



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 26, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – June 28, 2017	9-21
<i>THAT the minutes of the Board of Directors meeting held on June 28, 2017 be adopted.</i>	
b. Special Board of Directors Meeting – July 12, 2017	22-24
<i>THAT the minutes of the Special Board of Directors meeting held on July 12, 2017 be adopted.</i>	
c. Alberni Valley Emergency Planning Liaison Group Meeting – June 22, 2017	25-28
<i>THAT the minutes of the Alberni Valley Emergency Planning Liaison Group meeting held on June 22, 2017 be adopted.</i>	
d. Appointment of Fire Chiefs Committee Meeting – June 14, 2017	29-31
<i>THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on June 14, 2017 be adopted.</i>	
e. Bamfield Water Committee Meeting - June 19, 2017	32-34
<i>THAT the minutes of the Bamfield Water Committee Meeting held on June 19, 2017 be adopted.</i>	

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

- a. **Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for April 2017 – June 2017.** **35-37**

6. **CORRESPONDENCE FOR ACTION**

- a. **LETTER OF RESIGNATION** **38**
Mr. Dan Holder, Fire Services Coordinator (Contractor), dated July 14, 2017 regarding resignation from Fire Services Coordinator position.

Possible Motion:

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

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

- b. **LETTER OF RESIGNATION** **39**
Mr. Dan Holder, Emergency Services Coordinator (Contractor), dated July 14, 2017 regarding resignation from Emergency Services Coordinator position.

Possible Motion:

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

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

- c. **LETTER OF INVITATION** **40-41**
Resource Breakfast Series, dated June 22, 2107 inviting Elected Representatives to the 4th Annual Resource Breakfast Series to be held during the UBCM Convention – September 26-28, 2017 in Vancouver, BC.

Possible Motion:

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

- d. **REQUEST FOR SUPPORT DONATION** **42-43**
Huu-ay-aht First Nation, dated July 20, 2017 requesting a donation for the Tsilhqot'in Nations to assist them in relief efforts for those negatively affected by the devastating wildfires currently burning in the Province.

(Board Direction Requested)

- e. **REQUEST FOR COMMENTS** **44-45**
City of Port Alberni, dated June 28, 2017 regarding the Proposed Municipal Boundary Extension to Include 3131 – 21st Avenue (Lots 5 & 6, District Lot 132, ACRD).

Possible Motion:

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

7. CORRESPONDENCE FOR INFORMATION

- a. **BC AVIATION COUNCIL** **46-49**
Alberni-Clayoquot Regional District Recipient of the BC Aviation Council's WM Templeton Trophy for Installation of Landing Lights the Long Beach Airport.
- b. **ISLAND COASTAL ECONOMIC TRUST** **50-51**
Marketing Strategy Focuses on Jobs, Lifestyle to Recruit Skilled Workers to the Regional District of Mount Waddington.
- c. **ALBERNI VALLEY CHAMBER OF COMMERCE** **52-53**
Letter of Thanks for Support of Recent Tri-Conic Challenge Event.
- d. **VANCOUVER ISLAND REGIONAL LIBRARY** **54-55**
Anonymous Letter Circulating.
- e. **CLAYOQUOT BIOSPHERE TRUST** **56**
Invitation for all Directors to attend a Regional Gathering at Kwistis Visitor Centre in the Pacific Rim National Park Reserve on September 17, 2017.
- f. **TIMBERWEST** **57-61**
2016 Sustainability Progress Report
- g. **FEDERATION OF CANADIAN MUNICIPALITIES** **62-63**
Make Infrastructure Count! Survey Launches July 24th
- h. **THE CORPORATION OF THE CITY OF NEW WESTMINSTER** **64-66**
Support on Resolutions to the Union of British Columbia Municipalities

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **67-105**
Finance Warrant No. 578

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

- b. **REQUEST FOR DECISION** **106-119**
Audit Services – Request for Proposals

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

- c. **REQUEST FOR DECISION** **120-123**
Asset Management Implementation Coordinator

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

- d. **REQUEST FOR DECISION** **124**
Transport Canada Divestiture Program – West Bamfield Dock

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

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

- e. **REQUEST FOR DECISION** **125-126**
Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group

THAT the Board of Directors appoint two members of staff and two political representatives, each with alternates to the Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group.

- f. **REQUEST FOR DECISION** **127-129**
Salmon Beach – Emergency Pump and Haul Contingency Plan & Fee Increase

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

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

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

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

- g. **REQUEST FOR DECISION** **130-146**
Fires Protection Services Agreement - Hupacasath First Nation and Sproat Lake Volunteer Fire Department.

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

- h. **REQUEST FOR DECISION** **147-171**
LBA Lease Lot “F” – Tofino Air Hangar Lease

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

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVA17007, BRADLEY & MELIS, LOT 1 MICHELSENS LANE (BAMFIELD)** **172-200**
Development Variance Permit Application – Report

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

- b. **RC17007, ISLAND TIMBERLANDS GP LTD, PART OF LOT 479 PORT ALBION RD (LONG BEACH)** **201-214**
Rezoning Application – Report and Bylaws P1358 and P1359

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

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

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

THAT the Board of Directors confirm that adoption of Bylaws P1358 and P1359 are subject to:

Meeting technical referral agency requirements.

- c. **DVD17006, RUDY, 9814 LAKESHORE ROAD (SPROAT LAKE)** **215-217**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVD17006.

- d. **RF17002, CHERRY CREEK WATERWORKS DISTRICT, LOTS 14 & 15 BECKER PLACE (CHERRY CREEK)** **218-222**
Rezoning Application - Memorandum and Bylaws P1353 and P1354

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

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

10. REPORTS

10.1 STAFF REPORTS

- a. Administration Department Monthly Staff Report – July 26, 2017 **223-225**
b. Planning & Development Manager Report – July 18, 2017 **226-227**
c. Financial Manager Report – July 14, 2017 **228-229**
d. Environmental Services Department Report – July 19, 2017 **230-233**
e. Staff Action Items Report – July 21, 2017 **234-240**
f. Meeting Schedule – August 2017 **241**

- g. Financial Statement – June 2017

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

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

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

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

15. RECOVENE

16. IN CAMERA

Motion to close the meeting to the public as per section

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

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

**Next Board of Directors Meeting: Wednesday, August 23, 2017, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 28, 2017, 1:30 PM

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

DIRECTORS

PRESENT:

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

REGRETS:

Kirsten Johnsen, Member of Council, Toquaht Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Jack McLeman, Councillor, City of Port Alberni

STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Janice Hill, Acting Manager of Administrative Services
Amy Anaka, Junior Planner

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director McCarthy

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

- 2a. *Introduction – Amy Anaka, Junior Planner*
- 8j. *Request for Decision – Special Meeting Request – Alberni Valley Regional Airport (AVRA) – Northwest OLS Roads Tender.*
- 9.1c. *Correspondence regarding DVE17005*

Motion to approve.

CARRIED

The Manager of Planning and Development introduced new employee Amy Anaka, Junior Planner.

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 14, 2017

MOVED: Director Banton

SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on June 14, 2017 be adopted.

CARRIED

b. West Coast Committee Meeting – June 14, 2017

MOVED: Director St. Jacques

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee meeting held on June 14, 2017 be adopted.

CARRIED

c. Appointment of Fire Chief's Committee Meeting – June 14, 2017

MOVED: Director Banton

SECONDED: Director McNabb

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Samuel Sugita, Municipal Project Manager BC Rogers Communications, Lisa Rossington, Manager of Public Affairs for Western Canada, Rogers Communications, regarding potential opportunities for improved cell coverage in our communities.**

Mr. Sugita and Ms. Rossington provided an update on a proposed cellular tower in the Sproat Lake area. On July 7, 2015, Rogers received support from the Board for a proposed tower on private property atop a hill south of Cougar Smith Park aimed at providing improved service to Sproat Lake community. The project was delayed due to lack of funding. In the meantime, Rogers has been looking at all angles in getting improved service into Sproat Lake community. This involves asking TELUS to co-locate, which they have agreed to do. Rogers is also reviewing alternate options by partnering with a local internet service provider (Beacon Wireless). They will continue to make the business case for the importance of this site, as approval nears expiry July 2018. They will continue to work with Beacon Wireless to see if there is an opportunity for Rogers to co-locate onto Beacon Wireless' tower to improve wireless service and will keep the ACRD Board informed of all developments.

Director Ruttan entered the meeting at 1:35 pm.

- b. **Mr. Cody Chretien, Mr. Jason Ward regarding Development Variance Permit DVE17005.**

Mr. Ward spoke on behalf of Mr. Chretien in support of Development Variance Permit application DVE17005.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated June 19, 2017 from West Coast Aquatic Management Association regarding request for a letter of support for an Area G Pacific Salmon Treaty Mitigation Fund Proposal.**

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT Alberni-Clayoquot Regional District Board of Directors forward a letter of support, in principle, to the West Coast Aquatic Management Association regarding their joint proposal with Area G Trollers to re-profile the Pacific Salmon Mitigation Fund.

CARRIED

- b. **Correspondence dated June 12, 2017 from the Alberni Valley Regatta Association requesting a noise exemption for the date of July 14, 15 and 16, 2017 from 9:00 am to 5:00 pm daily.**

MOVED: Director Ruttan

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors issue the permit for a special event as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013" for July 14, 15, 16, 2017 from 9:00 am to 5:00 pm daily to the Alberni Valley Regatta Association.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **DISTRICT OF TOFINO TO GORD JOHNS, MP**
Federal Gas Tax Strategic Priorities Fund Applications to Complete the Pacific Traverse Trail
- b. **FIRST NATIONS HEALTH AUTHORITY**
2017/2018 FNHA Summary Service Plan
- c. **VANCOUVER FOUNDATION**
Grant – Steps Towards an Airshed Management Plan for the Alberni Valley
- d. **VANCOUVER ISLAND REGIONAL LIBRARY**
2016 Annual Report
- e. **ALBERNI VALLEY MUSEUM AND HERITAGE COMMISSION**
E&N Corridor to Trails
- f. **OMEGA PACIFIC HATCHERY INC.**
Draft Summary of a Review of Chinook S1 (Yearlings) Grown at Omega Pacific Hatchery Inc.
- g. **WEST COAST AQUATIC**
Correspondence to South Coast, Pacific Region, DFO regarding Advisory Committee for the Proposed WCVI Offshore MPA
Director Bennett spoke in support of the proposed WCVI Offshore Marine Protective Area strategy.
- h. **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**
Replacement of BCTS Strait of Georgia Business Area's East and Southwest Coast Forest Stewardship Plan

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Board of Directors forward the letter from Omega Pacific Hatchery Inc. to the ACRD Fisheries Committee.

CARRIED

MOVED: Director Kokura
SECONDED: Director McCarthy

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding 2016 Statement of Financial Information – Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District.**

MOVED: Director Bennett
SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2016 Statement of Financial Information (SOFI) including all of the statements and schedules for the following organizations:

- *Alberni-Clayoquot Regional District*
- *Alberni-Clayoquot Regional Hospital District*

CARRIED

- b. Request for Decision regarding Security Issuing Bylaw F1132, 2017.**

MOVED: Director Ruttan
SECONDED: Director Bennett

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. F1132, 2017”.

CARRIED

MOVED: Director Ruttan
SECONDED: Director Kokura

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. F1132, 2017”.

CARRIED

MOVED: Director Ruttan
SECONDED: Director Cote

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. F1132, 2017".

CARRIED

*MOVED: Director Ruttan
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1132, 2017".

CARRIED

The Manager of Finance left the meeting at 2:17 pm.

c. Request for Decision regarding Coulson Aircrane Ltd. Land Lease – Alberni Valley Regional Airport.

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT the Board of Directors

- i. Instruct staff to submit the land lease for PART OF BLOCK F, OF BLOCK 209, DISTRICT LOTS 130,157, 171, 172, AND 204, ALBERNI DISTRICT as shown on PLAN EPP61119 to the Provincial Subdivision Approving Officer for approval.*
- ii. Following approving officer approval and the lease being signed by Coulson Aircrane Ltd., authorize the Chairperson and Acting CAO to sign the lease on behalf of the Alberni-Clayoquot Regional District.*

CARRIED

d. Request for Decision regarding Coulson Aircrane Ltd. Short Term Licence of Use – Alberni Valley Regional Airport.

*MOVED: Director McNabb
SECONDED: Director Ruttan*

THAT the Alberni-Clayoquot Regional District Board of Directors extend the Licence of Use Agreement with Coulson Aircrane Ltd. for a maximum of six (6) months for a sum of \$10.00 for the term of this licence at the Alberni Valley Regional Airport for the purpose of constructing works on a portion of land before the land is subdivided by leasehold plan.

CARRIED

The Manager of Finance re-entered the meeting at 2:32 pm.

e. Request for Decision regarding UBCM Resolution – Class D and E Slaughter Licensing.

MOVED: Director Cote
SECONDED: Director Osborne

THAT the Board of Directors send a letter to the Minister of Agriculture petitioning the Minister to deem the Alberni-Clayoquot Regional District a 'designated region' for Class 'D' and 'E' licenses under the Meat Inspection Regulations of the BC Food Safety Act. B.C. Reg. 205/2014 in order to pilot and research the effect of the expansion of Class 'D' licenses on the area's industry for the benefit of the entire province.

CARRIED

f. Request for Decision regarding Importance of the Fishing Industry in British Columbia.

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the new Minister responsible for Fisheries in the Province of BC outlining the importance of fisheries to ourselves, Coastal BC and the Province.

CARRIED

g. Request for Decision regarding Cherry Creek Community Parks – Moore Road Extension.

MOVED: Director Banton
SECONDED: Director Bennett

THAT the ACRD Board of Directors authorize the Acting Chief Administrative Officer or designated signing authority to enter into an agreement with the successful Tenderer for construction of a 110 meter trail along Moore Road.

CARRIED

h. Request for Decision regarding Alberni Valley Fire Training Facility.

Director Banton declared a conflict and left the meeting at 2:40 pm.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approve the formation of a working committee to explore an Alberni Valley Training Center concept, which will report back to the Board with a needs assessment, feasibility study, estimated costs, location, benefits to the fire departments and examples of other facilities throughout the Province.

CARRIED

- i. **Request for Decision regarding Poverty Reduction Protocol/Theory of Change.**
(Referred from the June 14, 2017 Board of Directors Meeting)

Director Banton re-entered the meeting at 2:43 pm.

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the "Working Together to Reduce Poverty Protocol" agreement with the Alberni-Clayoquot Health Network for the Alberni-Clayoquot Regional District.

CARRIED

- j. **LATE ITEM: Request for Decision regarding Special Meeting Request – Alberni Valley Regional Airport (AVRA) – Northwest OLS Roads Tender.**

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the ACRD Board of Directors call a Special Board of Directors meeting for Wednesday, July 12, 2017 at 1:30 pm in the ACRD Board Room to review and consider the Alberni Valley Regional Airport Northwest OLS Roads tender.

CARRIED

9. PLANNING MATTERS

- a. **DVD17004, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)**
Development Variance Permit Application – Report

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors defer the application until the next board meeting and direct staff to invite permittee to speak on behalf of the permit.

