



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 8, 2017, 1:30 pm

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

## AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – January 25, 2017</b>	<b>6-18</b>
<i>THAT the minutes of the Board of Directors meeting held on January 25, 2017 be adopted.</i>	
b. <b>Committee-of-the-Whole Meeting – January 25, 2017</b>	<b>19-21</b>
<i>THAT the minutes of the Committee-of-the-Whole meeting held on January 25, 2017 be adopted.</i>	
c. <b>West Coast Committee Meeting – January 26, 2017</b>	<b>22-24</b>
<i>THAT the minutes of the West Coast Committee meeting held on January 26, 2017 be adopted.</i>	
d. <b>West Coast Committee Financial Planning Meeting – February 1, 2017</b>	<b>25-29</b>
<i>THAT the minutes of the West Coast Committee Financial Planning meeting held on February 1, 2017 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Mr. Christopher Donison, Executive Artistic Director, Music by the Sea regarding Update and Usage of Grant Funds.</b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	

**7. CORRESPONDENCE FOR INFORMATION**

- |    |   |              |
|----|---|--------------|
| a. | <b>ISLAND COASTAL ECONOMIC TRUST</b>  | <b>30-32</b> |
|    | Island Coastal Region Posts Highest Full Time Employment Growth in BC   |              |
| b. | <b>ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES</b>  | <b>33-39</b> |
|    | Resolutions Notice/Request for Submissions/Call for Nominations for AVICC Executive   |              |
| c. | <b>MINISTER OF FISHERIES AND OCEANS CANADA</b>  | <b>40-42</b> |
|    | DFO Response and ACRD Letter re: First Nations Fishing Rights   |              |
| d. | <b>MINISTER OF AGRICULTURE</b>  | <b>43-44</b> |
|    | Financial Assistance from the BC Government Francophone Affairs Program to Support Delivery of French Programs and Services                 |              |
| e. | <b>MAAQUTUSIIS HAHOULTHEE STEWARDSHIP SOCIETY</b>   | <b>45-46</b> |
|    | Press Release – Ahousaht First Nation Celebrates their Progress Towards a Land Use Vision that Prioritizes Sustainable Economic Development |              |

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |                             |              |
|----|-----------------------------|--------------|
| a. | <b>REQUEST FOR DECISION</b> | <b>47-77</b> |
|    | Finance Warrant No. 573     |              |

*THAT the Board of Directors approves Finance Warrant Number 573 in the amount of \$811,326.09 dated January 31, 2017.*

- |    |   |              |
|----|---|--------------|
| b. | <b>REQUEST FOR DECISION</b>             | <b>78-81</b> |
|    | Regional Parks 2017-2021 Financial Plan |              |

*THAT the Board of Directors review the Regional Parks proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

- |    |  |              |
|----|--|--------------|
| c. | <b>REQUEST FOR DECISION</b>                              | <b>82-83</b> |
|    | E911 Emergency Telephone System 2017-2021 Financial Plan |              |

*THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

- |    |  |               |
|----|--|---------------|
| d. | <b>REQUEST FOR DECISION</b>                          | <b>84-104</b> |
|    | General Government Services 2017-2021 Financial Plan |               |



- *One-day relationship building strategic planning workshops with the neighboring communities between January 31, 2017 and March 31, 2018, facilitated by CIPP Staff.*
- *Participation of one senior staff person (Andrew McGifford, Manager of Environmental Services) and one elected official (Director Keith Wyton) and one alternate for each (Janice Hill, Environmental Services Coordinator and Bob Baden, Alternate Director), to serve on a working group which will meet monthly between workshops to further the joint service agreement development and coordinate with the CIPP team.*  
*Regular participation in the First Nation – Municipal Network on LinkedIn.*
- *Service as a mentor for others interested in pursuing First Nation – municipal collaboration.*
- *Ongoing community engagement and keeping the community informed about CIPP.*
- *Maintaining timely communication with CIPP staff to assist with coordinating the logistics of community visits and workshops, as appropriate.*

## **9. PLANNING MATTERS**

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

- a. **DVE16016, REDMAN, 4585 COMPTON ROAD (BEAVER CREEK)** **117-120**  
Development Variance Application – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVE16016.*

### **9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

- a. **RT11006, LONG BEACH AIRPORT, 188 AIRPORT ROAD (LONG BEACH)** **121-126**  
Text Amendment and Rezoning – Bylaws P1282 and P1283

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1282 be adopted.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1283 be adopted.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Administration Department Monthly Staff Report – February 3, 2017 **127-128**
- b. Planning & Development Manager Report – February 1, 2017 **129**
- c. Staff Action Items Report – February 3, 2017 **130-137**

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

**10.2 COMMITTEE REPORTS**

- a. **Long Beach Airport Advisory Committee Meeting – February 1, 2017  
J. Osborne (verbal)**

*THAT this verbal report be received.*

**10.3 OTHER REPORTS**

- a. **Vancouver Island Regional Library**
  - i. 2016-2020 Strategic Plan **138-148**
  - ii. From the Board Table **149-156**

*THAT the two above reports be received.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

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

**15. RECOVENE**

**16. IN CAMERA**

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

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

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

**18. ADJOURN**

**Next Board of Directors Meeting: Wednesday, February 22, 2017, 1:30 pm  
Regional District Board Room**



## Alberni-Clayoquot Regional District

### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 25, 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-Chair, 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)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Mike Ruttan, Mayor, City of Port Alberni  
Jack McLeman, Councillor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Teri Fong, Manager of Finance  
Andrew McGifford, Manager of Environmental Services  
Wendy Thomson, Manager of Administrative Services  
Alex Dyer, Planner

#### 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 Bennett*

*SECONDED: Director Kokura*

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

- i. *Request for Decision – Board Resolution to Support Application for Alberni Valley Fire Smart Grant Program.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting - January 11, 2017**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the minutes of the Board of Directors meeting held on January 11, 2017 be adopted.*

**CARRIED**

**b. West Coast Committee Meeting – January 12, 2017**

*MOVED: Director St. Jacques*

*SECONDED: Director Bennett*

*THAT the minutes of the West Coast Committee meeting held on January 12, 2017 be adopted.*

**CARRIED**

**c. Alberni-Clayoquot Transportation Committee Meeting – January 11, 2017**

*MOVED: Director Banton*

*SECONDED: Director McLeman*

*THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on January 11, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Quarterly Report.**

Inspector Hunter provided an overview of the quarterly policing report for the Port Alberni RCMP Detachment. He also reported on the following activities at the local Detachment: general duties staffing assessment, creation of a crime reduction team and a proposed town hall meeting to talk about drugs in the community.

**b. Ms. Mel Francoeur, Resident, regarding roaming livestock in Beaver Creek & request for changes to regulations.**

Ms. Francoeur presented an issue with livestock at large in the Port Alberni rural areas and circulated correspondence to the Board. Ms. Francoeur and her husband own a 10 acre hobby farm in Beaver Creek. She discussed safety concerns with roaming livestock in the rural areas. Ms. Francoeur requested the ACRD Board to consider making the rural areas pound or commissionaire. She circulated a copy of Comox Valley Regional District's bylaw for impounding and licensing of animals.

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the ACRD Board of Directors refer this issue to the CAO to investigate a bylaw for impounding and licensing of animals in the rural areas and report back to the Board.*

**CARRIED**

**c. Ms. Sarah Thomas, Air Quality Council, Mr. Earle Plain, Air Quality Meteorologist, Ministry of Environment, regarding update on the air quality initiatives and directions.**

Ms. Thomas provided an overview of the Air Quality Council and their plans/initiatives for 2017. The Council's major role is to identify sources of pollution in the Alberni Valley and identify ways to improve air quality. Mr. Plain conducted an overview of the air quality data for Port Alberni. The data is a great tool for air shed management in Port Alberni. He reported on woodstoves and backyard burning and impacts on health. The delegation requested the ACRD to move forward on managing woodstove smoke in densely populated areas of the ACRD by harmonizing with the City of Port Alberni's bylaws and to move forward to regulate residential backyard burning in densely populated areas of the ACRD.

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the request from the Air Quality Council regarding managing woodstove smoke and backyard burning in densely populated area in the region be referred to the Electoral Area Directors Committee for consideration.*

**CARRIED**

**d. Ms. Ellen Froid, Executive Director, Alberni Community & Women's Services Society regarding upcoming fundraising event entitled Coldest Night.**



Ms. Frod provided an overview of the Alberni Community & Women’s Services Society and services provided in the community and presented their upcoming fundraising event “Coldest Night”. The fundraising is being held on February 25<sup>th</sup> and is aimed at raising funds for those who are cold and hungry in the community. It’s a team based concept where teams can do a 2, 5 or 10 k walk. To date they have 20 teams signed up for the event. Ms. Frod challenged the ACRD to sign up a team.

## **6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated October 26, 2016 from Coastal Community Network requesting the Alberni-Clayoquot Regional District agree to be host applicant to the BC Rural Dividend Fund on behalf of the Coastal Community Networks application to complete stage 1 literature review for a Pacific Coastal Sustainability Charter.**

The Chairperson left the meeting at 2:40 pm. The Vice-Chairperson assumed the Chair.

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

*THAT the Alberni-Clayoquot Regional District agree to be host applicant on behalf of the Coastal Community Network for their application to complete stage 1 literature review for a Pacific Coastal Sustainability Charter to the BC Rural Dividend Fund.*

**CARRIED**

- b. **Correspondence dated January 13, 2017 from Union of British Columbia Municipalities regarding Chairs/CAO Forum 2017 March 28 & 29, 2017 in Victoria, BC.**

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

*THAT Chairperson John Jack and Chief Administrative Officer Russell Dyson be authorized to attend the Chairs/CAO Forum 2017 scheduled for Tuesday, March 28<sup>th</sup> and Wednesday, March 29<sup>th</sup>, 2017 in Victoria, BC.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **ISLAND CORRIDOR FOUNDATION**  
Upcoming Community Round Table Meeting
- b. **ISLAND COASTAL ECONOMIC TRUST**  
New Salish Sea Marine Trail will Bring Paddlesports Tourists to the Region

- c. **HUU-AY-AHT FIRST NATION**  
Reconciliation
- d. **MINISTRY OF TRANSPORTATION & INFRASTRUCTURE**  
Response to ACRD correspondence with regards to the pavement conditions on Toquaht Bay Road

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

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

**CARRIED**

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

Chairperson Jack re-entered the meeting at 2:45 pm

- a. **Request for Decision regarding 2017 Standing/Select Committee Appointments & Appointments to Outside Organizations.**

*MOVED: Director McNabb*

*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2017 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.*

**CARRIED**

Chairperson Jack re-assumed the Chair.

- b. **Request for Decision regarding Updated Terms of Reference – West Coast Committee.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the ACRD Board of Directors approve the updated Terms of Reference for the West Coast Committee as presented.*

**CARRIED**

- c. **Request for Decision regarding Terms of Reference – Alberni Valley Emergency Planning Policy Group & Alberni Valley Emergency Planning Liaison Group.**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the following Terms of Reference as presented:*

- a. Alberni Valley Emergency Planning Policy Group*
- b. Alberni Valley Emergency Planning Liaison Group*

*MOVED: Director Wyton*

*SECONDED: Director McCarthy*

*THAT the main motion be amended as follows:*

*The Terms of Reference for the Alberni Valley Emergency Planning Policy Group be amended to include Electoral Area "A" (Bamfield) as a member under section 3.1.*

**CARRIED**

The main motion as amended was

**CARRIED**

**d. Request for Decision regarding Alberni-Clayoquot Health Network Website and Branding Project.**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Alberni-Clayoquot Health Network Website and Branding project to Geeks on the Beach in the amount of \$5,208.00 including GST with an annual maintenance fee of \$628.00.*

**CARRIED**

**e. Request for Decision regarding Security Issuing Bylaw F1130**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1130, 2017".*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1130, 2017”.*

**CARRIED**

*MOVED: Director McNabb  
SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1130, 2017”.*

**CARRIED**

*MOVED: Director McNabb  
SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1130, 2017”.*

**CARRIED**

**f. Request for Decision regarding Participation in the Federation of Canadian Municipalities Community Infrastructure Partnership Project (CIPP).**

*MOVED: Director Wyton  
SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors agree to the participation in the FCM Community Infrastructure Partnership Project (CIPP) from January 31, 2017 to March 31, 2018, which includes the following:*

- *Two workshops with the neighboring communities between January 31, 2017 and March 31, 2018, facilitated by CIPP Staff.*
- *Participation of (Andrew McGifford, Manager of Environmental Services) and (Director Keith Wyton) or their alternate to serve on a monthly working group.*
- *Regular participation in the First Nation – Municipal Network on LinkedIn.*
- *Serve as a mentor for others interested in pursuing First Nation – municipal collaboration.*
- *Ongoing community engagement and keeping the community informed about CIPP.*
- *Maintaining communication with CIPP staff as required.*

*MOVED: Director McNabb  
SECONDED: Director Kokura*

*THAT the above recommendation be deferred to the next Board of Directors meeting in order to receive additional information from staff on cost implications.*

**CARRIED**

**g. Request for Decision regarding Recommendations from the West Coast Committee regarding West Coast Multiplex Project – Phase 1 Arena.**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors of the ACRD receive the West Coast Multi Plex Phase 1 – Arena Feasibility Study report of 2016 completed by Recreation Excellence.*

**CARRIED**

*MOVED: Director St. Jacques*

*SECONDED: Director Bennett*

*THAT the Board of Directors of the ACRD instruct staff to investigate the conduct of a public opinion poll to determine support for the West Coast Multiplex Phase 1 – Arena.*

**CARRIED**

*MOVED: Director Osborne*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors of the ACRD Regional District share potential operating costs of the West Coast Multi Plex with the Toquaht Nation and the Yuułu?i?path̓ Government and ask that they participate in the service.*

**CARRIED**

**h. Request for Decision regarding Appointment of Fire Chief – Bamfield Volunteer Fire Department.**

*MOVED: Director Wyton*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Mr. Phil Lavoie, Fire Chief of the Bamfield Volunteer Fire Department for a one year term.*

**CARRIED**

*MOVED: Director Wyton*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District forward a letter of appreciation to Mr. Mark Kelly for serving as interim Fire Chief of the Bamfield Volunteer Fire Department and for agreeing to continue on as Deputy Fire Chief of the Department.*

**CARRIED**

**i. LATE ITEM: Request for Decision regarding Board Resolution to Support Application for Alberni Valley Firesmart Grant Program.**

Director Banton left the meeting at 3:22 pm

*MOVED: Director McLeman*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Strategic Wildfire Prevention Initiative for a 2017 Firesmart Planning Grants for the rural areas of the Alberni Valley.*

**CARRIED**

Director Banton re-entered the meeting at 3:23 pm.

**9. PLANNING MATTERS**

**a. DVE16016, REDMAN, 4585 COMPTON ROAD (BEAVER CREEK)**  
Development Variance Application – Report

*MOVED: Director McNabb*

*SECONDED: Director Bennett*

*THAT the Board of Directors consider issuing development variance permit DVE16016.*

**CARRIED**

**b. SE16009, BOWERMAN, 6476 BEAVER CREEK ROAD (BEAVER CREEK)**  
Subdivision Application/Parcel Frontage Waiver – Memorandum

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Remainder Lot 7 as per plan 7729.*

**CARRIED**

**c. BUILDING SETBACKS FROM WATER COURSES, LAKES AND OCEAN (ALL ELECTORAL AREAS)**

Request for Decision

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

*THAT this report be referred to the Electoral Area Directors Committee and request staff to provide further information on possible implications on development.*

**CARRIED**

- d. RT11006, LONG BEACH AIRPORT, 188 AIRPORT ROAD (LONG BEACH)**  
Text Amendment and Rezoning – Public Hearing Report, Public Hearing Minutes and Bylaws P1282 and P1283

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

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

**CARRIED**

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

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

**CARRIED**

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

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1282 be read a second time.*

**CARRIED**

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

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1282 be read a third time.*

**CARRIED**

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

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1283 be read a second time.*

**CARRIED**

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

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1283 be read a third time.*

**CARRIED**

**e. MISC16020, MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS, WOODLOT REPLACEMENT AREAS (BEAUFORT, SPROAT LAKE AND CHERRY CREEK)**

Miscellaneous Referral – Memorandum

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

*THAT the Board of Directors direct staff to provide a response to the Ministry of Forests, Lands and Natural Resource Operations stating that the proposed Woodlot W1479 replacement lands and/or Forestry License to Cut lands do not impact the Regional District's interests subject to consideration of the comments outlined in this report.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report – January 20, 2017
- b. Meeting Schedule – February 2017
- c. Building Inspector's Report – December 2016
- d. 3<sup>rd</sup> Avenue – Sprinkler Operational Costs – Follow Up Information Request

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

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

Director Banton reported on the VIRL Board Annual General Meeting.



c. **Central West Coast Forest Society – T. Bennett – No Report**

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

Director McLeman reported he will be presenting on the highway connector at the Chamber of Commerce dinner this evening.

e. **Coastal Communities Network – T. Bennett/D. St. Jacques- No Report**

f. **West Island Woodlands Advisory Group – M. Kokura – No Report**

g. **Island Coastal Economic Trust – J. Jack – No Report**

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

Director Wyton reported he is the new ACRD representative on the Council and requested to meet with staff and former representative Director McNabb to receive background information on the Council. Director McNabb reported on the last Council meeting.

i. **West Coast Aquatic Board – T. Bennett/K. Wyton/J. Osborne – No Report**

j. **Association of Vancouver Island & Coastal Communities – P. Cote – No Report**

k. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**

l. **Other Reports**

Director Bennett reported he received an invitation from the Ahousaht First Nation to attend the roll out of their community plan in Tofino. Director Bennett has invited Mr. Trevor Jones to make a presentation to the Board on the roll out of their community plan and provide information to ACRD planning staff. Mr. Jones has agreed and will be contacting staff to make arrangements.

*MOVED: Director Ruttan*

*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 Osborne*  
*SECONDED: Director Banton*

*THAT the meeting be closed to the public to discuss matters relating to:*  
*i. Discussions with Regional District officers and employees respecting Regional District objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual regional district report].*

**CARRIED**

The meeting was closed to the public at 3:51 pm.

The meeting was re-opened to the public at 4:02 pm.

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

*MOVED: Director Bennett*  
*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors rise and report the following resolution from the in-camera portion of the meeting:*

*THAT the Board of Directors of the Alberni Clayoquot Regional District receive the ACRD 2016 Priority Setting Workshop Report prepared by Allison Habkirk and endorse the direction and summary of priorities as presented AND THAT financial implications of the report be referred to the 2017 budget discussions.*

*THAT the Board of Directors of the Alberni Clayoquot Regional District meet again in the spring of 2017 to refine a strategic priorities document that combines past direction and current priorities.*

**CARRIED**

## **16. ADJOURN**

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

*THAT this meeting be adjourned at 4:02 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

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

HELD ON WEDNESDAY, JANUARY 25, 2017, 10:00 AM

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

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### DIRECTORS

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

### PRESENT:

Josie Osborne, Vice-Chair, 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)  
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  
Kirsten Johnsen, Member of Council, Toquaht Nation

### REGRETS:

Alan McCarthy, Member of Legislature, Yuułu?it?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer  
Pat Deakin, City of Port Alberni Economic Development Officer  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:07 am.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director Osborne*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. REPORTS

- a. **Update – 2016 Economic Development Services in the Region**  
**P. Deakin**

Mr. Deakin reported on 2016 economic development activities in the region and value received through the grant to the City of Port Alberni for economic development services. He provided an overview of the following services provided in 2016:

**Alberni Valley Regional Airport** – Assisted with the development of the Alberni Valley Regional Airport (AVRA) business case and successful grant submission to BC Air Access Program for airport lighting,

**Alberni Valley Agriculture Show** - Worked with ACRD staff and the Agricultural Development Committee on the upcoming Agriculture Show in the Alberni Valley.

**Tourism** - Worked on the tourism front with Tourism Vancouver Island, Tofino and Ucluelet Tourism and Alberni Valley Tourism. Participated in the destination development strategic planning process.

**AC Transportation Committee** – Assisted the Committee with the highway connector proposal.

**Innovation Island Workshops** – City of Port Alberni Economic Development funded Innovation Island Workshops on the West Coast.

Director Wyton entered the meeting at 10:15 am.

*MOVED: Director Banton*

*SECONDED: Director McNabb*

*THAT the verbal update on 2016 Economic Development activities be received.*

**CARRIED**

b. **Proposal – 2017 Economic Development Services in the Region**  
**P. Deakin**

P. Deakin discussed the following possible economic development projects for 2017 in the region:

- Entrepreneurial Lifestyle Attraction Survey
- Leakage Study
- Tourism BC's Destination Development Strategic Planning Process and possible opportunities in the AC Region.
- Sub-regional destination development strategic planning

Mr. Deakin answered questions from Directors. Director Wyton requested a plan be developed for Bamfield for 2017 that fits for their community.

**c. Discussion – Alberni Valley Regional Airport/Long Beach Airport – Master Planning Services – P. Deakin**

Mr. Deakin presented a proposal for an Airport Strategic Positioning Initiative for the Alberni Valley Regional Airport (AVRA) and the Long Beach Airport. The ACRD has spent approximately \$15 million dollars in capital projects at both airports. To realize the return on investments on these two airports, Mr. Deakin recommends the ACRD Board consider retaining Explorer Solutions to conducting an Airport Strategic Positioning Initiative. The first year commitment for this project would be as follows: \$65,000 for one airport and between \$75,000 and \$80,000.00 for two airports. Mr. Deakin provided an introduction and overview of Explorer Solutions and discussed the benefits to the region by undertaking this project at both airport. Mr. Deakin answered questions from Directors.

*MOVED: Director Bennett*  
*SECONDED: Director McLeman*

*THAT the 2017 Economic Development Proposal from the City of Port Alberni be referred for consideration during 2017 budget deliberations and the Airport Strategic Positioning Initiative for the Alberni Valley and Long Beach Airport be referred to the following Committees for consideration: West Coast Committee, Alberni Valley Committee and Long Beach Airport Advisory Committee.*

**CARRIED**

**d. Economic Development Grant-In-Aid 2014-2016 – T. Fong**

*MOVED: Director Osborne*  
*SECONDED: Director Ruttan*

*THAT the Committee-of-the-Whole receives the staff reports a-d.*

**CARRIED**

**4. ADJOURN**

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

*THAT this meeting be adjourned at 11:45 am.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

---

Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON THURSDAY, JANUARY 26, 2017, 3:00 PM UCLUELET COMMUNITY CENTER

500 Matterson Drive, Ucluelet, BC

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- MEMBERS PRESENT:** Dianne St. Jacques, Chairperson, Mayor, District of Ucluelet  
Josie Osborne, Mayor, District of Tofino  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, Yuułu?i?at̓ Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- STAFF PRESENT:** Wendy Thomson, Manager of Administrative Services  
Scott Kenny, Consultant
- GUESTS:** Ted Adnitt, CEO, Tla-o-qui-aht First Nation  
Samantha Hackett, WCMS  
Randy Orr, WCMS  
Geoff Lyons, WCMS  
Riley Varns, WCMS  
Suzan Payne, WCMS  
Howie Hambleton, WCMS  
Duncan McMaster, Councilor, District of Tofino  
Marilyn McEwen, Councillor, District of Ucluelet

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 3:00 pm.

The Chairperson recognized the meeting today being held in Yuułu?i?at̓ Government Traditional Territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

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

3 (a) West Coast Multiplex Society and Tla-o-qui-aht First Nation Letter

4 (c) West Coast Multiplex 2016 Expenditures

**CARRIED**

### **3. CORRESPONDENCE**

#### **a. West Coast Multiplex Society and Tla-o-qui-aht First Nation letter**

*MOVED: Director Johnsen*

*SECONDED: Director Osbone*

*THAT the West Coast Committee receive the correspondence from the West Coast Multiplex Society and Tla-o-qui-aht First Nation and that the survey be put on hold until the final phase 1 design and costing information is in place for the West Coast Multiplex Project.*

**CARRIED**

### **4. REPORTS**

#### **a. West Coast Multiplex Business Case Review and Next Steps discussion with representatives of the West Coast Multi Plex Society and Tla-o-qui-aht First Nation**

Mr. Kenny reported next steps in the final phase 1 design and costing portion of the West Coast Multiplex project.

*MOVED: Director Johnsen*

*SECONDED: Director McArthy*

*THAT the West Coast Committee receive this report.*

**CARRIED**

#### **b. Report - West Coast Multiplex 2016 Expenditures**

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee receive the report on the West Coast Multiplex 2016 Expenditures.*

**CARRIED**

### **5. LATE BUSINESS**

### **6. ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT this meeting be adjourned at 3:20 pm.*

**CARRIED**

Certified Correct:

---

Dianne St. Jacques,  
Chairperson

---

Wendy Thomson,  
Manager of Administrative Services





**Alberni-Clayoquot Regional District**  
**WEST COAST COMMITTEE FINANCIAL PLANNING MINUTES**  
**WEDNESDAY, FEBRUARY 1, 2017, 1:00 PM**

Ucluelet Community Centre, Activity Room 1, 500 Matterson Drive, Ucluelet, BC

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**MEMBERS**

Josie Osborne, Mayor, District of Tofino

**PRESENT:**

Chairperson Dianne St. Jacques, Mayor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, Yuułu?i?at̓ Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

**STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mark Fortune, Airport Superintendent

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:05 pm.

The Chairperson recognized the meeting is being held in the Yuułu?i?at̓ Government Traditional Territories.

**2. APPROVAL OF AGENDA**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the agenda be approved as circulated with the addition of a report from Karen Haugen, Pacific Rim National Park regarding Pacific Traverse Trail Update.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. West Coast Committee Meeting – January 12, 2017**

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the minutes of the West Coast Committee Meeting held on January 12, 2017 be adopted.*

**CARRIED**

**b. West Coast Committee Meeting – January 26, 2017**

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast Committee Meeting held on January 26, 2017 be adopted.*

**CARRIED**

#### **4. DELEGATION**

- a. Jason Sam and Michelle Hall, Surfrider Pacific Rim, regarding introduction and information on their recycling and waste reduction education programs.**

The delegation described various programs and events from 2016 and presented their ideas for 2017.

- b. Chris Bird, Long Beach Golf Course, regarding outstanding water charges.**

Mr. Bird discussed the financial state at the Long Beach Golf Club and their inability to pay the water bill. They are wanting a long term lease. The CAO stated tolls cover operating expenses and they need to be paid. The Cooperative could apply for a Grant-In-Aid but the matter needs to be resolved in 2017.

#### **5. REPORTS**

- a. Report - Strategic Planning for Alberni-Clayoquot Regional District Airports (P. Deakin)**

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the Strategic Planning report for the Alberni-Clayoquot Regional District Airports be received.*

**CARRIED**

The Directors reported that the Advisory Committee did not see this as a priority. The CAO referred to the report from P. Deakin. There was no interest from the Committee in this project in 2017.

- b. Discussion – Service Levels**

J. Osborne requested a BC Transit Study between communities on the West Coast. The CAO will investigate and report the Board of Directors.

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend to the Board of Directors that they work with BC Transit on a study between communities on the West Coast and that this be funded through General Government in 2017.*

**CARRIED**

At 2:26 pm Karen Haugen, Pacific Rim National Park entered the meeting.

**c. Pacific Rim National Park – Pacific Traverse Trail Update  
– K. Haugen, Superintendent**

K. Haugen provided an update for the Pacific Traverse Trail and circulated the layout plan. The north end will have a pedestrian crossing at Radar Hill. The south end will stop at the Way Surf Shop. The contract was awarded and work will start soon on the north end.

At 2:45 pm Karen Haugen, Pacific Rim National Park left the meeting.

**6. REQUEST FOR DECISION**

**a. REQUEST FOR DECISION**

Re: West Coast Assistant Position

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Board of Directors support the time allocations and additional hours required to bring the West Coast Environmental Assistant position up to fulltime hours for 2018 with provisions for increased hours in the second half of 2017.*

**CARRIED**

Staff were requested to outline the impact to General Government when the budget is considered by the Board.

**b. REQUEST FOR DECISION**

Re: Long Beach Airport – 2017-2021 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the budget be amended to provide funds for a stand-alone website by reducing the capital contribution by \$10,000.00 and increasing airport initiatives by \$10,000.00.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Long Beach Airport proposed budget as amended be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**c. REQUEST FOR DECISION**

Re: Plan West Coast Waste Management – 2017-2021 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT the West Coast Committee recommend West Coast Waste Management proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**d. REQUEST FOR DECISION**

Re: West Coast Emergency Coordination – Proposed Service – 2017-2021 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the West Coast Emergency Coordination – Proposed Service draft budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**e. REQUEST FOR DECISION**

Re: Area “C” Long Beach Emergency Planning – 2017-20121 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Area “C” Long Beach component of the West Coast Emergency Planning proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**f. REQUEST FOR DECISION**

Re: West Coast Multiplex – 2017-2021 Financial Plan

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the West Coast Committee recommend the West Coast Multiplex proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**7. LATE BUSINESS**

**8. ADJOURN**

*MOVED: Director Osborne*

*SECONDED: Director McCarthy*

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

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



January 23, 2017

### **ISLAND COASTAL REGION POSTS HIGHEST FULL TIME EMPLOYMENT GROWTH IN BC**

COURTENAY – Contrary to recent media reports stating that employment growth in BC has been limited to Vancouver and Victoria, the Island Coastal region has posted solid growth of 1.7% in the past year.

The Island Coastal region includes all of Vancouver Island outside of the Victoria metropolitan area, as well as coastal areas from Powell River north to the Central Coast. It is the only rural area to show employment growth in the past year.

“Even better news for regional residents is growth in full time employment, which was 6% last year, the highest in BC.” stated Mayor Phil Kent, Chair of the Island Coastal Economic Trust. “Full time jobs are an indicator of higher quality employment, associated with higher incomes and better non-wage benefits.”

The region saw a net increase of 3,000 jobs from 2015 to 2016. Additionally, an impressive conversion of 4,800 part-time jobs to full-time jobs was also noted in the survey.

“For the past 10 years, our region has been working collaboratively to diversify the economy and create new employment,” Kent said. “Thanks to the funding we received from the Province of BC, we have been able to invest in economic infrastructure initiatives, which have contributed to some of the economy’s key job growth sectors.”

