airport – The Board of Directors approved entering into the long term lease up to 20 years with the subjects – Proceed with lease	C	N/Y	MES/ Janice	Oct. 2017	Next step is survey lot then subdivision
26.	Oct. 11/17	Investigate: establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and any costs incurred for site preparation be considered during 2018 budget discussions	C		MES/ Janice/ Heather		Budget Process 2018
27.	Oct. 11/17	Award Contract: Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. in the amount of \$ 1,888,710.25 plus taxes	A	Y/Y	MES/ Janice		Contract Awarded, Notice to Proceed in Progress – Complete – Start project Nov. 27/17
28.	Oct. 11/17	Amend Contract: monthly fee for the West Coast Recycling, Garbage Collection and Disposal Program contract: Garbage Collection - Curbside Collection Services: from \$8.20 to \$8.88, effective July 1, 2017	WC		Teri/ Janice		Provided to Sonbird for signing – Done - Remove
29.	Oct. 11/17	Write back to Mr. Michael Grandbois, BC Parks requesting they reconsider repairs to the boat launch at Sproat Lake including possible liability issues	D	N/Y	MES/ Janice	Nov. 2017	
30.	Nov. 8/17	Forward: Island Health's request to adopt strategies to improve air	AV		MES	Nov. 2017	

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

		quality from domestic wood burning to the EA Committee meeting and provide a report including cost implications					
31.	Nov.8/17	Submit: Beaver Creek Water System Service Area Development Cost Charge Bylaw F1133 to Ministry of Municipal Affairs & Housing	E	Y/N	MES	Dec. 2017	
<b>PLANNING</b>							
32.	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
33.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	Fall 2017	Part of OCP amendments
34.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	Nov. 2017	Signed – Staff report prepared for the Fall.
35.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike/Heather		Discussions have ended
36.	June 28/17	Submit: Coulson's land lease to the Provincial Subdivision Approving Officer for approval and once approved issue lease.	AV		Mike/Heather		Sent to Approving Officer/ In Progress
37.	Oct. 11/17	Participate: Planning staff to participate in the District of Tofino's	Tofino		Mike		Ongoing

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of December 8, 2017**

		2018 Official Community Plan process					
38.	Nov. 8/17	Waive: AV Landfill Tipping fees for the end of Sproat Lake clean up (sweep).	D	N/Y	Mike	Nov. 2017	The sweep gave way releasing the materials - Remove
39.	Nov. 8/17	Letter: Huu-ay-aht First Nation requesting a letter of support for the proposed location of the helipad at the Bamfield Health Centre	A	Y/N	Mike	Nov. 2017	Done - Remove
40.	Nov. 22/17	Prepare: Policy document for Short Term Rental applications.	EA	Y/N	Mike	Dec. 2017	December
41.	Nov. 22/17	Draft: Amendment to Development Procedures Bylaw to increase from \$300 to \$600 and potential increase to bylaw enforcement resources in 2018 budget	ALL		Mike	Nov. 2017	January
42.	Nov. 22/17	Refer: EA Directors Committee report on Short Term Vacation Rentals and staff recommendations	EA	Y/n	Mike	2018	January
43.	Nov. 22/17	Letter: Department of Fisheries and Oceans Canada requesting debris removal from the sweep at Sproat Lake, Board approved expenditure of \$5000 for the sweep clean-up asking staff to assist in quick solution.	D	Y/N	Mike	Nov. 2017	The sweep gave way releasing the materials - Remove
44.	Nov. 22/17	Letter: Regional District of Nanaimo Electoral Area 'H' OCP Bylaw 1335.06 accepted and the ACRD's interests are unaffected	AV	Y/N	Mike	Nov. 2017	Done – Remove

Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), "F" (Cherry Creek)

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family													0	0
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							1	29,590	4	157,091			5	186,681
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>29,590</b>	<b>4</b>	<b>157,091</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>186,681</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
NOVEMBER, 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	1	347,702	2	142,556	13	4,198,272	12	3,336,928	4	981,806	32	9,007,264
Mobile Homes	0	0	0	0	0	0	3	122,917	3	325,232	0	0	6	448,149
Multi-Family	0	0	0	0	0	0	3	1,018,803	0	0	0	0	3	1,018,803
Adds&Rens	1	10,000	1	94,015	0	0	6	231,329	2	40,000	2	24,419	12	399,763
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	1	74,697	0	0	1	131,203	0	0	2	23,602	4	229,502
Miscellenaous	2	2,000	0	0	3	55,228	13	398,659	19	612,652	3	161,926	40	1,230,465
<b>Totals</b>	<b>6</b>	<b>149,869</b>	<b>3</b>	<b>516,414</b>	<b>5</b>	<b>197,784</b>	<b>39</b>	<b>6,101,184</b>	<b>36</b>	<b>4,314,812</b>	<b>11</b>	<b>1,191,752</b>	<b>100</b>	<b>12,471,815</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>	<b>1</b>	<b>3</b>		<b>1</b>		<b>5</b>	<b>37</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	75	10,113,611	82	10,545,063					
2015	85	8,302,662	89	8,577,170					
2014	70	6,551,200	73	7,121,200					
2013	77	7,891,578	81	8,208,948					
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900





Alberni-Clayoquot Regional District  
**Board of Directors Meeting Schedule**  
**JANUARY 2018**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Thursday, January 4 <sup>th</sup>	Board Strategy Session	9:30 am – Regional District Board Room	Board, Staff
Wednesday, January 10 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff
Wednesday, January 17 <sup>th</sup>	Electoral Area Directors Meeting	1:30 pm – Regional District Board Room	Committee, Staff
Wednesday, January 24 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff

Issued: December 8, 2017



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Date:** December 8, 2017  
**Subject:** CAO Recruitment Costs

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At the August 1, 2017 Board of Directors meeting the following motion was passed:

*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.*

Recruiting costs were incurred between April and August 2017 and included:

- External recruitment services
- Personnel committee expenses
- Legal costs
- Senior management staff time

The total cost for the Chief Administrative Officer recruitment process was \$37,400 and was paid through General Government Services.

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