CARRIED

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the topic of Keeping of Animals on Small Properties be referred to the next Electoral Area Directors Committee meeting for discussion.

CARRIED

- b. DVD17006, RUDY, 9814 LAKESHORE ROAD (SPROAT LAKE)**
Development Variance Permit Application – Report

MOVED: Director Cote
SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVD17006.

CARRIED

- c. DVE17005, STRUC HOLDINGS LTD, PARCEL G ARVAY ROAD (BEAVER CREEK)**
Development Variance Permit Application – Memorandum and Permit

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors deny development variance permit DVE17005.

CARRIED

- d. RF16002, BROWN, 3745 MOUNTAIN VIEW ROAD (CHERRY CREEK)**
Rezoning Application – Memorandum and Bylaw P1343

MOVED: Director Banton
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1343 be adopted.

CARRIED

- e. DVF16012, BROWN, 3745 MOUNTAIN VIEW ROAD (CHERRY CREEK)**
Development Variance Permit Application – Memorandum and Permit

MOVED: Director Banton
SECONDED: Director Cote

THAT the Board of Directors issue development variance permit DVF16012.

CARRIED

- f. RF17002, CHERRY CREEK WATERWORKS DISTRICT, LOTS 14 & 15 BECKER PLACE (CHERRY CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1353 and P1354

Director Banton declared a conflict and left the meeting at 3:08 pm.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors receive the public hearing report and public hearing minutes.

CARRIED

MOVED: Director Bennett
SECONDED: Director Wyton

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

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

Directors Banton re-entered the meeting at 3:10 pm.

g. RF17005, KAUR, 6106 COTTAM ROAD (CHERRY CREEK)
Rezoning Application – Report and Bylaw P1349

MOVED: Director Banton
SECONDED: Director Bennett

THAT the public hearing for Bylaw P1349 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.

CARRIED

*MOVED: Director Banton
SECONDED: Director Bennett*

THAT the Board of Directors confirm that adoption of Bylaw P1349 is subject to:

- i. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 1 acre density;*
- ii. Confirmation from the Ministry of Transportation and Infrastructure that the proposed access to both lots meet their requirements; and Meeting technical referral agency requirements.*

CARRIED

The meeting was recessed at 3:12 pm.
The meeting was re-convened at 3:14 pm.

10. REPORTS

10.1 STAFF REPORTS

- a.** Staff Action Items Report – June 22, 2017
- b.** Meeting Schedule – July 2017
- c.** Financial Statement – May 31, 2017

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

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb provided an update from the June 23rd 9-1-1 Corporation meeting. The Peace River Regional District has now signed on to the agreement which is a positive move for the 9-1-1- Corporation and will provide a scale of economies that will filter down to improve rates in the future. The new transmitter tower at the Kitsuksis Reservoir for radio transmission and fire is working very well.

- b. **Vancouver Island Regional Library - L. Banton – No report**
- c. **Central West Coast Forest Society – T. Bennett – No report**
 - **2016 Summary Report**
 - **Project Overview 2017**
- d. **Alberni Valley Chamber of Commerce – J. McLeman – No report**
- e. **Coastal Communities Network – T. Bennett/D. St. Jacques - No report**
- f. **West Island Woodlands Advisory Group – M. Kokura**

Director Kokura attended the June 8th meeting and reported that the log shortage was still continuing, Alberni Pacific Division is running one shift and there is no start-up date for the Somass Mill. A shipment of Noble Fir seeds from the U.S. has arrived and they will be propagating Noble Fir trees again. There will also be an audit on the TFL beginning in the fall running through to the spring. The next meeting is scheduled for November 9, 2017.

- g. **Island Coastal Economic Trust –J. Jack - No report**
- h. **Air Quality Council, Port Alberni – K. Wyton**

Director Wyton reported that the Air Quality Council received funding from the Vancouver Foundation to support putting together a protocol agreement for an air quality management study for the Alberni Valley the next meeting is scheduled for September 14, 2017.
- i. **West Coast Aquatic Board – T. Bennett/K. Wyton – No report**
- j. **Association of Vancouver Island & Coastal Communities – P. Cote – No report**
- k. **Beaver Creek Water Advisory Committee – J. McNabb - No report**
- l. **Other Reports**
 - **Clayoquot Biosphere Trust 2016 Impact Report**

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director McNabb

SECONDED: Director Banton

THAT this meeting be adjourned at 3:24 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 12, 2017, 1:30pm

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

- 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)
(via teleconference)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver 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, Yuułuꞵiꞵath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
- STAFF PRESENT:** Wendy Thomson, Acting Chief Administrative Officer
Teri Fong, Manager of Finance
Andrew McGifford, Manager of Environmental Services
Mike Irg, Manager of Planning and Development
Mark Fortune, Airport Superintendent
Janice Hill, Acting Manager of Administrative Services
Heather Zenner, Lands and Resources Coordinator

1. **CALL TO ORDER**

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

Director Ruttan entered meeting at 1:31 pm.

2. **APPROVAL OF AGENDA**

MOVED: Director McNabb

SECONDED: Director St. Jacques

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

5(b) *Request for Decision – Fire Departments Ability to Deploy Resources Out of District.*

7(a) *In-Camera – 90 (1) (g) – Litigation or potential litigation affecting the Regional District.*

CARRIED

Director McLeman entered meeting at 1:34 pm.

3. DECLARATIONS

4. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni Valley Regional Airport – Northwest OLS Roads tender.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the ACRD Board of Directors award the tender for the Northwest OLS Roads at the Alberni Valley Regional Airport to Bowerman Excavating (removing provisional items 3.04b & 3.05b) for \$1,099,629.20 plus GST supporting the building of the road using the AVRA capital reserve funds.

CARRIED

MOVED: Director Cote

SECONDED: Director Kokura

THAT the ACRD Board of Directors direct staff to apply for additional funding from the Alberni Valley Community Forest Legacy Fund for completion of the Alberni Valley Regional Airport Expansion project.

CARRIED

b. LATE ITEM: Request for Decision regarding Fire Departments Ability to Deploy Resources Out of District.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the ACRD Board of Directors provide the following direction for ACRD fire departments:

- i. Direction to respond out of district under authority of BC Wildfire Service;*
- ii. Discretion granted to fire chiefs to deploy resources out of district without BC Wildfire Service authority where the opinion of the fire chief that response is in the best interest of the community;*
- iii. Direction to enforce provincial burning restrictions within the District.*

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the ACRD Board of Directors delegate the following to the Acting CAO or designate:

- i. Ability to close any regional district park or trail;*
- ii. Ability to assign resources for promotion and education of any closures.*

CARRIED

6. QUESTION PERIOD

7. IN CAMERA

MOVED: Director McNabb
SECONDED: Director Wyton

THAT the meeting be closed to the public as per section

- i. 90 (1) (g) of the Community Charter: Litigation or potential litigation affecting the Regional District.*

CARRIED

The meeting was closed to the public at 2:20 pm.

The meeting was re-opened to the public at 2:36 pm.

8. RECOMMENDATIONS FROM IN-CAMERA

9. ADJOURN

MOVED: Director McNabb
SECONDED: Director McLeman

THAT this meeting be adjourned at 2:36 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY EMERGENCY PLANNING LIAISON GROUP MEETING

HELD ON THURSDAY, JUNE 22, 2017, 1:30 PM

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

PRESENT: Penny Cote, Chair, Electoral Area “D” Director
Denis Sauve, Vice-Chair, City of Port Alberni
John McNabb, Electoral Area “E” Beaver Creek
Dan Holder, ACRD Emergency Coordinator
John Rick Geddes, Sproat Lake Volunteer Fire Department
Charlie Starratt, Beaver Creek Volunteer Fire Department
Lucas Banton, Cherry Creek Volunteer Fire Department
Jim Kraneveldt, Catalyst Paper
Mike Ruttan, City of Port Alberni
Bruce Patterson, BC Ambulance
Dave Paddock, RCMP
Ian Arklie, RCMP, Search & Rescue
Alicia Parayno, Island Health
Stephanie Bruvall, Island Health
Mike Carter, Port Alberni Port Authority
Kelly Gilday, Port Alberni Fire Department
Al Winney, Arrowsmith Amateur Radio Club
Sheena Falconer, West Coast Aquatic
Karen Freethy, City of Port Alberni

STAFF: Wendy Thomson, Acting Chief Administrative Officer
Dan Holder, Emergency/Fire Service Coordinator Contractor
Shelli Lyle, Administrative Assistant

1. **CALL TO ORDER**

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

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

2. **MINUTES**

MOVED: M. Ruttan

SECONDED: L. Banton

THAT the minutes of the AV Emergency Planning Liaison Group meeting held on March 23, 2017 be adopted.

CARRIED

3. INTRODUCTIONS

Introductions were conducted around the table.

4. REPORTS

Fall Table Top Exercise - D. Holder

D. Holder explained a table top exercise will be held in the fall, this exercise will be a half day exercise where a senior care facility will be evacuated, more details to follow in the next month.

West Coast Emergency Coordination Services – W. Thomson

The acting CAO provided an update from the West Coast Emergency Coordination Services meeting held on June 8 on the West Coast explaining there were discussions on creating an interim WC Coordinator position to build a business case and investigate funding opportunities. Currently the working group is looking at how to fund this position.

Flood Fish Flow Committee Update - S. Falconer

S. Falconer provided an update on the meetings held for the Flood Fish Flow committee. The committee is working on getting a hydrology study for Somass, Stamp and Sproat River and North West Hydraulics would be commissioned; preparing grant applications thru the National Mitigation Fund ensuring everyone's needs are met and working on the call for expressions of interest and information to the Coastal Restoration Fund working with Catalyst.

Wildfire Mitigation Grant – K. Gilday

K. Gilday, Port Alberni Fire Chief provided an update regarding the \$30,000 Wildfire Mitigation Grant received. Training materials were received two weeks ago next step is to put together a process identifying fire smart training in the Valley to educate private land owners on how cleaning up properties reduces the risk on how fires can spread, provide a clean up process for those that can't get their materials to the landfill. All dollars are provincial there are no matching funds for this grant. The Wildfire plan is outdated; Ministry of Forests would support our application to have the plan updated, which could cost around \$60,000. There are other grants however the first one is matching funds and the plan must be updated before an application to the other two can be submitted.

ESS Level 2 and 3 – K. Freethy

K. Freethy explained she will be updating and reaffirming supplier agreements, looking at preparing a list of facilities that could be utilized in an ESS Level 2 and 3 situation(s)

which will most likely utilize many of the City of Port Alberni's facilities.

Alberni Valley Hazard Risk Analysis – D. Holder

D. Holder explained an update is needed to the Hazard Risk Analysis. Flooding and fires are on the increase and in the current document rated low, need to bump them up in importance. This fall should meet with organizations and representatives from industry first responders, local governments to prepare a matrix (risk vs. destruction). Bruce Patterson, BC Ambulance mentioned they review their Hazard Risk Analysis every year, need to incorporate the expansion of the airport and the operation of seaplanes.

Sheena Falconer, WCA mentioned the National Disaster Mitigation Fund requires a risk assessment as a first step in the application process.

D. Holder spoke with the MOT engineer regarding bridges; the message is it is very hard to predict seismic activity to bridges and will follow up with details they can provide.

a. Round Table Reports

Denis Sauve – Cowichan Valley Regional District is undertaking a seismic upgrade of one of their key bridges. Dan Holder will investigate. Continuing care facilities have evacuation plans contact them prior to the exercise.

John McNabb– There were recently earthquakes in 4.0 Gold River (4.0) and Guatemala (6.8) need to be as well prepared as we can be.

Rick Geddes – The first Automatic Mutual Aid Training session meeting was held with all four departments.

Dan Holder - Fire Chiefs meeting was held today, the Oceanside Fire Chief was in attendance, concerns were raised regarding wildfires and how we support each other.

Penny Cote – There is \$5000 in the 2017 budget for the Sproat Lake community to prepare information for areas that would be cutoff in an emergency, will need the Fire Coordinator and the Fire Departments assistance.

Wendy Thomson – If any organizations would like to add topics to the agenda please contact Shelli Lyle slyle@acrd.bc.ca.

Al Winney – A new repeater is now in operation, it is a low level repeater for use in the valley and connected thru the island trunk system, can communicate with Victoria, only a one party line. Working on a Mesh Communication System in conjunction with BCVFD. There are blank spots from the Alberni Valley to the West Coast.

Bruce Patterson, BC Ambulance – Fentanyl and Carfentanyl are in the community, reiterate first responders need to ensure they wear their protective gear if they have

any sense there could be a concern. Currently working on a defibrillator spreadsheet that identifies where they are located in the Alberni Valley. Bruce will send the defibrillator list to Shelli for distribution.

Mayor Ruttan – Investigating a neighborhood to neighborhood program that identifies the risks and responses, could incorporate into the Block Watch program.

Lucas Banton – An emergency planning committee is investigating how Cherry Creek Hall could function as a muster station.

Sheena Falconer – Working with the City on the sewage lagoon decommission, grant application for diking and the next phase of the Roger Creek Trail. Culverts are a concern there are several that are not up to standard, in the event of an emergency those rural culverts could cave and cause transportation issues, may want to do a culvert assessment.

Jim Kraneveldt – Catalyst held their annual evacuation drill on June 6, 6 new speakers were added, the muster and account for 116 employees took nineteen minutes, a question arising from this drill is “Where do those 116 people go if they need to get offsite”. Mutual aid discussions are needed in the community. Catalyst site could have issues that will affect the entire Alberni Valley.

Hydro Hill Incident – Fuel Tanker Spill

Ministry of Highways had flag people at Sproat Lake Landing advising the public. The Peak was giving radio updates every 15 minutes. ACRD Website was updated and Twitter feeds were posted.

5. **NEXT MEETING**

The next meeting of the Alberni Valley Emergency Planning Liaison Group is Thursday, September 21, 2017, 1:30 pm in the Regional District Board Room.

6. **ADJOURN**

MOVED: M. Ruttan

SECONDED: D. Sauve

THAT the meeting be adjourned at 2:32 pm.

CARRIED



Alberni-Clayoquot Regional District

MINUTES OF THE APPOINTMENT OF FIRE CHIEFS COMMITTEE

MEETING HELD ON THURSDAY, JUNE 14, 2017 @ 6:00 PM

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

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

STAFF PRESENT: Wendy Thomson, Acting Chief Administrative Officer
Shelli Lyle, Administrative Assistant
Dan Holder, ACRD Emergency/Fire Services Coordinator (Contractor)

1. CALL TO ORDER

The Chairperson called the meeting to order at 6:00 pm.

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

MOVED: Keith Wyton

SECONDED: Penny Cote

THAT the agenda be approved with the addition of the March 16, 2017 Appointment of Fire Chiefs Committee minutes.

CARRIED

2. MINUTES

MOVED: Keith Wyton

SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee meeting minutes of March 16, 2017 be approved.

CARRIED

2. JOB DESCRIPTIONS

a. Fire Chief Job Description

D. Holder provided an overview of the draft Fire Chief Job Description. Discussions followed with recommendations for revisions. D. Holder will make the revisions.