Data analysis was provided by ICET’s consulting economist Jamie Vann Struth based on Statistics Canada Labour Force Survey. Further economic analysis data about the ICET region is available on the ICET website:

Comparative data charts can be found here:

[islandcoastaltrust.ca//Employment\\_Growth\\_Island\\_Coast\\_Region\\_2016.pdf](http://islandcoastaltrust.ca//Employment_Growth_Island_Coast_Region_2016.pdf)

## About the Island Coastal Economic Trust

Created by the Province of BC in 2006, the Island Coastal Economic Trust is celebrating its tenth year of investment in economic diversification, planning and regional revitalization.

ICET is independently governed by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials, MLAs and appointees from the Island and Coast. This exceptional team of leaders collaborate to set regional priorities and build vital multi-regional networks.

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

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

-end-

### For further information:

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

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



## Employment Growth in the Island Coastal Region in 2016

Contrary to recent media reports that all BC employment growth is occurring in Vancouver and Victoria, the Island Coastal region had solid employment growth of 1.7% in 2016 compared to 2015.<sup>1</sup>

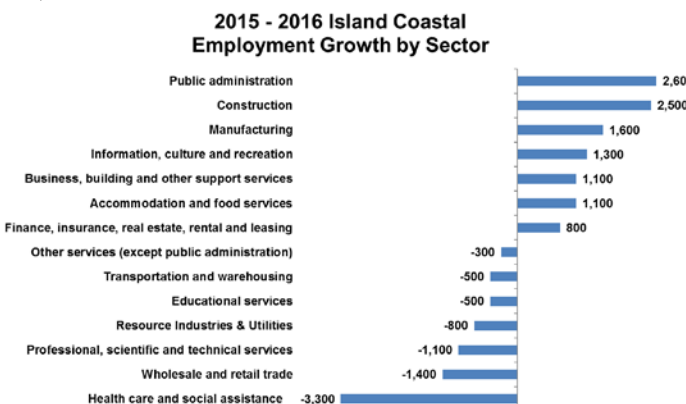
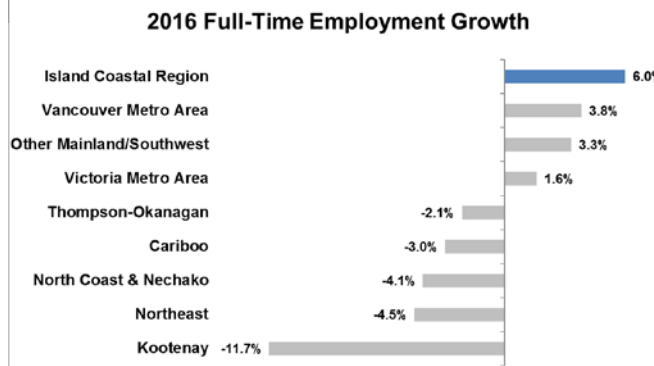
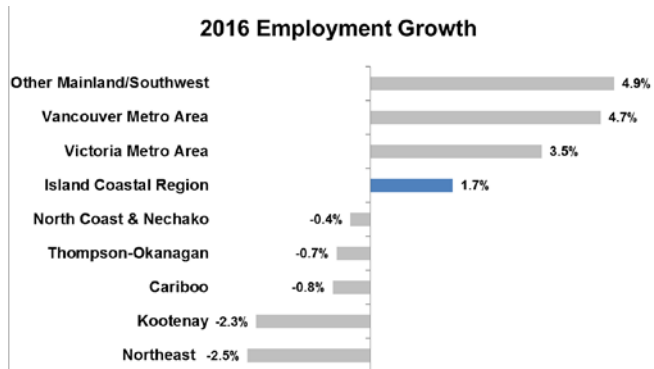
The Island Coastal Region includes all of Vancouver Island outside of the Victoria metropolitan area, as well as coastal areas from Powell River north to the Central Coast. It is the only rural region in BC to show employment growth in the last year.

Even better news for regional residents is growth in full-time employment, which was 6.0% in the last year, easily the best result in BC. Full-time jobs are an indicator of higher-quality employment, associated with higher incomes and better non-wage benefits.

In terms of actual numbers, the Island Coastal region had a net increase of 3,000 jobs from 2015 to 2016, plus an additional net conversion of 4,800 part-time jobs into full-time jobs.

The Labour Force Survey provides no further insight into full-time vs. part-time employment, but data is available on employment by industry sector. Job growth in the last year is concentrated in government, construction (and related sectors like building support services and finance/insurance/real estate), manufacturing, the tourism-related accommodation and food services sector, and information, culture and recreation.

The Labour Force Survey is a monthly telephone survey so there is a certain amount of random variation and sampling error in the results and more detailed results are best viewed over a multi-year period. For instance, health care is the largest job-loser with a decline of 3,300 jobs, but this is at least partly a correction from a random spike in employment in this sector in 2015.



<sup>1</sup> Statistics Canada's Labour Force Survey, Annual Averages for Regions and Metro Areas, Tables 282-0123 and 282-0129





# 2017 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

#### **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 electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
  - a) Online [http://ubcm.formstack.com/forms/avicc\\_2017\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form)
  - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation **must** accompany each resolution submitted.

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 5, 2017**.
- 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.

**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. 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)**



## 2017 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central 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 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

#### 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 21, 2017**

#### **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**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, 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 2017-18 AVICC EXECUTIVE

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

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

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

Municipality or Regional District Represented: \_\_\_\_\_

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

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<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

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

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

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

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

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

<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 Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



Ottawa, Canada K1A 0E6



JAN 23 2017

Ms. Josie Osborne  
Chairperson  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni BC V9Y 2E3

Dear Ms. Osborne:

I am writing in response to your correspondence of October 17, 2016, addressed to the Right Honourable Justin Trudeau, regarding the Ahousaht, Ehattesaht, Hesquiaht, Mowachaht/Muchalaht, and Tla-o-qui-aht First Nations' fishing rights. The Office of the Prime Minister forwarded your correspondence to me, and I regret the delay in responding.

Thank you for expressing your support for these First Nations. As you note, the Government of Canada is committed to a renewed nation-to-nation relationship with Indigenous peoples.

My colleagues and I remain committed to collaborating with the Ahousaht, Ehattesaht, Hesquiaht, Mowachaht/Muchalaht, and Tla-o-qui-aht First Nations through consultations and negotiations on the implementation and accommodation of their fishing rights. We are hopeful that a strengthened and productive relationship can be established.

Thank you for writing.

Yours sincerely,

Dominic LeBlanc, P.C., Q.C., M.P.  
Minister of Fisheries, Oceans and the Canadian Coast Guard

c.c.: The Honourable Carolyn Bennett, P.C., M.P.  
Minister of Indigenous and Northern Affairs  
The Honourable Jody Wilson-Raybould, P.C., M.P.  
Minister of Justice and Attorney General of Canada



October 17, 2016

Honourable Prime Minister, Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

The Right Honourable Prime Minister Justin Trudeau:

**Re: Nuuchah-nulth fishing rights/Ahousaht et al v. Canada**

I write to you on behalf of the Alberni Clayoquot Regional District to express our concerns regarding Canada's conduct with the five Nuuchah-nulth First Nations of the Ahousaht et al v. Canada decision (Ahousaht, Hesquiaht, Ehattesaht, Mowachaht/Muchalaht and Tla-o-qui-aht First Nations).

Your government is presenting arguments in the ongoing justification trial in the B.C. Supreme Court that would restrict and minimize the Nuuchah-nulth Aboriginal right to fish commercially that was decided in 2009 and confirmed by the BC Court of Appeal and the Supreme Court of Canada in 2014. It is our understanding that Department of Justice lawyers are attempting to redefine this proven right as a "low-level" right that would render the right essentially meaningless. Lead negotiators for the five Nations raised this point in a recent meeting with DFO Regional Director General Rebecca Reid. RDG Reid conceded she was unaware that Canada's lawyers were arguing this point in court. Furthermore, the RDG, as a representative of the federal government, said she had nothing new to negotiate with the Nations regarding their rights-based fisheries access.

Seven years after the declaration of their Aboriginal right to fish commercially, these five Nuuchah-nulth Nations remain without a negotiated agreement or reasonable offer from the federal government to allow their communities to exercise their rights and participate in the abundant fisheries in their territories. Furthermore, Ministers LeBlanc (Fisheries and Oceans), Bennett (Northern and Indigenous Affairs), and Wilson-Raybould (Justice and Attorney General) met with the lead negotiators of the five Nations in Ottawa last June, yet still haven't provided any new direction to their bureaucrats and lawyers on the ground or in court.

.../2

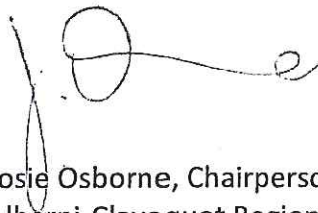
We write, as elected representatives of municipalities, First Nations, and rural areas of the Alberni-Clayoquot Regional District to strongly urge you to direct your Ministers, staff and legal advisors to:

1. Appoint a Senior Negotiator as a representative of the Government of Canada to conclude negotiations on the fishing plans developed by the five First Nations.
2. Direct your Ministers and their staff to work collaboratively with five First Nations to implement their rights-based fisheries as confirmed by the Supreme Court of Canada and protected under the Canadian Constitution.

This is a serious matter with critical implications to Nuu-chah-nulth communities who face considerable poverty in their communities and the continued erosion of fishing culture. Nuu-chah-nulth First Nations have been very patient and respectful, trying to work with the government of Canada through the Department of Fisheries and Oceans to negotiate the five First Nations Constitutionally protected right "to fish and sell, all species of fish."

You have expressed many times, including during your summer 2016 visit to Tofino, that no relationship is more important to you than that between Canada and the Indigenous peoples of Canada. We urge you to make good on your promise to First Nations and implement the Aboriginal fishing rights of these five Nuu-chah-nulth First Nations.

Sincerely,



Josie Osborne, Chairperson  
Alberni-Clayoquot Regional District

Cc: Honorable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard (DFO)  
Honourable Jody-Wilson-Raybould, Minister of Justice and the Attorney General of Canada;  
Honourable Carolyn Bennett, Minister of Indigenous and Northern Affairs Canada (INAC);  
Gord Johns, MP for Courtenay-Alberni;  
Catherine Blewett, Deputy Minister of Fisheries and Oceans Canada;  
Kevin Stringer, Senior Assistant Deputy Minister, DFO;  
Rebecca Reid, Regional Director General, Pacific Region, DFO;  
Debra Foxcroft, President, Nuu-chah-nulth Tribal Council

Legislative Office:  
Parliament Buildings  
Victoria, B.C.  
V8V 1X4  
Phone: 250 387-6651  
Fax: 250 387-1522  
[norm.letnick@gov.bc.ca](mailto:norm.letnick@gov.bc.ca)



Norm Letnick, M.L.A.  
(Kelowna-LakeCountry)  
Minister of Agriculture  
Province of British Columbia

Constituency Office:  
101-330 Highway 33 West  
Kelowna, B.C.  
V1X 1X9  
Phone: 250 765-8516  
Fax: 250 765-7288  
<http://normletnickmla.bc.ca>

January 30, 2017

Chair John Jack  
Regional District of Alberni-Clayoquot  
3008 Fifth Ave  
Port Alberni  
BC V9Y 2E3



Dear Chair John Jack,

We are writing to encourage your local government to access financial assistance from the B.C. Government Francophone Affairs Program (FAP), to support the delivery of French programs and services in your jurisdiction.

There are 70,000 Francophones and 300,000 Francophiles across British Columbia. One of the mandates of FAP is to deliver the Canada-British Columbia official Languages Agreement on French-Language Services. By partnering with FAP, local governments can access funding through the Official Languages Agreement for projects either with a French component or entirely in French.

Eligible projects must support service development, planning and delivery in one or more of the five priority areas identified in the Agreement: Health and Social Services, Economic Development, Arts and Culture, Justice and Communications. The B.C. Government has already successfully partnered with many local governments on multiple projects, such as:

- City of Nelson – Regional Visitor Gateway / Bilingual Signage
- City of Prince George – 2015 Canada Games / Civic Plaza Enhancement Project
- Township of Esquimalt – Centennial Walkway / Historical Pavers Bricks
- City of Vancouver – Public Library / Purchase of French Material
- District of Tofino – Recreation Program / Early Childhood French Activities
- City of Coquitlam – Arts and Culture / Art in Public Places

We invite you to share this funding opportunity with your senior staff and to invite them to contact Chantal Brodeur, the Manager of the Program, to discuss ideas, program guidelines and explore partnerships. Chantal Brodeur can be reached at (250) 387-2028 or [chantal.brodeur@gov.bc.ca](mailto:chantal.brodeur@gov.bc.ca). You can also access more information about the Program and the funding guidelines by consulting the FAP website at: [www.gov.bc.ca/francophoneaffairs](http://www.gov.bc.ca/francophoneaffairs).

Many successful projects start with a conversation and grow to benefit the entire community. We look forward to seeing more partnerships between FAP and local governments to increase access to French services to British Columbians.

Sincerely,



Norm Letnick  
Minister of Agriculture,  
Responsible for Francophone Affairs Program



Peter Fassbender  
Minister of Community, Sport and Cultural Development



## Maaqutusiis Hahoulthee Stewardship Society

PO Box 1245 Tofino BC V0R2Z0

### PRESS RELEASE

**EMBARGOED UNTIL JANUARY 25, 2017**

**Media Inquiries:** Trevor Jones, CEO, MHSS, 250-735-0744, [Trevor@clearksiesmanagement.ca](mailto:Trevor@clearksiesmanagement.ca)

## **AHOUSAHT FIRST NATION CELEBRATES THEIR PROGRESS TOWARDS A LAND USE VISION THAT PRIORITIZES SUSTAINABLE ECONOMIC DEVELOPMENT**

**TOFINO, B.C.**— Today, the Ahousaht First Nation released the first phase of their long term sustainable economic development plan for their *hahoulthee* (territory) in Clayoquot Sound. The event will be in Tofino, BC at the Shore Unit 9 Event space 360 Main Street Tofino from 1-3pm. The first phase is a marine- and land-use vision that supports Ahousaht's vision for diverse, long-term economic development. "The economic sustainability of our community must be underpinned by sustainable marine and land use planning and that is where we are starting today," said Chief Maquinna.

The release of this vision represents the culmination of over two years of work by the community, led by the Maaqutusiis Hahoulthee Stewardship Society (MHSS), which represents the Ahousaht Hawiik (Ahousaht Chiefs). Chief Maquinna also voiced his appreciation to The Nature Conservancy Canada (TNC) for their technical support in reaching this point and their commitment to raise a stewardship endowment fund to support the implementation of their land use vision and the sustainable management and economic development in the region.

The Ahousaht believe that this is the beginning of a new era, based on recognition and celebration of Ahousaht people and culture, conservation of the world-class forest and marine resources of Clayoquot Sound, and the development of a more diversified, sustainable local economy, including community forestry.

In August 2016, the Ahousaht were honoured to welcome British Columbia Premier Christy Clark to their territory to sign a new relationship protocol, which was jointly announced by Ahousaht Tyee Ha'wilth Maquinna (Hereditary Chief Lewis George), elected Chief Councillor Greg Louie and Premier Clark. The agreement between Ahousaht and B.C. will bring \$1.25 million to Ahousaht over five years to support economic development and to establish a collaborative approach to resource management and permitting within our traditional territory.

Ahousaht Chief Councillor Greg Louie commented: "We look forward to building on the strong relationship we have established with the Government of British Columbia to advance economic



## Maaqutusiis Hahoulthee Stewardship Society

PO Box 1245 Tofino BC V0R2Z0

prosperity that respects traditional Ahousaht values. Our people are ready to create local, family-supporting jobs through renewable energy, respectful tourism and sustainable resource development.”

Hereditary Chief Shawn A-in-chut Atleo expressed his support for the vision: “The community values expressed during the planning process reaffirmed our traditional teachings that the Ahousaht people are inextricably linked to the natural world that we refer to as our *hahoulthee*. This bold vision brings certainty to the future of old growth forests and ensures functioning marine and aquatic ecosystems into the next millennia. It is a proud day to be Ahousaht.”

TNC Canada Executive Director Hadley Archer offered his congratulations: “When Ahousaht invited TNC Canada to support their land-use planning, we could only hope that it would become what it is today—a blueprint for a sustainable future rooted in sacred cultural values and protective of a globally significant ecosystem. We look forward to continued work with the Ahousaht and other Nations in building thriving, local economies.”

Chiefs Atleo and Maquinna also voiced their support to their neighbouring First Nations, Tla-o-qui-aht and Hesquiaht, as they embark on similar planning processes for their traditional territories and look forward to developing shared boundary accords as they progress.

[www.mhssahousaht.ca](http://www.mhssahousaht.ca) visit for full land use vision



**TO:** Board of Directors

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

**DATE OF MEETING:** February 8, 2017

**RE:** Finance Warrant No.573

**Recommendation:**

That the Board of Directors approves Finance Warrant Number 573 in the amount of \$811,326.09 dated January 31, 2017.

**Chief Administrative Officer Comments:**

Concur

**IMPLICATIONS OF THE RECOMMENDATION**

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATIONS ISSUES - none

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

## Cheque Register - Detail - Supp.



AP5100

Date : Feb 02, 2017

Page : 1

Time : 8:44 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Jan-2017 To 31-Jan-2017  
 Cheque Date : 01-Jan-2017 To 31-Jan-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>00019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>						
000165-0001	20-Jan-2017		Issued	11	T 259.22		
102-2680	01-4-2500-000	PAYABLES - TRADE			259.22		
Invoice Description --> BCWS - NEW WATER CONNECTION - FLAGGING							
<b>Total :</b>					259.22	0.00	259.22
<b>Supplier Total :</b>					259.22	0.00	259.22

<b>00012</b>	<b>ABELL PEST CONTROL INC</b>						
40070	17-Jan-2017		Issued	10	C 178.50		
12663696	01-4-2500-000	PAYABLES - TRADE			89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL							
A0034542	01-4-2500-000	PAYABLES - TRADE			89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL							
<b>Total :</b>					178.50	0.00	178.50
<b>Supplier Total :</b>					178.50	0.00	178.50

<b>00016</b>	<b>ACE COURIER SERVICES</b>						
000165-0002	20-Jan-2017		Issued	11	T 240.66		
10267421	01-4-2500-000	PAYABLES - TRADE			26.92		
Invoice Description --> BCWS - KITSUKSIS PUMPHOUSE MAINTENANCE							
14188475	01-4-2500-000	PAYABLES - TRADE			59.61		
Invoice Description --> BCWS \$31.13, SB WATER - \$25.65							
14188210	01-4-2500-000	PAYABLES - TRADE			74.34		
Invoice Description --> BCWS - \$39.68, BWS \$31.13							
14188989	01-4-2500-000	PAYABLES - TRADE			79.79		
Invoice Description --> ACRD - \$15.92, WCLF \$60.07							
<b>Total :</b>					240.66	0.00	240.66
<b>Supplier Total :</b>					240.66	0.00	240.66

<b>00030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
000165-0003	20-Jan-2017		Issued	11	T 678.15		
9318156388	01-4-2500-000	PAYABLES - TRADE			18.98		
Invoice Description --> BCVFD - EQUIPMENT							
9323117698	01-4-2500-000	PAYABLES - TRADE			30.18		
Invoice Description --> LBA - MAINTENANCE SUPPLIES							
9305438765	01-4-2500-000	PAYABLES - TRADE			139.73		
Invoice Description --> BCWS - SMALL TOOLS							
9322446635	01-4-2500-000	PAYABLES - TRADE			489.26		
Invoice Description --> BVFD - SMALL TOOLS							
<b>Total :</b>					678.15	0.00	678.15

000167-0001	27-Jan-2017		Issued	18	T 359.06
9328922548	01-4-2500-000	PAYABLES - TRADE			55.39
Invoice Description --> LBA - OFFICE SUPPLIES					



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



AP5100

Date : Feb 02, 2017

Page : 2

Time : 8:44 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Jan-2017 To 31-Jan-2017  
 Cheque Date : 01-Jan-2017 To 31-Jan-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	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
9328922530	01-4-2500-000	PAYABLES - TRADE			303.67		
Invoice Description --> LBA - OFFICE SUPPLIES							
<b>Total :</b>					359.06	0.00	359.06
<b>Supplier Total :</b>					1037.21	0.00	1037.21

<b>0059 ADELHARDT CONCRETE PLUS</b>							
00167-0002	27-Jan-2017	Issued	18	T		7350.00	
142105	01-4-2500-000	PAYABLES - TRADE			7350.00		
Invoice Description --> ACRD - OFFICE RENO - BUILDING INSPECTION OFFICES							
<b>Total :</b>					7350.00	0.00	7350.00
<b>Supplier Total :</b>					7350.00	0.00	7350.00

<b>0031 AGAT LABORATORIES</b>							
00165-0004	20-Jan-2017	Issued	11	T		2324.97	
17332301E	01-4-2500-000	PAYABLES - TRADE			1151.33		
Invoice Description --> WCLF - WATER MONITORING							
17332278E	01-4-2500-000	PAYABLES - TRADE			1173.64		
Invoice Description --> WCLF - WATER MONITORING							
<b>Total :</b>					2324.97	0.00	2324.97
<b>Supplier Total :</b>					2324.97	0.00	2324.97

<b>0131 AGS BUSINESS SYSTEMS INC.</b>							
40074	17-Jan-2017	Issued	10	C		129.32	
16137	01-4-2500-000	PAYABLES - TRADE			129.32		
Invoice Description --> ACRD - RICH OH /MP6002SP -							
<b>Total :</b>					129.32	0.00	129.32
<b>Supplier Total :</b>					129.32	0.00	129.32

<b>0170 AINES &amp; TYLER ELECTRIC</b>							
40075	17-Jan-2017	Issued	10	C		4866.29	
16-000890	01-4-2500-000	PAYABLES - TRADE			4866.29		
Invoice Description --> AVLF - 3RD AVE DEPOT - UPGRADE - CAPITAL							
<b>Total :</b>					4866.29	0.00	4866.29
<b>Supplier Total :</b>					4866.29	0.00	4866.29

<b>0056 AIR LIQUIDE CANADA</b>						
40072	17-Jan-2017	Issued	10	C		54.47
307966	01-4-2500-000	PAYABLES - TRADE			25.31	
Invoice Description --> BCVFD - OXYGEN						
308017	01-4-2500-000	PAYABLES - TRADE			29.16	
Invoice Description --> SLVFD - OXYGEN						

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



AP5100 Page : 3  
 Date : Feb 02, 2017 Time : 8:44 am

Supplier : 0002 To Z4209  
 Trans. Date : 01-Jan-2017 To 31-Jan-2017  
 Cheque Date : 01-Jan-2017 To 31-Jan-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						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Total :</b>							54.47	0.00	54.47
<b>Supplier Total :</b>							54.47	0.00	54.47
<hr/>									
<b>0047</b>	<b>ALBERNI AIR QUALITY SOCIETY</b>								
40124	24-Jan-2017	Issued	19	C			2600.00		
012017	01-4-2500-000	PAYABLES - TRADE		2600.00					
Invoice Description --> 2017 WOODSTOVE EXCHANGE PROGRAM									
<b>Total :</b>							2600.00	0.00	2600.00
<b>Supplier Total :</b>							2600.00	0.00	2600.00
<hr/>									
<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>								
00165-0005	20-Jan-2017	Issued	11	T			54.74		
22704	01-4-2500-000	PAYABLES - TRADE		24.64					
Invoice Description --> SLVFD - EQUIPMENT									
22756	01-4-2500-000	PAYABLES - TRADE		30.10					
Invoice Description --> BCVFD - EQUIPMENT									
<b>Total :</b>							54.74	0.00	54.74
<b>Supplier Total :</b>							54.74	0.00	54.74
<hr/>									
<b>00167-0003</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>								
22844	27-Jan-2017	Issued	18	T			66.08		
	01-4-2500-000	PAYABLES - TRADE		66.08					
Invoice Description --> LBA - ICOM DESKTOP CHARGER									
<b>Total :</b>							66.08	0.00	66.08
<b>Supplier Total :</b>							66.08	0.00	66.08
<hr/>									
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>								
40071	17-Jan-2017	Issued	10	C			314.35		
SLVFD - DEC/16	01-4-2500-000	PAYABLES - TRADE		6.16					
Invoice Description --> SLVFD - DEC 2016 FUEL COST									
SLVFD - NOV/16	01-4-2500-000	PAYABLES - TRADE		308.19					
Invoice Description --> SLVFD - NOV 2016 FUEL COSTS									
<b>Total :</b>							314.35	0.00	314.35
<b>Supplier Total :</b>							314.35	0.00	314.35
<hr/>									
<b>40123</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>								
BCVFD - DEC/16	24-Jan-2017	Issued	19	C			1311.18		
	01-4-2500-000	PAYABLES - TRADE		264.94					
Invoice Description --> BCVFD - DEC 2016 FUEL COSTS									
ACRD - DEC/16	01-4-2500-000	PAYABLES - TRADE		503.48					
Invoice Description --> ACRD - DEC 2016 FUEL COSTS									
BCWS - DEC/16	01-4-2500-000	PAYABLES - TRADE		542.76					
Invoice Description --> BCWS - DEC 2016 FUEL COSTS									
<b>Total :</b>							1311.18	0.00	1311.18
<b>Supplier Total :</b>							1311.18	0.00	1311.18
<b>Supplier Total :</b>							1625.53	0.00	1625.53

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



**AP5100**

**Date :** Feb 02, 2017

**Page :** 4

**Time :** 8:44 am

**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Jan-2017 To 31-Jan-2017  
**Cheque Date :** 01-Jan-2017 To 31-Jan-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						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>						
40076	17-Jan-2017	Issued	10	C			409.50
20167918	01-4-2500-000	PAYABLES - TRADE		409.50			
Invoice Description -->		LBA - HEATING & COOLING SYSTEM MAINTENANCE					
<b>Total :</b>				409.50	0.00		409.50
<b>Supplier Total :</b>				409.50	0.00		409.50
<b>0091</b>	<b>ALBERTA FIRE CHIEFS ASSOCIATION</b>						
40073	17-Jan-2017	Issued	10	C			270.91
IN16-865	01-4-2500-000	PAYABLES - TRADE		270.91			
Invoice Description -->		BCVFD - TRAINING					
<b>Total :</b>				270.91	0.00		270.91
<b>Supplier Total :</b>				270.91	0.00		270.91
<b>0394</b>	<b>ASSOCIATED FIRE SAFETY EQUIPMENT</b>						
00163-0001	13-Jan-2017	Issued	3	T			10357.15
16017	01-4-2500-000	PAYABLES - TRADE		10357.15			
Invoice Description -->		BCVFD - EQUIPMENT					
<b>Total :</b>				10357.15	0.00		10357.15
<b>Supplier Total :</b>				10357.15	0.00		10357.15
<b>1050</b>	<b>BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
40061	11-Jan-2017	Issued	4	C			10257.77
BVFD - APR-DEC/16	01-4-2500-000	PAYABLES - TRADE		10257.77			
Invoice Description -->		BVFD - APR-DEC/16 - EXPENSES REIMBURSED TO IMPREST FUND					
<b>Total :</b>				10257.77	0.00		10257.77
<b>Supplier Total :</b>				10257.77	0.00		10257.77
<b>0660</b>	<b>BC HYDRO</b>						
40077	17-Jan-2017	Issued	10	C			16990.69
400002747277	01-4-2500-000	PAYABLES - TRADE		687.89			
Invoice Description -->		SLVFD - LAKESHORE RD FIRE HALL					
115009264860	01-4-2500-000	PAYABLES - TRADE		1378.36			
Invoice Description -->		BVFD - HYDRO					
400002762329	01-4-2500-000	PAYABLES - TRADE		14924.44			
Invoice Description -->		ACRD - HYDRO CONSOLIDATED					
<b>Total :</b>				16990.69	0.00		16990.69
<b>Supplier Total :</b>				16990.69	0.00		16990.69
<b>0670</b>	<b>BC MUNICIPAL SAFETY ASSOCIATION</b>						
40078	17-Jan-2017	Issued	10	C			52.50

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**Medium :**  
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**Supplier :** 0002 To Z4209  
**Trans. Date :** 01-Jan-2017 To 31-Jan-2017  
**Cheque Date :** 01-Jan-2017 To 31-Jan-2017  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3392	01-4-2500-000	PAYABLES - TRADE		52.50		
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				52.50	0.00	52.50
<b>Supplier Total :</b>				52.50	0.00	52.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0700</b>	<b>BC TRANSIT</b>					
40060	11-Jan-2017		Issued	4	C	17306.00
1116602	01-4-2500-000	PAYABLES - TRADE		17306.00		
Invoice Description --> NOV 2016 CUSTOM TRANSIT						
<b>Total :</b>				17306.00	0.00	17306.00
<b>Supplier Total :</b>				17306.00	0.00	17306.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>					
00165-0006	20-Jan-2017		Issued	11	T	341.39
1612-982506	01-4-2500-000	PAYABLES - TRADE		10.09		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
1612-982062	01-4-2500-000	PAYABLES - TRADE		21.26		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
1612-982444	01-4-2500-000	PAYABLES - TRADE		40.53		
Invoice Description --> SLVFD - HALL 1&2 UPGRADES - CAPITAL						
1612-974254	01-4-2500-000	PAYABLES - TRADE		79.04		
Invoice Description --> BCWS - NEW CONNECTION SUPPLIES						
1612-9824422	01-4-2500-000	PAYABLES - TRADE		190.47		
Invoice Description --> SLVFD - HALL #1&2 UPGRADES - CAPITAL						
<b>Total :</b>				341.39	0.00	341.39
<b>Supplier Total :</b>				341.39	0.00	341.39

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0750</b>	<b>BEAVER CREEK VOL. FIRE DEPARTMENT</b>					
40079	17-Jan-2017		Issued	10	C	786.85
BCVFD-Q4-2016	01-4-2500-000	PAYABLES - TRADE		786.85		
Invoice Description --> BCVFD - TRAINING \$777.85, OTHER \$9.00						
<b>Total :</b>				786.85	0.00	786.85
<b>Supplier Total :</b>				786.85	0.00	786.85

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>					
00165-0007	20-Jan-2017		Issued	11	T	353.07
31411	01-4-2500-000	PAYABLES - TRADE		353.07		
Invoice Description --> SLVFD - TRUCK #46 - MAINTENANCE						
<b>Total :</b>				353.07	0.00	353.07
<b>Supplier Total :</b>				353.07	0.00	353.07

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>					
000163-0002	13-Jan-2017	Issued	3	T	105636.38	
2055	01-4-2500-000	PAYABLES - TRADE		36911.20		
Invoice Description --> WCLF - DEC CONTRACT - \$34,893.52, FREON \$120, OTHER \$140						
2056	01-4-2500-000	PAYABLES - TRADE		68725.18		
Invoice Description --> ALVF - DEC CONTRACT - \$63495.41, FREON\$420, MMBC \$806.18, OTHER\$730.96						
<b>Total :</b>				105636.38	0.00	105636.38
000166-0001	20-Jan-2017	Issued	12	T	19202.82	
2016-HOLDBACK	01-4-2500-000	PAYABLES - TRADE		19202.82		
Invoice Description --> BCWS - LIEN HOLDBACK - BC RD WATERMAIN REPLACEMENT - CAPITAL						
<b>Total :</b>				19202.82	0.00	19202.82
<b>Supplier Total :</b>				124839.20	0.00	124839.20
<b>0848</b>	<b>BIRD, LAURIE A</b>					
40122	18-Jan-2017	Issued	13	C	317.10	
JAN18/17	01-4-2500-000	PAYABLES - TRADE		317.10		
Invoice Description --> ACHN - REIMBURSEMENT - ART OF HOSTING WORKSHOP						
<b>Total :</b>				317.10	0.00	317.10
<b>Supplier Total :</b>				317.10	0.00	317.10
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>					
000165-0008	20-Jan-2017	Issued	11	T	834.91	
33073066	01-4-2500-000	PAYABLES - TRADE		834.91		
Invoice Description --> ACRD - \$86.58, AVLF \$89.73, SB/LBA - 618.84						
<b>Total :</b>				834.91	0.00	834.91
<b>Supplier Total :</b>				834.91	0.00	834.91
<b>0914</b>	<b>BOWERMAN EXCAVATING LTD</b>					
000163-0003	13-Jan-2017	Issued	3	T	53410.61	
9183	01-4-2500-000	PAYABLES - TRADE		53410.61		
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
<b>Total :</b>				53410.61	0.00	53410.61
<b>Supplier Total :</b>				53410.61	0.00	53410.61
<b>0935</b>	<b>BRAKER ELECTRIC LTD</b>					
40080	17-Jan-2017	Issued	10	C	219.03	
1240	01-4-2500-000	PAYABLES - TRADE		219.03		
Invoice Description --> WCLF - MAINTNENANCE ON PUMP #1						
<b>Total :</b>				219.03	0.00	219.03

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						219.03	0.00	219.03
-----								
<b>0950</b>	<b>BRETT, KENNETH</b>							
00165-0009	20-Jan-2017		Issued	11	T	1000.00		
BRE177475	01-4-2500-000	PAYABLES - TRADE			1000.00			
Invoice Description -->		ALBERNI VALLEY AIRPORT SUPERVISION						
<b>Total :</b>						1000.00	0.00	1000.00
<b>Supplier Total :</b>						1000.00	0.00	1000.00
-----								
<b>1035</b>	<b>BUTLER, LES</b>							
00165-0010	20-Jan-2017		Issued	11	T	3255.00		
2016-12	01-4-2500-000	PAYABLES - TRADE			3255.00			
Invoice Description -->		BWS - DEC 2016 CONTRACTOR						
<b>Total :</b>						3255.00	0.00	3255.00
<b>Supplier Total :</b>						3255.00	0.00	3255.00
-----								
<b>1049</b>	<b>BVFD BENEVOLENT SOCIETY</b>							
40081	17-Jan-2017		Issued	10	C	1830.53		
JAN07/17	01-4-2500-000	PAYABLES - TRADE			710.53			
Invoice Description -->		BVFD - WATER FILTER SYSTEM						
2017-1	01-4-2500-000	PAYABLES - TRADE			1120.00			
Invoice Description -->		BVFD - FINAL SIGN - CAPITAL						
<b>Total :</b>						1830.53	0.00	1830.53
<b>Supplier Total :</b>						1830.53	0.00	1830.53
-----								
<b>1110</b>	<b>CANADA POST CORPORATION</b>							
00165-0011	20-Jan-2017		Issued	11	T	20.58		
9610183443	01-4-2500-000	PAYABLES - TRADE			20.58			
Invoice Description -->		PLANNING - BYLAW - POSTAGE						
<b>Total :</b>						20.58	0.00	20.58
<b>Supplier Total :</b>						20.58	0.00	20.58
-----								
<b>1197</b>	<b>CARVELLO LAW CORPORATION</b>							
40083	17-Jan-2017		Issued	10	C	1026.23		
1481	01-4-2500-000	PAYABLES - TRADE			1026.23			
Invoice Description -->		PLANNING - ZONING BYLAW						
<b>Total :</b>						1026.23	0.00	1026.23
<b>Supplier Total :</b>						1026.23	0.00	1026.23

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000165-0012	20-Jan-2017	Issued	11	T		38.17
GGN9002	01-4-2500-000	PAYABLES - TRADE		38.17		
Invoice Description --> LBA - OTTER BOX						
<b>Total :</b>					38.17	0.00
<b>Supplier Total :</b>					38.17	0.00

<b>1316 CERTITECH IT SERVICES</b>						
000165-0013	20-Jan-2017	Issued	11	T		4462.50
00202	01-4-2500-000	PAYABLES - TRADE		4462.50		
Invoice Description --> DEC 2016 - IT SUPPORT \$3,850, BCWS \$400						
<b>Total :</b>					4462.50	0.00
<b>Supplier Total :</b>					4462.50	0.00

<b>1342 CITY OF PORT ALBERNI</b>						
000164-0001	13-Jan-2017	Issued	8	T		7963.00
JAN11/17+	01-4-2500-000	PAYABLES - TRADE		7963.00		
Invoice Description --> AVLF - 3RD AVE RECYCLING DEPOT - 6" FIRE LINE - CAPITAL						
<b>Total :</b>					7963.00	0.00
<b>Supplier Total :</b>					7963.00	0.00

<b>1459 COLYN'S LANDSCAPING LTD.</b>						
40084	17-Jan-2017	Issued	10	C		282.45
170109	01-4-2500-000	PAYABLES - TRADE		282.45		
Invoice Description --> AVLF - RECYCLE DEPOT CHAINLINK FENCE REPAIRS - CAPITAL						
<b>Total :</b>					282.45	0.00
<b>Supplier Total :</b>					282.45	0.00

<b>1403 COPCAN CIVIL LTD.</b>						
40125	24-Jan-2017	Issued	19	C		13568.82
HOLDBACK-ARVAY	01-4-2500-000	PAYABLES - TRADE		13568.82		
Invoice Description --> BCWS - ARVAY/PIERCE/MERSEY WATERMAIN - HOLDBACK - CAPITAL						
<b>Total :</b>					13568.82	0.00
<b>Supplier Total :</b>					13568.82	0.00

<b>0801 CORIX WATER PRODUCTS LTD.</b>						
000165-0014	20-Jan-2017	Issued	11	T		3226.55
10616154842	01-4-2500-000	PAYABLES - TRADE		3226.55		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
<b>Total :</b>					3226.55	0.00

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Supplier : 0002 To Z4209  
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 Cheque Date : 01-Jan-2017 To 31-Jan-2017  
 Cheque No. : All  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				3226.55	0.00	3226.55
<hr/>						
<b>1650</b>	<b>CUPE - LOCAL 118</b>					
00163-0004	13-Jan-2017	Issued	3	T		1691.31
DUESDEC16	01-4-2500-000	PAYABLES - TRADE		1691.31		
Invoice Description --> DECEMBER 2016 UNION DUES						
<b>Total :</b>				1691.31	0.00	1691.31
00167-0004	27-Jan-2017	Issued	18	T		1503.62
DUESJAN17	01-4-2500-000	PAYABLES - TRADE		1503.62		
Invoice Description --> JANUARY 2017 UNION DUES						
<b>Total :</b>				1503.62	0.00	1503.62
<b>Supplier Total :</b>				3194.93	0.00	3194.93
<hr/>						
<b>1703</b>	<b>DALEY, D.J.</b>					
40085	17-Jan-2017	Issued	10	C		1885.00
274405	01-4-2500-000	PAYABLES - TRADE		1885.00		
Invoice Description --> NOV 2016 - LBA & MWS CONTRACTOR						
<b>Total :</b>				1885.00	0.00	1885.00
40126	24-Jan-2017	Issued	19	C		1885.00
274406	01-4-2500-000	PAYABLES - TRADE		1885.00		
Invoice Description --> DEC 2016 - LBA & MWS CONTRACTOR						
<b>Total :</b>				1885.00	0.00	1885.00
<b>Supplier Total :</b>				3770.00	0.00	3770.00
<hr/>						
<b>1654</b>	<b>DAVEY TREE SERVICES CO. OF CANADA LTD.</b>					
40062	11-Jan-2017	Issued	4	C		11348.40
910855501	01-4-2500-000	PAYABLES - TRADE		11348.40		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
<b>Total :</b>				11348.40	0.00	11348.40
<b>Supplier Total :</b>				11348.40	0.00	11348.40
<hr/>						
<b>1709</b>	<b>DEER BAY CONTRACTING</b>					
40086	17-Jan-2017	Issued	10	C		3969.00
5008	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
5009	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
<b>Total :</b>				3969.00	0.00	3969.00
<b>Supplier Total :</b>				3969.00	0.00	3969.00



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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>5375</b>	<b>DISTRICT OF UCLUELET</b>						
40119	17-Jan-2017	Issued	10	C			2500.00
JAN01/17	01-4-2500-000	PAYABLES - TRADE		2500.00			
Invoice Description --> V.I. EMERGENCY PREPAREDNESS CONF CONT. #2							
<b>Total :</b>				2500.00	0.00		2500.00
<b>Supplier Total :</b>				2500.00	0.00		2500.00
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>						
00165-0015	20-Jan-2017	Issued	11	T			124.59
G44111	01-4-2500-000	PAYABLES - TRADE		25.40			
Invoice Description --> BCWS - NEW WATER CONNECTION							
G44160	01-4-2500-000	PAYABLES - TRADE		99.19			
Invoice Description --> BCWS - WATER SYSTEM REPAIRS							
<b>Total :</b>				124.59	0.00		124.59
<b>Supplier Total :</b>				124.59	0.00		124.59
<b>1847</b>	<b>DUPERE, JOHANNE</b>						
00165-0016	20-Jan-2017	Issued	11	T			200.00
DUP177476	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>						
00162-0001	05-Jan-2017	Issued	2	T			1750.00
EDUVALL77166	01-4-2500-000	PAYABLES - TRADE		1750.00			
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
<b>Total :</b>				1750.00	0.00		1750.00
<b>Supplier Total :</b>				1750.00	0.00		1750.00
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>						
00165-0017	20-Jan-2017	Issued	11	T			489.30
313	01-4-2500-000	PAYABLES - TRADE		42.00			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
317	01-4-2500-000	PAYABLES - TRADE		42.00			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
308	01-4-2500-000	PAYABLES - TRADE		44.10			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
310	01-4-2500-000	PAYABLES - TRADE		180.60			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							
312	01-4-2500-000	PAYABLES - TRADE		180.60			
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION							

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				489.30	0.00	489.30
<b>Supplier Total :</b>				489.30	0.00	489.30
<hr/>						
<b>1971</b>	<b>ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM</b>					
40087	17-Jan-2017	Issued	10	C		220.50
20170047	01-4-2500-000	PAYABLES - TRADE		220.50		
Invoice Description --> 2017 MEMBERSHIP FEES - LOOKER, THOMAS & FREDLUND						
<b>Total :</b>				220.50	0.00	220.50
<b>Supplier Total :</b>				220.50	0.00	220.50
<hr/>						
<b>1972</b>	<b>ENVIROPLAN CONSULTANTS 2013 LTD.</b>					
40088	17-Jan-2017	Issued	10	C		1050.00
2016-01	01-4-2500-000	PAYABLES - TRADE		1050.00		
Invoice Description --> AVLF/WCLF - 2017 MEMBERSHIP						
<b>Total :</b>				1050.00	0.00	1050.00
<b>Supplier Total :</b>				1050.00	0.00	1050.00
<hr/>						
<b>1980</b>	<b>ESRI CANADA LTD.</b>					
40089	17-Jan-2017	Issued	10	C		3307.50
90105007	01-4-2500-000	PAYABLES - TRADE		3307.50		
Invoice Description --> PLANNING - ESRI TRAINING - WILSON & DODDS						
<b>Total :</b>				3307.50	0.00	3307.50
<b>Supplier Total :</b>				3307.50	0.00	3307.50
<hr/>						
<b>1990</b>	<b>EVITT ELECTRIC</b>					
000165-0018	20-Jan-2017	Issued	11	T		795.28
99357A	01-4-2500-000	PAYABLES - TRADE		233.53		
Invoice Description --> BCVFD - BUILDING MAINTENANCE						
35789	01-4-2500-000	PAYABLES - TRADE		561.75		
Invoice Description --> SLVFD - SNOW REMOVAL						
<b>Total :</b>				795.28	0.00	795.28
<b>Supplier Total :</b>				795.28	0.00	795.28
<hr/>						
<b>2025</b>	<b>FEDERATION OF CANADIAN MUNICIPALITIES</b>					
000165-0019	20-Jan-2017	Issued	11	T		4768.84
43874	01-4-2500-000	PAYABLES - TRADE		4768.84		
Invoice Description --> 2017 FCM MEMBERSHIP						
<b>Total :</b>				4768.84	0.00	4768.84

ALBERNI-CLAYQUO Regional District  
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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**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>				4768.84	0.00	4768.84

**2101 FISHERIES AND OCEANS ACCOUNTING HUB**

40091	17-Jan-2017		Issued	10	C	26.25
6339	01-4-2500-000	PAYABLES - TRADE				26.25
Invoice Description -->		SLMP - SHIP-C19194BC - MARINE NAVIGATION SERVICE				
<b>Total :</b>						26.25
<b>Supplier Total :</b>						26.25

**2067 FORTISBC**

40090	17-Jan-2017		Issued	10	C	165.17
DEC.22/16	01-4-2500-000	PAYABLES - TRADE				165.17
Invoice Description -->		BCVFD - MONTHLY NATURAL GAS FOR HALL				
<b>Total :</b>						165.17
<b>Supplier Total :</b>						165.17

**2140 GEDDES, RICHARD D.**

00165-0020	20-Jan-2017		Issued	11	T	55.00
RG-SLVFD0177478	01-4-2500-000	PAYABLES - TRADE				55.00
Invoice Description -->		SLVFD - MONTHLY PHONE REIMBURSEMENT				
<b>Total :</b>						55.00
<b>Supplier Total :</b>						55.00

**2300 GRAND & TOY**

40092	17-Jan-2017		Issued	10	C	785.11
577525	01-4-2500-000	PAYABLES - TRADE				785.11
Invoice Description -->		ACRD - OFFICE EQUIPMENT - SHREDDER				
<b>Total :</b>						785.11
<b>Supplier Total :</b>						785.11

**2322 GUILLEVIN INTERNATIONAL CO.**

00163-0005	13-Jan-2017		Issued	3	T	24637.53
0428-507037	01-4-2500-000	PAYABLES - TRADE				167.95
Invoice Description -->		SLVFD - EQUIPMENT				
0428-506533	01-4-2500-000	PAYABLES - TRADE				327.27
Invoice Description -->		SLVFD - EQUIPMENT				
0428-506413	01-4-2500-000	PAYABLES - TRADE				821.91
Invoice Description -->		SLVFD - EQUIPMENT				
0428-506668	01-4-2500-000	PAYABLES - TRADE				3358.95
Invoice Description -->		SLVFD - EQUIPMENT				
0428-506604	01-4-2500-000	PAYABLES - TRADE				19961.45
Invoice Description -->		SLVFD - EQUIPMENT				

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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>				24637.53	0.00	24637.53
<b>Supplier Total :</b>				24637.53	0.00	24637.53

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2366</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>					
40095	17-Jan-2017		Issued	10	C	1780.80
134994	01-4-2500-000	PAYABLES - TRADE			1780.80	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>				1780.80	0.00	1780.80
<b>Supplier Total :</b>				1780.80	0.00	1780.80

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5015</b>	<b>iCOMPASS TECHNOLOGIES INC</b>					
00165-0021	20-Jan-2017		Issued	11	T	887.95
17021	01-4-2500-000	PAYABLES - TRADE			887.95	
Invoice Description --> COUNCIL VIEWS ANNUAL MEMBERSHIP 2017 & BC LOCAL GOV LEG MANUAL						
<b>Total :</b>				887.95	0.00	887.95
<b>Supplier Total :</b>				887.95	0.00	887.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2690</b>	<b>INSURANCE CORPORATION OF B.C.</b>					
40128	24-Jan-2017		Issued	19	C	26473.00
ICBC-2017FLEET	01-4-2500-000	PAYABLES - TRADE			26473.00	
Invoice Description --> 2017 FLEET INSURANCE						
<b>Total :</b>				26473.00	0.00	26473.00
<b>Supplier Total :</b>				26473.00	0.00	26473.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1075</b>	<b>J&amp;D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)</b>					
40082	17-Jan-2017		Issued	10	C	347.59
732837	01-4-2500-000	PAYABLES - TRADE			39.41	
Invoice Description --> SLVFD - EQUIPMENT						
754391	01-4-2500-000	PAYABLES - TRADE			44.53	
Invoice Description --> ACRD - OFFICE MAINTENANCE						
75436	01-4-2500-000	PAYABLES - TRADE			47.03	
Invoice Description --> SLVFD - HALL #3 UPGRADES - CAPITAL						
754362	01-4-2500-000	PAYABLES - TRADE			64.37	
Invoice Description --> SLVFD - EQUIPMENT						
622889	01-4-2500-000	PAYABLES - TRADE			152.25	
Invoice Description --> BCWS - SMALL TOOLS						
<b>Total :</b>				347.59	0.00	347.59
<b>Supplier Total :</b>				347.59	0.00	347.59

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2787</b>	<b>JACOBO ROBERT</b>					
00163-0006	13-Jan-2017		Issued	3	T	75.02

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**Status :** All  
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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			
CSPNOV1277036	01-4-2500-000	PAYABLES - TRADE	75.02				
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE							
<b>Total :</b>			75.02	0.00			75.02
00165-0022	20-Jan-2017			Issued	11	T	75.02
CSPNOV1277477	01-4-2500-000	PAYABLES - TRADE	75.02				
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE							
<b>Total :</b>			75.02	0.00			75.02
<b>Supplier Total :</b>			150.04	0.00			150.04

<b>2796 JAY'S PLUMBING &amp; HEATING LTD.</b>							
40129	24-Jan-2017			Issued	19	C	7291.11
7580	01-4-2500-000	PAYABLES - TRADE	2974.60				
Invoice Description --> SLVFD - HALL #2 - UPGRADES - CAPITAL							
2796	01-4-2500-000	PAYABLES - TRADE	4316.51				
Invoice Description --> SLVFD - HALL #2 - UPGRADES - CAPITAL							
<b>Total :</b>			7291.11	0.00			7291.11
<b>Supplier Total :</b>			7291.11	0.00			7291.11

<b>2840 JUSTICE INSTITUTE OF BC</b>							
40096	17-Jan-2017			Issued	10	C	75.00
2140	01-4-2500-000	PAYABLES - TRADE	75.00				
Invoice Description --> BCVFD - TRAINING							
<b>Total :</b>			75.00	0.00			75.00
<b>Supplier Total :</b>			75.00	0.00			75.00

<b>2337 KENNY, SCOTT</b>							
40127	24-Jan-2017			Issued	19	C	5000.00
JAN23/17	01-4-2500-000	PAYABLES - TRADE	5000.00				
Invoice Description --> WC MUTLIPILEX - PROJECT - PHASE ONE COMPLETE							
<b>Total :</b>			5000.00	0.00			5000.00
<b>Supplier Total :</b>			5000.00	0.00			5000.00

<b>2858 KGC FIRE RESCUE INC.</b>							
00165-0023	20-Jan-2017			Issued	11	T	1036.00
234514	01-4-2500-000	PAYABLES - TRADE	1036.00				
Invoice Description --> AVEP - EQUIPMENT							
<b>Total :</b>			1036.00	0.00			1036.00
<b>Supplier Total :</b>			1036.00	0.00			1036.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000165-0024	20-Jan-2017	Issued	11	T		11973.16
1372-018	01-4-2500-000	PAYABLES - TRADE		498.89		
Invoice Description --> BWS - HYDRANT INSTALL - CAPITAL						
1665-004	01-4-2500-000	PAYABLES - TRADE		2381.40		
Invoice Description --> BCWS - INFRASTRUCTURE ASSESSMENT - CAPITAL						
1634-008	01-4-2500-000	PAYABLES - TRADE		9092.87		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
<b>Total :</b>				11973.16	0.00	11973.16
<b>Supplier Total :</b>				11973.16	0.00	11973.16

2890	L.B. WOODCHOPPERS LTD.					
Invoice No.	Account No.	Account Description	Status	Batch	Medium	Amount
000165-0025	20-Jan-2017		Issued	11	T	275.42
255173	01-4-2500-000	PAYABLES - TRADE			18.86	
Invoice Description --> ALVF - WATER TESTING						
259351	01-4-2500-000	PAYABLES - TRADE			104.28	
Invoice Description --> BCWS - NEW SERVICE INSTALL						
257724	01-4-2500-000	PAYABLES - TRADE			152.28	
Invoice Description --> BCWS - SAFETY EQUIPMENT						
<b>Total :</b>				275.42	0.00	275.42
<b>Supplier Total :</b>				275.42	0.00	275.42

3025	LADY ROSE MARINE SERVICES					
Invoice No.	Account No.	Account Description	Status	Batch	Medium	Amount
000165-0026	20-Jan-2017		Issued	11	T	1218.00
2010-23140	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23198	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23245	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-23293	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
<b>Total :</b>				1218.00	0.00	1218.00
<b>Supplier Total :</b>				1218.00	0.00	1218.00

3011	LANDWORKS CONSULTANTS INC					
Invoice No.	Account No.	Account Description	Status	Batch	Medium	Amount
000165-0027	20-Jan-2017		Issued	11	T	2409.75
1710	01-4-2500-000	PAYABLES - TRADE			2409.75	
Invoice Description --> PLANNING - ZONING BYLAW REWRITE						
<b>Total :</b>				2409.75	0.00	2409.75
<b>Supplier Total :</b>				2409.75	0.00	2409.75

2887	LEVINSON GEOTECHNICAL ENGINEERING LTD					
Invoice No.	Account No.	Account Description	Status	Batch	Medium	Amount
000165-0028	20-Jan-2017		Issued	11	T	1095.41

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium	Debit	Credit
Invoice No.	Account No.	Account Description					
48312	01-4-2500-000	PAYABLES - TRADE				168.68	
Invoice Description -->		AVLF - ACCESS RD - CAPITAL					
48598	01-4-2500-000	PAYABLES - TRADE				926.73	
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL					
<b>Total :</b>						1095.41	0.00
<b>Supplier Total :</b>						1095.41	0.00
<b>3195</b>	<b>MANSON RENOVATING &amp; CONSTRUCTION LTD.</b>						
40130	24-Jan-2017		Issued	19	C		4351.77
1205	01-4-2500-000	PAYABLES - TRADE				4351.77	
Invoice Description -->		SLVFD - HALL #2 UPGRADES - CAPITAL					
<b>Total :</b>						4351.77	0.00
<b>Supplier Total :</b>						4351.77	0.00
<b>3214</b>	<b>MARCIE DEWITT</b>						
00163-0007	13-Jan-2017		Issued	3	T		7000.00
DEC31/16	01-4-2500-000	PAYABLES - TRADE				7000.00	
Invoice Description -->		ACHN - COORDINATOR - DEC 2016					
<b>Total :</b>						7000.00	0.00
<b>Supplier Total :</b>						7000.00	0.00
<b>1210</b>	<b>MAXXAM ANALYTICS</b>						
00165-0029	20-Jan-2017		Issued	11	T		2022.30
VA1030479	01-4-2500-000	PAYABLES - TRADE				535.50	
Invoice Description -->		SB - WATER MONITORING					
VA1030480	01-4-2500-000	PAYABLES - TRADE				708.75	
Invoice Description -->		BWS - WATER MONITORING					
VA1030614	01-4-2500-000	PAYABLES - TRADE				778.05	
Invoice Description -->		BCWS - WATER MONITORING					
<b>Total :</b>						2022.30	0.00
<b>Supplier Total :</b>						2022.30	0.00
<b>3270</b>	<b>MCCOY LAKE EXCAVATING LTD</b>						
00165-0030	20-Jan-2017		Issued	11	T		1932.40
3991	01-4-2500-000	PAYABLES - TRADE				359.63	
Invoice Description -->		BCWS & BCVFD - SNOW REMOVAL					
3972	01-4-2500-000	PAYABLES - TRADE				1572.77	
Invoice Description -->		BCWS - NEW WATER SERVICE					
<b>Total :</b>						1932.40	0.00
<b>Supplier Total :</b>						1932.40	0.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3273</b>	<b>MCDUGALL'S LANDSCAPING</b>					
40098	17-Jan-2017	Issued	10	C		2482.74
4415	01-4-2500-000	PAYABLES - TRADE		86.63		
Invoice Description --> SLCP - SNOW REMOVAL - COUGAR SMITH PARK						
4414	01-4-2500-000	PAYABLES - TRADE		735.32		
Invoice Description --> AVLF - 3RD AVE DEPOT - SALT						
4413	01-4-2500-000	PAYABLES - TRADE		1660.79		
Invoice Description --> ACRD - OFFICE - OCT- DEC, PLUS SALT						
<b>Total :</b>				2482.74	0.00	2482.74
<b>Supplier Total :</b>				2482.74	0.00	2482.74

<b>3280</b>	<b>MCGILL &amp; ASSOCIATES ENGINEERING</b>					
00163-0008	13-Jan-2017	Issued	3	T		14476.14
15790	01-4-2500-000	PAYABLES - TRADE		212.63		
Invoice Description --> AVLF - TRANSFER STATION - GYPROC RECYCLING - CAPITAL						
15782	01-4-2500-000	PAYABLES - TRADE		358.31		
Invoice Description --> WC MULTIPLEX - SITE SERVICING						
15789	01-4-2500-000	PAYABLES - TRADE		405.56		
Invoice Description --> WCLF - LEACHATE INVESTIGATION & REMEDIATION - CAPITAL						
15785	01-4-2500-000	PAYABLES - TRADE		586.69		
Invoice Description --> WCLF - ANNUAL REPORTING						
15787	01-4-2500-000	PAYABLES - TRADE		637.88		
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL						
15786	01-4-2500-000	PAYABLES - TRADE		727.74		
Invoice Description --> ALVF - LEACHATE INTERCEPTION CONTROL SOUTH BOUNDARY						
15770	01-4-2500-000	PAYABLES - TRADE		858.38		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
15791	01-4-2500-000	PAYABLES - TRADE		909.56		
Invoice Description --> AVLF - WAST DIVERSION INFRASTRUCTURE - CAPITAL						
15769	01-4-2500-000	PAYABLES - TRADE		1099.67		
Invoice Description --> AVLF - SCADA MONITORING - CAPITAL						
15781	01-4-2500-000	PAYABLES - TRADE		1277.01		
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL						
15788	01-4-2500-000	PAYABLES - TRADE		1279.69		
Invoice Description --> AVLF - GAS MANAGEMENT - CAPITAL						
15784	01-4-2500-000	PAYABLES - TRADE		6123.02		
Invoice Description --> AVLF - ANNUAL REPORTING						
<b>Total :</b>				14476.14	0.00	14476.14
<b>Supplier Total :</b>				14476.14	0.00	14476.14

<b>3364</b>	<b>MID-ISLAND FENCE PRODUCTS</b>					
40131	24-Jan-2017	Issued	19	C		5506.20
11302	01-4-2500-000	PAYABLES - TRADE		5506.20		
Invoice Description --> SLVFD - HALL #3 - UPGRADES - CAPITAL						
<b>Total :</b>				5506.20	0.00	5506.20



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

**Supplier Total :** 5506.20 0.00 5506.20

3340 MINISTER OF FINANCE					
40099	17-Jan-2017		Issued	10	C 2025.00
MSPJAN/17	01-4-2500-000	PAYABLES - TRADE			2025.00
Invoice Description --> MSP PREMIUMS FOR JAN 2017					
<b>Total :</b>					2025.00 0.00 2025.00

**Supplier Total :** 2025.00 0.00 2025.00

3375 MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)					
40100	17-Jan-2017		Issued	10	C 226.27
93791412	01-4-2500-000	PAYABLES - TRADE			226.27
Invoice Description --> SLVFD - EQUIPMENT					
<b>Total :</b>					226.27 0.00 226.27

**Supplier Total :** 226.27 0.00 226.27

3500 MUNICIPAL FINANCE AUTHORITY OF BC					
EFT-1	04-Jan-2017		Issued	23	E 2931.66
AVRA01/17	01-4-2500-000	PAYABLES - TRADE			2931.66
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST					
<b>Total :</b>					2931.66 0.00 2931.66

**Supplier Total :** 2931.66 0.00 2931.66

EFT-2	04-Jan-2017		Issued	23	E 1467.70
LBATRACJAN17	01-4-2500-000	PAYABLES - TRADE			1467.70
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING					
<b>Total :</b>					1467.70 0.00 1467.70

**Supplier Total :** 4399.36 0.00 4399.36

3510 MUNICIPAL INSURANCE ASSOCIATION					
40063	11-Jan-2017		Issued	4	C 34216.00
L2017-102	01-4-2500-000	PAYABLES - TRADE			34216.00
Invoice Description --> 2017 INSURANCE PREMIUMS					
<b>Total :</b>					34216.00 0.00 34216.00

**Supplier Total :** 34216.00 0.00 34216.00

3490 MUNICIPAL PENSION PLAN					
EFT-1	26-Jan-2017		Issued	7	E 10162.65
PP#01 - 2017	01-4-2500-000	PAYABLES - TRADE			10162.65
Invoice Description --> PP # 01 - 2017 PENSION REMITTANCE					
<b>Total :</b>					10162.65 0.00 10162.65