Director Wyton, D. Holder and Bamfield's Chief and Deputy Fire Chief will revise the job description specific to Bamfield.

b. Deputy Fire Chief Job Description

D. Holder provided an overview of the draft Deputy Fire Chief Job Description. The Committee discussed and provided recommendations for revisions. D. Holder will make the revisions.

MOVED: John McNabb
SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee approve the Fire Chief and Deputy Fire Chief job descriptions with revisions for Sproat Lake and Beaver Creek Fire Departments.

CARRIED

MOVED: Keith Wyton
SECONDED: Charlie Starratt

THAT the Appointment of Fire Chiefs Committee recommend that the Board of Directors adopt the Fire Chief and Deputy Fire Chief job descriptions with revisions.

CARRIED

3. REPORTS

a. Appointment of Fire Chief Policy

The Committee discussed the draft Appointment of Fire Chief Policy provided by D. Holder. Recommendations were made to revise the draft policy. D. Holder to revise and bring back to the Committee. D. Holder, P. Cote and Acting CAO will meet with the Sproat Lake Volunteer Fire Department to review prior to going to the Board of Directors for adoption.

Mike Cann entered the meeting at 6:39 pm.

b. Officer Qualifications Policy

The Committee discussed the draft Officer Qualification Policy provided by D. Holder. The intent of the matrix is a guideline to meet educational and training needs. D. Holder will work with R. Geddes to revise the matrix. D. Holder will create a defensive training standard for Bamfield.

4. OTHER BUSINESS/REPORTS

Schedule meeting with Sproat Lake Volunteer Fire Department.
Schedule next meeting of the Appointment of Fire Chiefs Committee to review revised Job Descriptions and Policies.

5. **ADJOURN**

MOVED: John McNabb

SECONDED: Keith Wyton

THAT this meeting be adjourned at 7:05 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER COMMITTEE MEETING HELD ON MONDAY, JUNE 19, 2017, 5:00 PM

Bamfield Volunteer Fire Department Hall, 352 Pachena Road, Bamfield, BC

MEMBERS Keith Wyton, Chairperson, Electoral Area "A" (Bamfield)

PRESENT: Lisa Herbig, Member at Large
J.P. Hastey, Member at Large
Barry Otterson, Bamfield Chamber of Commerce
John Mass, Advisory Planning Commission
Brad Anholt, Bamfield Marine Science Centre
Les Butler, Bamfield Water Contractor

REGRETS: Phil Lavoie, Bamfield Volunteer Fire Department
Brad Anholt, Bamfield Marine Science Centre

STAFF PRESENT: Andrew McGifford, Manager of Environmental Services
Kathy McArthur, Environmental Services Coordinator

1. CALL TO ORDER

The Chairperson called the meeting to order at 5:12 pm.

The Chairperson recognized the meeting is being held in the Huu-ay-aht First Nations Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: J. Mass

SECONDED: L. Herbig

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Bamfield Water Committee Meeting held February 20, 2017**

MOVED: J.P. Hastey

SECONDED: B. Otterson

THAT the minutes of the Bamfield Water Advisory Committee meeting held on February 20, 2017 be received.

CARRIED

4. REPORTS

a. Water Treatment Plant (WTP) Update

Delay in construction schedule from July 2016 – one month behind.
Water treatment plant will need to move out of road right of way.
Parking is needed in area and MOTI is aware the ACRD owns the property adjacent to the area requested to construct. The move may increase costs to remove rock and trees and fencing costs.
Committee requestes to attempt a meeting to review final design details.
Staff recommended a letter be sent to Bamfield Community Parks to advise of the change from the plan originally provided.

MOVED: B. Otterson

SECONDED: J.P. Hastey

THAT a letter be written to the Bamfield Parks Committee advising of the required move requesting support of the use of increased Parks property.

CARRIED

b. Water Rates – A. McGifford (Verbal)

Rates will reflect the new water treatment plant operation. Finance will be provided at the next meeting.
Staff advised that a water conservation plan is required when applying for water system grants.
Discussions regarding adjusting the threshold vs fees. Staff will analyze the average household use, comparisons to other areas, and possible increases to 14^{m3} / month allotment.

c. News Release – A. McGifford (Verbal)

News release available on the ACRD website regarding the Clean Water and Wastewater Fund grant approval for support for the Bamfield Water Treatment Facility. Director Wyton requested laminated copies of the news release to post in the community.

MOVED: J. Mass

SECONDED: B. Otterson

THAT the Bamfield Water Advisory Committee receives reports a-c.

CARRIED

5. ADJOURN

MOVED: J. Mass

SECONDED: L. Herbig

THAT this meeting be adjourned at 6:15 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Andrew McGifford,
Manager of Environmental Services



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the second quarter of 2017 (April - June). Included in this report is a comparator to the same time frame during the previous four years.

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

- Officers received and responded to a total of 3,009 calls for service, 480 of these were in the Alberni-Clayoquot Regional District.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, Marine, and Forestry).

Port Alberni RCMP's 2017/18 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a “wrap around” approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Alberni - Clayoquot Regional District Report

Port Alberni Rural	Q2 2017 (April – June)				
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<i>Calls for Service</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Total Calls for Service	420	422	459	463	480

<i>Occurrences by Crime Type</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Violent Crime	8	15	8	14	14
Property Crime	48	57	42	43	46
Other Criminal Code	7	16	16	11	16
Drug Offences	5	3	5	3	2
Total Criminal Code	68	91	71	71	78
Criminal Traffic	10	9	10	8	8

<i>Violent Crime</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Assaults	3	8	1	7	7
Assault weapon/bod harm	0	1	3	0	2
Harassment	4	4	2	2	2
Robbery	0	0	1	1	0
Sex Offences	0	0	1	1	1
Uttering Threats	1	0	0	2	1
Domestic Violence	1	5	3	2	5



<i>Property Crime</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Auto Theft	0	1	2	2	3
Bike Theft	0	2	2	0	1
Break and Enter - Business	2	2	0	0	1
Break and Enter - Residence	3	5	4	1	4
Break and Enter - Other	2	0	1	3	1
Mischief to Property	18	17	14	11	17
Theft	8	6	8	9	11
Possess Stolen Property	0	0	1	0	0
Shoplifting	5	7	0	0	0
Theft From Vehicle	6	11	3	8	3

<i>Other Criminal Code</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Cause Disturbance	4	4	7	5	6
Breach of Probation	0	1	1	1	5
Breach of Bail	0	5	2	3	1

<i>Provincial Statutes</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Intoxicated in Public	2	1	6	5	1

<i>Collisions (Incl. Pedestrian)</i>	Q2 2013	Q2 2014	Q2 2015	Q2 2016	Q2 2017
Collision - Fatal	0	0	1	0	0
Collision - Injury	5	4	4	4	10
Collision - Damage	19	14	11	23	14

Dan Holder
5080 Golden Street
Port Alberni, B.C.
V9Y 7H9

July 14, 2017

Attention: Wendy Thomson, Acting CAO

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

Re: Letter of Resignation:

Please accept this letter as notification that I will be resigning from the position of Fire Service Coordinator – Part Time Position effective July 31, 2017.

I would like to pass on my sincere “Thanks” to the Officers and Members of the Fire Departments that I have served. I can’t say enough about the help and support from the Staff of the ACRD they have treated me like one of their staff.

It truly has been an honor and privilege to work with such dedicated and professional Volunteer Fire Officers, through their cooperation, foresight and willingness to make changes that have made your department more efficient, better trained and most importantly made your members safer, your leadership has been outstanding.

The future looks exciting and promising for the departments. Keep pursuing the need and the realization for a Regional Fire Training Centre, your departments and members deserve to have the best training available to them.

This year marks 41 years of service for me in the Fire Service, as hard as it to leave such a great organization it’s time for me to officially retire.

Thank you,

Dan Holder

Dan Holder
5080 Golden Street
Port Alberni, B.C.
V9Y 7H9

July 14, 2017

Attention Wendy Thomson

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

Letter of Resignation: Emergency Service Coordinator – Part Time Position:

Please accept this letter as notice for the termination of my position as Part Time Emergency Services Coordinator effective September 15, 2017.

I would like to express my sincere “Thanks” for the opportunity of serving the ACRD in the capacity as your Emergency Coordinator.

I would like to reassure the ACRD Board Members that they have an outstanding Emergency Program that is supported by professional, well trained staff from both the City and ACRD. Costal Exercise provided such an opportunity to move our community to the forefront of Emergency Preparedness.

Your staff has been exceptional, they have treated me as one of their own staff members. Always happy to help, positive attitudes and keen to be part of the Emergency Program. The progress that I have seen from the beginning of my contract to now, reassures the ability of your staff to respond to any emergency situation. Please pass on a huge Thank You to all of them.

I’m available anytime to respond and help in the event of an activation of your EOC, also, when you find a replacement I’m available to help out that person with the transition into the position.

If you require help or have any special projects that require coordination and assistance, I’m more than willing to provide those services.

Thank you,
Sincerely,

Dan Holder



June 22, 2017

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

Dear Chairperson Jack,

Re: 4th Annual Resource Breakfast Series September 26 to 28, 2017 – Vancouver, BC

On behalf of the BC Resource Sector, it is my sincere pleasure to offer two of your elected representatives complimentary tickets to the 4th Annual *Resource Breakfast Series*. The event will be hosted September 26 - 28, 2017, in Vancouver, BC during the annual Union of BC Municipalities' (UBCM) convention. The breakfasts take place from 7:00 am to 8:30 am and feature three key sectors including mining, energy, and forestry, in a friendly, relaxed and casual atmosphere. These breakfast events provide an excellent opportunity to network and receive brief updates on the resource sector's role in our provincial economy. It is also a fantastic chance to meet representatives from the resource sector and the generous sponsors.

The *Resource Breakfast Series* has become a must-attend event with sellout crowds each day. We encourage you to reserve your complimentary ticket early, as we sell out every year. This year, we are restructuring the program to make it even more informative, engaging and beneficial. We are committed to developing the event and want to keep it fresh and interesting. Therefore, we are introducing a new panel format which will include inviting the respective Minister, a resource sector business leader, and a local Mayor to engage in a constructive dialogue about the future of BC's resource sector. This diverse panel structure will ensure we share a variety of perspectives. As was the case last year, there will be broad representation from Mayors, Councillors, MLAs, resource sectors and association sponsors from across the province. These breakfasts present an excellent opportunity to meet, network, and learn first-hand the latest news about BC's important resource sector.

Event Details:

Dates: Tuesday, September 26, 2017 - *Mining Sector Breakfast*
 Wednesday, September 27, 2017 - *Energy Sector Breakfast*
 Thursday, September 28, 2017 - *Forest Sector Breakfast*

Time: 7:00 am-8:30 am

Invited Guests: MLAs, Mayors, Councillors, Association & Resource Sector Leaders

Style: Plated breakfast

Location: Terminal City Club – 837 West Hastings Street, Vancouver, BC

Cost: No charge, hosted breakfast

Attire: Business casual

408 – 688 West Hastings Street (604) 343-4847
 Vancouver, British Columbia info@c3alliancecorp.ca
 V6B 1P1, Canada www.c3alliancecorp.ca

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local government seats to two per Municipal Council or Regional District at any or all of the breakfasts. Please RSVP to info@c3alliancecorp.ca and specify which event(s) you would like your representatives to attend. There is great demand for these popular events, therefore, we respectfully encourage you to request tickets to only the breakfasts you have an interest in attending and are available for. Also, please note, tickets are non-transferable.

We look forward to seeing you at the 4th Annual *Resource Breakfast Series*.

Kind regards,



Dan Jepsen, RPF
President & CEO
C3 Alliance Corp. – *Resource Breakfast Series* Manager



huu ay aht

ANCIENT SPIRIT, MODERN MIND

July 20, 2017

Dear ACRD Board of Directors,

This year has been a very difficult one for many of the First Nations in the Interior of British Columbia. They have been negatively affected by the devastating wildfires that are currently burning in the province.

Like many other nations, Huu-ay-aht knows how difficult it is to overcome adversity. With that in mind, our elected and hereditary leadership decided to make a \$6,000 donation to help the Tsilhqot'in Nations. This money will go directly to the relief efforts in place for the communities of Tl'etinqox, ?Esdilagh, Yunesit'in, Tsi Deldel, Tl'esqox, and Xenigwet'in.

In addition to making this pledge, we would like to challenge other nations, governments, and individuals to help us match and exceed our donation.

We would like to invite you to help us by making a donation to the communities of Tl'etinqox, ?Esdilagh, Yunesit'in, Tsi Deldel, Tl'esqox, and Xenigwet'in. You can do this through the GoFundMe account Huu-ay-aht has set up (<https://www.gofundme.com/tsilhqotin-fire-relief-fund>). You can also donate directly to the communities on their website at <http://www.tsilhqotin.ca/>, just click the Donate button in the bottom left of the page.

Thank you for your help during this difficult time. Attached is a copy of our press release. Please do not hesitate to contact us with any questions.

Sincerely,

Chief Councillor Robert J. Dennis Sr.
Huu-ay-aht First Nations

Office: Anacra Government Office, 170 Nookemus Road, Anacra, B.C., V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 | Phone: 250.723.0100 | Fax: 250.723.4646



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Huu-ay-aht donates \$6,000 to Tsilhqot'in wildfire relief efforts and challenges others to do the same

Anacla – July 18, 2017 – Close to 40,000 British Columbians are displaced as more than 160 wildfires burn in the province.

In response to the emergency, Elected and Hereditary leadership from Huu-ay-aht First Nations has donated \$6,000 to National Government Chiefs for its wildfire relief fund for the Tsilhqot'in. The communities of Tl'etinqox, ?Esdilagh, Yunesit'in, Tsi Deldel, Tl'esqox, and Xeni Gwet'in have been evacuated from their homes and are in dire need of assistance. Huu-ay-aht has donated \$1,000 for each nation.

“The Tsilhqot'in Nations are facing one of the worst times of their history, one none of us can even imagine,” Huu-ay-aht Chief Councillor Robert J. Dennis Sr. explains. “It is important that we show our support during their time of crisis.”

The Huu-ay-aht would like to challenge other First Nations, government organizations, and individuals to do the same. If you would like to contribute, you can drop a cheque off at our office (4644 Adelaide Street, Port Alberni) or donate through our GoFundMe account: <https://www.gofundme.com/tsilhqotin-fire-relief-fund>. You can also donate directly to the communities on their website at <http://www.tsilhqotin.ca/>, just click the Donate button in the bottom left of the page.

For any inquiries please contact:
Heather Thomson, Communications Coordinator
Huu-ay-aht First Nations
Office: 250-723-0100 cell: 250-720-7776

Heather.t@huyuayaht.org

www.huyuayaht.org

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 | Phone: 250.723.0100 | Fax: 250.723.4646



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

File #6600-20

June 28, 2017

ATTENTION: Wendy Thomson, Acting CAO
Alberni-Clayoquot Regional District
3008 - 5th Avenue
Port Alberni BC V9Y 2E3

Dear Wendy:

**Re: Proposed Municipal Boundary Extensions to Include
3131 – 21st Avenue (Lots 5 & 6, Block 16, District Lot 132, ACRD)**

Council for the City of Port Alberni has received a request from the owner of property identified above to be included within the City's boundaries. Council has agreed to proceed with the process of considering the extension of municipal boundaries to include the subject property.