EFT-27	12-Jan-2017		Cancelled	348	E 12954.74
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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	Debit	Credit	
Invoice No.	Account No.	Account Description					
PP#26 - 2016	01-4-2500-000	PAYABLES - TRADE			12954.74		
Invoice Description --> Cancelled Invoice - PP # 26 - 2016 PENSION REMITTANCE							
EFT-27	05-Jan-2017	Cancelled	350	E		-12954.74	
PP#26 - 2016	01-4-2500-000	PAYABLES - TRADE			-12954.74		
Invoice Description --> Cancelled Invoice - PP # 26 - 2016 PENSION REMITTANCE							
<b>Total :</b>					0.00	0.00	0.00
EFT-28	12-Jan-2017	Issued	353	E		11222.43	
PP #26 - 2016	01-4-2500-000	PAYABLES - TRADE			11222.43		
Invoice Description --> PP # 26 - 2016 PENSION REMITTANCE							
<b>Total :</b>					11222.43	0.00	11222.43
<b>Supplier Total :</b>					21385.08	0.00	21385.08

<b>3551 MYRES, LINDA</b>							
000165-0031	20-Jan-2017	Issued	11	T		310.84	
2016.31	01-4-2500-000	PAYABLES - TRADE			310.84		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
<b>Total :</b>					310.84	0.00	310.84
<b>Supplier Total :</b>					310.84	0.00	310.84

<b>3599 NAV CANADA - SALES &amp; DISTRUBUTION CENTRE</b>							
40101	17-Jan-2017	Issued	10	C		200.55	
5086766	01-4-2500-000	PAYABLES - TRADE			200.55		
Invoice Description --> LBA - PUBLICATION SUBSCRIPTION							
<b>Total :</b>					200.55	0.00	200.55
<b>Supplier Total :</b>					200.55	0.00	200.55

<b>3600 NEOPOST</b>							
40102	17-Jan-2017	Issued	10	C		553.66	
2269240	01-4-2500-000	PAYABLES - TRADE			553.66		
Invoice Description --> ACRD - OFFICE FOLDER MACHINE - 2017 CONTRACT							
<b>Total :</b>					553.66	0.00	553.66
<b>Supplier Total :</b>					553.66	0.00	553.66

<b>3622 NICKLIN WASTE DISPOSAL</b>						
000165-0032	20-Jan-2017	Issued	11	T		400.05
9037	01-4-2500-000	PAYABLES - TRADE			85.05	
Invoice Description --> SLCP - COUGAR SMITH PARK - GARB PICK UP - JAN - MAR						
9221	01-4-2500-000	PAYABLES - TRADE			157.50	
Invoice Description --> BCVFD - GARGAGE DISPOSAL - OCT, NOV, DEC						
9255	01-4-2500-000	PAYABLES - TRADE			157.50	
Invoice Description --> SLVFD - GARBAGE DISPOSAL FOR OCT, NOV & DEC						

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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>					400.05	0.00	400.05
<b>Supplier Total :</b>					400.05	0.00	400.05
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>						
EFT-1	02-Jan-2017		Issued	21	E	8186.64	
425743	01-4-2500-000	PAYABLES - TRADE			8186.64		
Invoice Description --> JANUARY 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS							
<b>Total :</b>					8186.64	0.00	8186.64
<b>Supplier Total :</b>					8186.64	0.00	8186.64
<b>3863</b>	<b>PACIFIC RIM APPRAISALS LTD</b>						
40103	17-Jan-2017		Issued	10	C	1260.00	
52347 WE	01-4-2500-000	PAYABLES - TRADE			1260.00		
Invoice Description --> ACRD - CCCU - LEASE EVALUATION							
<b>Total :</b>					1260.00	0.00	1260.00
<b>Supplier Total :</b>					1260.00	0.00	1260.00
<b>3881</b>	<b>PARTNERSHIP FOR WATER SUSTAINABILITY IN BRITISH COLUMBIA</b>						
40065	11-Jan-2017		Issued	4	C	10500.00	
20160917	01-4-2500-000	PAYABLES - TRADE			10500.00		
Invoice Description --> PLANNING - AG LAND USE INVENTORY & WATER DEMAND MODEL PROJECT							
<b>Total :</b>					10500.00	0.00	10500.00
<b>Supplier Total :</b>					10500.00	0.00	10500.00
<b>3869</b>	<b>PAUL DAVIS CVI</b>						
40064	11-Jan-2017		Issued	4	C	21313.95	
109-12-239	01-4-2500-000	PAYABLES - TRADE			21313.95		
Invoice Description --> BCWS - BUILDING UPGRADES - CAPITAL							
<b>Total :</b>					21313.95	0.00	21313.95
<b>40104</b>	<b>17-Jan-2017</b>		Issued	10	C	1724.94	
109-12-246	01-4-2500-000	PAYABLES - TRADE			1724.94		
Invoice Description --> BCWS - BUILDING UPGRADES - CAPITAL							
<b>Total :</b>					1724.94	0.00	1724.94
<b>Supplier Total :</b>					23038.89	0.00	23038.89
<b>3882</b>	<b>PETER MACLEOD ENTERPRISES LTD</b>						
40138	25-Jan-2017		Issued	20	C	19359.38	
142	01-4-2500-000	PAYABLES - TRADE			19359.38		
Invoice Description --> WC MULTIPLEX - FEASIBILITY AND BUSINESS PLAN							

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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>				19359.38	0.00	19359.38
<b>Supplier Total :</b>				19359.38	0.00	19359.38

**3797 PITEAU ASSOCIATES**

00167-0005	27-Jan-2017		Issued	18	T	5965.31	
18247	01-4-2500-000	PAYABLES - TRADE			5965.31		
Invoice Description --> AVLF - WATER MONITORING							
<b>Total :</b>					5965.31	0.00	5965.31
<b>Supplier Total :</b>					5965.31	0.00	5965.31

**3887 PLANNING INSTITUTE OF B.C.**

40105	17-Jan-2017		Issued	10	C	558.00	
863118246	01-4-2500-000	PAYABLES - TRADE			558.00		
Invoice Description --> MIKE IRG - 2017 MEMBERSHIP							
<b>Total :</b>					558.00	0.00	558.00
<b>Supplier Total :</b>					558.00	0.00	558.00

**4115 PRICE'S ALARM SYSTEM LTD**

00165-0033	20-Jan-2017		Issued	11	T	642.60	
2456453	01-4-2500-000	PAYABLES - TRADE			157.50		
Invoice Description --> BCVFD - ALARM MONITORING - JAN-MAR							
2457011	01-4-2500-000	PAYABLES - TRADE			220.50		
Invoice Description --> AVLF - SCALE SHACK ALARM MONITORING							
2457010	01-4-2500-000	PAYABLES - TRADE			264.60		
Invoice Description --> ACRD - OFFICE ALARM MONITORING - JAN- JUN							
<b>Total :</b>					642.60	0.00	642.60
<b>Supplier Total :</b>					642.60	0.00	642.60

**4155 PROFIRE EMERGENCY EQUIPMENT INC**

00163-0009	13-Jan-2017		Issued	3	T	7369.37
SO010849	01-4-2500-000	PAYABLES - TRADE			51.30	
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV014287	01-4-2500-000	PAYABLES - TRADE			625.28	
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV014290	01-4-2500-000	PAYABLES - TRADE			1016.81	
Invoice Description --> SLVFD - INSPECTION						
INV014286	01-4-2500-000	PAYABLES - TRADE			1050.39	
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV014288	01-4-2500-000	PAYABLES - TRADE			1205.95	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
INV014289	01-4-2500-000	PAYABLES - TRADE			1381.87	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
INV014285	01-4-2500-000	PAYABLES - TRADE		2037.77		
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
<b>Total :</b>				7369.37	0.00	7369.37
00165-0034	20-Jan-2017		Issued	11	T	1345.23
INV014282	01-4-2500-000	PAYABLES - TRADE		1345.23		
Invoice Description --> BVFD - VEHICLE MAINTENANCE						
<b>Total :</b>				1345.23	0.00	1345.23
<b>Supplier Total :</b>				8714.60	0.00	8714.60

4250	RAYLEC POWER LTD.					
40066	11-Jan-2017		Issued	4	C	16096.50
20178557	01-4-2500-000	PAYABLES - TRADE			16096.50	
Invoice Description --> LBA - LIGHTING PROJECT - PROGRESS #9 - CAPITAL						
<b>Total :</b>				16096.50	0.00	16096.50
<b>Supplier Total :</b>				16096.50	0.00	16096.50

4220	RAYNER & BRACHT LTD					
40106	17-Jan-2017		Issued	10	C	1089.20
2016285	01-4-2500-000	PAYABLES - TRADE			1089.20	
Invoice Description --> AVLF - BAMIFIELD BIN CHARGES - DEC 2016						
<b>Total :</b>				1089.20	0.00	1089.20
<b>Supplier Total :</b>				1089.20	0.00	1089.20

4280	RECEIVER GENERAL FOR CANADA					
40067	11-Jan-2017		Issued	4	C	22447.56
PP#26 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE			12.48	
Invoice Description --> TAX REMITTANCE FOR PP # 26 - 2016 - DIRECTORS						
PP#26 - 2016	01-4-2500-000	PAYABLES - TRADE			22435.08	
Invoice Description --> TAX REMITTANCE FOR PP # 26 - 2016						
<b>Total :</b>				22447.56	0.00	22447.56

40107	17-Jan-2017		Issued	10	C	19198.50
PP#01 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE			897.09	
Invoice Description --> TAX REMITTANCE FOR PP # 01 - 2017 - DIRECTORS						
PP#01 - 2017	01-4-2500-000	PAYABLES - TRADE			18301.41	
Invoice Description --> TAX REMITTANCE FOR PP # 01 - 2017						
<b>Total :</b>				19198.50	0.00	19198.50

40132	24-Jan-2017		Issued	19	C	21114.61
PP#02 - 2017	01-4-2500-000	PAYABLES - TRADE			21114.61	
Invoice Description --> TAX REMITTANCE FOR PP # 02 - 2017						
<b>Total :</b>				21114.61	0.00	21114.61

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				62760.67	0.00	62760.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4300</b>	<b>RECYCLING COUNCIL OF BRITISH COLUMBIA</b>					
40108	17-Jan-2017	Issued	10	C	175.00	
M2693	01-4-2500-000	PAYABLES - TRADE		175.00		
Invoice Description -->		AVLF & WCLF - RECYLING HOTLINE MEMBERSHIP 2017				
<b>Total :</b>				175.00	0.00	175.00
<b>Supplier Total :</b>				175.00	0.00	175.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2331</b>	<b>ROBERT GUNN AND ASSOCIATES</b>					
40094	17-Jan-2017	Issued	10	C	762.50	
160	01-4-2500-000	PAYABLES - TRADE		762.50		
Invoice Description -->		ACRD FISHERIES COMMITTEE - JAN TO DEC 2016				
<b>Total :</b>				762.50	0.00	762.50
<b>Supplier Total :</b>				762.50	0.00	762.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4491</b>	<b>ROMPRE, SUZANNE</b>					
00165-0035	20-Jan-2017	Issued	11	T	863.50	
DEC31/16	01-4-2500-000	PAYABLES - TRADE		863.50		
Invoice Description -->		DECEMBER BAMFIELD TRANSFER STATION CONTRACTOR				
<b>Total :</b>				863.50	0.00	863.50
<b>Supplier Total :</b>				863.50	0.00	863.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4888</b>	<b>SEVIGNY, SHELLY</b>					
00165-0036	20-Jan-2017	Issued	11	T	415.00	
DEC/2016	01-4-2500-000	PAYABLES - TRADE		415.00		
Invoice Description -->		SLVFD - OFFICE ADMIN				
<b>Total :</b>				415.00	0.00	415.00
<b>Supplier Total :</b>				415.00	0.00	415.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>4645</b>	<b>SHAW CABLE</b>					
40110	17-Jan-2017	Issued	10	C	256.74	
BCWS - 01-JAN-17	01-4-2500-000	PAYABLES - TRADE		256.74		
Invoice Description -->		BCWS - ACCT# 012-8095-8259				
<b>Total :</b>				256.74	0.00	256.74
<b>Supplier Total :</b>				256.74	0.00	256.74

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
<b>4646</b>	<b>SHAW CABLESYSTEMS G.P.</b>				
40111	17-Jan-2017	Issued	10	C	872.22
JAN/17-PACIFIC RIM	01-4-2500-000	PAYABLES - TRADE		49.77	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description -->	SLVFD - ACCT #012-8186-3376 -	PACIFIC RIM HWY				
JAN/17-FABER	01-4-2500-000	PAYABLES - TRADE		69.33		
Invoice Description -->	SLVFD - ACCT#012-8269-3504 -	FABER RD				
JAN/17-LAKESHORI	01-4-2500-000	PAYABLES - TRADE		69.33		
Invoice Description -->	SLVFD - ACCT#012-8269-3473 -	LAKESHORE RD				
BCVFD-DEC/16	01-4-2500-000	PAYABLES - TRADE		683.79		
Invoice Description -->	BCVFD -ACCT#012-7703-7133					
<b>Total :</b>				872.22	0.00	872.22
<b>Supplier Total :</b>				872.22	0.00	872.22

<b>4610 SIGNWORKS</b>						
40109	17-Jan-2017		Issued	10	C	33.60
5323	01-4-2500-000	PAYABLES - TRADE			33.60	
Invoice Description -->	SLVFD - EQUIPMENT					
<b>Total :</b>				33.60	0.00	33.60
<b>Supplier Total :</b>				33.60	0.00	33.60

<b>4717 SMITH, RYAN</b>						
000163-0010	13-Jan-2017		Issued	3	T	5638.43
PCDEC/16	01-4-2500-000	PAYABLES - TRADE			88.74	
Invoice Description -->	SALMON BEACH SEWAGE					
DEC31/16	01-4-2500-000	PAYABLES - TRADE			5549.69	
Invoice Description -->	SALMON BEACH SEWAGE					
<b>Total :</b>				5638.43	0.00	5638.43
<b>Supplier Total :</b>				5638.43	0.00	5638.43

<b>4725 SOFTCHOICE CORPORATION</b>						
40112	17-Jan-2017		Issued	10	C	3350.09
4433608	01-4-2500-000	PAYABLES - TRADE			3350.09	
Invoice Description -->	ACRD - COMPUTER					
<b>Total :</b>				3350.09	0.00	3350.09
<b>Supplier Total :</b>				3350.09	0.00	3350.09

<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
000163-0011	13-Jan-2017		Issued	3	T	13630.41
27112	01-4-2500-000	PAYABLES - TRADE			13630.41	
Invoice Description -->	DECEMBER 2016 WC GARBAGE & RECYCLING					
<b>Total :</b>				13630.41	0.00	13630.41
<b>Supplier Total :</b>				13630.41	0.00	13630.41

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**Medium :**  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000165-0037	20-Jan-2017	Issued	11	T		3169.76
16004	01-4-2500-000	PAYABLES - TRADE		3169.76		
Invoice Description -->		SL PARKS - MAINTENANCE OCT - DEC				
<b>Total :</b>				3169.76	0.00	3169.76
<b>Supplier Total :</b>				3169.76	0.00	3169.76
<b>4760</b>	<b>SPROAT LAKE VOL. FIRE DEPARTMENT</b>					
40068	11-Jan-2017	Issued	4	C		10426.74
SLVFD - NOV - 2016	01-4-2500-000	PAYABLES - TRADE		10426.74		
Invoice Description -->		SLVFD - NOV REIMBURSEMENT				
<b>Total :</b>				10426.74	0.00	10426.74
<b>Supplier Total :</b>				10426.74	0.00	10426.74
<b>4788</b>	<b>STAPLES ADVANTAGE</b>					
40113	17-Jan-2017	Issued	10	C		605.21
43163994	01-4-2500-000	PAYABLES - TRADE		103.45		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
43265089	01-4-2500-000	PAYABLES - TRADE		501.76		
Invoice Description -->		ACRD - TONER & OFFICE SUPPLIES				
<b>Total :</b>				605.21	0.00	605.21
<b>Supplier Total :</b>				605.21	0.00	605.21
<b>4845</b>	<b>STAPLES BUSINESS DEPOT #321</b>					
40114	17-Jan-2017	Issued	10	C		805.73
2163376	01-4-2500-000	PAYABLES - TRADE		15.37		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
2164624	01-4-2500-000	PAYABLES - TRADE		26.65		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
2162874	01-4-2500-000	PAYABLES - TRADE		46.91		
Invoice Description -->		ACRD - OFFICE SUPPLIES				
217612	01-4-2500-000	PAYABLES - TRADE		716.80		
Invoice Description -->		SLVFD - OFFICE SUPPLIES				
<b>Total :</b>				805.73	0.00	805.73
<b>Supplier Total :</b>				805.73	0.00	805.73
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>					
000165-0038	20-Jan-2017	Issued	11	T		95.39
100000104437	01-4-2500-000	PAYABLES - TRADE		95.39		
Invoice Description -->		ACRD - CALL-IN-SERVICE- EMPLOYEE SAFETY - DECEMBER 2016				
<b>Total :</b>				95.39	0.00	95.39



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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				95.39	0.00	95.39
<hr/>						
<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>					
000165-0039	20-Jan-2017	Issued	11	T		1020.89
74735	01-4-2500-000	PAYABLES - TRADE		145.60		
Invoice Description --> LEGAL FEES						
74736	01-4-2500-000	PAYABLES - TRADE		227.93		
Invoice Description --> LEGAL FEES						
74936	01-4-2500-000	PAYABLES - TRADE		647.36		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				1020.89	0.00	1020.89
<b>Supplier Total :</b>				1020.89	0.00	1020.89
<hr/>						
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>					
000163-0012	13-Jan-2017	Issued	3	T		9932.59
DEC22/16	01-4-2500-000	PAYABLES - TRADE		9932.59		
Invoice Description --> AVLF - 3RD AVE DEPOT BAILING INCENTIVE						
<b>Total :</b>				9932.59	0.00	9932.59
<b>000165-0040</b>	<b>20-Jan-2017</b>	<b>Issued</b>	<b>11</b>	<b>T</b>		<b>23970.83</b>
156014	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> DECEMBER 2016 - AV RECYCLING CONTRACT						
<b>Total :</b>				23970.83	0.00	23970.83
<b>000167-0006</b>	<b>27-Jan-2017</b>	<b>Issued</b>	<b>18</b>	<b>T</b>		<b>5701.57</b>
DEC22/16-GST	01-4-2500-000	PAYABLES - TRADE		1746.63		
Invoice Description --> ALVF - 3RD AVE DEPOT BAILING INCENTIVE - GST						
DEC31/16	01-4-2500-000	PAYABLES - TRADE		3954.94		
Invoice Description --> AVLF - 3RD AVE BAILING INCENTIVES - OCT - DEC 16						
<b>Total :</b>				5701.57	0.00	5701.57
<b>Supplier Total :</b>				39604.99	0.00	39604.99
<hr/>						
<b>5410</b>	<b>TD VISA</b>					
40137	24-Jan-2017	Issued	19	C		1946.00
DEC31/16	01-4-2500-000	PAYABLES - TRADE		1946.00		
Invoice Description --> ACRD - \$181.48, ALVF - 3RD AVE DEPOT CAPITAL \$1581.50, WCLF \$54.87, AVRA \$100, LBA \$86.						
<b>Total :</b>				1946.00	0.00	1946.00
<b>Supplier Total :</b>				1946.00	0.00	1946.00
<hr/>						
<b>5402</b>	<b>TD VISA (BCVFD)C. STARRATT</b>					
40136	24-Jan-2017	Issued	19	C		1209.96
DEC31/16	01-4-2500-000	PAYABLES - TRADE		1209.96		
Invoice Description --> BCVFD - EQUIPMENT \$919.81, MEMBERSHIP \$284.55, COMPUTER\$5.60						

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



**AP5100** **Page : 27**  
**Date :** Feb 02, 2017 **Time : 8:44 am**  
**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-Jan-2017 To 31-Jan-2017  
**Cheque Date :** 01-Jan-2017 To 31-Jan-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>				1209.96	0.00	1209.96
<b>Supplier Total :</b>				1209.96	0.00	1209.96
-----						
<b>5401</b>	<b>TD VISA (BCVFD)M. KOBUS</b>					
40135	24-Jan-2017	Issued	19	C		470.02
DEC31/16	01-4-2500-000	PAYABLES - TRADE		470.02		
Invoice Description --> BCVFD - VEHICLE\$128.80, TRAINING \$105.46, MEMBERSHIP \$235.76,						
<b>Total :</b>				470.02	0.00	470.02
<b>Supplier Total :</b>				470.02	0.00	470.02
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<b>5397</b>	<b>TD VISA (CANN)</b>					
40134	24-Jan-2017	Issued	19	C		998.86
DEC31/16	01-4-2500-000	PAYABLES - TRADE		998.86		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE \$946.36, FF RETENTION \$52.50						
<b>Total :</b>				998.86	0.00	998.86
<b>Supplier Total :</b>				998.86	0.00	998.86
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<b>5396</b>	<b>TD VISA (GEDDES)</b>					
40133	24-Jan-2017	Issued	19	C		363.89
DEC31/16	01-4-2500-000	PAYABLES - TRADE		363.89		
Invoice Description --> SLVFD - EQUIPMENT \$101.39, TRAINING \$262.50						
<b>Total :</b>				363.89	0.00	363.89
<b>Supplier Total :</b>				363.89	0.00	363.89
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<b>4984</b>	<b>TELUS</b>					
40116	17-Jan-2017	Issued	10	C		2166.70
JAN07/17	01-4-2500-000	PAYABLES - TRADE		2166.70		
Invoice Description --> ACRD CONSOLIDATED						
<b>Total :</b>				2166.70	0.00	2166.70
<b>Supplier Total :</b>				2166.70	0.00	2166.70
-----						
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>					
40115	17-Jan-2017	Issued	10	C		1381.60
20322435192	01-4-2500-000	PAYABLES - TRADE		1381.60		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>				1381.60	0.00	1381.60
<b>Supplier Total :</b>				1381.60	0.00	1381.60

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



**AP5100** **Page : 28**  
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**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-Jan-2017 To 31-Jan-2017  
**Cheque Date :** 01-Jan-2017 To 31-Jan-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	
000163-0013	13-Jan-2017		Issued	3	T		15653.52
60522040.	01-4-2500-000	PAYABLES - TRADE			624.75		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - CAPITAL							
60519503	01-4-2500-000	PAYABLES - TRADE			1784.39		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - CAPITAL							
60522047	01-4-2500-000	PAYABLES - TRADE			4948.13		
Invoice Description --> AVRA - RUNWAY EXTENTION - CAPITAL							
60522011	01-4-2500-000	PAYABLES - TRADE			8296.25		
Invoice Description --> AVRA - RUNWAY CONSTRUCTION TENDER - CAPITAL							
<b>Total :</b>					15653.52	0.00	15653.52
000167-0007	27-Jan-2017		Issued	18	T		11361.90
60524243	01-4-2500-000	PAYABLES - TRADE			5228.85		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - CAPITAL							
60524244	01-4-2500-000	PAYABLES - TRADE			6133.05		
Invoice Description --> AVRA - RUNWAY EXTENTION - CAPITAL							
<b>Total :</b>					11361.90	0.00	11361.90
<b>Supplier Total :</b>					27015.42	0.00	27015.42
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>						
40093	17-Jan-2017		Issued	10	C		154.56
24126	01-4-2500-000	PAYABLES - TRADE			77.28		
Invoice Description --> PLANNING - OFFICE SUPPLIES - CARDS - KEVIS							
24142	01-4-2500-000	PAYABLES - TRADE			77.28		
Invoice Description --> ACRD - BUSINESS CARDS - JACK							
<b>Total :</b>					154.56	0.00	154.56
<b>Supplier Total :</b>					154.56	0.00	154.56
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>						
000165-0041	20-Jan-2017		Issued	11	T		78.75
7916	01-4-2500-000	PAYABLES - TRADE			78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEB HOSTING							
<b>Total :</b>					78.75	0.00	78.75
<b>Supplier Total :</b>					78.75	0.00	78.75
<b>5131</b>	<b>TSESHAHT MARKET</b>						
40117	17-Jan-2017		Issued	10	C		205.00
22270920	01-4-2500-000	PAYABLES - TRADE			90.00		
Invoice Description --> SLVFD - FUEL TRUCK #46							
22276049	01-4-2500-000	PAYABLES - TRADE			115.00		
Invoice Description --> SLVFD - FUEL TRUCK #47							
<b>Total :</b>					205.00	0.00	205.00

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



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

Supplier : 0002 To Z4209  
 Trans. Date : 01-Jan-2017 To 31-Jan-2017  
 Cheque Date : 01-Jan-2017 To 31-Jan-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>						205.00	0.00	205.00
-----								
<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>							
40118	17-Jan-2017		Issued	10	C	540.24		540.24
LBA - DEC/16	01-4-2500-000	PAYABLES - TRADE				540.24		
Invoice Description -->		LBA - AVRA - SB - FUEL COSTS						
<b>Total :</b>						540.24	0.00	540.24
<b>Supplier Total :</b>						540.24	0.00	540.24
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<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>							
00165-0042	20-Jan-2017		Issued	11	T	393.75		393.75
25217	01-4-2500-000	PAYABLES - TRADE				393.75		
Invoice Description -->		SALMON BEACH - GARBAGE BIN HAULING AND BIN RENTAL						
<b>Total :</b>						393.75	0.00	393.75
<b>Supplier Total :</b>						393.75	0.00	393.75
-----								
<b>5432</b>	<b>WALLACE TECHNICAL LTD.</b>							
00165-0043	20-Jan-2017		Issued	11	T	330.75		330.75
20170101	01-4-2500-000	PAYABLES - TRADE				330.75		
Invoice Description -->		BCWS - VIBRATION ANALYSIS						
<b>Total :</b>						330.75	0.00	330.75
<b>Supplier Total :</b>						330.75	0.00	330.75
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<b>5468</b>	<b>WEST COAST AQUATIC</b>							
40069	11-Jan-2017		Issued	4	C	10000.00		10000.00
378	01-4-2500-000	PAYABLES - TRADE				10000.00		
Invoice Description -->		PLANNING - STREAM ASSESSMENT - WILLOWBRAE, PLESTED & BEAR CREEK						
<b>Total :</b>						10000.00	0.00	10000.00
<b>Supplier Total :</b>						10000.00	0.00	10000.00
-----								
<b>5481</b>	<b>WESTCOAST HOME HARDWARE LTD</b>							
40120	17-Jan-2017		Issued	10	C	97.94		97.94
98621	01-4-2500-000	PAYABLES - TRADE				97.94		
Invoice Description -->		BCWS - SERVICE REPAIR						
<b>Total :</b>						97.94	0.00	97.94
<b>Supplier Total :</b>						97.94	0.00	97.94
-----								
<b>5620</b>	<b>WORKSAFE BC</b>							
40121	17-Jan-2017		Issued	10	C	5208.17		5208.17
4THQTR2016	01-4-2500-000	PAYABLES - TRADE				5208.17		



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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> 4TH QTR 2016 WCB PREMIUMS						
<b>Total :</b>				5208.17	0.00	5208.17
<b>Supplier Total :</b>				5208.17	0.00	5208.17

<b>Total Computer Paid :</b>	<u>367,137.52</u>	<b>Total EFT PAP :</b>	<u>33,971.08</u>	<b>Total Paid :</b>	<u>811,326.09</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>410,217.49</u>		



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance  
Mike Irg, Manager of Planning & Development

**Meeting Date:** February 8, 2017

**Subject:** Regional Parks 2017-2021 Financial Plan

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### **Recommendation:**

**That the Board of Directors review the Regional Parks proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.**

### **2016 Highlights:**

#### ***Alberni Inlet Trail***

In March 2016 a repair was required to the China Creek Bridge as one of the smaller bridges over a tributary of China Creek was damaged by a large log.

The Alberni Valley Outdoor Club did a significant amount of volunteer work during 2016. 166 volunteer hours were spent making improvements to bridges, trail clearing and trail improvements on Stage 1 of the Inlet Trail. Also, 43 volunteer hours were spent trail clearing and making trail improvements on Stage 2 of the trail. The ACRD does not pay for the maintenance of the trail but does provide the Alberni Valley Outdoor Club a reimbursement for the mileage of the volunteers.

The Alberni Historical Society has received grant money for interpretive signs to be installed along stage 1 and 2 of the trail. ACRD has not committed funds to this project, but rather in-kind support in terms of sign design and co-ordination.

#### ***Mt Arrowsmith Regional Park***

35 volunteer hours were spent trail clearing within Mt. Arrowsmith Regional Park.

#### ***China Creek Regional Park***

Staff did a site visit with Port Authority staff to discuss plans for improvements to the campground.

#### ***Other Initiatives***

ACRD met with the Alpine Club of Canada to discuss a proposed Alpine Hut at 5040 Peak, which is located on the border of the Sproat Lake and Long Beach electoral areas. ACRD provided a letter of support and the project is proceeding.

ACRD discussed signage in the Regional District with the Vancouver Island Spine Trail (VISPINE) group.

**Upcoming for 2017:**

The main focus in 2017 will be participation in the Parks Plan Review Committee, which is a sub-committee of the Regional Board. This work was scheduled for 2016 but did not occur due to other priorities becoming more urgent. It is anticipated that prior to summer 2017 the Parks Plan Review Committee will make recommendations to the Board regarding implementation of the Regional Parks and Trails Strategic Plan. Staff will implement direction provided by the Board with respect to Regional and Community Parks.

**Background:**

This budget was developed with input from the Planning Department and Chief Administrative Officer.

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

Staff time to support the Regional Parks service includes supporting the volunteer groups and parks committee as well as regular maintenance issues within the Regional Parks. Staff time is also used to respond to public inquiries and liaison with Nanaimo Regional District and Island Timberlands with regard to Mount Arrowsmith. Finally, some time is required for the China Creek lease and the relationship with the Port Alberni Port Authority.

Elected officials time will be required during 2017 to participate on the Parks Plan Review Committee.

**Financial:**

The requisition decreased slightly from the prior year. The residential tax rate for 2017 is \$0.005 per \$1,000 of taxable assessed value.