The request has been made in order that City water be supplied to the single residence on the property. Council has agreed to the request on condition the property is incorporated within the City's boundaries. A map of the proposed boundary extension is attached.

Staff is required to forward a referral of the proposal to applicable agencies, document the input received and refer this information to the Ministry of Community, Sport and Cultural Development.

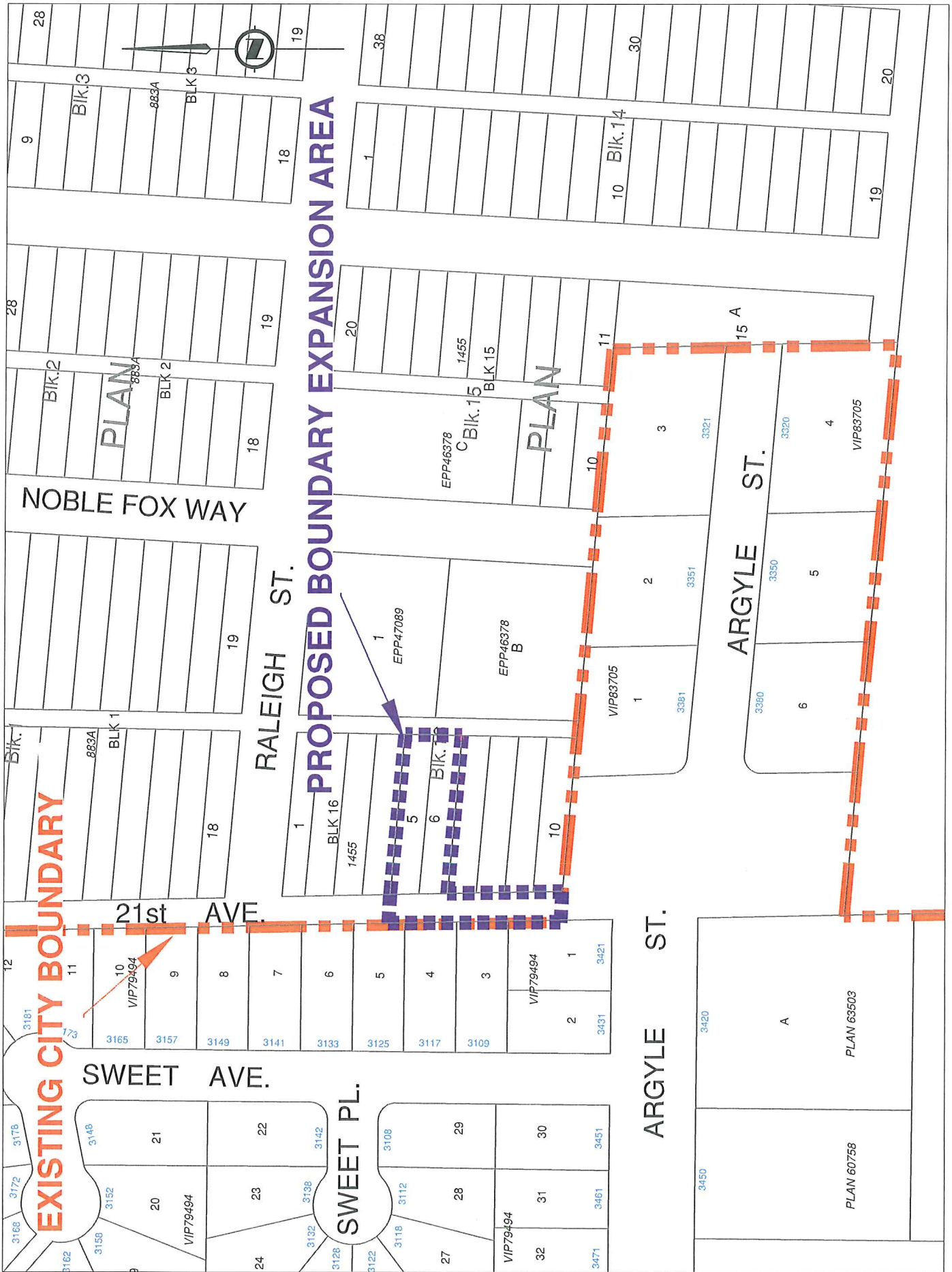
I would very much appreciate any comments the Board may have regarding this proposed boundary extension by July 28, 2017. Should you have any questions please do not hesitate to call.

Yours truly
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

Encs.

c: T. Pley, CAO
K. Kazan, City Engineer
C. Rothwell, Director of Finance
S. Smith, Director of Development Services
K. Gilday, Fire Chief
L. Banton, Director, Electoral Area "F" (Cherry Creek)





An aviation and aerospace industry that is visible, connected, and thriving

June 26, 2017

Attn Mark Fortune
Airport Superintendent
Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3



Dear Mark,

It is my great pleasure to inform you that Alberni-Clayoquot Regional District has been selected as this year's recipient of the **THE BC AVIATION COUNCIL'S WM. TEMPLETON TROPHY**, a combined nomination was provided by Mark Duncan and Jack Willms.

The William Templeton Trophy is awarded annually for outstanding initiative and achievement in the successful development of a community airport, regional airport, heliport or floatplane landing facility by an individual, association, municipal government or company.

The nomination is for installation of landing lights at Tofino Airport. Well done!

I hope you will be able to join us at the Silver Wings Awards on October 25th at the Vancouver Convention Centre West where we will be honouring the achievements of our industry colleagues. Further details will follow in a separate message from BCAC Administrator, Donna Farquhar.

I look forward to seeing you then and celebrating your success.

Sincerely,

Heather Bell
Chair

cc Mark Duncan and Jack Willms

BC AVIATION COUNCIL

PO Box 31040 RPO Thunderbird, Langley, BC V1M 0A9

Tel: 604-278-9330; Fax: 1-888-833-1507; Email: info@bcaviationcouncil.org; Web: bcaviationcouncil.org

Tweet: @bcac1938; Facebook.com/bcac1938



BRITISH COLUMBIA AVIATION COUNCIL

NOMINATION FOR WILLIAM TEMPLETON TROPHY

1. The William Templeton Trophy is awarded annually for outstanding initiative and achievement in the successful development of a community airport or floatplane landing facility by an individual, association, municipal government or company.

Tofino Airport has taken the initiative to apply to the Province for funding to provide lighting at the airport. This lighting is expected to be completed in July 2016. They were awarded funds in 2015 (see press release below). The municipality had to provide funding. More details will be developed for the award video. This investment will increase reliability and opens up flights to one of the best locations in the Province during the winter storm periods and night time operations.

2. Any BCAC Member in good standing may submit a nomination.

Mark Duncan

3. The nominee need not be a Member of BCAC.
4. The BCAC Awards Committee will make its recommendation to the Executive Committee of the winner selected from among those nominated.
5. The winner will be presented with the trophy at the BCAC Silver Wings Banquet.

NOMINATION FOR THE WILLIAM TEMPLETON TROPHY

I, Mark Duncan of 3116 Duchess Ave, N. Vancouver, BC V7K 3B6

_604-765-8430

10 May 2016

Hereby nominate:

Name: Tofino Airport- Mayor Josie Osborne

Tofino airport's new landing lights to allow night flights

CARLA WILSON | TIMES COLONIST

AUGUST 6, 2015 06:00 AM

Tofino Mayor Josie Osborne says the new landing lights at the airport will also help pilots during winter months. Photograph By Submitted

Night landing lights will be installed for the first time at the Tofino-Long Beach Airport, improving access for medical evacuations and helping to boost tourism, said Tofino Mayor Josie Osborne.

"It's fantastic. It's really great news for us," Osborne said Wednesday.

The \$1.27-million project is being funded by the province and by the airport owner, the Alberni-Clayoquot Regional District, which is contributing \$424,000.

The airport is also working on a new global positioning system that will help approaching pilots to land at a lower ceiling when there's fog or inclement weather, the mayor said.

Lighting is "kind of the icing on the cake," said Osborne, also regional district chairwoman. "It makes it much more safe for pilots to land. They can make visual contact with the runway through the lighting system."

The lighting will also make a difference for pilots during winter months, she said. It can be a "race against time until the sun sets" in the winter, Osborne said.

This airport is the medical evacuation centre for the west coast of the Island. Normally, a helicopter or air ambulance is called when needed. But in the past, a fixed-wing aircraft could not land because of the lack of lighting, she said.

Airlines making scheduled flights will be able to extend hours of service and bring in larger aircraft as passenger demand increases, Osborne said. "It's great for the tourism economy."

Tourists pour into Tofino and Ucluelet year-round to take in the spectacular scenery and vast sandy beaches on the Island's rugged west coast, home of Pacific Rim National Park.

Provincial funding is coming through the new B.C. Air Access Program, part of B.C. on the Move, the province's 10-year transportation plan.

The new funding is an example of how the Air Access Program "will help smaller, regional airports make crucial improvements to their infrastructure," said Jordan Sturdy, MLA for West Vancouver-Sea to Sky.

Safety is a key component for these projects, he said.

The airport, located between Tofino and Ucluelet, features three 5,000-foot-long runways and a terminal building which opened in 2010. It handles about 20,000 passengers a year.

Along with three commercial carriers offering regular flights, private and chartered aircraft also use the facility.

The airport was originally built during the Second World War as a Department of National Defence airbase.

cjwilson@timescolonist.com

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- See more at: <http://www.timescolonist.com/news/local/tofino-airport-s-new-landing-lights-to-allow-night-flights-1.2022430#sthash.L3fNsBlz.dpuf>

YAZ – Tofino

Built a new ATB in 2010

2012 Runway 11-29 Rehab (ACAP) \$3.4M

Air traffic up 33% between 2014 and 2015

Airlines increase size of aircraft on routes to YAZ, from PA31 to Be99

2016 Airfield Lighting \$1.5M BCAAP

OLS tree clearing in Pacific Rim National Park, to facilitate development of GNSS IAP

CBS8 – Alberni Valley Regional

2014 Runway Extension Scoping Study

2015 Extended Service Area Establishment Amendment/Airport Development Borrowing Bylaw \$6.0M

- 2016/17 Runway extension (length and width) to support larger aircraft...Coulson converting C130, B737 and B272 to water bombers
- 2016/17 Taxiway C construction
- 2017 OLS compliant perimeter roads around each runway end

Obstruction Clearance for OLS (trees) \$350K

Airfield Lighting \$1.5M BCAAP

Development of GNSS IAP subsequent to the physical work being completed



June 26, 2017

MARKETING STRATEGY FOCUSES ON JOBS, LIFESTYLE TO RECRUIT SKILLED WORKERS TO RDMW REGION

COURTENAY – A project to market the Mount Waddington region to support the attraction of skilled workers will receive a \$30,000 contribution from the Island Coastal Economic Trust.

The project is a part of a larger initiative that will enable community partners in the Regional District of Mt. Waddington to deliver an education and training strategy to support forest sector workforce retention and attraction. ICET funding will support the broader initiative with a focused regional marketing plan.

The downturn in traditional resource sectors over the past decades has resulted in an important decline in the available skilled labour force in the region. However, resource jobs - particularly in forestry - still exist, and employers are seeking skilled workers.

“While there have been challenges in the resource industries on the North Island, it’s clear that the forestry sector is alive and well” said Phil Kent, ICET Chair. “Older workers are nearing retirement, and there’s a crucial need for skilled, entry-level workers to choose this region as their home.”

The region-wide initiative began in 2015 with extensive community consultation, where sectoral supporters came forward. The strategy includes eight formal partners including the Regional District of Mount Waddington, Town of Port McNeill, Community Futures Mount Waddington, Western Forest Products, Woss Residents Association, School District 85, North Island College, Strategic Natural Resource Consultants, and the North Vancouver Island Aboriginal Training Society.

“There’s broad community support for this project including First Nations, industry, and education,” said Andrew Hory, Chair, Regional District of Mount Waddington. “This collaborative approach gives us confidence that we’re going to find the creative solutions we need to be successful.”

The successful implementation of this strategy will result in the attraction of the skilled workers required to keep the forest industry vibrant as well as the new families and services that thriving communities need.

“The North Island provides an affordable lifestyle and great quality of life for those who appreciate small communities and outdoor adventure,” said Kent.

The project is currently underway with completion anticipated by January 2018.

About the Island Coastal Economic Trust

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

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

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

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

-end-

For further information:

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

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

Pat English,
Manager, Economic Development,
Regional District of Mount Waddington
250-956-3301
penglish@rdmw.bc.ca



Monday, July 10, 2017

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

Dear John:

On behalf of the Chamber of Commerce who organized and hosted the recent Tri-Conic Challenge I wanted to express my sincere thanks for your support of the event.

As you know the Tri-Conic Challenge was supported by Canada 150 through a significant financial contribution that allowed us to move the idea into reality. While their backing was needed to get it off the ground we could not have completed the event without the support of the local community. In fact, this is one of no less than 50 letters that I'll be drafting today. Impressive!

Our event was by all measures a success! Our registration numbers surprised our Race Director who commented that any such venture will usually take upwards of five years to really gain traction. He suggested that in our case it will be much quicker simply due to the number of people who did participate this year.

While I could comment on many highlights of the event perhaps the single biggest one was through a collection of comments that came our way from 11 people who visited Port Alberni from the Vancouver Open Water Swim Association (VOWSA). They were absolutely thrilled with how they were treated starting with the FREE flight to Port Alberni courtesy of Pacific Seaplanes followed by a shuttle service to their hotels, invite to the Funtastic Events, significant Swag in their registration packages, and of course the beauty of Sproat Lake itself. One woman who did the 2000m swim exited the water citing this: "That was the best swim I've done in my 30 years of this sport in all of BC."

Other significant comments that came our way included. "Running alongside the parade was so inspiring – I just loved it!" and this one.... "the toughest bike ride I've ever done – and I've done many, and then an awesome meal in Bamfield. Thank you!"

President
Brad Minton

1st Vice President
Deb Haggard

2nd Vice President
Kris Patterson

Secretary
Sarah Jones

Treasurer
Taurean Seib

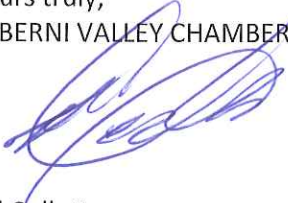
Directors – 1 year
Malcolm Menninga
Brian Callender
Daniel Savard
Alicia La Rue

Directors – 2 year
Nicole Mitchell
Rebecca Palmer
Bill Brown
Cindy Solda

Executive
Director
Bill Collette

So, thank you again for supporting our event and for supporting the Chamber of Commerce as we work hard to help promote our local businesses through innovative ideas and hard work. We do expect to host the Tri-Conic Challenge in 2018 though it may see a few minor tweaks along the way.

Yours truly,
ALBERNI VALLEY CHAMBER OF COMMERCE



Bill Collette
Executive Director – Chair of the Tri-Conic Challenge

Cc: AVCOC Board of Directors





Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

July 11, 2017

To: Regional District Chairs,
Vancouver Island Regional Library Service Area Regional Districts

Original sent via email

Over the course of the last several weeks, it has been brought to my attention that a number of our elected representatives have received an anonymous letter insinuating mismanagement by the Executive Director. This is the third anonymous letter. Before addressing the contents of the latest letter, I will provide some background and context.