**Disclosure:**

The prior year actual balances may yet change as 2016 invoices are still trickling in and year-end adjustments are still being completed.



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

Teri Fong, CPA, CGA, Manager of Finance



And \_\_\_\_\_

Mike Irg, Manager of Planning & Development



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

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 REGIONAL PARKS  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 3,889	\$ 3,889	Surplus (deficit) from prior years	\$ 6,869	\$ -	\$ -	\$ -	\$ -	1
2	32,431	32,431	Tax requisition	29,451	32,400	32,800	33,200	33,600	2
3	566	-	Grants in lieu of taxes	-	-	-	-	-	3
4	-	680	Grants & other contributions	680	-	-	-	-	4
5	5,844	5,000	Licenses & fees	5,000	5,000	5,000	5,000	5,000	5
6	986	-	Other sources	-	-	-	-	-	6
7	<b>\$ 43,716</b>	<b>\$ 42,000</b>	<b>TOTAL REVENUE</b>	<b>\$ 42,000</b>	<b>\$ 37,400</b>	<b>\$ 37,800</b>	<b>\$ 38,200</b>	<b>\$ 38,600</b>	7
<b>EXPENDITURES</b>									
8	\$ 11,000	\$ 11,000	Administration charge	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	8
9	986	-	Capital fund contribution from operating	-	-	-	-	-	9
10	16,192	21,000	Labour & benefits	18,000	18,400	18,800	19,200	19,600	10
11	8,669	10,000	Operating costs	10,000	5,000	5,000	5,000	5,000	11
12	<b>\$ 36,847</b>	<b>\$ 42,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 42,000</b>	<b>\$ 37,400</b>	<b>\$ 37,800</b>	<b>\$ 38,200</b>	<b>\$ 38,600</b>	12
13	\$ 6,869	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	13
14	986	-	Add: Transfer to reserves	-	-	-	-	-	14
15		2,000	Deduct: Estimated amortization not included	2,000	2,000	2,000	2,000	2,000	15
16	3,889	3,889	Surplus from previous year	6,869	-	-	-	-	16
17	<b>\$ 3,966</b>	<b>-\$ 5,889</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 8,869</b>	<b>-\$ 2,000</b>	<b>-\$ 2,000</b>	<b>-\$ 2,000</b>	<b>-\$ 2,000</b>	17





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 REGIONAL PARKS (continued)  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
	<b>CAPITAL FUND</b>								
18	\$ 114,313	\$ 114,313	Balance, beginning of year	\$ 115,299	\$ 116,199	\$ 117,099	\$ 117,999	\$ 118,899	18
19	-	-	Contribution from operating fund	-	-	-	-	-	19
20	986	900	Interest earnings	900	900	900	900	900	20
21			<i>Less - capital expenditures</i>						21
22	-	-	China Creek bridge	-	-	-	-	-	22
23	-	-	Regional trails & parks plan	-	-	-	-	-	23
24	-	-	Total capital expenditures	-	-	-	-	-	24
25	<b>\$ 115,299</b>	<b>\$ 115,213</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 116,199</b>	<b>\$ 117,099</b>	<b>\$ 117,999</b>	<b>\$ 118,899</b>	<b>\$ 119,799</b>	25



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** February 8, 2017  
**Subject:** E911 Emergency Telephone System

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**Recommendation:**

*THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**Background:**

The North Island 911 Corporation governs the service and the budget is based on the 2017 budget as approved at their Friday, January 27, 2017 Board of Directors meeting. The formal budget letter from the corporation outlining the budget has yet to be received and will be included on the next Board of Directors agenda.

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

Staff time is required to participate in the administration group, liaison with local fire departments and provide house numbering to entire area including treaty and non-treaty nations.

**Financial:**

The 2017 residential tax rate is \$0.048 per \$1,000 of assessed value. This is a slight decrease from the prior year despite an increase in total requisition amount due to an increase in assessed values.

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

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 E 911 EMERGENCY TELEPHONE SYSTEM  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, YUUŪU?H?ATH, & ALL ELECTORAL AREAS

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 7,985	\$ 7,984	Surplus (deficit) from prior years	\$ 5,941	\$ -	\$ -	\$ -	\$ -	1
2	291,167	291,167	Tax requisition	301,059	310,100	318,300	322,500	325,700	2
3	5,188	-	Grant in lieu of taxes	-	-	-	-	-	3
4	<b>\$ 304,340</b>	<b>\$ 299,151</b>	<b>TOTAL REVENUE</b>	<b>\$ 307,000</b>	<b>\$ 310,100</b>	<b>\$ 318,300</b>	<b>\$ 322,500</b>	<b>\$ 325,700</b>	4
<b>EXPENDITURES</b>									
5	\$ 4,000	\$ 4,000	Administrative charge	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	5
6	4,248	5,000	Labour & benefits	5,000	5,100	5,300	5,500	5,700	6
7	290,151	290,151	Operating costs	298,000	301,000	309,000	313,000	316,000	7
8	<b>\$ 298,399</b>	<b>\$ 299,151</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 307,000</b>	<b>\$ 310,100</b>	<b>\$ 318,300</b>	<b>\$ 322,500</b>	<b>\$ 325,700</b>	8
9	\$ 5,941	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	9
10	7,985	7,984	Deduct: Surplus from previous year	5,941	-	-	-	-	10
11	<b>-\$ 2,044</b>	<b>-\$ 7,984</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b> (for Financial Reporting purposes)	<b>-\$ 5,941</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	11



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance  
Wendy Thomson, Manager of Administrative Services

**Meeting Date:** February 8, 2017

**Subject:** General Government Services 2017-2021 Financial Plan

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### Recommendation:

***THAT the Board of Directors review the General Government Service proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.***

### 2016 Highlights:

The General Government service was busy again in 2016 including the following projects:

- An Asset Management Grant was received from UBCM during the year, this provided an opportunity for training of both staff and elected officials. The knowledge gathered during the year will be used to develop asset management plans in 2017.
- The ACRD celebrated its 50<sup>th</sup> anniversary in April with an open house, which many former elected officials, public and staff attended.
- Toquaht First Nation officially joined the Board in November 2016.
- Another successful Woodstove Exchange Program was completed with 30 woodstoves being replaced.

### Upcoming for 2017:

The planned projects for 2017 include:

- Line 5 – Conditional grants – the ACRD received another Woodstove Exchange Program grant and will be attempting to replace an additional 45 woodstoves.
- Line 13-17 – Health Network - The Alberni Clayoquot Health Network Coordinator has developed a plan that will be presented to the group on February 15<sup>th</sup>. The budget is based on the draft and will be revised if necessary.
- Line 20 – Labour and benefits – The increase in 2017 is required in order to action the items in the priority setting workshop adopted by the Board following the December strategy session (see attached). The initiatives related to General Government include asset management, review and general support of ACRD committees, occupational health and safety practices and procedures, development of a contractor database and policy, grant writing, climate action charter and general administrative support for the CAO.
- Line 22 – Occupational health and safety committee – increase in budget in 2017 to facilitate additional training for committee members as well as development of further policies and procedures.
- Line 37 – Computer expenses – In addition to the regular IT upgrades done each year, a server upgrade is required in 2017 to support operations.
- Line 74 – Office renovations/upgrades – The work planned for 2017 has been adjusted to reflect the upgrades being a lower priority as expressed by the Board. The result is that capital projects will be delayed and realized over 3 years. 2017 includes concrete work required in the Credit Union parking lot, painting of the exterior of the building as well as tree and shrub removal. The work for 2018 includes main entry upgrades to address

accessibility and safety concerns. Finally, the 2019 plan includes a lower floor bathroom renovation.

- Line 76 – Vehicle – Another vehicle is required to support operations of the Regional District. This is to allow staff to attend meetings, site visits and professional development outside of the office. It is proposed that this vehicle would be cost shared with Regional Planning (30% General Government, 70% Regional Planning).

**Background:**

This budget was developed with input from the following:

- Manager of Administrative Services
- Chief Administrative Officer
- Property Maintenance Coordinator
- Information Systems Contractor
- Health Network Assistant

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

The General Government Service requires a significant amount of staff time to operate. The functions include:

- Administration – agendas, minutes, correspondence, filing system, archives, meeting arrangements, committee support, human resources, occupational health & safety, public inquires, public engagement, Director support, information technology, website, bylaws, agreements and contractor database and freedom of information requests.
- Financial – payroll, accounts payable, financial plan, financial statements, audit, regulatory reporting, contaminated sites, and insurance
- Property – vehicle fleet, building maintenance & repairs, accessibility & safety upgrades
- Programs – grant in aid process, new service reviews, asset management and the Climate Action Charter

**Financial:**

The 2017 residential tax rate is \$0.147 per \$1,000 of assessed value. This is a reduction from \$0.157 per \$1,000 in 2016.

**Disclosure:**

The prior year actual balances may yet change as 2016 invoices are still trickling in and year-end adjustments are still being completed.



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



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



**To:** Board of Directors

Adopted by the Board:  
January 25, 2017

**From:** Russell Dyson, CAO

**CC:** ACRD Managers

**Meeting Date:** January 25, 2017 (In-Camera)

**Subject:** Board Strategic Session

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**Recommendation:**

*THAT the Board of Directors of the Alberni Clayoquot Regional District receive the ACRD 2016 Priority Setting Workshop Report prepared by Allison Habkirk and endorse the direction and summary of priorities as presented AND THAT financial implications of the report be referred to the 2017 budget discussions.*

*That the Board of Directors of the Alberni Clayoquot Regional District meet again in the spring of 2017 to refine a strategic priorities document that combines past direction and current priorities.*

**Desired Outcome:**

To confirm board priorities for the Directors, committees and staff for the development of the financial plan, annual workplan and future decision making.

To document and communicate these priorities and to provide for monitoring of progress to assist future decision making.

**Summary:**

The Board has met several times to develop strategic actions and priorities the most recent being in December of 2016. The summary of this session is attached for receipt and endorsement. This report describes how we can follow through with the priorities identified.

A comprehensive strategic plan would be helpful. Attached are the summaries of past workshops for the Board to consider developing into a single document.

**Background:**

The following are specific actions to respond to the direction provided by the Board from the December 2016 workshop as outlined in the attached summary prepared by Allison Habkirk:

**1. Monitoring the allocation of staff resources through the year**

Managers develop a staff time allocation spreadsheet for all services based on projects and demands in the annual Financial Plan. This is developed in consideration of past allocations for time; core responsibilities required and anticipated capital and one-time projects. It is used to allocate wages across all services provided by the ACRD. The spreadsheet is reviewed by Directors during the budget process.

At the request of the Board, the spreadsheet will be revised at a midway point during the year and at the end of the year to show how the predicted allocation compares to actual. The report will assist the Board in understanding how projects and demands vary from predictions and how this affects implementation of projects and the flexibility or not to take on other tasks.

## **2. Redesigning Monthly Staff reports and keeping track of projects and actions**

The monthly reporting format for the departments will change to a single report highlighting each department, major projects and new initiatives. The report will be presented once a month. Statistics previously shared with the Board such as the building stats will be provided as a schedule of the report. The monthly report will include updates on the progress of significant projects.

The Action List which includes initiatives directed by the board throughout the year will be changed to include a shorter description of tasks, reference to whether tasks are budgeted and resourced or not, the target date for accomplishment, the service area and an update on status. The board will be asked to endorse the list or not which will provide guidance for how these actions will be managed in the next month. A draft of the proposed new format is attached.

## **3. Managing direction within the ACRD**

The Directors confirmed the Board, not individual Directors and Committees, direct staff and initiatives through the CAO. Staff have been advised. This direction from the Board was clear at the workshop. Success will require individual Directors to follow the procedure.

In order to manage committee recommendations an additional report will come from each meeting. A summary of committee recommendations from meetings will be provided for the Boards consideration before direction is provided. The CAO will comment on the capacity to act on the recommendations from committees for the Boards consideration.

The Manager of Administrative Services will lead a committee review throughout the year. It will consider purpose / responsibility / ethics / bylaws and processes. We will develop a handbook for committee members to reflect the advice on these matters and provide workshops to review.

Directors wanting action on initiatives are to meet to discuss with the CAO. The CAO will action what is within capacity. New initiatives can be presented to the Board as an agenda item. The procedures bylaw will be amended to reflect director's initiatives. Directors are to provide the requests in writing for inclusion on the regular agenda. Where possible the CAO will comment on capacity and resource needs otherwise the Board may refer the proposal for staff input before voting.

The CAO will draft a procedure for public inquiries and complaints. In the meantime, the public should be referred to the department head with any complaints to the CAO.

## **4. Accountability**

During the absence of the CAO, the Manager of Administration is the acting CAO. There can be short durations where both are absent but both are available by cell phone. Where both are unavailable an alternate will be appointed from the other managers and communicated to staff.

## 5. Requests for decisions

A number of new sections will be added to staff reports, particularly requests for decisions:

- Community Liaison: will provide comment with respect to any input received or proposed with the local governments and first nation communities within the ACRD relevant to the topic.
- Board Strategy: will consider the issue in the context of the Board's strategic priorities, core services and the workplan established by the budget. Reference will state whether the required funds and resources are in place for the action.
- Voting: this will outline whether the matter is a weighted vote and what members participate in any decision.

## 6. The Financial Plan has been drafted to account for the Board priorities as stated in the summary

The following outlines personnel changes to respond to the priorities:

- The Asset Management program will be budgeted to accommodate a coordinator position for a one and a half year term and funds for contract services for asset inventories. This will begin the implementation of the program across the regional districts services, with the first focus on those services with the majority of assets having the greatest potential for grant applications (water, airports and landfills). The sources of funding will include general government, the specific service areas and possibly gas tax funding at the discretion of the Board. Staff will also pursue grant opportunities to offset these costs.
- Solid waste initiatives are to be actioned immediately including recycling improvements, diversion initiatives (material bans), organics options and a continued effort to monitor water quality for both landfills based on recommendation from the water monitoring engineering consultants. The Alberni Valley Landfill requires long-term plans for diversion, landfill gas management and future capital expenditures these needs are to be resourced through contract services. This will be the key priority for the Environmental Services department in 2017.
- In order to respond to various demands on the westcoast including liaison on waste management issues and education, maintenance of our two water systems (CYAZ and Millstream) and the routine duties of the assistant for CYAZ and Salmon Beach the assistant position will be increased to full time. The west coast desires more progressive solid waste programs and education and the West Coast Assistant can provide a local presence for change in this area. The West Coast Assistant will work with non-profit groups to provide the best delivery of service for west coast solid waste issues.
- Parks and properties (airports and landfills) will continue to be assigned to Heather Zenner. This will be a term position to reflect the transition we are experiencing in these demands. Her position will reflect this and bylaw enforcement will continue to be assigned to Jason Kevis.

The above changes amount to an increase in staff resources by 1.4 FTE. It is possible that positions will be filled by internal candidates but hiring is ultimately subject to the collective agreement and qualifications. These changes are reflected in the draft budget and can be debated through the financial plan process.

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

This report helps provide direction for the allocation of staff resources. Adopting clear priorities is an important tool for the organizations direction.



**Financial:**

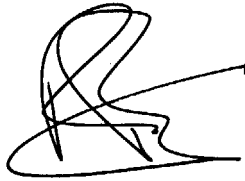
This report is setting the direction for financial priorities and the preparation of the financial plan. It lays the groundwork for decisions to be made in the financial plan process.

**Policy or Legislation:**

Resource demands are driven by various regulations and standards and the level of service that the Board sets for the organization.

**Options Considered:**

The managers have focused their attention on the resources required for the boards priorities and how they can be realized efficiently with modest cost implication. The option exists to lower expectations and reduce the level of priority on those projects that are driving the need for additional resources.



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

At the ACRD Priority Setting Workshop on December 15, 2016 the ACRD Board worked through a number of steps to clarify the Board's priorities for the remainder of the term and to give direction to staff. The following outlines the key considerations and decisions of the Board at the workshop.

### Topic 1: Clear Board direction to staff

**Background:** Currently requests come from many different sources including the Board, committees, Directors, interest groups and citizens. It is not always clear where staff should take direction from.

**Board direction:**

- All direction to staff must come from the Board through resolution of the Board.
- Any recommendations from Committees should be directed to the Board for its consideration and decision.
- Any requests from individual Board members should be directed to the Board for consideration and decision. Further, discussion related to policy and direction should be with the CAO.

### Topic 2: Management of unanticipated/unbudgeted requests?

**Background:** The ACRD is challenged when a request is made for an unanticipated/unbudgeted item as there is not always a clear source for funding and resources.

**Board direction:**

- All unanticipated/unbudgeted requests should be provided to the Board with advanced notice.
- The Board should ensure there is adequate information about and informed discussion of any unanticipated/unbudgeted requests.
- Funds for supported unanticipated/unbudgeted requests should be taken from contingency funds.
- Good planning and cost projections should assist in reducing the frequency of unanticipated/unbudgeted requests.

### Topic 3: Expectations for progress update communication

**Background:** Striking the right balance between too much information and not enough is a challenge for both Board members and staff.

**Board direction:**

- There should be two significant updates provided to the Board at the mid-year and end of year.
- Once a month the Board should be provided with a report of the % of budgets spent to date.
- Updates for major projects should be provided in writing every two months.
- Progress reports to the Board should be organized to show prioritized tasks, separated regional and EA area initiatives, and target completion dates.
- Some rigour should be used in identifying staff time allocations (both direct service and support service) to individual initiatives so that complete and detailed costing of individual services can be generated.

### Topic 4: Funding and resourcing of initiatives outside of funded services

**Background:** Many demands are related to requests that are outside the ACRD services (helipads, highway connectors) and some are beyond the control of the ACRD.

**Board direction:**

- For items of regional importance funding may be provided from general government by way of a Board decision/resolution.
- For items of importance to electoral areas funding can be provided through grants to a not for profit agency or through a partnership of a not for profit agency and ACRD funding.

**Topic 5: Board priorities, expectations & targets**

**Background:** Given the resourcing challenges identified, the Board was asked to identify its priorities so that resources can be focused on the highest priorities of the Board.

The tables below list the key initiatives (not including core services) on the ACRD work plan and the relative importance of each as identified by consensus of the Board at the workshop. Where the Board made special mention of details notes are provided in the table below each item.

Four categories of Initiatives:

- Currently funded and resourced initiatives
- Proposed services
- Partially funded and resourced initiatives
- Unfunded & not resourced initiatives

Each initiative was assigned a priority as follows:

High priority – immediate priority – should be funded and resourced

Medium priority – longer term 1- 2 years for completion – funding & and resourcing should be planned

Low priority – could be deferred to next term of office - preliminary planning for funding and resourcing

Defer/abandon – no funding or resources should be allocated at the present time

	<b>Adequately Funded</b>	<b>Adequately Resourced</b>	<b>Projects and Services</b>	<b>High Priority</b>	<b>Medium Priority</b>	<b>Low Priority</b>	<b>Defer/ Abandon</b>
<b>1.</b>	<b>Yes</b>	<b>Yes</b>	<b>ACRD Committees</b> there is general support and follow up on recommendations and initiatives as well as the terms of reference and conduct of committees. A review of the terms of reference and training for members is recommended. Committee work by staff and committee influence over workload have both increased	<b>√</b>			
<b>2.</b>	<b>Yes</b>	<b>Yes</b>	<b>Bylaw updates</b> – There are three significant bylaw projects – an update to the Service Standards, Development Cost Charges and completing the Zoning Bylaw, in part this is the transition of former BCID bylaws to ACRD standard.	<b>√</b>			
<b>3.</b>	<b>Yes</b>	<b>Yes</b>	<b>Agriculture Plan</b> – current focus is the Ag Show in the new year	<b>√</b>			
<b>4.</b>	<b>Yes</b>	<b>Yes</b>	<b>Regional Parks</b> – the Committee needs to be activated with the options for a modest service. In the meantime, direction for the Log Train Trail, Inlet trail potential involvement in connections to the Parks Canada Pacific Rim Park trail needs consideration	<b>√</b>			

5.	Yes	Yes	<b>AVRA runway expansion</b> - Crown Land negotiations, industrial road, OLS Clearing, lease sites, construction and ongoing operational & maintenance, operating policy and procedures, school district follow up	√			
6.	Yes	Yes	<b>CYAZ</b> naming and marketing, lease agreements, new lease opportunities, review operations and maintenance with respect to new infrastructure and changing operations with lighting	√			
7.	Yes	Yes	<b>Gas Tax Policy/</b> priorities/policies - outside agencies	√			
8.	Yes	Yes	<b>Fire Depts</b> - chief's selection & policy VFD, future role for the fire services coordinator/ WorkSafeBC issues, records management association policy and procedures, capital planning, training centre	√			
9.	Yes	Yes	<b>Bamfield water</b> treatment plant construction – grant application, tender and construction oversight	√			
10.	Yes	Yes	<b>Millstream Water</b> – contract for maintenance service – review options and transition, capital plan and rate review	√			
11.	Yes	Yes	<b>Salmon Beach contract services</b> , committee relations, Water supply development, Sewer Review, Road Standards, public communications, volunteer coordination	√			
12.	Yes	Yes	<b>Sproat Lake Parks</b> – support for committee and 2017 trail projects, close Cougar Smith Park well, develop policy and procedures for recreational programs	√			
13.	Yes	Yes	<b>Cherry Creek Trail</b> funding and construction oversight, establish parks committee?	√			
14.	Yes	Yes	<b>Evergreen Park</b> (Beaver Creek) ongoing maintenance, trespass issues and public safety	√			
15.	No	No	<b>Emergency Coordination on Westcoast</b> – Follow up from November 28 workshop  <i>Notes from workshop: Tofino and Ucluelet to provide in-kind services and initial coordination of Federal Grant application. Communities to contribute \$1000 in 2017.</i>	√			

16.	No	Partially	<p><b>Bell Road/Stuart Avenue water</b> confirm supply from TFN and conduct community consultation</p> <p><i>Notes from workshop: Proceed to negotiate an agreement with the First Nation. Water supply and costing to come from the City of Port Alberni.</i></p> <p>If the initiative proceeds, establish a service to raise funds for the cost of the service.</p>				
17.	No	No	<p><b>Great Central Lake</b> private water system to become a regional district service, system analysis, service options and transition.</p> <p><i>Notes from workshop: All costs for any analysis and design to be provided by the developer.</i></p>			✓	
18.	Partially	Partially	<p><b>Asset Management</b> – Develop Board policy, strategy and plan for each service and asset category. Documentation to include locations, condition, risk, level of service and long term financial plan for each asset based on policy. Provide regular reports to the Board and engage staff (and respective volunteers / contractors) at all levels</p> <p><i>Notes from workshop: Outline steps and priorities to develop over time.</i></p>	✓			
19.	Partially	Partially	<p><b>Occupational Health and Safety</b> – there is a need to review practices and procedures across the entire organization including volunteers and fire departments to develop a culture of safety?</p>	✓			
20.	Partially	Partially	<p><b>Reconciliation</b> there are several initiatives that rest with the Committee</p> <p><i>Notes from workshop: Consider disbanding the Committee in favour of integration of Reconciliation initiatives into all processes. Focus on areas where ACRD priorities are impacted.</i></p>	✓			

21.	Yes	No	<p><b>AV landfill</b> tenure is the most important issue in advance of several large capital improvements – TFN and FLNR / Third avenue recycling depot improvements are ongoing (150 grant completion). DL 105 maintenance and organics infrastructure. Also illegal dumping issues</p> <p><i>Notes from workshop: The Board was divided on this initiative voting High-3 Medium-3 and Low-1</i></p>	✓	✓		
22.	Yes	Partially	<p><b>ACRD Office Maintenance and Improvements</b> Administration building requires renovations for accessibility and office security to follow up on an office assessment, regular maintenance to include painting.</p> <p><i>Notes from workshop: Long term plan</i></p>		✓		
23.	Partially	Partially	<p><b>Solid Waste options</b> for Bamfield area - analysis for Bamfield Marine Station, Uchucklesaht and Huu-ay-aht. FCM grant opportunity?</p>		✓		
24.	Yes	Partially	<p><b>AVLF disposal bans, SWMP initiatives, tipping fees</b> and landfill gas management</p>	See AV Landfill above			
25.	Yes	No	<p><b>Alberni Valley Regional water supply</b> – Sproat Lake study and assessment, consultation with water users, negotiations with Catalyst</p>			✓	
26.	Yes	Partially	<p><b>AV Emergency Planning Exercise Coastal Response</b> – development of five-year budget and initiate report recommendations</p> <p><i>Notes from workshop: The Board was divided on this initiative voting High-3 Medium-4</i></p>	✓	✓		
27.	Partially	Partially	<p><b>Water supply for CYAZ</b> from Parks Canada - oversee connection, coordinate mothball of former water facilities, develop agreement for water use, develop new maintenance contract, revise capital planning</p>	✓			

28.	Yes	Partially	<p><b>Westcoast Multiplex</b> – coordination with Society and consultant to complete business plan, confirm details of project, accountability for fundraising, grant options, business plan, facility design</p>	✓			
29.	Partially	Partially	<p><b>Communications</b> – better reports to the board, public engagement Website, social media ....</p> <p><i>Notes from workshop: The Board discussed external communications and the possibility of contracting for some communications expertise.</i></p>			✓	
30.	Yes	Partially	<p><b>Contractor data base/policy</b> – plan to ensure all contractors that the ACRD use will meet the requirements for WCB, insurance, and continually follow to ensure compliance to ACRD policies and procedures.</p> <p><i>Notes from workshop: Explore the potential to contract with the City of Port Alberni to develop a single data base of qualified contractors.</i></p>	✓			
31.	Yes	Partially	<p><b>WCLF</b> – organics, recycling improvements and waste education projects, communication improvements for WC service (social media)</p> <p><i>Notes from workshop: West Coast communities funding to be provided to not-for profit agencies. West Coast communities to provide staff support.</i></p>	✓			
32.	No	Partially	<p><b>General projects:</b> Grants, Building inspection and contract services, Future of Beaver Creek hall, General review of policies</p>				
33.			<p><b>Notes from workshop:</b>  <b>Grants</b> – retain contractor  <b>Review of procedure and personnel bylaw</b></p>	✓			

34.	No	No	<p><b>Auditor General for Local Government</b> – there have been numerous reports from past audits that define best practices for various initiatives from procurement to project management. We should review our own practise and have the Board consider the recommendations that apply.</p> <p><i>Notes from workshop: Staff to provide summary reports to the Board.</i></p>		✓		
35.	No	No	<p><b>Shared services</b> – initiated by the City there is a request to review this potential further, what specifically are the services to consider and what are the expectations to be realized?</p> <p><i>Notes from workshop: ACRD-CPA Committee to bring forward recommendations when and where appropriate.</i></p>				
36.	No	No	<p><b>Contaminated sites and the ACRD audit requirement</b> – It is required that the ACRD evaluate its properties and assets from the perspective of the legislation and ensure that the financial statements reflect any liabilities.</p>	✓			
37.	No	No	<p><b>Climate Change</b> – with the direction provided by the Board staff will review outside resources to prepare the organization by reviewing operations and properties to develop policy and procedures for implementation in 2018.</p> <p><i>Notes from workshop: Board in agreement with the above direction.</i></p>				
38.	No	No	<p><b>Hospital District</b> – day to day management of the Hospital Board but broader health care and lobbying efforts can be significant. Supporting the Health Network is another role</p> <p><i>Notes from workshop: No additional resources to be provided.</i></p>			✓	



39.	No	No	<p><b>Invasive species</b> – There is an expectation building that ACRD should be more active in the role of management, what role do Directors see the ACRD performing and what resources are to be allocated.</p> <p><i>Notes from workshop: No additional resources to be provided.</i></p>			✓	
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Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of

#	Date	Action Item	Service Area	Priority Resources	Assigned	Target Date	Status/Recommendation
<b>ADMINISTRATION</b>							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>FINANCE</b>							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
<b>ENVIRONMENTAL SERVICES</b>							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of

#	Date	Action Item	Service Area	Priority Resources	Assigned	Target Date	Status/Recommendation
<b>PLANNING</b>							
29.							
30.							
31.							
32.							
33.							
34.							