Two earlier letters making various accusations of misconduct were also anonymous. Due to the accusations of financial mismanagement and accusations of breaches of RFP processes, an external investigator was retained by Vancouver Island Regional Library (VIRL) to investigate the accusations. The investigator concluded there was no financial mismanagement and the RFP processes has been conducted properly and consistently with VIRL policies. The investigations were costly to VIRL, both in financial and human terms.

In the meantime, the Executive Director and staff continue to deliver on the mission, vision and values of the Board. In the last number of years, I highlight but a few:

- 2.6 million visitors through the doors;
- 21% increase in program attendees;
- 40% increase in eLibrary use;
- 60% increase in WiFi usage;
- 10 branches have been refurbished or rebuilt in the last six (6) years and on average are seeing an increase of 20% in use; and
- Currently, we have eleven (11) open building projects.

The anonymous author(s) of this third letter are neither interested nor aware of the achievements of VIRL, despite the negative tactics used by them to disrupt operations.

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

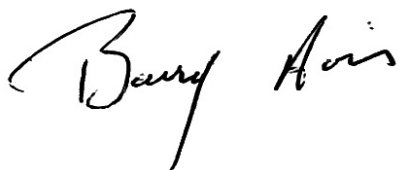
We have reviewed this third letter, and in consultation with legal counsel, do not intend to launch another investigation for the following reasons:

- 1. The letter does not identify specific examples of mismanagement or misconduct. Rather, it refers to the departure of a number of senior managers. Either the former Chair or I, were involved in or are aware of the matters and agree that appropriate decisions were made.**
- 2. The author or authors have not provided their name. Such a tactic is unfair and cowardly. The Board amended the Whistleblower Policy to protect those wanting to report actual or perceived misconduct without risk. There is no basis for doing so anonymously.**
- 3. The continuing tactic of anonymous accusations and insinuations of misconduct or mismanagement, distributed broadly, is cowardly but nevertheless potentially damaging. It is clearly intended to damage the reputation of VIRL generally and the Executive Director specifically. Normally, we would not be responding to such cowardly behaviour; however, given the potential for damages, we want to emphasize that we intend to take action, including commence appropriate legal proceedings once the author(s) is identified.**

In summary, the Board does not accept that the author(s) are acting in good faith. They intend to disrupt the operations of VIRL and to cause reputational or other damage. The Board will take steps to identify the author(s) and to consider appropriate legal action, including defamation, against those engaging in these irresponsible tactics.

Please contact me if you have any questions or wish to discuss any aspect of these matters.

Sincerely,



Barry Avis, Chair
Vancouver Island Regional Library Board of Trustees

Cc: VIRL Board of Trustees
Mayors & Council, VIRL Service Area Municipalities
Chief Administrative Officers, VIRL Service Area Municipalities
Rosemary Bonanno, Executive Director
Joel Adams, Director of Finance
Lis Pedersen, Director of Human Resources

From: Rebecca Hurwitz [<mailto:rebecca@clayoquotbiosphere.org>]
Sent: Wednesday, July 12, 2017 10:33 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>; Alan McCarthy <al.mccarthy@ufn.ca>
Subject: invitation to ACRD Directors

Hi Wendy,

The CBT is hosting a regional gathering at Kwisis Visitors Centre in Pacific Rim National Park Reserve on September 17, 2017. We would like to formally extend an invitation to all ACRD directors to attend the event.

Would it be possible to include the attached invitation as correspondence to the Board of Directors? Alan can also speak to the correspondence if there is an opportunity. I have included Alan on this message for his reference.

Many thanks, Rebecca

--

Rebecca Hurwitz, Executive Director
[Clayoquot Biosphere Trust](#)
1st Vice-Chair of the Canadian Biosphere Reserve Association
250-725-2219 (office) 250-266-0106 (cell)
316 Main Street, PO Box 67
Tofino, BC, V0R 2Z0

Want to hear more from the CBT? Sign up for our newsletter [here](#).

June 28, 2017

Ms. Wendy Thomson
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3



Dear Ms. Thomson,

We are pleased to provide you with a copy of our 2016 Sustainability Progress Report.

For TimberWest, success is being proud of what we achieve and how we achieve it.

As a major timberland owner with over 1,000 direct and indirect employees working adjacent to many communities on Vancouver Island, we understand the responsibility bestowed upon us. We strive to be a highly responsible steward of the land by employing leading forest practices, and working diligently to ensure key public values are protected.

The Report describes our accomplishments, highlights area where further work is being pursued, and sets goals for the future. We are committed to consistently upping our game on safety, the environment, and doing right by our neighbouring communities and First Nations.

An electronic copy of this report can also be found on our website. We welcome your feedback.

All the best for a safe and sustainable 2017.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Zweig".

Jeff Zweig
President and CEO



TimberWest Forest Corp.

NANAIMO
201-648 Terminal Avenue
Nanaimo, BC
Canada V9R 5E2
T 250.716.3700
F 250.716.3763

www.TimberWest.com

@TimberWest

TimberWest-Forest-Corp

TimberWest.com/news

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2016 Sustainability Progress Report: Executive Summary

At TimberWest, we are committed to the health and vitality of our timberlands, and the ecosystems in which we operate.

We strive to be a leader in adopting the best forest science and practices to responsibly manage our operations

Success for us is being proud of what we achieve and how we achieve it.

As a private landowner operating for over a century on Vancouver Island, we understand the need to be a responsible neighbour. We strive to listen carefully and work hard at responding to the needs of First Nations and local communities.

Forestry professionals and operation specialists work together to ensure the best forest land practices are followed and key public values are protected. These include water quality and fish habitat, soil conservation, critical wildlife habitat, and making certain that new forest stands are nurtured for successful growth.

All of TimberWest's forest land is certified to the Sustainable Forestry Initiative® which involves rigorous audits by independent third parties.

TimberWest.com

-  @TimberWest
-  TimberWestForestCorp
-  TimberWest.com/news



TimberWest is committed to leading technology improvements that help keep people safe. We never perform the TimberWest because it makes real-life safety advancement can happen on the ground. The belief in our technology is a prime example of how our customers can work together to improve the safety of high-risk activities in the forest, and on the very ground of that accomplishment.

— Ryan Lambert, Vice President, TimberWest Systems

Committed to Safety

2016 ACHIEVEMENTS

- ACHIEVED A BELOW COSTAL INDUSTRY AVERAGE MEDICAL INCIDENT RATE OF 3.31 INCIDENTS PER 200,000 WORK HOURS
- CONDUCTED AN INDEPENDENT REVIEW OF FOSTERING SAFETY CULTURE ACROSS OUR OPERATIONS
- BUILT OUT EXTENSIVE TRAINING FOR ALL TIMBERWEST AND CONSTRUCTION SUBSIDIARIES

2017 INITIATIVES

- PROBABLY SIGNIFICANTLY DECREASED LOSSES FROM ACCIDENTS BY STOPPING OPERATIONS BY REDUCING CONSTRUCTION DELAYS
- WORKING WITH CONTRACTORS ACROSS OUR OPERATIONS TO IMPROVE TECHNOLOGY ADOPTION
- IMPROVING OPERATIONAL EFFICIENCY OF CHAINSAW OPERATORS WHICH IMPROVES SAFETY AND EFFICIENCY OF FORESTERS

- TARGET A 10% REDUCTION IN INJURY YEAR-OVER-YEAR
- REDUCE AN 80% REDUCTION IN CONSTRUCTION DELAYS
- IMPLEMENT A SAFETY CULTURE PROGRAM ACROSS OPERATIONS
- COMPLETE CANADA OFFICE IN BRITISH COLUMBIA REGION

FOCUSED ON ENGINEERING THE RISK OUT

At TimberWest, safety is our highest priority. Nothing is more important to us than ensuring all injuries are preventable. That is the goal. Nothing is more important to us than ensuring everyone goes home safely every single day in complete safety.

We are focused on three key areas to improve safety performance:

1. ENGINEERING THE RISK OUT

We have taken the lead in several initiatives that will substantially reduce the safety risk in our operations. In 2016, we began working with TimberWest's — a local Campbell-Dore company — on developing a grapple loader camera to eliminate hand injury in 2017 on grapple loader across our operations. We will be piloting this grapple loader.

In the spring of 2016, we began working with our contractors to implement advanced hand protection and our operations with the intention of reducing exposure hand injury — the highest risk injury in forestry operations. By the end of 2016, eight hand protection work in operation having hand injury on deep woods table.

2. ENSURING THAT THE RIGHT SAFETY STANDARDS, PROCEDURES & SYSTEMS ARE FOLLOWED

The SAFE Certification process, developed by the British Columbia Forest Safety Council is fundamental to ensuring that the right safety standards are followed. Companies are evaluated and certified to measure compliance. TimberWest is a strong advocate of the SAFE Certification program. In 2017, we became the first major company to be certified on the BC Coast.

3. IMPROVING OUR SAFETY CULTURE

We are moving our safety culture from being compliance with the rules and regulations, to our focus on ensuring that every worker is prevented from injury on the work site. In 2016, we brought in expert behavioral scientists, the leading expert on safety enhancement to conduct a Safety Perception Survey. The results of the survey led to a comprehensive safety improvement action plan which is being deployed and implemented across our operations by all employees and contractors.

2016 Sustainability Progress Report at a Glance

BY THE NUMBERS

» 1st BC forest company to become SAFE Certified

Achieved a below costal industry average medical incident rate of 3.31 incidents per 200,000 work hours in 2016

» 300 million seedlings planted

6 million trees planted in 2016 and 2K+ seedlings donated to stewardship and education groups in 2016

» \$740K+ on wildlife, research, stewardship and conservation initiatives

22 stewardship groups directly supported on valuable research projects for marbled murrelets, salmon habitat, northern goshawks, and water quality monitoring

» 10 MOU's signed with First Nations

4 MOU's signed and \$180K donated to support First Nations' cultural activities in 2016

» \$8 million donated to community and environmental groups

\$280K donated to community organizations in 2016



FOUR PILLARS OF SUSTAINABILITY

COMMITTED TO SAFETY

At TimberWest safety is our highest priority. Nothing supersedes it. We believe all injuries are preventable. That is the goal. Nothing short of ensuring everyone goes home safely every single day is acceptable.

TIMBERWEST ACCOMPLISHMENTS	2016 ACHIEVEMENTS	2017 INITIATIVES
	<ul style="list-style-type: none"> + ACHIEVED A BELOW COASTAL INDUSTRY AVERAGE MEDICAL INCIDENT RATE OF 3.31 INCIDENTS PER 200,000 WORK HOURS + CONDUCTED AN IN-DEPTH REVIEW OF PREVAILING SAFETY CULTURE ACROSS OPERATIONS WITH DUPONT + ROLLED OUT DUPONT TRAINING FOR ALL TIMBERWEST AND CONTRACTORS' SUPERVISORS + SUBSTANTIALLY DECREASED HIGHEST RISK ACTIVITY IN OUR OPERATIONS BY REDUCING CHAINSAW HAND-FALLING + WORKING WITH CONTRACTORS ACROSS OUR OPERATIONS TO IMPLEMENT TETHERED FALLING + SUPPORTED DEVELOPMENT OF GRAPPLE CAMERA SYSTEM WHICH IMPROVES SAFETY AND EFFICIENCY OF WORKERS 	<ul style="list-style-type: none"> + TARGET A 50% REDUCTION IN INJURIES YEAR-OVER-YEAR + ACHIEVE AN 80% REDUCTION IN CHAINSAW HAND-FALLING + IMPLEMENT A DRUG AND ALCOHOL POLICY ACROSS OPERATIONS + DEPLOY CAMERA SYSTEM ON EVERY GRAPPLE YARDER ACROSS OUR OPERATIONS

ENVIRONMENTAL LEADERSHIP

We understand the importance of managing our forests for today and for future generations. Independent auditors regularly assess our performance. We also work closely with wildlife organizations and habitat enhancement groups, technical committees and research groups.

TIMBERWEST ACCOMPLISHMENTS	PAST ACHIEVEMENTS	2016 ACHIEVEMENTS	2017 INITIATIVES
	<ul style="list-style-type: none"> + 300 MILLION SEEDLINGS PLANTED + 464K HECTARES OF LAND CERTIFIED TO SFI® + 600K TONNES OF CARBON CREDITS EQUAL TO 120,000 CARS OFF THE ROAD + \$2.1+ MILLION TO HELP PACIFIC SALMON AND MARMOTS + 40K+ HECTARES DONATED, TRANSFERRED OR MANAGED FOR CONSERVATION 	<ul style="list-style-type: none"> + 6 MILLION TREES PLANTED + 2K+ SEEDLINGS DONATED TO STEWARDSHIP AND EDUCATION GROUPS + \$740K+ SPENT ON WILDLIFE, RESEARCH, STEWARDSHIP AND CONSERVATION INITIATIVES + 2.8 MILLION JUVENILE SALMON RELEASED FROM HATCHERIES ON TIMBERWEST LAND + 16 LOCAL FUNDRAISERS ATTENDED AND PROVIDED CONTRIBUTIONS 	<ul style="list-style-type: none"> + 6 MILLION TREES TO BE PLANTED + CONTINUE FINANCIAL, IN-KIND AND RESEARCH SUPPORT FOR ENVIRONMENTAL LEADERSHIP AND CONSERVATION INITIATIVES + CONTINUE ACTIVE PARTICIPATION ON COMMUNITY WATERSHED ROUNDTABLES + CALCULATE CARBON FOOTPRINT AND SET TARGETS + SECURE SFI® RECERTIFICATION + ACHIEVE ZERO MAJOR NON-CONFORMANCES ON INDEPENDENT ENVIRONMENTAL AUDIT



FOUR PILLARS OF SUSTAINABILITY

PARTNERING WITH FIRST NATIONS

Our goal is to be a respectful, trustworthy neighbour and to foster business relationships with First Nations where opportunities exist and align with TimberWest's values and operational capabilities in BC.



SUPPORTING COMMUNITIES

We proudly support local initiatives across our communities where we live, work and play. We have supported over 450 separate organizations. We are also committed to providing public access to our lands to responsible individuals and organizations that respect the environment, and the safety of everyone accessing our lands.



Head Office · TimberWest Forest Corp., Third Floor, 856 Homer Street, Vancouver, BC, Canada V6B 2W5 · 604.654.4600
 Nanaimo Office · TimberWest Forest Corp., 201-648 Terminal Avenue, Nanaimo, BC, Canada V9R 5E2 · 250.716.3700
 Campbell River Office · TimberWest Forest Corp., 4475 North Island Highway, Campbell River, BC, Canada V9R 5C5 · 250.286.7300



From: FCM Communiqué [<mailto:communique@fcm.ca>]
Sent: Thursday, July 20, 2017 12:12 PM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Make infrastructure count! Survey launches July 24th

July 20, 2017



FCM

Communiqué

Make infrastructure count! Survey launches July 24th

Public infrastructure forms the backbone of our communities: social housing, transit systems, parks, bridges, wastewater treatment plants, community centres, and so much more. Now the federal government is calling on municipalities to help better inform governments and Canadians about infrastructure across Canada.