## Vision

*The Alberni-Clayoquot Regional District is an umbrella organization through which independent communities can work together for the benefit of the whole, by: sharing resources and ideas; proactively providing affordable, responsive services; and contributing towards a vibrant community through sustainable, controlled growth.*

### Values

Directors will act with:

- Integrity
- Respect
- Ethics
- Honesty
- Understanding
- Solidarity

The regional government will be:

- Efficient
- Financially transparent
- Open and approachable with its communication
- Responsive to the needs of its constituents

Services will be:

- Quality based
- Equitable
- Sustainable

Communities and their constituents will be:

- Healthy
- Safe

### Core Services

Core services are those services required by regulation, or committed to by the ACRD because they are not provided by other organizations. Core services of the ACRD include:

911	General government (administration and finance)	Planning
Building inspection	Regional library	Emergency planning
Waste management	Volunteer fire departments (3)	Bamfield and Millstream water systems
Some Salmon Beach services	Arena parcel tax	Airports

### Summary of Action Items previous Directors Strategic Planning Sessions

TOPIC	PRIORITY	ACTION ITEM
Reconciliation	1. Adopt "We Are All One"	<ul style="list-style-type: none"> <li>• Liaise with the NTC and Friendship centre and develop specific actions of the ACRD</li> <li>• Define what this means and the specific actions that it implies</li> </ul>
	2. Regional and Municipal representatives attend First Nations meetings	<ul style="list-style-type: none"> <li>• consult with each of the 10 FN on ACRD initiatives, develop regular attendance of ACRD reps at their meetings if acceptable and draft a schedule for directors to attend and report</li> </ul>
Rural Water Systems & Alberni Valley Regional Water	3. Aging infrastructure	<ul style="list-style-type: none"> <li>• Evaluate tax/tolls thru budget process to increase revenues for capital requirements</li> <li>• Set priorities for gas tax monies and future grants and implement a capital improvement program</li> <li>• Lobby Island Health for reasonable approach to water treatment standards</li> </ul>
	4. Island Health 4-3-2-1	
Planning	5. Zoning Bylaws	<ul style="list-style-type: none"> <li>• Proceed with update to zoning bylaw</li> </ul>
Health Network	6. How do we go from a sickness model to wellness model	<ul style="list-style-type: none"> <li>• Provide more information on Uchucklesaht model – seek common strategies for the board of directors</li> </ul>
	7. Local representation on Island Health	<ul style="list-style-type: none"> <li>• Secure criteria and process for appointments</li> <li>• Letter to Island Health Directors</li> </ul>
Economic Development	8. Transportation Infrastructure (AV and LB airports, roads, port authority)	<ul style="list-style-type: none"> <li>• Continue with actions through the Health Network – how do we get from here to there</li> <li>• Transportation Committee to continue to lobby and work with government for regional priorities for Highway 4</li> <li>• Develop specific deliverables for ED</li> </ul>
Airports	9. Navigational Aids	<ul style="list-style-type: none"> <li>• Complete capital improvements at both airports</li> </ul>
Planning	10. Application process clarity	<ul style="list-style-type: none"> <li>• Step by step user friendly procedure, eventually to be placed on website</li> <li>• Clarify roles of staff with a business friendly approach</li> <li>• Consult with developers and other interests.</li> </ul>



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 GENERAL GOVERNMENT SERVICES  
 PARTICIPANTS: ALL MEMBERS

Draft  
 For Discussion

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 178,506	\$ 178,506	Surplus (deficit) from prior years	\$ 270,287	\$ -	\$ -	\$ -	\$ -	1
2	236,656	236,656	Committed funds - ACRD Health Network	205,801	146,301	119,301	92,301	-	2
3	924,049	924,044	Tax requisition	917,863	1,222,200	1,230,900	1,145,100	1,169,702	3
4			<i>Government grants</i>						4
5	29,600	10,450	Conditional	15,600	-	-	-	-	5
6	115,733	80,000	Conditional - ACRD Health Network	90,000	110,000	110,000	-	-	6
7	187,763	125,000	Unconditional	125,000	125,000	125,000	125,000	125,000	7
8	217,363	215,450	Total government grants	230,600	235,000	235,000	125,000	125,000	8
9	16,487	8,000	Grant in lieu of taxes	8,000	8,000	8,000	8,000	8,000	9
10	67,917	70,000	Other sources	70,000	70,000	70,000	70,000	70,000	10
11	<b>\$ 1,756,711</b>	<b>\$ 1,632,656</b>	<b>TOTAL REVENUE</b>	<b>\$ 1,702,551</b>	<b>\$ 1,681,501</b>	<b>\$ 1,663,201</b>	<b>\$ 1,440,401</b>	<b>\$ 1,372,702</b>	11
<b>EXPENDITURES</b>									
12	\$ 50,000	\$ 50,000	Capital fund contribution	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	12
13			<i>Health Network</i>						13
14	81,244	80,000	Coordinator	80,000	80,000	80,000	64,000	-	14
15	13,142	15,000	Labour & benefits	15,000	15,000	15,000	12,000	-	15
16	52,202	65,000	Operating	54,500	42,000	42,000	16,301	-	16
17	146,588	160,000	Total Health Network costs	149,500	137,000	137,000	92,301	-	17
18			<i>Labour &amp; related costs</i>						18
19	10,471	15,000	Convention/professional development	15,000	15,000	15,000	15,000	15,000	19
20	1,005,871	1,005,000	Labour & benefits	1,108,000	1,130,200	1,152,800	1,175,900	1,199,400	20
21		-	Labour negotiations	-	15,000	-	-	-	21
22	4,870	5,000	Occupational health & safety committee	10,000	5,000	5,000	5,000	5,000	22
23	1,194	1,000	Recruiting	1,000	1,000	1,000	1,000	1,000	23
24	1,022,406	1,026,000	Total labour & related costs	1,134,000	1,166,200	1,173,800	1,196,900	1,220,400	24
25			<i>Legislative costs</i>						25
26	750	750	Coastal Communities Network	750	-	-	-	-	26
27	1,702	5,000	Reconciliation initiatives	5,000	-	-	-	-	27
28	138,246	140,000	Directors indemnities	140,000	140,000	140,000	140,000	140,000	28
29	4,693	5,000	Directors education	5,000	5,000	5,000	5,000	5,000	29
30	29,316	33,000	Directors travel	33,000	33,000	33,000	33,000	33,000	30
31	4,448	6,500	FCM convention & membership	6,500	6,600	6,700	6,800	6,900	31
32	179,155	190,250	Total legislative costs	190,250	184,600	184,700	184,800	184,900	32



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 GENERAL GOVERNMENT SERVICES (continued)  
 PARTICIPANTS: ALL MEMBERS

Draft  
 For Discussion

Line	History		EXPENDITURES (continued)	Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
33	\$ 763	\$ 5,000	Natural Resources Committee	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	33
34			<i>Office costs</i>						34
35	19,774	10,000	Building maintenance	15,000	15,000	15,000	15,000	15,000	35
36	20,999	21,000	Building utilities	23,000	24,000	25,000	26,000	27,000	36
37	62,707	61,000	Computer expenses	69,000	65,000	65,000	65,000	65,000	37
38	58,475	75,000	IT contractor	75,000	75,000	75,000	75,000	75,000	38
39	20,817	22,000	Janitorial service	22,000	22,500	22,500	22,500	22,500	39
40	3,580	3,000	Office equipment	4,000	4,000	4,000	4,000	4,000	40
41	16,648	20,000	Office supplies - general	20,000	20,000	20,000	20,000	20,000	41
42	2,994	7,000	Office supplies - toner	6,000	6,000	6,000	6,000	6,000	42
43	7,329	8,500	Postage	8,500	8,500	8,500	8,500	8,500	43
44	13,784	16,000	Telephone	16,000	16,000	16,000	16,000	16,000	44
45	227,107	243,500	Total office costs	258,500	256,000	257,000	258,000	259,000	45
46			<i>Other costs</i>						46
47	2,881	4,000	Advertising & publicity	4,000	4,000	4,000	4,000	4,000	47
48	3,287	5,000	50th anniversary costs	-	-	-	-	-	48
49	607	1,000	Bank interest & bad debts	1,000	1,000	1,000	1,000	1,000	49
50	5,683	6,000	Committee expenses	6,000	6,000	6,000	6,000	6,000	50
51	10,200	10,450	Woodstove rebate program	15,600	-	-	-	-	51
52	7,457	7,000	Memberships & subscriptions	8,000	8,000	8,000	8,000	8,000	52
53	3,892	4,000	Staff travel	4,000	4,000	4,000	4,000	4,000	53
54	2,894	5,000	Vehicle operation	5,000	5,000	5,000	5,000	5,000	54
55	36,901	42,450	Total other costs	43,600	28,000	28,000	28,000	28,000	55
56			<i>Professional fees &amp; insurance</i>						56
57	20,920	22,000	Audit fees	22,000	22,000	22,000	22,000	22,000	57
58	35,506	33,500	Insurance - liability	37,000	37,000	37,000	37,000	37,000	58
59	6,874	8,000	Insurance - property	8,000	8,000	8,000	8,000	8,000	59
60	7,253	30,000	Legal fees	30,000	30,000	30,000	30,000	30,000	60
61	70,553	93,500	Total professional fees & insurance	97,000	97,000	97,000	97,000	97,000	61
62	13,150	40,000	Studies & reports	40,000	40,000	40,000	40,000	40,000	62
63	- 466,000 -	454,700	Recovery of administration costs	- 511,600 -	511,600	511,600	511,600	511,600	63
64	<b>\$ 1,280,623</b>	<b>\$ 1,396,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,466,250</b>	<b>\$ 1,452,200</b>	<b>\$ 1,460,900</b>	<b>\$ 1,440,401</b>	<b>\$ 1,372,700</b>	64



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 GENERAL GOVERNMENT SERVICES (continued)  
 PARTICIPANTS: ALL MEMBERS

Draft  
 For Discussion

		History							Budget	
		2016	2016						2021	
		ACTUAL	PLAN	2017	2018	2019	2020	2021		
65	\$	476,089	\$ 236,656	\$ 236,301	\$ 229,301	\$ 202,301	\$ -	\$ 2	65	
<b>FINANCIAL PLAN BALANCE</b>										
66		50,000	50,000	60,000	50,000	50,000	50,000	50,000	66	
67			52,000	52,000	52,000	52,000	52,000	52,000	67	
68		415,162	415,162	476,089	146,301	119,301	92,301	-	68	
69	\$	110,927	-\$ 180,506	-\$ 231,787	\$ 81,000	\$ 81,000	-\$ 94,301	-\$ 1,998	69	
<b>ANNUAL SURPLUS/(DEFICIT)</b>										
(for Financial Reporting purposes)										
<b>CAPITAL FUND</b>										
70	\$	34,521	\$ 35,607	\$ 63,088	\$ 83,088	\$ 86,088	\$ 106,088	\$ 146,088	70	
71		50,000	50,000	60,000	50,000	50,000	50,000	50,000	71	
72			-	-	-	-	-	-	72	
73									73	
<i>Less - capital expenditures</i>										
74		17,481	65,000	30,000	47,000	30,000	10,000	10,000	74	
75		3,952	-	-	-	-	-	-	75	
76		-	-	10,000	-	-	-	-	76	
77		21,433	65,000	40,000	47,000	30,000	10,000	10,000	77	
78	\$	<b>63,088</b>	<b>\$ 20,607</b>	<b>\$ 83,088</b>	<b>\$ 86,088</b>	<b>\$ 106,088</b>	<b>\$ 146,088</b>	<b>\$ 186,088</b>	78	
<b>BALANCE, END OF YEAR</b>										





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance  
Mike Irg, Manager of Planning & Development

**Meeting Date:** February 8, 2017

**Subject:** Regional Planning 2017-2021 Financial Plan

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**Recommendation:**

***THAT the Board of Directors review the Regional Planning proposed budget and approve to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.***

**2016 Highlights:**

Mapping:

- Partnered with agencies to cost share lidar and aerial photography for the South Long Beach area, Long Beach Airport, AV Airport, Somas Estuary, and Bamfield Area. This has significantly reduced the costs to the ACRD.

Regional Planning Initiatives include:

- Participated in reviewing the Arrowsmith Timber Supply Review (rate of harvest) that is being conducted by the Ministry of Forests, Lands and Natural Resource Operations (FLNRO).
- Reviewed Forest Stewardship Plan renewals.
- Reviewed Salvage Plans and Forest Management Plans for Woodlots and Community Forests.
- Reviewed FLNRO proposal for Woodlot replacement lands.
- Reviewed Non-Farm Use applications from the Agriculture Land Commission (ALC).
- Reviewed Ministry of Transportation and Infrastructure road closure referrals.
- Reviewed Crown lease and Miscellaneous Referrals including; Water licences, Protection of Marbled Murrelet & Northern Goshawk, Telus Communications @ Mt. Ozzard, Water Licence - Commercial Power for Westcoast Wild Adventures, Adventure Tourism – Bamfield Kayaking, Backcountry Hut proposal, Foreshore leases, Commercial Marina - Bamfield, Sand & Gravel - Ucluelet, BC Hydro – Ucluelet Junction, and Log Dumping – Alberni Inlet.
- Reviewed Sugsaw Lake Community Watershed assessment.

The Agriculture Initiatives during the year included:

- The organization of the Islands Agriculture Show held Feb 2-5, 2017 in Port Alberni. Second largest agriculture trade show in the province. There are 55 exhibitors and two days of conference speakers. All day Farm Start Up workshop held on Thursday, February 2 to teach the business side of starting a small-scale farm. Farmer Mixer held Thursday evening to provide a networking opportunity for new farmers and those interested in farming. Barkley Sound Marine Production tour on Sunday, February 5 to highlight aquaculture opportunities in Barkley Sound – oyster farms, seed farms and other shellfish.
- Abattoir Feasibility Study completed April 2016. Study determined the viability of developing a local red meat abattoir. Public consultation event held on October 27, 2016 to present the study to farmers and interested

residents. From the town hall event, an Abattoir Working Group was established to determine the next steps in facilitating local red meat processing.

- Completed an Agricultural Land Use Inventory and Water Demand Model for the Alberni Valley in partnership with the Ministry of Agriculture and the Partnership for Water Sustainability in BC. The project is a water management-planning tool to provide current and future agricultural water demands for agriculture in the Alberni Valley. The project included field studies lead by the Ministry of Agriculture and a water demand model that is being developed by Ministry staff. The final project report will be published in spring 2017.
- Secured a \$25,000 Grow Local BC grant from the Investment Agriculture Foundation of BC to facilitate a broad education plan across the Regional District. The program spanning over two years will include garden consultation design workshops, horticultural demonstration events, SD70 youth education days, expert speakers and hands on activities, edible garden tours, media and public awareness campaign. The program will be a collaborative effort across all of the Alberni Valley, Port Alberni and West Coast communities with ten local partnering organizations. The campaign is expected to launch in spring 2017.
- Secured an extension on a \$7,950 Real Estate Foundation grant to develop policies and procedures for the agricultural use of water within the ACRD. The program will assess the current status of water availability for agriculture in the Regional District, provide education on regulatory requirements for securing access to water, develop a rainwater catchment rebate program with a potential pilot project and foster public and professional awareness of the issues and opportunities surrounding access to water for agricultural use. The program is expected to launch in spring 2017.
- Coordinated with the Alberni Valley News to develop the 2017 West Coast Growers Guide, which was published on Jan 31, 2017. The guide provides a listing and map of local farms and editorials on local farming and food security opportunities in the Alberni Valley and West Coast Communities.
- Coordinated the organization of a fruit-pressing event, which was held on October 16, 2016. The event brought in a mobile apple and pear press that was able to process 9765 pounds of fruit with proceeds going to the Alberni Valley Gleaning Project.
- Family Farms Day held on September 18, 2016. Six farms participating in self-guided tour geared towards families with young children. The ACRD also had an agricultural booth at the Alberni Fall Fair with information about our local initiatives.
- Brought forward a resolution to the Union of British Columbia Municipalities to lobby for the development of a provincial rainwater harvesting system rebate program for agricultural users. The UBCM resolution passed.
- Supported a number of local agricultural and food security initiatives with in kind support and letters of support. These initiatives include projects lead by the Port Alberni Shelter Society, Hupacasath First Nation, Alberni Valley Transition Towns Society, City of Port Alberni Food Security and Climate Disruption Committee.
- Networking facilitated by the Agricultural Support Workers. This included a guided tour of farming operations on the west coast and meetings with west coast organizations involved in food security.

### **Upcoming for 2017:**

Regional Planning Initiatives for 2017 include:

- Implementing the Climate Action Charter.
- A significant portion of staff time will be devoted to referrals from other agencies including the Agriculture Land Commission, Crown Lands, FLNRO (forestry), and Mines.
- Staff time is also expected to review private forestry land referrals, treaty referrals, and to provide mapping assistance provided to our local government partners.
- Review of proposed protection of the Western Painted Turtle Habitat.
- Review of Sproat Lake Community Watershed assessment (BC Timber Sales).
- Staff will continue to look for partnering opportunities to cost share air photos and lidar.

The key agricultural initiatives and projects planned for 2017 include:

- Launch the “What’s On Your Fork” Grow Local campaign facilitated by the \$25,000 grant from the province. This grant requires \$6,000 to \$8,000 in kind and cash support from the ACRD over two years. Those costs could rise as it is a broad collaborative project across ten organizations. Workshops & garden consultations will be held in

Tofino, Ucluelet, Bamfield, and First Nations communities on the West Coast. This collaborative community effort over the next two years and across ten local organizations in the Alberni Valley and West Coast communities will educate our residents and youth to grown their own food.

- The Tofino Community Food Initiative, the Ucluelet Local Food Society, and Eat West Coast are partners on the “What’s on Your Fork” campaign.
- Complete the Water Policy Review for the Agricultural Use of Water facilitated by the \$7,950 grant from the Real Estate Foundation. This grant requires \$7,950 cash contribution from the ACRD.
- The ADC has supported a grant application from the CPA Food Security and Climate Disruption Committee to develop a website dedicated to a farmer’s directory, interactive map and local food and agriculture initiatives. The CPA would contribute \$2,500 and the ACRD would contribute \$2,500 in cash contribution. It would be expected that either the ACRD or another volunteer organization would handle the long-term maintenance and content of the website.
- Review of the Alberni Valley Agriculture Plan to include the west coast communities – Tofino, Ucluelet, Bamfield, First Nation communities. Initial discussions with Investment Agriculture Foundation indicate that they would be interested in a 50/50 grant opportunity to fund an Agriculture Plan specific to the west coast. Follow up with the Barkley Sound Marine Production tour to be held on Sunday, Feb 5<sup>th</sup> to determine next steps on how best to facilitate food production and food security across all communities on the west coast.
- Continued work with the Abattoir Working Group to develop a plan for moving forward with developing a local abattoir. This will require Ag Support Worker time to work with the group, lobby the government, seek grant opportunities, discuss with farming community, etc.
- Family Farms Day in September 2017. Alberni Fall Fair booth in September 2017. Islands Agriculture Show booth in February 2018.

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

Staff time is required in Regional Planning for Crown land and foreshores tenure referrals, planning in the Barclay Sound, watershed management and float home issues. Referrals from numerous sources also require staff time for example mines, forestry and road closures. ALR applications and the Agriculture Committee are another component of Regional Planning. Finally, support is provided to implement the agriculture initiatives as developed in the agriculture plan.

**Financial:**

The residential tax rate for 2017 is \$0.025 per \$1,000 of assessed value. This is a slight reduction from \$0.028 in the prior year.



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

Teri Fong, CPA, CGA, Manager of Finance



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



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

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 REGIONAL PLANNING  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 22,455	\$ 22,454	Surplus (deficit) from prior years	\$ 27,858	\$ -	\$ -	\$ -	\$ -	1
2	163,046	163,046	Tax requisition	153,642	169,000	168,100	169,200	170,300	2
3	2,500	-	Conditional grant	-	-	-	-	-	3
4	2,674	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	3,600	1,000	Sales of services	1,000	1,000	1,000	1,000	1,000	5
6	195	-	Other sources	-	-	-	-	-	6
7	<b>\$ 194,470</b>	<b>\$ 187,500</b>	<b>TOTAL REVENUE</b>	<b>\$ 183,500</b>	<b>\$ 171,000</b>	<b>\$ 170,100</b>	<b>\$ 171,200</b>	<b>\$ 172,300</b>	7
<b>EXPENDITURES</b>									
8	\$ 28,000	\$ 28,000	Administration charge	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	8
9	8,195	8,000	Capital fund contribution	8,000	8,000	8,000	8,000	8,000	9
10			<i>Labour &amp; related costs</i>						10
11	1,378	2,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	11
12	55,283	56,000	Labour & benefits	52,000	53,000	54,100	55,200	56,300	12
13	-	500	Recruiting costs	500	500	500	500	500	13
14	56,661	58,500	Total labour & related costs	54,500	55,500	56,600	57,700	58,800	14
15			<i>Office costs</i>						15
16	2,603	5,000	Office operations	5,000	5,000	5,000	5,000	5,000	16
17	5,815	10,000	Computer operations	10,000	10,000	10,000	10,000	10,000	17
18	159	1,500	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	18
19	8,577	16,500	Total office costs	16,500	16,500	16,500	16,500	16,500	19
20			<i>Other costs</i>						20
21	-	2,000	Agricultural Advisory Committee	2,000	2,000	2,000	2,000	2,000	21
22	47,213	45,000	Sustainability Planning (Ag. Plan Init. 2016 & 17)	45,000	45,000	45,000	45,000	45,000	22
23	5,950	8,000	2017 Ag Show hosting costs	8,000	2,000	-	-	-	23
24	-	1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	24
25	53,163	56,000	Total other costs	56,000	50,000	48,000	48,000	48,000	25



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 REGIONAL PLANNING (continued)  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

3100.5

Draft  
 For Discussion

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
			<b>EXPENDITURES (continued)</b>						
26			<i>Professional fees</i>						26
27	\$ -	\$ 5,000	Consultant costs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	27
28	-	1,000	Float homes	1,000	1,000	1,000	1,000	1,000	28
29	137	2,000	Legal costs	2,000	2,000	2,000	2,000	2,000	29
30	11,880	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	30
31	12,017	20,500	Total professional fees	20,500	13,000	13,000	13,000	13,000	31
32	<b>\$ 166,612</b>	<b>\$ 187,500</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 183,500</b>	<b>\$ 171,000</b>	<b>\$ 170,100</b>	<b>\$ 171,200</b>	<b>\$ 172,300</b>	32
33	\$ 27,858	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	33
34	8,195	8,000	Add: Transfer to reserves	8,000	8,000	8,000	8,000	8,000	34
35		6,000	Deduct: Estimated amortization not included	6,000	6,000	6,000	6,000	6,000	35
36	22,455	22,454	Surplus from previous year	27,858	-	-	-	-	36
37	<b>\$ 13,598</b>	<b>-\$ 20,454</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 25,858</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	37
			<b>CAPITAL FUND</b>						
38	\$ 18,805	\$ 18,804	Balance, beginning of year	\$ 26,999	\$ 22,799	\$ 26,099	\$ 29,399	\$ 32,799	38
39	8,000	8,000	Contribution from operating fund	8,000	8,000	8,000	8,000	8,000	39
40	194	200	Interest earnings	300	300	300	400	400	40
41			<i>Less - capital expenditures</i>						41
42	-	5,000	Aerial photos^	5,000	5,000	5,000	5,000	5,000	42
43	-	7,500	Mapping software^	7,500	-	-	-	-	43
44	-	12,500	Total capital expenditures	12,500	5,000	5,000	5,000	5,000	44
45	<b>\$ 26,999</b>	<b>\$ 14,504</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 22,799</b>	<b>\$ 26,099</b>	<b>\$ 29,399</b>	<b>\$ 32,799</b>	<b>\$ 36,199</b>	45

^costs shared with Management of Development - Rural Areas



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** West Coast Committee/  
Russell Dyson, Chief Administrative Officer

**Meeting Date:** February 8, 2017

**Subject:** **Proposed Service – West Coast Transit**

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### **Recommendation:**

The West Coast Committee recommends THAT the ACRD Board of Directors instruct staff to work with BC Transit on a feasibility study for a transit service between Tofino and Ucluelet and the funds be allocated through general government services in 2017.

AND FURTHER

ACRD Staff recommends THAT the ACRD Board of Directors allocate 7 days of staff time from general government services in 2017 to explore with BC Transit options for a transit service between Tofino and Ucluelet.

### **Desired Outcome:**

To work with BC Transit to study a transit service between the communities of Ucluelet and Tofino.

### **Background:**

At the West Coast Committee meeting held on February 1<sup>st</sup>, a resolution was passed requesting the Board to instruct staff to work with BC transit on a study for transit services between Ucluelet and Tofino.

Since then, Regional District staff were advised by BC Transit that their expansion initiatives for the 2017/18 period have already been determined; however, they will be looking into future expansion opportunities for subsequent years in late spring early summer. Further, BC Transit advised that setting aside funds this year is not required, the next opportunity to discuss service expansion (in this case into a new community) would not take place for a few years.

Staff recommends the Regional District allocate funds in 2017 under general government services in order for staff to work with BC Transit on options to undertake a feasibility study.

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

Approximately 7 days of staff time required.

### **Financial:**

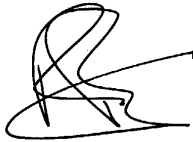
Staff time is estimated at approximately \$3,200. These funds would be allocated through reports and studies under general government services in 2017.

**Policy or Legislation:**

n/a

**Options Considered:**

The Regional District could consider funding the feasibility study through reports and studies under general government services in 2017.



Submitted by:

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** February 8, 2017  
**Subject:** Parcel Tax Roll Review Panel

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### Recommendation:

That the Board of Directors:

1. Set the date for the Parcel Tax Roll Review Panel sitting for **Wednesday, February 22, 2017, 11:30am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;
2. Appoint three directors and one alternate director to the Parcel Tax Roll Review Panel;
3. Appoint Teri Fong, CPA, CGA, Manager of Finance for the ACRD as the Collector for 2017.

### Desired Outcome:

To hold a Review Panel to update the Parcel Tax Roll for 2017.

### Summary:

The ACRD operates several services in which bylaws have been adopted authorizing the collection of a parcel tax. These include:

- Arena – Beaver Creek
- Arena – Cherry Creek
- Arena – Sproat Lake
- Bamfield Water System
- Beaver Creek Water System
- Sproat Lake Community Association
- South Long Beach Multi-Purpose Path
- Salmon Beach Garbage
- Salmon Beach Power
- Salmon Beach Security
- Salmon Beach Sewage
- Salmon Beach Recreation
- Salmon Beach Transportation
- Salmon Beach Water

The ACRD must prepare and authentic the parcel tax assessment rolls each year before February 28<sup>th</sup>. As there are no new parcel taxes in 2016 the tax roll only requires an update but this must still be done by a Parcel Tax Roll Review Panel sitting. The Regional District is required to appoint at least three people to sit on the review panel and set the date, time and place of the sitting.

Owners of properties located in the rural areas of the ACRD have been able to view the roll since February 3, 2017 at the Regional District office in Port Alberni during regular office hours. The portion of the roll that is applicable to Electoral Area 'C' - Long Beach is also available at the District of Ucluelet office during regular office hours. Advertisements were placed in both the AV News and the Westerly to notify the public of the process to update the parcel tax roll.



In 2016 there were a number of subdivisions that created new parcels for the roll. In order to comply with the Community Charter requirements for public notice, the ACRD issued parcel tax assessment notices to these property owners in early February to notify them of their inclusion in the parcel tax roll.

As per Section 205 of the Community Charter, a person may make a complaint to the parcel tax roll review panel for the following:

- a. There is an error or omission respecting a name or address on the assessment roll;
- b. There is an error or omission respecting the inclusion of a parcel;
- c. An exemption has been improperly allowed or disallowed.

In order for a request to be considered by the panel, it must be made in writing and received at the ACRD office at least 48 hours prior to the sitting of the Parcel Tax Roll Review Panel. The complaints received will be reviewed by the collector and those that qualify under the above criteria, will be added to the Parcel Tax Roll Review Panel meeting agenda for consideration by the panel. Any complaints regarding the amount of the various parcel taxes is not for consideration by the parcel tax roll review panel.

Once the parcel tax roll has been authenticated by the panel members, the parcel tax data is sent electronically to the Surveyor of Taxes. The Province will then include the parcel tax on the rural property tax notices that they issue each May to all rural property owners. The Province is responsible for collection of the parcel taxes on behalf of the ACRD and remits the funds collected to the ACRD in August each year.

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

Updating the Parcel Tax Roll does require some staff time each year based on the requirements of the Community Charter. A limited amount of elected officials' time will also be required to conduct the Review Panel sitting.

**Policy or Legislation:**

Part 7, Division 4 – Parcel Taxes of the Community Charter applies.



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

Teri Fong, CPA, CGA, Manager of Finance



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

Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Date:** February 3, 2017

**Subject:** Participation in the FCM Community Infrastructure Partnership Program (CIPP)

---

### **Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors agree to the participation in the FCM Community Infrastructure Partnership Project (CIPP) from January 31, 2017 to March 31, 2018, which includes the following:***

- ***One-day relationship building strategic planning workshops with the neighboring communities between January 31, 2017 and March 31, 2018, facilitated by CIPP Staff.***
- ***Participation of one senior staff person (Andrew McGifford, Manager of Environmental Services) and one elected official (Director Keith Wyton) and one alternate for each (Janice Hill, Environmental Services Coordinator and Bob Baden, Alternate Director), to serve on a working group which will meet monthly between workshops to further the joint service agreement development and coordinate with the CIPP team.***
- ***Regular participation in the First Nation – Municipal Network on LinkedIn.***
- ***Service as a mentor for others interested in pursuing First Nation – municipal collaboration.***
- ***Ongoing community engagement and keeping the community informed about CIPP.***
- ***Maintaining timely communication with CIPP staff to assist with coordinating the logistics of community visits and workshops, as appropriate.***

### **Desired Outcome:**

To develop a solid waste services agreement with the Huu-ay-aht First Nation (HFN) for Bamfield and Anacla including the Bamfield Marine Sciences Centre (BMSC).

### **Further information requested – deferred item from January 25, 2017 ACRD Board Meeting**

The Huu-ay-aht First Nation and the Bamfield Science Centre had approached the Alberni-Clayoquot Regional District in working together sharing services for garbage and recycling in the Bamfield and Anacla communities. This has been ongoing over the past few years, most recently added to the action list in April of 2016. By working together, the Anacla residents could start participating in the recycling program and the cost of garbage services could be reduced for all, as transportation out of these remote communities is very costly. We know there is a better way to minimize costs for all involved.

On October 14th, 2016 staff located an opportunity on the FCM website offering support for establishing joint solid waste management projects between First Nations and Municipalities. This was not a funding support,

rather a mentorship/administrative support. The time that is spent on this initiative would be done with or without the support of FCM facilitation. Staff communicated this opportunity to staff of the HFN and they shared interest in the opportunity.

On November 10th, 2016, staff received notification that our application was shortlisted and a phone interview was requested to discuss our needs further. The Huu-ay-aht FN, Bamfield Science Centre and ACRD staff all participated in their own phone interviews with the CIPP program representatives. ACRD staff and Director Wyton participated in the phone interview on November 15th, 2016.

On December 8th, 2016 staff received notification that our application was successful and requested that we submit a board resolution as soon as possible. The Board meeting schedule did not allow a resolution before January 2017. FCM then requested we submit a letter of intent to proceed with the project. A letter of intent from our Chair was sent to FCM on December 9th, 2016.

In January 2017, FCM requested that representatives from the ACRD, HFN and Bamfield Science Centre participate in workshop on relationship building and service agreement development. Representatives from FCM in Ottawa will host (at their expense) at workshop at the ACRD on January 31st, 2017.

The only costs realized by the ACRD will be staff time allotted to complete the project, other cost such as lunches and materials are covered by FCM through the facilitation grant. The time anticipated staff would be two six-hour workshops and monthly phone conferences to follow up with our progress. These costs are budgeted in the 2017 Alberni Valley and Bamfield waste services in which the Bamfield waste services currently requisitions \$60,000 for waste management.

### **Summary:**

In October 2016, the Federation of Canadian Municipalities (FCM), Community Infrastructure Partnership Project (CIPP), accepted applications to establish joint solid waste management projects with municipalities and First Nations. Staff submitted an application to assist with the development of service agreements with solid waste management in Bamfield and Anacla. The application was successful but requires a Board Resolution to proceed. The project will provide tools, resources and direct technical support to First Nation-Municipal waste partners and facilitate the development of equitable and sustainable agreements.