Canada's Core Public Infrastructure (CCPI) survey is an opportunity to ensure that the public assets in your community are included in the national picture of Canada's infrastructure. It will give all of us comprehensive, objective, comparable data on the current state and performance of Canada's core public assets.

Local solutions, national challenges

Statistics Canada will launch the CCPI on July 24, 2017. It will survey public infrastructure asset owners at the federal, provincial, territorial and municipal levels. The target respondents are primarily municipalities, but regional, provincial and federal governments and Indigenous communities will be invited to participate.

A public report will be produced and shared online, presenting a summary of the key findings in 2018.

Working together, we have achieved unprecedented government investment in crucial infrastructure. Like never before, Ottawa is turning to municipal governments to deliver local solutions to national challenges. This survey will help paint the national picture of how local governments are building a better Canada.

Tight timelines

Participation is mandatory and responses will be due within three weeks after the release of the survey. We know the timelines are tight, but this reporting requirement is part of this new era of partnership among orders of government.

Our understanding is that Statistics Canada will provide contact information should your municipality have questions or concerns in responding to the survey. FCM will keep you updated if there is more information to share.

For more information on the CCPI survey, please visit [Infrastructure Canada's website](#).

Find us: [f](#) [in](#) [t](#) [v](#)

FCM

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Jonathan X. Côté
Mayor

June 30, 2017

Via Email

Dear Mayor and Council,

I am writing to request your support for three resolutions submitted by New Westminster City Council to UBCM for consideration at the 2017 Convention, regarding 1) addressing homelessness, 2) restorative justice training, and 3) renovictions. The three resolutions follow below:

1) City of New Westminster resolution regarding addressing homelessness (adopted June 12, 2017)

Whereas the homeless population in Metro Vancouver increased by 29.8% between 2014 and 2017.

Whereas the federal Homelessness Partnering Strategy has focused its resources on crisis response to the chronically and episodically homeless resulting in those at-risk of homelessness not being eligible for housing support and advocacy services.

Whereas municipalities have experienced significant funding cuts to housing outreach, referral and advocacy services, and inadequate senior government funding to address addictions and mental illness are significantly impacting the sheltered and unsheltered homeless population.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to work collaboratively with the Federal Government to place equal emphasis on homelessness prevention and crisis response, to increase funding for housing outreach, referral and advocacy services, and to provide additional funding to address addictions and mental health.

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

2) City of New Westminster resolution regarding Restorative Justice training as a component of Law Enforcement training (adopted June 12, 2017)

Whereas Restorative Justice has become a valuable tool in addressing certain criminal activities, by mediating a dialogue between the victim and the offender;

And whereas this interaction creates a direct accountability, restitution and apology from the offender;

And further whereas this methods of redress reduces the volume of cases before the courts;

Therefore be it resolved that senior levels of government mandate that Restorative Justice training become a compulsory component of Law Enforcement training.

3) City of New Westminster resolution regarding Renovictions and calling for amendments to the Residential Tenancy Act (adopted June 26, 2017)

Whereas the practice of renovictions, by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to undertake a broad review of the Residential Tenancy Act including, but not limited to, amending the Residential Tenancy Act to:

- *allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy;*
- *eliminate or amend fixed-term tenancy agreements to prevent significant rent increases upon renewal; and;*

- *permit one tenant or applicant to represent and take collective action on behalf of all tenants in a building.*

If you have any questions or would like more information about these resolutions, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support is appreciated.

Yours truly,

A handwritten signature in black ink, appearing to be 'Jonathan X. Côté', written in a cursive style.

Jonathan X. Côté
Mayor



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: July 26, 2017
Subject: Finance Warrant No. 578

Recommendation:

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

Summary:

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

Time Requirements – Staff & Elected Officials:

Minimal

Policy or Legislation:

None

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

ALBERNI-CLAYQUOOT REGIONAL DISTRICT
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0019	0946982 BC LTD (DBA - ACE FLAGGING)					
000185-0001	16-Jun-2017	Issued	135	T	559.91	
102-2769	01-4-2500-000	PAYABLES - TRADE		559.91		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
Total :				559.91	0.00	559.91
Supplier Total :				559.91	0.00	559.91
0076	666082 BC LTD (ALBERNI VALLEY BULLDOGS)					
40573	20-Jun-2017	Issued	136	C	5250.00	
2397	01-4-2500-000	PAYABLES - TRADE		5250.00		
Invoice Description --> AVLF - BULLDOGS RECYCLING PROGRAM						
Total :				5250.00	0.00	5250.00
Supplier Total :				5250.00	0.00	5250.00
0171	A.L.G. SAFETY					
40596	28-Jun-2017	Issued	151	C	1383.90	
2017-1867	01-4-2500-000	PAYABLES - TRADE		1383.90		
Invoice Description --> SLVFD - TRAINING						
Total :				1383.90	0.00	1383.90
Supplier Total :				1383.90	0.00	1383.90
0012	ABELL PEST CONTROL INC					
000185-0002	16-Jun-2017	Issued	135	T	89.25	
A0316258	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
Total :				89.25	0.00	89.25
Supplier Total :				89.25	0.00	89.25
0016	ACE COURIER SERVICES					
000185-0003	16-Jun-2017	Issued	135	T	214.32	
14198835	01-4-2500-000	PAYABLES - TRADE		84.57		
Invoice Description --> BCWS - FREIGHT - SUPPLIES						
14198429	01-4-2500-000	PAYABLES - TRADE		129.75		
Invoice Description --> BCWS - \$58.40, AVRA \$35.50,, BUILDING INSPECTION \$40.36						
Total :				214.32	0.00	214.32
000186-0001	23-Jun-2017	Issued	137	T	91.92	
14199292	01-4-2500-000	PAYABLES - TRADE		91.92		
Invoice Description --> BCWS - \$32.82, SB - WATER - \$25.82, BWS - \$28.91						
Total :				91.92	0.00	91.92
000187-0001	30-Jun-2017	Issued	150	T	101.58	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
14200531	01-4-2500-000	PAYABLES - TRADE		101.58		
Invoice Description --> BCWS - \$77.16, BUILDING INSPECTION - \$22.68						
Total :				101.58	0.00	101.58
Supplier Total :				407.82	0.00	407.82

0030 ACKLANDS-GRAINGER INC.

00185-0004	16-Jun-2017		Issued	135	T	921.89	
9445071401	01-4-2500-000	PAYABLES - TRADE			51.94		
Invoice Description --> BCWS - SMALL TOOLS							
9445071393	01-4-2500-000	PAYABLES - TRADE			58.15		
Invoice Description --> BCWS - SMALL TOOLS							
9456584664	01-4-2500-000	PAYABLES - TRADE			70.57		
Invoice Description --> BCWS - SMALL TOOLS							
9445071419	01-4-2500-000	PAYABLES - TRADE			84.96		
Invoice Description --> BCWS - MAINTENANCE SUPPLIES							
9453209075	01-4-2500-000	PAYABLES - TRADE			326.99		
Invoice Description --> BCVFD - EQUIPMENT							
9450084810	01-4-2500-000	PAYABLES - TRADE			329.28		
Invoice Description --> BCWS - SMALL TOOLS							
Total :					921.89	0.00	921.89

00186-0002	23-Jun-2017		Issued	137	T	634.77	
9443129011	01-4-2500-000	PAYABLES - TRADE			-6.17		
Invoice Description --> BCWS - CREDIT - SUPPLIES							
9448046335	01-4-2500-000	PAYABLES - TRADE			16.15		
Invoice Description --> LBA - CLEANING SUPPLIES							
9447460602	01-4-2500-000	PAYABLES - TRADE			26.55		
Invoice Description --> LBA - CLEANING SUPPLIES							
9437554323	01-4-2500-000	PAYABLES - TRADE			127.17		
Invoice Description --> BCWS - MAINTENANCE SUPPLIES							
9450085130	01-4-2500-000	PAYABLES - TRADE			471.07		
Invoice Description --> LBA - SAFETY SUPPLIES							
Total :					634.77	0.00	634.77

00187-0002	30-Jun-2017		Issued	150	T	903.49	
9442381837	01-4-2500-000	PAYABLES - TRADE			4.77		
Invoice Description --> BCVFD - EQUIPMENT							
9448046327	01-4-2500-000	PAYABLES - TRADE			275.03		
Invoice Description --> LBA - BUILDING MAINT SUPPLIES							
9478421770	01-4-2500-000	PAYABLES - TRADE			623.69		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					903.49	0.00	903.49
Supplier Total :					2460.15	0.00	2460.15

0059 ADELHARDT CONCRETE PLUS

00185-0005	16-Jun-2017		Issued	135	T	548.80
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
142130	01-4-2500-000	PAYABLES - TRADE		548.80			
Invoice Description --> AVLF - 3RD AVE DEPOT - SPRINKLER SYSTEM - CAPITAL							
Total :				548.80	0.00		548.80
00187-0003	30-Jun-2017	Issued	150	T			318.50
142133	01-4-2500-000	PAYABLES - TRADE		318.50			
Invoice Description --> ACRD - CONCRETE MAINT. CCCU PAKING LOT							
Total :				318.50	0.00		318.50
Supplier Total :				867.30	0.00		867.30

0131	AGS BUSINESS SYSTEMS INC.						
40574	20-Jun-2017	Issued	136	C			288.83
22084	01-4-2500-000	PAYABLES - TRADE		288.83			
Invoice Description --> SLVFD - C300SR - COPIER EXPENSE							
Total :				288.83	0.00		288.83
40595	28-Jun-2017	Issued	151	C			196.26
23615	01-4-2500-000	PAYABLES - TRADE		196.26			
Invoice Description --> ACRD - RICH OH /MP6002SP							
Total :				196.26	0.00		196.26
Supplier Total :				485.09	0.00		485.09

0056	AIR LIQUIDE CANADA						
00186-0003	23-Jun-2017	Issued	137	T			29.16
66876512	01-4-2500-000	PAYABLES - TRADE		29.16			
Invoice Description --> SLVFD - EQUIPMENT							
Total :				29.16	0.00		29.16
00187-0004	30-Jun-2017	Issued	150	T			58.33
66876524	01-4-2500-000	PAYABLES - TRADE		58.33			
Invoice Description --> BCFVD - EQUIPMENT							
Total :				58.33	0.00		58.33
Supplier Total :				87.49	0.00		87.49

0060	ALBERNI COMMUNICATIONS & ELECTRONICS						
00185-0006	16-Jun-2017	Issued	135	T			356.53
23466	01-4-2500-000	PAYABLES - TRADE		49.28			
Invoice Description --> SLVFD - EQUIPMENT MAINTENANCE							
23477	01-4-2500-000	PAYABLES - TRADE		110.88			
Invoice Description --> BCFVD - EQUIPMENT							
23475	01-4-2500-000	PAYABLES - TRADE		196.37			
Invoice Description --> BCFVD - EQUIPMENT							
Total :				356.53	0.00		356.53

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000187-0005	30-Jun-2017	Issued	150	T		38.08
23397	01-4-2500-000	PAYABLES - TRADE		38.08		
Invoice Description --> BCVFD - EQUIPMENT						
Total :					38.08	0.00
Supplier Total :					394.61	0.00

00021 ALBERNI DISTRICT CO-OP ASSOCIATION						
000185-0007	16-Jun-2017	Issued	135	T		236.52
SLVFD - APR/17	01-4-2500-000	PAYABLES - TRADE		236.52		
Invoice Description --> SLVFD - 0064337 - APRIL FUEL						
Total :					236.52	0.00
000186-0004	23-Jun-2017	Issued	137	T		1066.24
ACRD	01-4-2500-000	PAYABLES - TRADE		1066.24		
Invoice Description --> ACRD- 0141614 - MAY FUEL						
Total :					1066.24	0.00
000187-0006	30-Jun-2017	Issued	150	T		1603.57
SLVFD - MAY/17	01-4-2500-000	PAYABLES - TRADE		99.25		
Invoice Description --> SLVFD - 0064337 - MAY FUEL						
BCVFD - MAY/17	01-4-2500-000	PAYABLES - TRADE		457.38		
Invoice Description --> BCVFD - 0133967 - MAY FUEL						
BCWS - MAY/17	01-4-2500-000	PAYABLES - TRADE		1046.94		
Invoice Description --> BCWS - 0104372 - MAY FUEL						
Total :					1603.57	0.00
Supplier Total :					2906.33	0.00

0188 ALBERNI INDUSTRIAL MARINE SUPPLY LTD.						
000186-0005	23-Jun-2017	Issued	137	T		63.81
76927A	01-4-2500-000	PAYABLES - TRADE		63.81		
Invoice Description --> SLVFD - EQUIPMENT						
Total :					63.81	0.00
Supplier Total :					63.81	0.00

0032 ALBERNI LANDSCAPING						
000185-0008	16-Jun-2017	Issued	135	T		393.75
6526	01-4-2500-000	PAYABLES - TRADE		393.75		
Invoice Description --> AVRA - GROUNDS MAINTENANCE						
Total :					393.75	0.00
Supplier Total :					393.75	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				
40594	28-Jun-2017		Issued	151	C	367.50		
2017384	01-4-2500-000	PAYABLES - TRADE				367.50		
Invoice Description --> ACRD - EVENTS GUIDE								
Total :						367.50	0.00	367.50
Supplier Total :						367.50	0.00	367.50
0439	ALBERNI VALLEY OUTDOOR CLUB							
40597	28-Jun-2017		Issued	151	C	448.80		
APR18-JUN13/17	01-4-2500-000	PAYABLES - TRADE				448.80		
Invoice Description --> REGIONAL PARKS - ALBERNI INLET TRAIL MAINTENANCE								
Total :						448.80	0.00	448.80
Supplier Total :						448.80	0.00	448.80
0270	ANDREW SHERET LTD.							
00185-0009	16-Jun-2017		Issued	135	T	1025.32		
03-032394	01-4-2500-000	PAYABLES - TRADE				15.67		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK								
03-034697	01-4-2500-000	PAYABLES - TRADE				189.30		
Invoice Description --> BWS - SYSTEM UPGRADES - CAPITAL								
03-033706	01-4-2500-000	PAYABLES - TRADE				256.46		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL								
03-033641	01-4-2500-000	PAYABLES - TRADE				563.89		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL								
Total :						1025.32	0.00	1025.32
Supplier Total :						1025.32	0.00	1025.32
0441	AWC WATER SOLUTIONS LTD							
40543	13-Jun-2017		Issued	134	C	110250.00		
10141	01-4-2500-000	PAYABLES - TRADE				110250.00		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL								
Total :						110250.00	0.00	110250.00
Supplier Total :						110250.00	0.00	110250.00
1050	BAMFIELD VOLUNTEER FIRE DEPARTMENT							
40576	20-Jun-2017		Issued	136	C	8331.92		
BVFD - APR15-MAY	01-4-2500-000	PAYABLES - TRADE				3357.03		
Invoice Description --> BVFD - APR15-MAY01/17 - EXPENSE REIMBURSEMENT TO IMPREST FUND								
BVFD - MAY-JUNE1	01-4-2500-000	PAYABLES - TRADE				4974.89		
Invoice Description --> BVFD - MAY-JUNE14/17 - EXPENSE REIMBURSEMENT TO IMPREST FUND								
Total :						8331.92	0.00	8331.92

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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 :						8331.92	0.00	8331.92

0518	BAUER, RICHARD							
40545	13-Jun-2017		Issued	134	C	250.00		
2017-1019	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - BAUER						
Total :						250.00	0.00	250.00
Supplier Total :						250.00	0.00	250.00

0541	BAY LINE ENTERPRISES INC							
40546	13-Jun-2017		Issued	134	C	4557.00		
5910	01-4-2500-000	PAYABLES - TRADE			4557.00			
Invoice Description -->		AVLF - NE EXPANSION - CAPITAL						
Total :						4557.00	0.00	4557.00
Supplier Total :						4557.00	0.00	4557.00

0473	BC FIRE TRAINING OFFICERS ASSOCIATION							
40544	13-Jun-2017		Issued	134	C	840.00		
2688	01-4-2500-000	PAYABLES - TRADE			840.00			
Invoice Description -->		SLVFD - TRAINING						
Total :						840.00	0.00	840.00
Supplier Total :						840.00	0.00	840.00

0660	BC HYDRO							
40575	20-Jun-2017		Issued	136	C	5693.44		
400002830374	01-4-2500-000	PAYABLES - TRADE			529.92			
Invoice Description -->		SLVFD - LAKESHORE FIRE HALL						
400002830093	01-4-2500-000	PAYABLES - TRADE			5163.52			
Invoice Description -->		ACRD - HYDRO CONSOLIDATED						
Total :						5693.44	0.00	5693.44
Supplier Total :						5693.44	0.00	5693.44

0700	BC TRANSIT							
000187-0007	30-Jun-2017		Issued	150	T	17276.00		
417602	01-4-2500-000	PAYABLES - TRADE			17276.00			
Invoice Description -->		APRIL 2017 CUSTOM TRANSIT						
Total :						17276.00	0.00	17276.00
Supplier Total :						17276.00	0.00	17276.00

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Supplier : 0002 To Z4209
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Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
000185-0010	16-Jun-2017		Issued	135	T	330.37		
1705-658542	01-4-2500-000	PAYABLES - TRADE			T	17.38		
Invoice Description --> BCWS - MAINTENANCE SUPPLIES								
1705-669612	01-4-2500-000	PAYABLES - TRADE			T	33.12		
Invoice Description --> BCWS - SAFETY SUPPLIES								
1705-658484	01-4-2500-000	PAYABLES - TRADE			T	73.67		
Invoice Description --> ACRD - BUILDING MAINTENANCE								
1705-659350	01-4-2500-000	PAYABLES - TRADE			T	206.20		
Invoice Description --> BC PARKS - MAINTENANCE								
Total :						330.37	0.00	330.37
000187-0008	30-Jun-2017		Issued	150	T	14.09		
1704-635941	01-4-2500-000	PAYABLES - TRADE			T	2.13		
Invoice Description --> ACRD - BUILDING MAINTENANCE								
1701-998881	01-4-2500-000	PAYABLES - TRADE			T	11.96		
Invoice Description --> ACRD - BUILDING MAINTENANCE								
Total :						14.09	0.00	14.09
Supplier Total :						344.46	0.00	344.46
0791 BERRY & VALE CONTRACTING LTD								
000185-0011	16-Jun-2017		Issued	135	T	105059.38		
2168	01-4-2500-000	PAYABLES - TRADE			T	36902.80		
Invoice Description --> WCLF - MAY CONTRACT \$34893.52, FREON \$252								
2167	01-4-2500-000	PAYABLES - TRADE			T	68156.58		
Invoice Description --> AVLF - CONTRACT \$63495.41, MMBC \$806.18, FREON \$552, OTHER \$57.44								
Total :						105059.38	0.00	105059.38
Supplier Total :						105059.38	0.00	105059.38
0825 BLACK PRESS GROUP LTD.								
000185-0012	16-Jun-2017		Issued	135	T	1242.96		
33188938	01-4-2500-000	PAYABLES - TRADE			T	1242.96		
Invoice Description --> PLANNING \$292.35, EMERG 911 - \$384.40, LBA \$387.80, ACRD \$110.25								
Total :						1242.96	0.00	1242.96
Supplier Total :						1242.96	0.00	1242.96
0827 BLAKEY ELECTRIC								
40547	13-Jun-2017		Issued	134	C	94.45		
91562	01-4-2500-000	PAYABLES - TRADE			C	94.45		
Invoice Description --> BCFVD - MAINTENANCE								
Total :						94.45	0.00	94.45
Supplier Total :						94.45	0.00	94.45

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0914	BOWERMAN EXCAVATING LTD					
40639	29-Jun-2017	Issued	152	C		1144305.02
10084	01-4-2500-000	PAYABLES - TRADE		1144305.02		
Invoice Description --> AVRA - RUNWAY EXTENSION - PROGRESS #10 - CAPITAL						
Total :				1144305.02	0.00	1144305.02
Supplier Total :				1144305.02	0.00	1144305.02
0950	BRETT, KENNETH					
00187-0009	30-Jun-2017	Issued	150	T		1000.00
BRE179481	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00
0965	BROKEN ISLAND ADVENTURES LTD.					
40598	28-Jun-2017	Issued	151	C		231.32
1350	01-4-2500-000	PAYABLES - TRADE		105.08		
Invoice Description --> BWS - MAINTENANCE						
1349	01-4-2500-000	PAYABLES - TRADE		126.24		
Invoice Description --> BWS - WATER SYSTEM REPAIR						
Total :				231.32	0.00	231.32
Supplier Total :				231.32	0.00	231.32
0985	BURNABY RADIO COMMUNICATIONS LTD.					
40599	28-Jun-2017	Issued	151	C		728.00
4115	01-4-2500-000	PAYABLES - TRADE		728.00		
Invoice Description --> BCEP - RADIO EQUIPMENT						
Total :				728.00	0.00	728.00
Supplier Total :				728.00	0.00	728.00
1035	BUTLER, LES					
00185-0013	16-Jun-2017	Issued	135	T		4179.00
2017-05	01-4-2500-000	PAYABLES - TRADE		4179.00		
Invoice Description --> BWS - MAY 2017 CONTRACTOR						
Total :				4179.00	0.00	4179.00
Supplier Total :				4179.00	0.00	4179.00
1074	CALEDONIA FIRE PROTECTION					
00185-0014	16-Jun-2017	Issued	135	T		407.79
18713-1	01-4-2500-000	PAYABLES - TRADE		407.79		
Invoice Description --> AVLF - 3RD AVE DEPOT - ANNUAL INSPECTION						

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Supplier	Supplier Name		Status	Batch	Medium	Amount			
Chq/Ref #	Cheque Date								
Invoice No.	Account No.	Account Description			Debit	Credit			
Total :						407.79	0.00	407.79	
000187-0010	30-Jun-2017		Issued	150	T			112.88	
19296	01-4-2500-000	PAYABLES - TRADE				112.88			
Invoice Description -->		SLVFD - FIRE HALL#3 INSPECTION OF CYLINDERS							
Total :						112.88	0.00	112.88	
Supplier Total :						520.67	0.00	520.67	

1113	CANADIAN ALBERNI ENGINEERING LTD								
000185-0015	16-Jun-2017		Issued	135	T			146.10	
IN009116	01-4-2500-000	PAYABLES - TRADE				146.10			
Invoice Description -->		SLVFD - MAINTENANCE							
Total :						146.10	0.00	146.10	
Supplier Total :						146.10	0.00	146.10	

1200	CANSEL SURVEY EQUIPMENT								
000186-0006	23-Jun-2017		Issued	137	T			290.37	
90368427	01-4-2500-000	PAYABLES - TRADE				290.37			
Invoice Description -->		PLANNING - BATTERY PACK FOR GPS							
Total :						290.37	0.00	290.37	
Supplier Total :						290.37	0.00	290.37	

1270	CDW CANADA INC								
000186-0007	23-Jun-2017		Issued	137	T			72.15	
JDF3955	01-4-2500-000	PAYABLES - TRADE				35.69			
Invoice Description -->		ACRD - COMPUTER EXPENSE - BOARD ROOM - CAPITAL							
JCW4965	01-4-2500-000	PAYABLES - TRADE				36.46			
Invoice Description -->		ACRD - COMPUTER EXPENSE - BOARD ROOM - CAPITAL							
Total :						72.15	0.00	72.15	
Supplier Total :						72.15	0.00	72.15	

1316	CERTITECH IT SERVICES								
000185-0016	16-Jun-2017		Issued	135	T			6615.00	
000209	01-4-2500-000	PAYABLES - TRADE				6615.00			
Invoice Description -->		MAY 2017 - IT SUPPORT \$6,150, AVLF \$100, WCLF \$50							
Total :						6615.00	0.00	6615.00	
Supplier Total :						6615.00	0.00	6615.00	

1392	CHMA HEALTHY HARVEST FARM								
40578	20-Jun-2017		Issued	136	C			800.00	
JUNE19/17	01-4-2500-000	PAYABLES - TRADE				800.00			

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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 --> PLANNING - GROW LOCAL COMMUNITY WORKSHOP							
Total :					800.00	0.00	800.00
Supplier Total :					800.00	0.00	800.00

1363	CITY OF NANAIMO						
40548	13-Jun-2017		Issued	134	C	131.25	
AR005788	01-4-2500-000	PAYABLES - TRADE			131.25		
Invoice Description --> SLVFD - TRAINING							
Total :					131.25	0.00	131.25
Supplier Total :					131.25	0.00	131.25

1342	CITY OF PORT ALBERNI						
00185-0017	16-Jun-2017		Issued	135	T	4879.66	
PT2017	01-4-2500-000	PAYABLES - TRADE			4879.66		
Invoice Description --> 2017 PROPERTY TAXES FORLIO NUMBER 001-3498-00							
Total :					4879.66	0.00	4879.66
Supplier Total :					4879.66	0.00	4879.66

1391	CLARK, GERALD						
40577	20-Jun-2017		Issued	136	C	250.00	
2017-1018	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - CLARK							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00

1409	COASTAL ANIMAL CONTROL SERVICES OF BC						
40579	20-Jun-2017		Issued	136	C	630.00	
11918	01-4-2500-000	PAYABLES - TRADE			630.00		
Invoice Description --> S.L. - ANIMAL CONTROL							
Total :					630.00	0.00	630.00
Supplier Total :					630.00	0.00	630.00

1471	COMMUNITY WIRELESS NETWORKS						
40549	13-Jun-2017		Issued	134	C	448.76	
5718	01-4-2500-000	PAYABLES - TRADE			448.76		
Invoice Description --> BWS - 2017 ANNUAL INTERNET SERVICE							
Total :					448.76	0.00	448.76
Supplier Total :					448.76	0.00	448.76

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Trans. Date : 01-Jun-2017 To 30-Jun-2017
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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
0801	CORIX WATER PRODUCTS LTD.						
000186-0008	23-Jun-2017		Issued	137	T	3485.04	
1071702089	01-4-2500-000	PAYABLES - TRADE			-277.76		
Invoice Description -->		BWS - CREDIT - WATER SYSTEM SUPPLIES					
10716060045	01-4-2500-000	PAYABLES - TRADE			367.46		
Invoice Description -->		BWS - MAINTENANCE SUPPLIES					
10716060044	01-4-2500-000	PAYABLES - TRADE			535.36		
Invoice Description -->		BWS - MAINTENANCE SUPPLIES					
10716060041	01-4-2500-000	PAYABLES - TRADE			712.10		
Invoice Description -->		BCWS - WATER SUPPLIES					
10716060051	01-4-2500-000	PAYABLES - TRADE			2147.88		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES, NEW CONNECTION SUPPLIES, VALVE -CAPITAL					
Total :					3485.04	0.00	3485.04
Supplier Total :					3485.04	0.00	3485.04
1576	CPR DEPOT						
40601	28-Jun-2017		Issued	151	C	507.41	
10486	01-4-2500-000	PAYABLES - TRADE			507.41		
Invoice Description -->		SLVFD- EQUIPMENT					
Total :					507.41	0.00	507.41
Supplier Total :					507.41	0.00	507.41
1650	CUPE - LOCAL 118						
000185-0018	16-Jun-2017		Issued	135	T	2562.69	
DUESMAY17	01-4-2500-000	PAYABLES - TRADE			2562.69		
Invoice Description -->		MAY 2017 UNION DUES					
Total :					2562.69	0.00	2562.69
000187-0011	30-Jun-2017		Issued	150	T	1810.61	
DUESJUN17	01-4-2500-000	PAYABLES - TRADE			1810.61		
Invoice Description -->		JUNE 2017 UNION DUES					
Total :					1810.61	0.00	1810.61
Supplier Total :					4373.30	0.00	4373.30
1703	DALEY, D.J.						
000185-0019	16-Jun-2017		Issued	135	T	2185.00	
274414	01-4-2500-000	PAYABLES - TRADE			2185.00		
Invoice Description -->		MAY 2017 - LBA & MSW CONTRACTOR					
Total :					2185.00	0.00	2185.00
Supplier Total :					2185.00	0.00	2185.00

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
40580	20-Jun-2017	Issued	136	C	1890.00	
CL003-17	01-4-2500-000	PAYABLES - TRADE		1890.00		
Invoice Description --> LBA - RUNWAY PAINTING - CAPITAL						
Total :				1890.00	0.00	1890.00
Supplier Total :				1890.00	0.00	1890.00

1709 DEER BAY CONTRACTING

00185-0020	16-Jun-2017	Issued	135	T	5426.40	
5029	01-4-2500-000	PAYABLES - TRADE		404.25		
Invoice Description --> SB - SEWAGE - INSTALL PORTABLE TOILETS						
5027	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
5025	01-4-2500-000	PAYABLES - TRADE		3037.65		
Invoice Description --> SB - TRANSPORTATION - \$906, SB RECREATION - \$1987						
Total :				5426.40	0.00	5426.40
Supplier Total :				5426.40	0.00	5426.40

1718 DENIS FRANCOEUR BACKHOEING

00185-0021	16-Jun-2017	Issued	135	T	11220.21	
PC#2 - 3333	01-4-2500-000	PAYABLES - TRADE		11220.21		
Invoice Description --> CCCP - WALKING & BIKING TRAIL - PROGRESS 2						
Total :				11220.21	0.00	11220.21
Supplier Total :				11220.21	0.00	11220.21

1634 DIAMOND COMMUNICATIONS LTD

40550	13-Jun-2017	Issued	134	C	991.20	
145883	01-4-2500-000	PAYABLES - TRADE		991.20		
Invoice Description --> ACRD - NEW IPT'S AND LICENSES FOR PHONES						
Total :				991.20	0.00	991.20
Supplier Total :				991.20	0.00	991.20

1780 DOLANS CONCRETE LTD.

00185-0022	16-Jun-2017	Issued	135	T	522.21	
80099	01-4-2500-000	PAYABLES - TRADE		522.21		
Invoice Description --> SL PARKS - COUGAR SMITH BIKE PARK						
Total :				522.21	0.00	522.21
00186-0009	23-Jun-2017	Issued	137	T	1067.15	
80188	01-4-2500-000	PAYABLES - TRADE		65.72		
Invoice Description --> BCWS - AIR VALVE MAINTENANCE - CAPITAL						
G44688	01-4-2500-000	PAYABLES - TRADE		270.49		
Invoice Description --> BCWS - NEW WATER CONNECTION						