This initiative has been successful in other municipal and first nation relationships and will provide tools and agreements from successful experiences that we could apply in all of the possible relationships with our neighboring and treaty member first nations.

### **Background:**

Previously, the HFN had approached the ACRD with an interest in working together sharing services for garbage and recycling in the Bamfield and Anacla communities. The BMSC struggles with waste handling and were hoping to find an economic and effective solution for waste in Bamfield. The CIPP program offered support services to help us in developing an agreement for this.

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

Time requirements as listed in the recommendation and additional staff time as required.

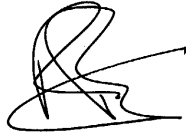
**Financial:**

The staff time allocated for the Alberni Valley and Bamfield waste services in 2017 will reflect inclusion of this project for completion.



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

Andrew McGifford, CPA, CGA, Manager of Environmental Services



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

Russell Dyson, Chief Administrative Officer



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**From:** Heather Zenner, Planner

**Date:** January 31, 2017

**Subject:** DVE16016, 4585 Compton Road (Lots 16, 17, 18, 19), Robin Redman.

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### Recommendation

*THAT the Board of Directors issue development variance permit DVE16016.*

### Background

On January 25, 2017 the Board reviewed an application for a development variance permit for  
LOT 16, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 17, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 18, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 19, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
located at 4585 Compton Road.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the February 8, 2017 Board meeting, staff will inform the Board.


ACRD staff will make a request to the Ministry of Transportation and Infrastructure that prior to final subdivision (lot line adjustment), the dwelling overhang into the laneway on proposed Lot B be removed.


The development variance permit will vary the the front yard setback from 50 feet to 25 feet, the north side yard setback from 15 feet to 5 feet, and south side yard setback from 15 feet to 5 feet on proposed Lot A,

and will vary the front yard setback from 50 feet to 25 feet, rear yard setback from 30 feet to 5 feet, and west side yard setback from 15 feet to 3.9 feet on proposed Lot B,

## DVE16016

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

Prepared by:   
Heather Zenner, Planner

Reviewed by:   
Alex Dyer, Planner

  
Russell Dyson, Chief Administrative Officer



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## **DEVELOPMENT VARIANCE PERMIT NO. DVE16016**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Robin Redman

**Address:** 4585 Compton Road

With respect to:

**Legal Description:** LOT 16, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 17, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 18, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488  
LOT 19, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488

**PID:** 007-380-631, 007-380-640, 007-380-658, 007-380-607

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 are hereby varied as follows:

Section 200 – Schedule II – Bulk and Site Regulations to vary the front yard setback from 50 feet to 25 feet, the north side yard setback from 15 feet to 5 feet, and south side yard setback from 15 feet to 5 feet on proposed Lot A,

and to vary the front yard setback from 50 feet to 25 feet, rear yard setback from 30 feet to 5 feet, and west side yard setback from 15 feet to 3.9 feet on proposed Lot B,

as shown on the site plan attached as Appendix 'A'.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXX, 2017.

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

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

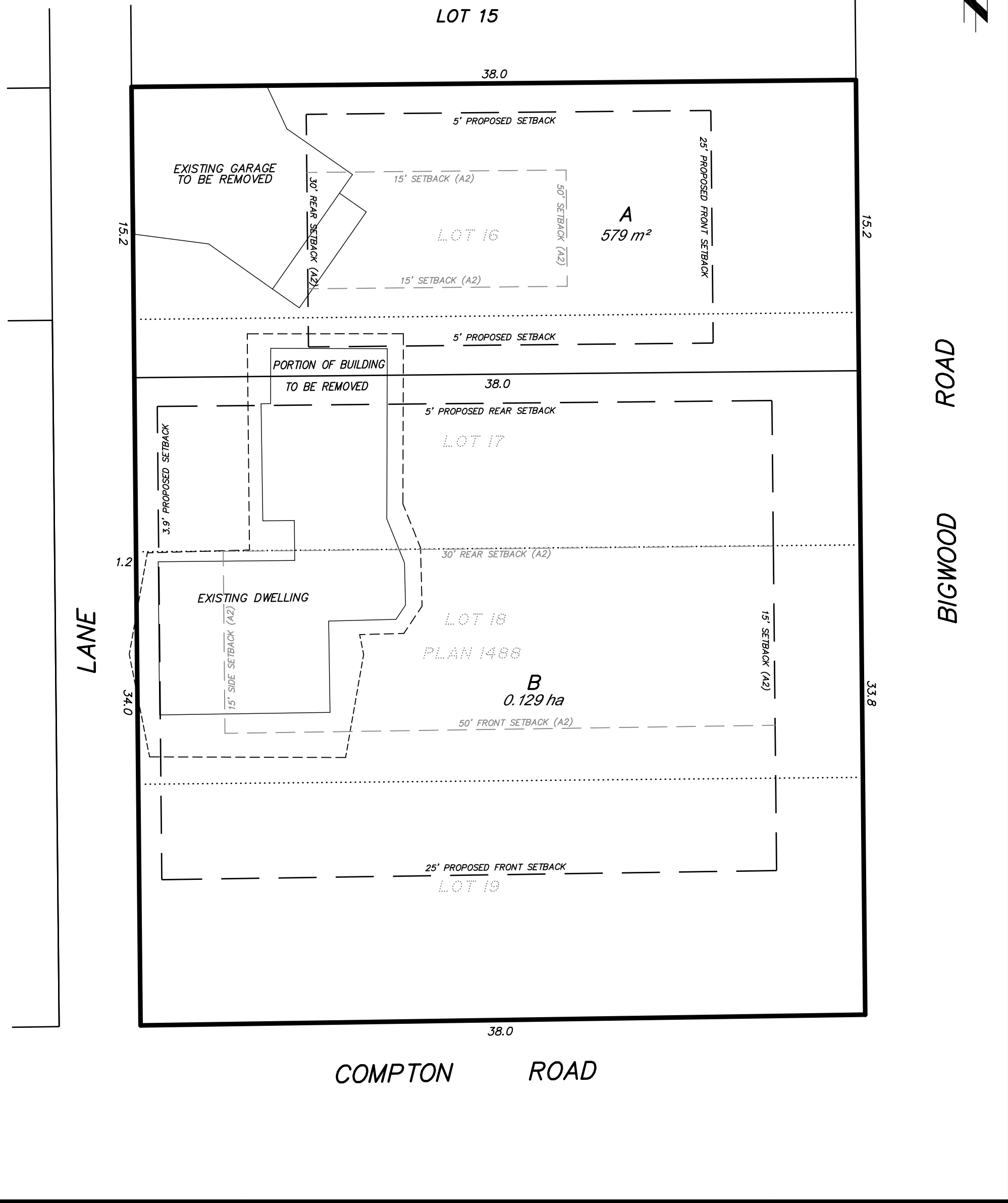
\_\_\_\_\_  
Chair of the Board of Directors

### **DVE16016**

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

PROPOSED SUBDIVISION PLAN OF LOTS 16-19, BLOCK 10, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488.

SCALE 1:200



**LEGEND**  
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS NOTED OTHERWISE  
 ALL DISTANCES ALONG CURVES ARE ARC DISTANCES  
 ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.  
 DL DENOTES DISTRICT LOT  
 REM DENOTES REMAINDER  
 ha. DENOTES HECTARES

No.	DATE	REVISION
1	2016/10/05	REVISED BUILDING SETBACKS
2	2016/10/05	REVISED BUILDING SETBACKS
3	2016/11/30	REVISED BUILDING SETBACKS

**SIMS ASSOCIATES**  
 LAND SURVEYING LTD.  
 223 FERN ROAD W.  
 QUALICUM BEACH, B.C. V9K 1S4  
 PHONE: 250-752-9121  
 FAX: 250-752-9241  
 FILE NUMBER: 16-170-S  
 DRAWING NUMBER: 16-170 P4.DWG  
 DATE: 2016/10/05



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1282**

**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 upon the affirmative vote of the directors in accordance with Sections 890 and 894 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. P1282.

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

- a. Adding a new section “164 Airport (AP) District” and subsections “164.1 Long Beach Airport One (APLB1) District” and “164.2 Long Beach Airport Two (APLB2) District” to read as follows:

164 Airport (AP) District

This district provides for airport, airport related and other compatible uses. The district will be developed as sub areas APLB1 and APLB2.

164.1 Long Beach Airport One (APLB1) District

This district is to provide for aviation-related and compatible community activities on publicly-owned land for uses associated with airport operations such as light industrial, commercial and recreational uses.

164.1.1 Permitted Uses

Lands, buildings and structures in APLB1 District may be used for the following purposes only:

- a) airport base

- b) heliport
- c) airport service facilities
- d) passenger terminal
- e) aircraft fuel depot
- f) aircraft hangars
- g) aircraft sales
- h) aircraft servicing and maintenance
- i) utilities and communication facilities
- j) emergency services
- k) hospital and health facilities
- l) aviation training, trade schools, high school and biosphere-related schools
- m) scientific, electronic and technological research
- n) taxi dispatchers, bus depots
- o) storage yard, cold storage, warehousing
- p) aviation-related light industrial
- q) National and Provincial Parks offices and support facilities
- r) Department of National Defence uses
- s) meteorological station and metrological facilities
- t) manufacturing, assembly, disassembly, processing or packaging of materials and goods
- u) vehicle rental and ancillary servicing
- v) marine value-added facilities
- w) vehicle and equipment repairs and maintenance
- x) hotel, motel
- y) conference centre
- z) residential use, including staff rental housing
- aa) caretaker accommodation
- bb) offices
- cc) restaurants, cafes and pubs
- dd) retail store not exceeding 125 square metres
- ee) commercial laundry
- ff) agriculture, market gardening, community gardening
- gg) forestry and silviculture
- hh) forestry value-added facilities
- ii) vegetative-waste (brush, etc.) composting site
- jj) recycling facilities
- kk) golf course and clubhouse
- ll) camping and parking for recreational vehicles
- mm) arena, swimming pool, curling rink
- nn) seasonal exhibition use
- oo) surfboard and/or bicycle rentals, sales and repairs
- pp) natural resource extraction
- qq) museum

#### 164.1.2 Lot Size

For the purpose of a lease, land within this district must not be divided into parcels of less than 500 square metres.

#### 164.1.3 Lot Coverage

The maximum lot coverage of the leased lot for all buildings and structures is 65%.

#### 164.1.4 Minimum Dimensions Required for Yards

Yard and lease area setback requirements will be in accordance with Transport Canada Airport Regulations and spatial separation requirements of the BC Building Code.

#### 164.1.5 Building Height

The height of all buildings and structures will be limited to the requirements of Transport Canada Airport (TCA) Zoning Regulations.

#### 164.1.6 Setbacks

The setbacks for any building will be as follows:

from Pacific Rim Park Reserve boundary	not less than 30 m
from the Pacific Rim Highway	not less than 60 m
from the edge of a runway or taxiway	per TCA Regulations
from another building	not less than 5 m
from an internal lot line	not less than 3 m
from the top of band of a ravine	not less than 30 m without an environmental assessment
from the natural boundary of a wetland or watercourse	not less than 15 m without an environmental assessment

#### 164.1.7 Off-Street Parking

Off-street parking spaces will be required as per Schedule III of the Alberni-Clayoquot Regional District Zoning Bylaw.

#### 164.1.8 Off-Street Loading

Off-street loading spaces will be required as per Schedule IV of the Alberni-Clayoquot Regional District Zoning Bylaw.

164.1.9 Conditions of Use

- a) All development must be in conformance with the requirements of the airport operations manual or, in the absence of an operations manual, with Transport Canada's publication TP312, *Aerodromes Standards and Recommended Practices*.
- b) All development must be planned, designed and constructed to avoid creating a hazard to flights, such as attracting birds, rodents or other animals to the property.
- c) All illuminated storage and parking areas must have lighting placed in such a manner that all direct rays of light are limited to the storage or parking areas by using full cut-off lighting fixtures which reduce the amount of light escaping above the plane of horizontal or similar lights that achieve the same result in order to reduce light pollution.

164.2 Long Beach Airport Two (APLB2) District

This zone is intended for less intensive uses.

164.2.1 The only uses permitted in this district are the following:

- a) passive recreation such as walking trails
- b) agriculture
- c) forestry, silviculture
- d) transportation of natural resources

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

Read a first time this 24<sup>th</sup> day of August, 2011  
Public hearing held this 17<sup>th</sup> day of January, 2017  
Read a second time this 25<sup>th</sup> day of January, 2017  
Read a third time this 25<sup>th</sup> day of January, 2017

Adopted this XXX day of XXX, 2017

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Russell Dyson, CAO

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Chair of the Regional Board

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**BYLAW NO. P1283**  
**OFFICIAL ZONING ATLAS AMENDMENT NO. 653**

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 890 and 894 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. 653.

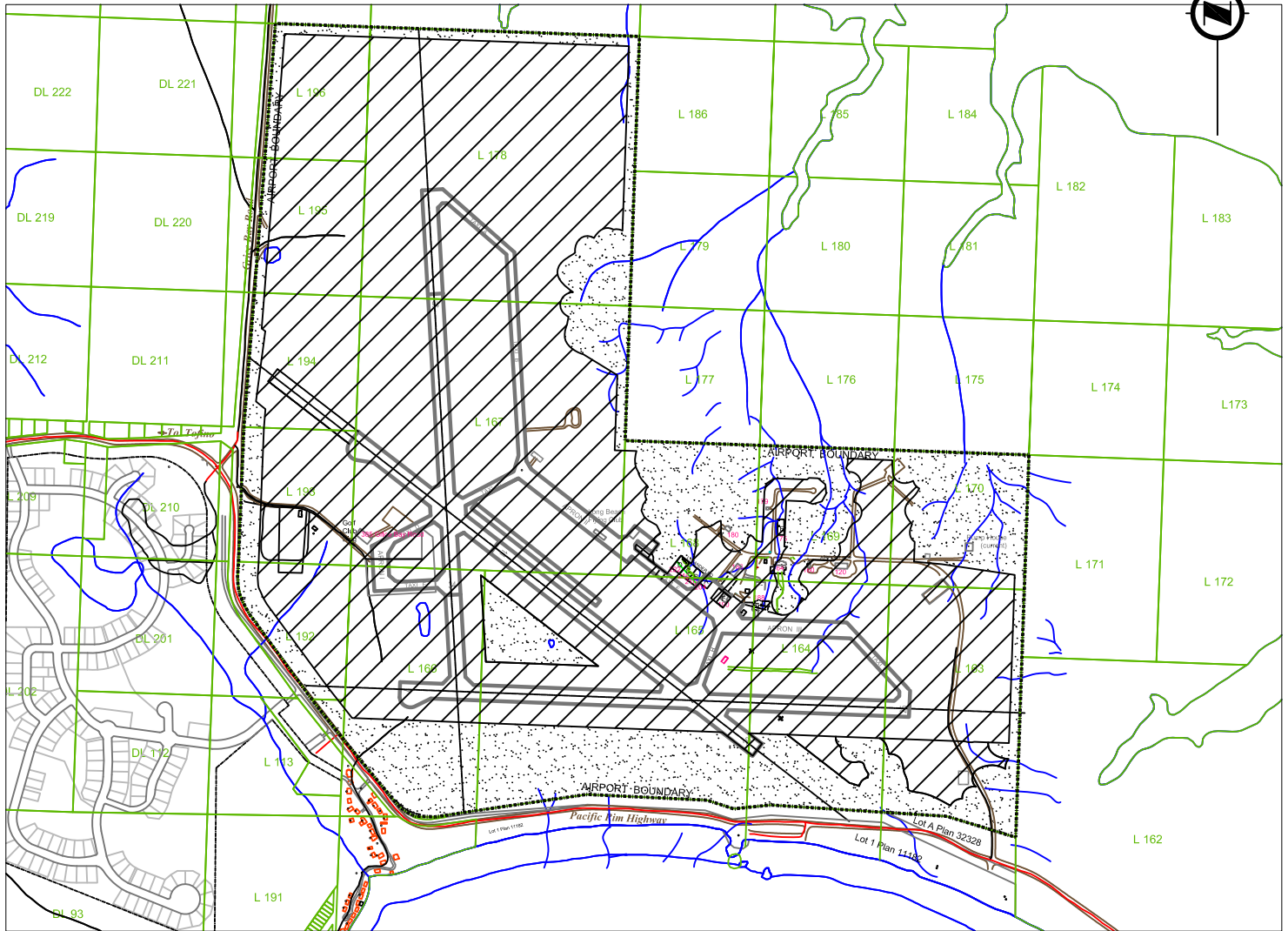
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: Lot 165, Clayoquot District, containing 152 acres, more or less, except parts in Plans 11182 and 1417 RW. Lot 163, Clayoquot District, except part in Plans 1417RW, 11182 and 32328. Lot 164, Clayoquot District, except parts in Plans 11182 and 1417RW. That Part of DL 166, Clayoquot District, except part in Plan 1417 RW, lying to the north and east of Plan 1417 RW. DL 167, Clayoquot District, containing 160 acres more or less. That part of DL 192, Clayoquot District, except part red on Plan 1417 RW, lying to the north and east of Plan 1417 RW. That part of DL 113, Clayoquot District, lying to the north and east of Plan 1417RW That part of DL 193, Clayoquot District, lying to the east of Plan 1371RW. That part of DL 194, Clayoquot District, lying east of Plan 1371 RW. DL 178, Clayoquot District. DL 168, Clayoquot District. DL 169, Clayoquot District. DL 170, Clayoquot District. That part of DL 196, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW. DL 193, Clayoquot District, except that part lying to the west of Plan 1371 RW. That part of DL 195, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW. from Park and Public Use (P2) District to Long Beach Airport One (APLB1) District and Long Beach Airport Two (APLB2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 24<sup>th</sup> day of August, 2011  
Public hearing held this 17<sup>th</sup> day of January, 2017  
Read a second time this 25<sup>th</sup> day of January, 2017  
Read a third time this 25<sup>th</sup> day of January, 2017  
Adopted this     day of     , 2017

# Schedule 'A'

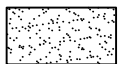
This schedule is attached to and forms part of Bylaw P1283



Legal Description: Lot 165, Clayoquot District, containing 152 acres, more or less, except parts in Plans 11182 and 1417 RW. Lot 163, Clayoquot District, except part in Plans 1417RW, 11182 and 32328. Lot 164, Clayoquot District, except parts in Plans 11182 and 1417RW. That Part of DL 166, Clayoquot District, except part in Plan 1417 RW, lying to the north and east of Plan 1417 RW. DL 167, Clayoquot District, containing 160 acres more or less. That part of DL 192, Clayoquot District, except part red on Plan 1417 RW, lying to the north and east of Plan 1417 RW. That part of DL 113, Clayoquot District, lying to the north and east of Plan 1417RW That part of DL 193, Clayoquot District, lying to the east of Plan 1371RW. That part of DL 194, Clayoquot District, lying east of Plan 1371 RW. DL 178, Clayoquot District. DL 168, Clayoquot District. DL 169, Clayoquot District. DL 170, Clayoquot District. That part of DL 196, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW. DL 193, Clayoquot District, except that part lying to the west of Plan 1371 RW. That part of DL 195, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW.



To be rezoned from Park and Public Use (P2) District to Long Beach Airport One (APLB1) District



To be rezoned from Park and Public Use (P2) District to Long Beach Airport Two (APLB2) District



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





## MEMORANDUM

**To:** ACRD Board of Directors

**From:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services

**Date:** February 3, 2017

**Subject:** Administration Department Monthly Staff Report

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

### Alberni Valley Regional Airport Runway Expansion Project

Staff, D.R. Clough Consulting, and Bowerman contracting continue to monitor and respond to works effecting water quality discharge from the airport lands.

Tetra Tech is working with the contractor – Bowerman to confirm the schedule for completion of the runway extension, this is weather dependent. Raylec the lighting contractor has commenced works on site.

Obstacle Limitation Surfaces (OLS) intrusions outside the airport boundaries have been developed utilizing LIDAR data. The intrusions identification will assist FLNR in protecting the approach surfaces footprint both East and West of the runway. The Ministry is in the process of applying reserves and notations to ensure future landuse and harvesting rights do not adversely impact airport operations and the maintenance of Obstacle Limitation Surfaces.

The NW industrial road realignment tender process may now proceed as FLNRO has just advised us that the layout and access proposed is acceptable. The tender results have been moved back to March, 2017. A favorable proposal and contractor schedule will determine the projects start date.

Road works to the Southeast are awaiting the approval of FLNRO.

### Long Beach Airport

The Airport landing lights system has been certified by Transport Canada as of January 9<sup>th</sup> and we received our first night scheduled flight by KD Air on January 11<sup>th</sup>.

### **Bamfield Water System Treatment Plant Project**

At the December 9<sup>th</sup> meeting the Board of Directors awarded the contract for the Bamfield Water System Treatment Plant Project to ADI Water Solutions for a total cost of \$551,250 subject to receiving a Certificate of Approval from the Ministry of Community, Sport and Cultural Development. The Regional District received the Certificate of Approval on December 21, 2016 and awarded the contract. The project is now proceeding. A project update will be provided to the Bamfield water committee this month.

### **Proposed West Coast Multiplex Facility**

Staff continue to work with the West Coast Multiplex Society (WCMS) and the Tla-o-qui-aht First Nation on the next steps for the multiplex facility on the west coast. Peter MacLeod, Rec Excellence completed the feasibility study and next steps are to undertake detail design and costing. The Westcoast Committee proposes to complete a public opinion survey within the communities to be served by the facility. We are working with Vancouver Island University to complete this survey.

### **Board Strategy Session**

Managers are following up. The Consultant's report has been finalized and Board priorities reflected in the financial plan. The Board agreed to confirm its strategic priorities in a public document this spring.

### **Committee for Appointment of Fire Chiefs**

Dan Holder, Emergency/Fire Services Coordinator is working with staff to arrange a meeting of the Special Committee that was formed by the ACRD Board with the purpose of bringing forward recommendations on appointment of fire chiefs and officers of the Regional Districts volunteer fire departments. The CAO and Fire Services Coordinator have met with the three fire chiefs and three directors for initial input.

### **ACRD Procedures Bylaw Amendments**

The Manager of Administrative Services is working on amendments to the ACRD Procedures Bylaw for consideration by the Board. Amendments are required to reflect changes in the *Local Government Act*. Section 215 of the *Local Government Act* now states that election of Chair and Vice Chair of the Board is to be held at the first meeting after November 1<sup>st</sup> in each year. A review of how late items are introduced or considered is also being reviewed. Some changes will be proposed based on the Board's strategy session.

### **2017 – 2021 Financial Planning Process**

The CAO and senior staff are preparing preliminary budgets, consulting with staff, directors and relevant interests. Communities meetings have been scheduled for three electoral areas.

### **Board Reporting**

Based on the input from the Board at the Strategy Session, the format for future staff reports to the Board will be changing next month.

Submitted by:



\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



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

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



**TO:** Regional Board of Directors

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

**DATE:** February 1, 2017

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

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2016 Total	2017 Total	APPLICATION
9	3	Rezoning
30	0	Development Permit and Development Variance Permit
10	0	Subdivisions
3	0	Agricultural Land Reserve
0	0	Board of Variance
5	0	Crown Leases
23	3	Bylaw Enforcement
21	2	Miscellaneous
101	8	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the focus of the department. 2017 has started with three new rezoning applications.

Planning staff continue to be involved in the AVRA airport runway expansion.

A public hearing was held for the Long Beach Airport zoning amendment.

A meeting was arranged with community stakeholders to review options for trail access to the Hole in the Wall. Staff are investigating options.

The Island Agricultural Show is being held in Port Alberni February 4<sup>th</sup> and 5<sup>th</sup>. Staff have been working with the Agricultural Show and ACRD Agricultural Development Committee on show preparations. The show will highlight regional agricultural and aquaculture. Staff will prepare a full report for the February 22 Board Meeting.

The Alberni-Clayoquot Regional District was successful in its application to the Investment Agriculture Foundation for a \$25,000 grant to implement a regional Grow Local Program. This program will increase horticultural knowledge and food production within the regional district by offering residents and students garden tours, consultation sessions, and hands-on learning opportunities. Partners include the ACRD, Alberni Valley Transition Towns Society, City of Port Alberni, Alberni Valley News, School District 70, CMHA Healthy Harvest Farm, Eat West Coast, Alberni Farmers' Institute, and the Tofino & Ucluelet Community Food Initiatives.




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Mike Irg, MCIP, RPP  
Manager of Planning and Development

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
<b>ADMINISTRATION</b>							
1.	Jan. 23/13	Explore: Yuułuʔiłʔatḥ Government participation in the South Long Beach Multi-Purpose Bike Path.	C	N/Y	Russell		Request made of YG/ Remove action item
2.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	April 2017	Chair to discuss ACRD Reconciliation Strategy with the Board
3.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Russell	March 2017	Propose letter from Chair to TFN requesting update
4.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Russell	Ongoing	Landfill tour held on Jan. 30 <sup>th</sup> Letter from ACRD requesting support
5.	Mar. 22/16	Request: City of Port Alberni contribute matching funds as electoral area Gas Tax Allocation for AV Regional Airport improvements	Alberni Valley	Y/Y	Russell	March 2017	Letter sent to City/ EA Chair to request meeting with Council
6.	May 31/16	Complete: Business Plan for WC Multiplex facility Phase 1	C Tofino Ucluelet	Y/Y	Russell		Done/ Remove action item
7.	May 31/16	Investigate: How communities deliver regional emergency planning services including contractual arrangements and funding	West Coast	Y/N	Russell		Program proposed in 2017 Budget/Remove action item
8.	June 22/16	Review: Implications of the Fire Safety Act regulations coming into effect	A, D, E	N/Y	Dan Holder	March 2017	Report to Board in March
9.	Oct. 26/16	Investigate/Review: Procedures for Fire Chief and Officers recruitment and selection	A, D, E	Y/Y	Special Appointed Committee	May 2017	Committee to meet in March

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
10.	Nov. 16/16	Letter: federal/provincial ministries congratulating on establishment of oil spill response programs and advise ACRD has infrastructure at CYAZ that may be appropriate for emergency response	West Coast	N/Y	Russell		Done/ Remove action item
11.	Dec. 9/16	CAO's for City PA and ACRD meet on regular basis to review opportunities for sharing resources	All	Y/Y	Russell		Regular meetings arranged/Remove
12.	Dec. 9/16	Arrange: Joint Meeting with City of PA/Alberni Valley Committee to explore shared services	Alberni Valley	Y/Y	Wendy		Meeting postponed by City of PA/Remove
13.	Jan. 11/17	Arrange: Meeting with Min. of Transportation regarding road maintenance in the region	All	N/Y	Wendy		COW meeting arranged with Ministry – April 4 <sup>th</sup> , 1:00 pm, ACRD Office/Remove
14.	Jan. 11/17	Letter: Thank you to Minister Thomson for supporting the AVRA runway expansion project	Alberni Valley	Y/Y	Russell		Done/Remove
15.	Jan. 11/17	Letter: Island Health requesting they provide technical expertise to evaluate the two sites for the Bamfield Helipad	A	Y/Y	Wendy/ Mike		Done/Remove
16.	Jan. 25/17	Refer: Airport Strategic Positioning Initiative for AVRA and LB Airport for consideration by: WC Committee, AV & Bamfield Svs. Comm. & LB Airport Advisory Committee	Alberni Valley West Coast		Wendy		Referred to Committees for consideration during budget discussions/Remove
17.	Jan. 25/17	Submit: Application on behalf of the CCN to complete stage 1 literature review for a Pacific Coastal Sustainability Charter to the BC Rural Dividend Fund	All	N/Y	Wendy/ Patrick Marshall		Done/Remove

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
18.	Jan. 25/17	Arrange: Chair & CAO attendance at Chairs/CAO Forum, March 28/29, Victoria, BC	All	N/Y	Tracy		Done/Remove
19.	Jan. 25/17	Update: Website, etc. with approved 2017 ACRD Standing/Select Committee Appointments & Outside Boards, Agencies, Commissions Appointments	All	Y/Y	Wendy		Done/Remove
20.	Jan. 25/17	Update: Website etc. with amended Wes Coast Committee Terms of Reference	West Coast	Y/Y	Wendy		Done/Remove
21.	Jan. 25/17	Update: New structure & Terms of Reference for AV Emergency Planning Committee & advise Committee reps: <ul style="list-style-type: none"> <li>a. Alberni Valley Emergency Planning Policy Group (add Bamfield as Member)</li> <li>b. Alberni Valley Emergency Planning Liaison Group</li> </ul>	Alberni Valley	Y/Y	Russell/ Dan H.		Done/Remove
22.	Jan. 25/17	Award: AC Health Network Website Branding project to Geeks on the Beach	All	Y/Y	Shelli/ Marcie		Done/Remove
23.	Jan. 25/17	Letter: to Toquaht Nation & Yuułuꞵitꞵatꞵ Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Russell	Feb 2017	In Progress
24.	Jan. 25/17	Letter: to Mr. Phil Lavoie advising of appointment of Fire Chief, Bamfield Volunteer Fire Department for a one year term	A	Y/Y	Wendy		Done/Remove

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
25.	Jan. 25/17	Letter: Thank you to Mark Kelly for serving as interim Fire Chief of the Bamfield Volunteer Fire Department & continuing on as Deputy	A	Y/Y	Wendy		Done/Remove
26.	Jan. 25/17	Submit: Application to Strategic Wildfire Prevention Initiative for a 2017 Firesmart Planning Grants for the rural areas of the Alberni Valley	Alberni Valley	N/Y	Wendy		Done/Remove
27.	Jan. 25/17	2017 Budget: Include the recommendations of the ACRD 2016 Priority Setting Workshop Report & summary of priorities for consideration during budget discussions	All	Y/Y	Russell		Done/Remove
<b>FINANCE</b>							
28.	March 9/16	Create: Emergency Planning in 2017 Five Year Plan	AV Bamfield	Y/Y	Teri/ Dan H.	Feb. 15	Presenting to AV/Bamfield Committee
29.	Sept. 21/16	Meeting: with Long Beach Golf Club regarding lease & outstanding water fees	West Coast	Y/Y	Teri/ Wendy/ Andrew	March 2017	Meeting to be arranged between WC Comm. & LBGC
30.	Nov. 9/16	Meeting: with RHD Chair & IH reps regarding end of life program in region	All	Y/Y	Teri/ Shelli	April 2017	
31.	Jan. 25/17	Adoption: Bylaw F1130 "Alberni-Clayoquot Regional District Security Issuing – Bylaw signatures, proceed with borrowing & advise Dist. Ucluelet	Ucluelet	Y/Y	Teri		Done/Remove
<b>ENVIRONMENTAL SERVICES</b>							
32.	May 11/17	Investigate: Tseshah First Nation possible resource recovery at AV Landfill	Alberni Valley		Russell		Discussions are part of item #4/remove action item

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
33.	June 13/12	Develop: Plan for appropriate use of the funds from Arrowsmith Radical Runners for signage on Log Train Trail	Alberni Valley		Andrew		Report in 2017 Financial Plan/Remove
34.	Oct. 10/12 Jan. 25/17	Explore: Valley wide woodstove & backyard burning bylaws based on CPA's bylaw & report – Refer to EA Directors Meeting	Alberni Valley	Y/N	Andrew	April 2017	EA Directors meeting Feb. 15 <sup>th</sup> , options to consider
35.	Sept. 9/16	Refer to staff: District of Tofino correspondence re: working with Eco West on green infrastructure - Review & report back to WC Comm. & Board	West Coast	N/N	Andrew	March 2017	Includes as option in WC Waste Management
36.	Mar.16/16	Staff direction: Complete waste reduction strategies as presented in the March 16 <sup>th</sup> Report, cost \$95,000	All	Y/Y	Andrew	Oct. 2017	2017 Budget Work Plan
37.	April 13/16	Work: with Huu-ay-aht First Nation/Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area	A	Y/Y	Andrew	March 2017	In Progress
38.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	March 2017	In Progress
39.	Sept. 21/16	2017 Budget: WC Waste Service - purchase of 77 litre garbage containers up to a maximum of \$20,000	West Coast	Y/Y	Andrew	Feb. 2017	Delivery scheduled for Feb plus additional day to follow in Feb.
40.	Sept. 21/16	Present: Amending Bylaw R1021, Garbage & Recyclable Materials Collection Amendment to include a charge of \$15 for recycling fees in 2017		Y/Y	Andrew	Feb. 8	Bylaw presented for consideration of adoption

**Alberni-Clayoquot Regional District**  
**Staff Action Items to the Board of Directors as of February 3, 2017**

<b>#</b>	<b>Date</b>	<b>Action Item</b>	<b>Service Area</b>	<b>Priority/ Resources Y/N</b>	<b>Assigned</b>	<b>Target Date</b>	<b>Status/Recommendation</b>
41.	Sept. 21/16	Prepare: Amending Bylaw & RFD to the Board to proceed with RFP's to lease a 2-acre section of land at Long Beach Airport, corner of Lysander & Airport Road	West Coast	Y/Y	Andrew/Janice		Awaiting zoning bylaw
42.	Sept. 21/16	Proceed: Steller Managements' letter of intent for the development plan for Lots C & D at Long Beach Airport	West Coast	Y/Y	Andrew		Will advertise when zoning addressed
43.	Sept. 21/16	Develop: Strategy and timelines to implement increased lease rates to match the market values developed by Pacific Rim Appraisals	West Coast	Y/Y	Andrew		Started with current leases up for renewal – others to be amended as they come up for renewal or expiry
44.	Oct. 12/16	Request: Air Quality Council to develop an education bulletin on effectively burning wood waste & the ACRD will distribute	Alberni Valley	Y/Y	Andrew	April 2017	Working with AQQ
45.	Nov. 9/16	Submit: Application to Clean Water & Wastewater Fund for the Bamfield Water System	A	Y/Y	Andrew	March 31 2017	Application submitted/Awaiting notification
46.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Andrew	March 2017	General Admin budget impacts
47.	Dec. 9/16	Proceed: Tendering Northwest Road relocation as outlined in Dec. 2/16 report from Airport Superintendent - subject to approval to proceed from the Ministry of FLNRO	Alberni Valley	Y/Y	Andrew	March 2017	Waiting for FLNRO
48.	Dec. 9/16	Award: Bamfield Water System Treatment Plant Project to ADI Water Solutions	A	Y/Y	Andrew		Notice to proceed, building design complete/Remove action item

Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
49.	Dec. 9/16	Refer: RFD regarding AV Landfill Operations for consideration by the AV & Bamfield Services Committee	Alberni Valley	Y/Y	Andrew	Feb. 15 2017	On agenda for AV & Bamfield Services Committee
50.	Jan. 11/17	Apply: Infrastructure Planning Grant for Millstream Water System	C	Y/Y	Andrew/ Janice	Feb. 1 2017	Submitted awaiting notification
51.	Jan. 11/17	Award: Installation of fully monitored automatic sprinkler system and monitoring at 3 <sup>rd</sup> Ave. Recycling Depot to Viking Fire Protection Inc.	Alberni Valley	Y/Y	Andrew/ Luc/ Janice	March 31 2017 complete	Viking signed contract and work has started at Depot
52.	Jan. 25/17	Further Information: to the Board on the recommendation regarding participating in the FCM Community Infrastructure Partnership Project	Alberni Valley & A	Y/Y	Andrew	Feb.8	Report to Board outlining costs as requested
<b>PLANNING</b>							
53.	May 13/10	Proceed: Subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	West Coast	Y/Y	Mike	March 2017	Options to West Coast Committee in March
54.	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
55.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike		April
56.	May 27/15	Proceed: Plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan	C	Y/Y	Mike/ Luc		



Alberni-Clayoquot Regional District  
Staff Action Items to the Board of Directors as of February 3, 2017

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		VIP510 as outlined in staff report dated Nov. 20/14 2014					
57.	April 13/16	Review: ACRD Fire Department recent truck repairs & investigate Fire Departments use of maintenance contract for light vehicles	A, D, E	Y/Y	Mike/ Luc	ASAP	Will include in RFP in spring
58.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike		Spring 2017
59.	Oct. 12/16	Meeting: Invite wireless communication providers in the region to provide an update on plans in the region	All	Y/Y	Alex		Done
60.	Nov. 16/16	Forward: PRNP Traverse Trail plan to the Regional Parks & Trails Advisory Committee & investigate linking the trail from Ucluelet & Tofino	West Coast	Y/Y	Mike	March 2017	In progress
61.	Jan. 25/17	Investigate a bylaw for impounding and licensing of animals in the rural areas and report back to the Board	Rural Areas	Y/Y	Mike	April 2017	In Progress

Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), "F" (Cherry Creek)



Administration  
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January 26, 2017

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



Dear Chair Jack,

Vancouver Island Regional Library (VIRL) recently launched our 2016 – 2020 Strategic Plan: Your Voice, Your Library, and I am excited to share a copy of it with you today.

To develop the plan, VIRL undertook a robust consultation process with the public and staff, including 41 public consultation sessions, a wide-reaching public survey, and a staff survey that drew hundreds of responses.

From this engagement, we identified four pillars, called our Strategic Principles, that will anchor us as we move forward. They are:

1. Community
2. Collect. Connect. Collaborate. Create.
3. Places and Spaces
4. Life at Work

When I think ahead to the next five years at VIRL, I look forward to building strategic partnerships with our member municipalities and regional districts that foster peoples' love of lifelong learning, promote literacy across ages, demographics and formats, and position our branches as the destination of choice in our communities, with the resources and tools to help everyone pursue their passions.

Please don't hesitate to contact me if you have any questions about our Strategic Plan or our organization — it would be my pleasure to speak with you.

You can always find more information about Vancouver Island Regional Library on our website at [virl.bc.ca](http://virl.bc.ca).

Sincerely yours,

Rosemary Bonanno

Cc: Wendy Thomson, Manager of Administrative Services, Alberni-Clayoquot Regional District

**Strong Libraries ■ Strong Communities**

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

For more information visit  
**[virl.bc.ca](http://virl.bc.ca)**



# Strategic Plan 2016-2020



Your Voice. Your Library.

[virl.bc.ca](http://virl.bc.ca)



YOU SPOKE.

### Stakeholder Consultations by the Numbers



WE LISTENED!

The results of the community consultations are available on our website at [www.virl.bc.ca/community-consultation-sessions-your-communities-results](http://www.virl.bc.ca/community-consultation-sessions-your-communities-results)

**In April 2015,** Vancouver Island Regional Library engaged **ReWerx Consulting** of Victoria to guide us through creating our 2016-2020 Strategic Plan. The method used by ReWerx consisted of the following components:

- 1 Staff Training Session**  
How to facilitate an effective community consultation
- 2 Community Inventory**  
Comprehensive lists of community stakeholders
- 3 Stakeholder Survey**  
Input from community resulting in community-specific questions
- 4 Community Consultations**  
A chance for stakeholders to collaboratively work through the four questions leading to action items
- 5 Public Survey**  
Another opportunity for community input
- 6 Staff Survey**  
An opportunity for staff to add their input to the process

# Message from the Chair and Executive Director

## "Your Voice. Your Library."

We listened....the Board of Trustees and the staff of Vancouver Island Regional Library (VIRL) want to thank all the individuals who aided in the development of our course for the next five years. *Your Voice, Your Library* builds upon our past achievements to successfully position VIRL for continued growth and leadership.

VIRL supports the people in our communities to pursue lifelong learning through responsive collections, electronic resources, innovative programming and services. Our libraries are the cornerstones of our diverse communities where children and adults can experience personal enrichment and collaboration with one another. For over 80 years, VIRL has built strong relationships with customers and community partners to ensure each community receives a library service that meets their needs and expectations. VIRL is an essential partner in assisting our communities to succeed thanks to the collaboration and strength from the communities we serve.

As our communities evolve, VIRL is positioned to respond. We will deliver our mission through the implementation of *Your Voice, Your Library*. We will continue to enrich lives through universal access to knowledge, lifelong learning and literacy. Together, we are building strong libraries and strong communities!



**Bruce Jolliffe**  
Chair of the Board



**Rosemary Bonanno**  
Executive Director





## Our Mission:

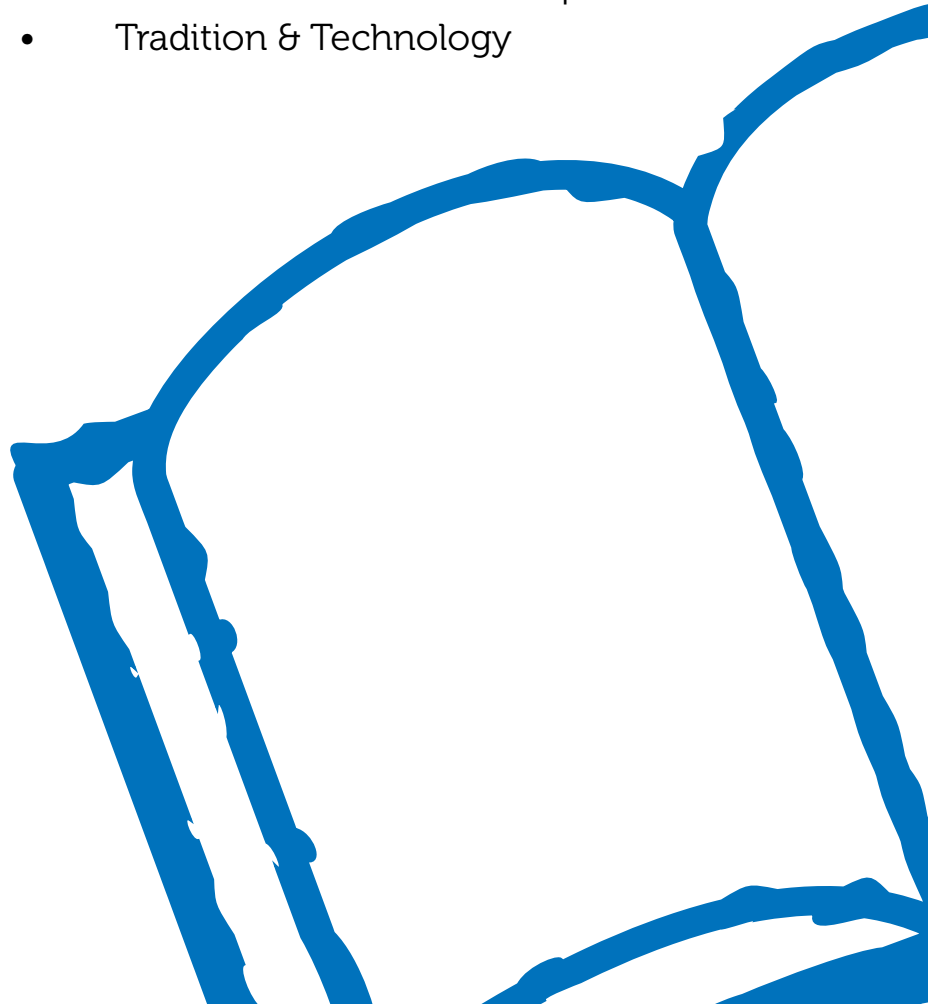
To enrich lives and communities through universal access to knowledge, lifelong learning and literacy.

## Our Vision:

To develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

## Our values:

- Leadership & Innovation
- Stewardship & Accountability
- Information & Literacy
- Intellectual Freedom
- Collaboration & Partnerships
- Tradition & Technology



## You Told Us (Core Strengths)

Input from our communities and staff indicates that Vancouver Island Regional Library's core strengths lie in the areas of:

- Excellence in customer service: Employees are described as energetic, enthusiastic, helpful, dedicated, caring and knowledgeable. The friendly service and willingness to assist customers is clearly appreciated by the communities served;
- New and upgraded facilities and the welcoming space these have created;
- The number of locations in both urban and rural centres, including some of the smallest communities on Vancouver Island and surrounding area where the library is a major hub;
- Strong children's programs, diversity of collections and the ability to share resources which provides greater access to information.



WELCOMING EXCELLENCE COMMUNITIES  
ENERGETIC HELPFUL FRIENDLY  
DEDICATED UPGRADED FACILITIES WELCOMING  
CARING DIVERSITY RESOURCES



# Principles:

Strong organizations need strong pillars to build upon for long-term success. Based on the feedback generated during the planning process for the 2016 – 2020 Strategic Plan, four areas emerged as key priorities. These priorities, or principles, will ensure Vancouver Island Regional Library remains a leader in supplying library services to our communities and is recognized throughout North America as a leader in its field.

**1** Principle 1: Community

**2** Principle 2: Collect. Connect. Collaborate. Create.

**3** Principle 3: Places & Spaces

**4** Principle 4: Life at Work





# Principle 1: Community

Vancouver Island Regional Library serves dozens of unique communities up and down Vancouver Island, the Central Coast and Haida Gwaii. By engaging and listening to our diverse populations, we can create partnerships, understanding and excitement in our cities and towns.

Vancouver Island Regional Library will continue to expand engagement and partnership opportunities, as well as increase advertising and promotion to show that the library is a vibrant, welcoming place for people of all socio-economic groups, cultures and literacy levels.

## We will accomplish this by:

- Creating opportunities to speak with and listen to communities on an ongoing basis;
- Developing and building current and new partnerships with organizations to position the library as a community hub;
- Reaching out to Aboriginal communities to address their unique needs;
- Increasing services and programs for our aging populations;
- Bringing library services outside the library walls to community-service locations and gathering places to engage our communities, increase our services and connect with customers and non-customers;
- Initiating better performance and outcome measures to ensure that we are meeting the needs of all our customers.



## Principle 2: Collect. Connect. Collaborate. Create.

The library of the 21st century is a mix of the traditional physical space and of the digital, “always-on” world. Excellence in programming and collections (both print and digital) empowers our communities by providing services and resources that contribute to a more knowledgeable and connected society.

Vancouver Island Regional Library seeks to identify and address the educational and recreational needs of our customers. As well, we seek new ways to reach those who are not aware of the resources we have to offer.

The library is a place of lifelong learning and inspiration. We strive to provide our communities with access to the information they need – whenever or wherever that may be.

### We will accomplish this by:

- Developing programs and resources that appeal to people from a broad range of demographics and cultures, as well as those with different learning styles and levels of literacy;
- Increasing awareness of our services and resources through multiple communication channels;
- Sparking imagination and collaboration by providing access to new technology and opportunities to create content;
- Reducing barriers to access and ensuring the resources we provide are user-friendly for all people;
- Providing information and entertainment in multiple formats and continually updating the titles in our collections to meet the changing and diverse needs of our customers.



## Principle 3: Places & Spaces

Vancouver Island Regional Library branches are key gathering places within our communities. We must continue to improve both the facilities and technology throughout our system to ensure that our libraries are vibrant, welcoming and inclusive hubs.

Since 2011, we have renovated or built eleven branches across the Vancouver Island Regional Library service area. Assessing the needs of each unique community when renovating and building facilities is a crucial component of our ongoing success.

In addition, our online presence and information technology (IT) infrastructure needs continuous and consistent stewardship and development to ensure that we meet the current and future technological needs of our customers.

### We will accomplish this by:

- Adhering to our Facilities Master Plan to address the ongoing facility and maintenance improvements required in all of our branches;
- Engaging with customers to ensure new and renovated facilities reflect the needs of each of our distinct communities;
- Creating library spaces that are flexible and adaptable to address current and future demands;
- Ensuring our branches are outfitted with the most up-to-date and robust technological hardware and software;
- Promoting digital literacy by identifying and diminishing barriers to access to the tools and information within our digital world.



## Principle 4: Life at Work

Like many other large multi-generational public service sectors, we are experiencing workplace challenges and adjustments. Our workforce spans the full spectrum of age ranges and includes Baby Boomers, Gen Xers, and Millennials. Each generation collectively maintains different values, attitudes, behaviour and approaches to decision making. Additionally, we are experiencing a rise in retirements from long-serving staff members.

To succeed as an organization, Vancouver Island Regional Library recognizes that it needs to support staff (and ultimately library customers) by respecting the multiple perspectives our employees represent. To do this, we must continually promote positive employer/union relations and improve our methods of communication, decision making and project management to create an effective and productive workplace culture.

### We will accomplish this by:

- Working to align our goals and priorities across the library system, within both our public service and support departments;
- Reconsidering the value of hierarchical decision making by exploring and implementing other models of organizational structure;
- Initiating a succession plan at all levels which includes recognizing and developing the skills and knowledge held by our existing staff, as well as recruiting and retaining the best new talent;
- Developing and maintaining robust staff training plans which incorporate staff input, annual reviews and the opportunity for customization at individual and regional levels to ensure our staff are empowered to deliver exceptional customer service;
- Strengthening internal communication so that all members of the organization are working collaboratively towards a common goal.



# from the Board Table

## 2017 AGM

On January 21, 2017, Vancouver Island Regional Library (VIRL) [Board of Trustees](#) convened for the 2017 Annual General Meeting (AGM). The Board received an orientation for new and returning Trustees and were presented with highlights of the previous year. This year, the Board welcomes the following new trustees: Hugh MacKinnon (Town of Comox), Jason Thompson (Village of Masset), Frank Johnson (Central Coast Regional District), Rod Nichol (Comox Valley Regional District), Heidi Soltau (Regional District of Mount Waddington) and Fred Robertson (District of Port Hardy). Barry Avis was elected as Chair of the Board and Brenda Leigh was elected as Vice-Chair, in addition to the selection of the 2017 Executive Committee.

## Score with Reading



As part of the AGM, the Board of Trustees received a presentation about Score with Reading; a popular, hockey-themed program that is receiving Provincial and National attention. Jason Kuffler, VIRL staff and the program's creator, described how hockey and literacy are a match. The British Columbia Hockey League (BCHL) has made Score with Reading their 2016/2017 education-based, league-wide initiative.



*Hornby Island open house, December, 2017*

# VIRL SYSTEM-WIDE EXPLORE YOUR LIBRARY...

**1** THE  
**VALUE** OF  
YOUR CARD  
**\$728**



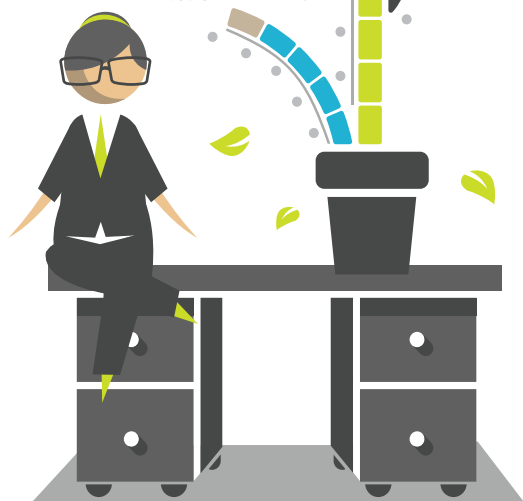
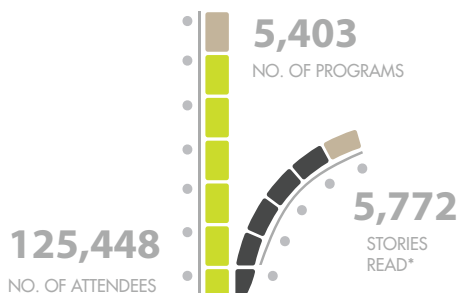
The unique value of your library card is calculated by dividing the market value of resources borrowed from your library by the number of registered borrowers.

**3** TOTAL CIRCULATION

**5,168,660**

\*A total of physical and digital items circulated.

**2**  
PROGRAM  
GROWTH!



## PROGRAM GROWTH

From story-telling to adult education and digital literacy training: your local library is an invaluable resource to the community. \*A typical Storytime will be two stories read aloud.

**293,867**      **3,843,325**

PUBLIC COMPUTER  
SESSIONS

PHYSICAL ITEMS  
CHECKED OUT

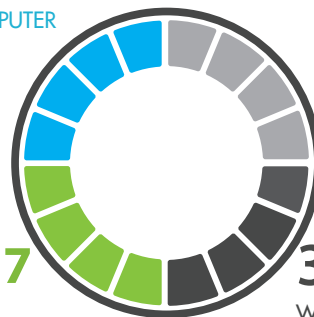


**43,917**

LITERACY  
STATION SESSIONS

**35,026**

WiFi ACCESS (GB)



**4** BRANCH  
USAGE

The chart above breaks visitorship down by usage. Note that one customer can use an internet station, tap into the wifi, and take out a book within one visit! The chart does show the popularity of internet use to total visitorship.



TOTAL VISITORS:

**2,608,466**

# 2016 Success Stories



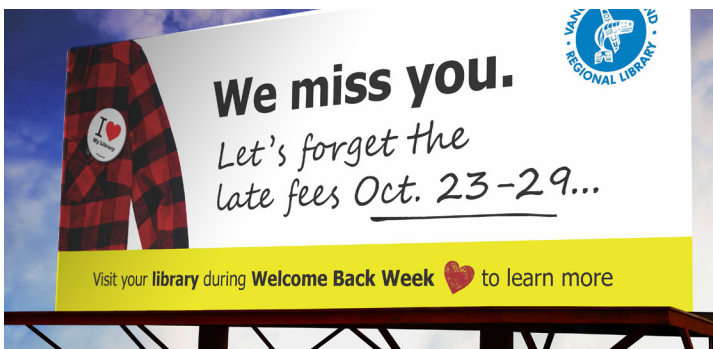
## ALA (American Library Association) Award Winner

The Nanaimo Correctional Centre Book Club by Jennifer Seper took home one of five Presidential Citations for Innovative International Library Projects awards.



## ALA (American Library Association) Award Winner

The Librarians on the Radio podcast and radio show by Justin Unrau and team took home one of five Presidential Citations for Innovative International Library Projects awards.



## Welcome Back Week

The successful, Board-approved initiative "Welcome Back Week" attracted thousands of customers back to their library. The initiative supports vulnerable populations and increases membership.



## GeekCON 2016

The first ever of its kind at VIRL, GeekCON was a wildly successful program developed by Kaylea Prime and Jonathon Bigelow at the Nanaimo Harbourfront branch. Look forward to GeekCON 2017!



## Hornby Island Open House

The open house for the newly refurbished Hornby Island branch welcomed the community who came from near and far—guests included the original Casey & Finnegan of *Mr. Dressup!*



## Port Hardy Open House

The Port Hardy branch was celebrated wholeheartedly by the community—as over 100 attended the open house ceremony (along with Mr. Myster-O, cake and refreshments).

# Finance

## Finance Report

**Balance Sheet:** The balance sheet of \$33.32 million shows a healthy balance of cash and investments of \$8.3 million at the end of November and a year to date operating surplus of \$152,558.

**Revenue and Expenditures:** The net operating surplus as at the end of November of \$152,558 reflects that revenues were in line with expectations and that expenditures were within budget. Appropriations to reserves are recorded on a quarterly basis in line with the budget and at the end of November 75% of planned appropriations to the reserves have been recorded. Transfers from reserves are recorded when the expenditures have been substantially completed and adjustments will be made for reserve funded projects at year end.

**Summary:** While the year-end process requires further adjustments, the current position is sustainable and VIRL's operations are in a good position to complete the year in a positive position.

## Reserves Report

The Board of Trustees is provided with updated reserves information at each meeting. At the end of November the reserves stood at a balance of \$4.9 million. Appropriations to reserves are recorded on a quarterly basis and at the end of November represented 75% of the budgeted contributions to reserves for the year. Year to date withdrawals consist of amounts for completed projects at Port Hardy, Hornby Island, Campbell River, and Nanaimo North, as well as purchases of furniture and equipment, IT software and hardware, and improvements to the Integrated Library System.

## Facilities Update

**Chemainus:** Plans are underway to build a new branch in Chemainus at the old Fire Hall Site. The property will accommodate a 5,000 sq. ft. branch.

**Masset:** VIRL is in discussion with Masset about land for a potential new branch. Work is underway to ensure the required environmental assessment and survey work is prepared for the site before proceeding with the project.

**Nanaimo Wellington:** Construction is underway for a new purpose-built space for the Wellington branch in Country Club Mall. The new branch is slated to open in Spring 2017.

**Parksville:** A flooring replacement project by the City of Parksville presented an opportunity for VIRL to undertake other maintenance projects at the branch. VIRL is working with Parksville staff to determine the timing and scope of the project.

**Port Alberni:** A donation from a member of the Port Alberni community has kick-started a refurbishment effort. The refurbishment will address layout and outstanding maintenance issues.

**Sooke:** VIRL is in discussion with the District of Sooke to develop a partnering agreement, and work with the District to find the best location for the branch.

**Sidney:** Plans to renovate the current branch are moving forward. The first step is to perform a building envelope assessment, which will evaluate the key components of the existing branch and help to determine where renovation work is required. A public consultation session is set for March 22, 2017.

**North Saanich:** VIRL is working with North Saanich with the goal of constructing a new branch in the community. Details are forthcoming.

**Tahsis:** VIRL is moving forward with plans to relocate the Tahsis branch into two classrooms at Captain Meares Elementary School, totaling 1,500 square feet.





# Board Updates



## Board Chair

**Barry Avis** is the elected Board Chair in 2017. Barry was appointed to the Board of Trustees in 2015 by the Town of Qualicum Beach and served on the Executive Committee from 2015-present.



## Vice-Chair

**Brenda Leigh** is the elected Board Vice-Chair in 2017. Brenda was appointed to the Board of Trustees in 2009 by the Strathcona Regional District and served as Vice-Chair from 2011-2014.

## 2017 Executive Committee



**Chair:** Barry Avis

**Vice-Chair:** Brenda Leigh

**Members-at-Large (top row):** Gordon Waterman (Village of Gold River), Bill Beldessi (North Coast Regional District), Howard Houle (Regional District of Nanaimo), Kerrie Reay (District of Sooke), Diane Brennan (City of Nanaimo). **Bottom row:** Jason Thompson (Village of Masset), Steve Arnett (Town of Ladysmith), Ron Kerr (City of Campbell River) and Tom Duncan (City of Duncan).

# 2017 Board of Trustees



**Jan Allen**  
Village of Port Alice



**Allen Anderson**  
District of Tofino



**Merrick Anderson**  
Powell River Regional District



**Steve Arnett**  
Town of Ladysmith



**Barry Avis**  
Town of Qualicum Beach



**Lucas Banton**  
Alberni-Clayoquot Regional District



**Mary Beil**  
City of Parksville



**Bill Beldessi**  
North Coast Regional District



**Erin Bremner-Mitchell**  
Town of Sidney



**Diane Brennan**  
City of Nanaimo



**Jay Dixon**  
Town of Port McNeill



**Tom Duncan**  
City of Duncan



**Candace Faulkner**  
Village of Zeballos



**Sabrina Frazier**  
Village of Queen Charlotte



**Will Geselbracht**  
District of Lantzville

# 2017 Board of Trustees



**Mike Hicks**  
Capital Regional  
District



**Janett Hoare**  
Village of Sayward



**Howard Houle**  
Regional District of  
Nanaimo



**Frank Johnson**  
Central Coast  
Regional District



**Ron Kerr**  
City of Campbell River



**Brenda Leigh**  
Strathcona Regional  
District



**Hugh  
MacKinnon**  
Town of Comox



**Mary Marcotte**  
Cowichan Valley  
Regional District



**Kate Marsh**  
Municipality of North  
Cowichan



**Marilyn  
McEwen**  
District of Ucluelet



**Sharie Minions**  
City of Port Alberni



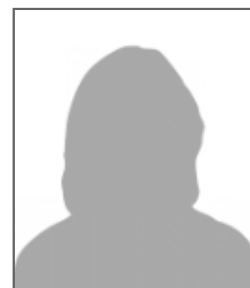
**Rod Nichol**  
Comox Valley  
Regional District



**Kerrie Reay**  
District of Sooke



**Fred  
Robertson**  
District of Port Hardy



**Heidi Soltau**  
Regional District of  
Mount Waddington

# 2017 Board of Trustees



**Sean Sullivan**  
Village of Cumberland



**Randy Taylor**  
Village of Tahsis



**Manno Theos**  
City of Courtenay



**Jason Thompson**  
Village of Masset



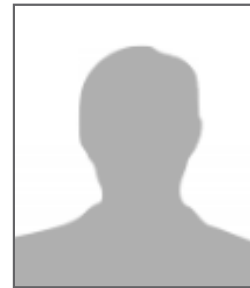
**Jack Thornburgh**  
District of North Saanich



**Lorna Dawn Vomacka**  
Town of Lake Cowichan



**Gordon Waterman**  
Village of Gold River



**Vacant**  
Village of Port Clements