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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	
G44690	01-4-2500-000	PAYABLES - TRADE		730.94		
Invoice Description --> SL PARKS - COUGAR SMITH BIKE PARK - CAPITAL						
Total :				1067.15	0.00	1067.15
Supplier Total :				1589.36	0.00	1589.36

1847 DUPERE, JOHANNE						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00187-0012	30-Jun-2017	Issued	150	T		200.00
DUP179482	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
Total :				200.00	0.00	200.00
Supplier Total :				200.00	0.00	200.00

0940 DUVALL, EDITH						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00184-0001	02-Jun-2017	Issued	126	T		1750.00
EDUVALL79149	01-4-2500-000	PAYABLES - TRADE		1750.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL						
Total :				1750.00	0.00	1750.00
Supplier Total :				1750.00	0.00	1750.00

1999 E-Z SEE REFLECTIVE ADDRESS SYSTEMS						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00185-0023	16-Jun-2017	Issued	135	T		228.90
354	01-4-2500-000	PAYABLES - TRADE		48.30		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
353	01-4-2500-000	PAYABLES - TRADE		180.60		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :				228.90	0.00	228.90
Supplier Total :				228.90	0.00	228.90

1934 EDEN TREE FARM AND GARDENING						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40581	20-Jun-2017	Issued	136	C		1608.25
#5MAY17	01-4-2500-000	PAYABLES - TRADE		1608.25		
Invoice Description --> PLANNING - AG SUPPORT						
Total :				1608.25	0.00	1608.25
Supplier Total :				1608.25	0.00	1608.25

1950 ENEX FUELS						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40602	28-Jun-2017	Issued	151	C		16616.08
232851	01-4-2500-000	PAYABLES - TRADE		16616.08		
Invoice Description --> AVRA - FUEL						
Total :				16616.08	0.00	16616.08

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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 :						16616.08	0.00	16616.08

1970	EQUIFAX CANADA INC.							
40552	13-Jun-2017		Issued	134	C			21.00
4288975	01-4-2500-000	PAYABLES - TRADE				21.00		
Invoice Description -->		AVLF - CREDIT CHECK FEES						
Total :						21.00	0.00	21.00
Supplier Total :						21.00	0.00	21.00

1958	ERNST, ROY							
40551	13-Jun-2017		Issued	134	C			250.00
2017-1017	01-4-2500-000	PAYABLES - TRADE				250.00		
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - ERNST						
Total :						250.00	0.00	250.00
Supplier Total :						250.00	0.00	250.00

1990	EVITT ELECTRIC							
000186-0010	23-Jun-2017		Issued	137	T			913.25
36079	01-4-2500-000	PAYABLES - TRADE				126.00		
Invoice Description -->		SLVFD - HALL #2 - BATHROOM RENO - CAPITAL						
36072	01-4-2500-000	PAYABLES - TRADE				787.25		
Invoice Description -->		SLVFD - MAINTENANCE						
Total :						913.25	0.00	913.25
Supplier Total :						913.25	0.00	913.25

2099	FOOTPRINTS SECURITY PATROL INC.							
000185-0024	16-Jun-2017		Issued	135	T			378.00
72300	01-4-2500-000	PAYABLES - TRADE				378.00		
Invoice Description -->		SL PARKS - DICKSON PARK - SECURITY						
Total :						378.00	0.00	378.00
Supplier Total :						378.00	0.00	378.00

2067	FORTISBC							
40553	13-Jun-2017		Issued	134	C			35.75
MAY23/17	01-4-2500-000	PAYABLES - TRADE				35.75		
Invoice Description -->		BCVFD - MONTHLY NATURAL GAS FOR HALL						
Total :						35.75	0.00	35.75
Supplier Total :						35.75	0.00	35.75

2075	FYFE WELL & WATER SERVICES (DIVISION OF FYFE HOLDINGS LTD.)							

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Cheque Date : 01-Jun-2017 To 30-Jun-2017
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Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
40603	28-Jun-2017		Issued	151	C	5071.45		
2017-1777	01-4-2500-000	PAYABLES - TRADE				5071.45		
Invoice Description --> LBA - WATER - EMERGENCY REPAIRS - COST SHARE WITH TFN								
Total :						5071.45	0.00	5071.45
Supplier Total :						5071.45	0.00	5071.45

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
2140	30-Jun-2017		Issued	150	T	55.00		
00187-0013	01-4-2500-000	PAYABLES - TRADE				55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT								
Total :						55.00	0.00	55.00
Supplier Total :						55.00	0.00	55.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
2156	20-Jun-2017		Issued	136	C	4400.00		
40582	01-4-2500-000	PAYABLES - TRADE				4400.00		
Invoice Description --> SL PARKS - COUGAR SMITH BIKE PARK - CAPITAL								
Total :						4400.00	0.00	4400.00
Supplier Total :						4400.00	0.00	4400.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
2322	30-Jun-2017		Issued	150	T	5293.62		
0428-510661	01-4-2500-000	PAYABLES - TRADE				162.83		
Invoice Description --> SLVFD - EQUIPMENT								
0428-510465	01-4-2500-000	PAYABLES - TRADE				175.82		
Invoice Description --> SLVFD - EQUIPMENT								
0428-510785	01-4-2500-000	PAYABLES - TRADE				4954.97		
Invoice Description --> SLVFD - EQUIPMENT								
Total :						5293.62	0.00	5293.62
Supplier Total :						5293.62	0.00	5293.62

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
3507	20-Jun-2017		Issued	136	C	12867.47		
40586	01-4-2500-000	PAYABLES - TRADE				12867.47		
Invoice Description --> ANNUAL MAINTENANCE FOR CITYVIEW - SEPT 1 2017 - AUG 30 2018								
Total :						12867.47	0.00	12867.47
Supplier Total :						12867.47	0.00	12867.47

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
2395	13-Jun-2017		Issued	134	C	9418.50		
40554	01-4-2500-000	PAYABLES - TRADE				9418.50		
Invoice Description --> ANNUAL MAINTENANCE FOR CITYVIEW - SEPT 1 2017 - AUG 30 2018								
Total :						9418.50	0.00	9418.50
Supplier Total :						9418.50	0.00	9418.50

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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				
Invoice Description --> ACRD - EXTERIOR OFFICE - CAPITAL						
Total :				9418.50	0.00	9418.50
Supplier Total :				9418.50	0.00	9418.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - HARVEY						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> SL PARKS - TOILET RENTAL DIXON PARK						
Total :				198.10	0.00	198.10
Supplier Total :				198.10	0.00	198.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> EMERGENCY SERVICES COORDINATOR- MAY 2017						
Total :				7245.00	0.00	7245.00
Supplier Total :				7245.00	0.00	7245.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> BCWS - WATER SYSTEM UPGRADE - CAPITAL						
Total :				1391.25	0.00	1391.25
Supplier Total :				1391.25	0.00	1391.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> SL - SUMMER 2017 NEWSLETTER						
Total :				277.76	0.00	277.76
Supplier Total :				277.76	0.00	277.76

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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	
Total :				277.76	0.00	277.76
Supplier Total :				277.76	0.00	277.76

2580 HUB FIRE ENGINES & EQUIPMENT LTD.						
40604	28-Jun-2017		Issued	151	C	172.32
IN00032874	01-4-2500-000	PAYABLES - TRADE			172.32	
Invoice Description --> SLVFD - EQUIPMENT						
Total :				172.32	0.00	172.32
Supplier Total :				172.32	0.00	172.32

2650 INGENIOUS SOFTWARE (530640 ONTARIO LTD.)						
40557	13-Jun-2017		Issued	134	C	1117.07
6177	01-4-2500-000	PAYABLES - TRADE			1117.07	
Invoice Description --> BCFVD - SLVFD - BVFD - DISTRICT OF TOFINO - SPLIT						
Total :				1117.07	0.00	1117.07
Supplier Total :				1117.07	0.00	1117.07

2651 INSIGHT CANADA INC.						
00186-0012	23-Jun-2017		Issued	137	T	167.46
720633082	01-4-2500-000	PAYABLES - TRADE			167.46	
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				167.46	0.00	167.46

00187-0016	30-Jun-2017		Issued	150	T	874.79
720621848	01-4-2500-000	PAYABLES - TRADE			874.79	
Invoice Description --> WCLF - COMPUTER EXPENSE						
Total :				874.79	0.00	874.79

40558	13-Jun-2017		Issued	134	C	494.05
720625133	01-4-2500-000	PAYABLES - TRADE			494.05	
Invoice Description --> ACRD - TONER \$201.90, PLANNING PLOTTER \$239.22						
Total :				494.05	0.00	494.05
Supplier Total :				1536.30	0.00	1536.30

2690 INSURANCE CORPORATION OF B.C.						
40593	22-Jun-2017		Issued	140	C	1068.00
DODGE RAM 2011	01-4-2500-000	PAYABLES - TRADE			1068.00	
Invoice Description --> DODGE RAM 2011 - GEN GOV 1/3 \$352.44, PLANNING 2/3 \$715.56						
Total :				1068.00	0.00	1068.00

40605	28-Jun-2017		Issued	151	C	192.00
BVFD-2017 LTD AC	01-4-2500-000	PAYABLES - TRADE			192.00	

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description --> BVFD - LIMITED ACCESS ISLAND POLICY							
Total :				192.00	0.00	192.00	
Supplier Total :				1260.00	0.00	1260.00	

2253	IRIDIA MEDICAL						
000187-0017	30-Jun-2017	Issued	150	T		3135.53	
17-1002	01-4-2500-000	PAYABLES - TRADE		3135.53			
Invoice Description --> SLVFD - EQUIPMENT							
Total :				3135.53	0.00	3135.53	
Supplier Total :				3135.53	0.00	3135.53	

2748	ISLAND BEVERAGE SERVICES						
40559	13-Jun-2017	Issued	134	C		217.56	
16299A	01-4-2500-000	PAYABLES - TRADE		108.78			
Invoice Description --> ACRD - OFFICE SUPPLIES							
16309	01-4-2500-000	PAYABLES - TRADE		108.78			
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :				217.56	0.00	217.56	
Supplier Total :				217.56	0.00	217.56	

2761	ISLAND RADIO LTD.						
000186-0013	23-Jun-2017	Issued	137	T		154.35	
197385-1	01-4-2500-000	PAYABLES - TRADE		154.35			
Invoice Description --> EMERGENCY 911 - RADIO AD							
Total :				154.35	0.00	154.35	
Supplier Total :				154.35	0.00	154.35	

2475	ISLANDS EQUIPMENT RENTALS						
40555	13-Jun-2017	Issued	134	C		269.15	
58944	01-4-2500-000	PAYABLES - TRADE		269.15			
Invoice Description --> BCWS - NEW SERVICE CONNECTION							
Total :				269.15	0.00	269.15	
Supplier Total :				269.15	0.00	269.15	

2783	ITRON CANADA INC.						
40606	28-Jun-2017	Issued	151	C		2484.45	
37646	01-4-2500-000	PAYABLES - TRADE		2484.45			
Invoice Description --> BCWS - ITRON SERVICE AGREEMENT JULY 1, 2017 TO JUNE 30, 2018							
Total :				2484.45	0.00	2484.45	

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					2484.45	0.00	2484.45
<hr/>							
1075	J&D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)						
40600	28-Jun-2017		Issued	151	C	146.91	
909733	01-4-2500-000	PAYABLES - TRADE			17.91		
	Invoice Description -->	ACRD - OFFICE MAINTENANCE					
909736	01-4-2500-000	PAYABLES - TRADE			34.49		
	Invoice Description -->	ACRD - OFFICE MAINTENANCE					
009952	01-4-2500-000	PAYABLES - TRADE			94.51		
	Invoice Description -->	ACRD - OFFICE MAINTENANCE					
Total :					146.91	0.00	146.91
Supplier Total :					146.91	0.00	146.91
<hr/>							
2810	J. MCMILLAN BAILIFF & COLLECTION LTD						
40560	13-Jun-2017		Issued	134	C	118.93	
12475	01-4-2500-000	PAYABLES - TRADE			118.93		
	Invoice Description -->	ACRD - COMMISSION PD TO COLLECTION FOR A/R					
Total :					118.93	0.00	118.93
Supplier Total :					118.93	0.00	118.93
<hr/>							
2787	JACKSON, ROBERT						
00187-0018	30-Jun-2017		Issued	150	T	77.65	
CSPNOV1279483	01-4-2500-000	PAYABLES - TRADE			77.65		
	Invoice Description -->	SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE					
Total :					77.65	0.00	77.65
Supplier Total :					77.65	0.00	77.65
<hr/>							
2827	JAL DESIGNS						
40561	13-Jun-2017		Issued	134	C	28.00	
40497956	01-4-2500-000	PAYABLES - TRADE			28.00		
	Invoice Description -->	LBA - DECALS					
Total :					28.00	0.00	28.00
<hr/>							
40607	28-Jun-2017		Issued	151	C	741.44	
40498145	01-4-2500-000	PAYABLES - TRADE			741.44		
	Invoice Description -->	BCVFD - UNIFORMS					
Total :					741.44	0.00	741.44
Supplier Total :					769.44	0.00	769.44
<hr/>							
2828	JARDINE LLOYD THOMPSON CANADA						
40608	28-Jun-2017		Issued	151	C	2989.00	
37139	01-4-2500-000	PAYABLES - TRADE			1334.00		

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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 -->	BVFD - BOAT INSURANCE - PROPERTY					
37358	01-4-2500-000	PAYABLES - TRADE		1655.00		
Invoice Description -->	BVFD - BOAT INSURANCE - LIABILITY					
Total :				2989.00	0.00	2989.00
Supplier Total :				2989.00	0.00	2989.00

2877 KOERS & ASSOCIATES ENGINEERING LTD.						
000186-0014	23-Jun-2017		Issued	137	T	20890.54
1666-003	01-4-2500-000	PAYABLES - TRADE			1231.91	
Invoice Description -->	BCWS - DCC STUDY - CAPITAL					
1634-013	01-4-2500-000	PAYABLES - TRADE			19658.63	
Invoice Description -->	BWS - WATER TREATMENT PLANT - CAPITAL					
Total :				20890.54	0.00	20890.54
Supplier Total :						21678.04

2890 L.B. WOODCHOPPERS LTD.						
000185-0025	16-Jun-2017		Issued	135	T	123.30
267868	01-4-2500-000	PAYABLES - TRADE			40.93	
Invoice Description -->	BCWS - SMALL TOOLS					
268795	01-4-2500-000	PAYABLES - TRADE			82.37	
Invoice Description -->	BCWS - SAFETY SUPPLIES					
Total :				123.30	0.00	123.30
Supplier Total :						6.68

000186-0015	23-Jun-2017		Issued	137	T	6.68
270362	01-4-2500-000	PAYABLES - TRADE			6.68	
Invoice Description -->	BCWS - FIRE HYDRANT MAINTENANCE					
Total :				6.68	0.00	6.68
Supplier Total :						147.55



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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 :				277.53	0.00	277.53
<hr/>						
3025	LADY ROSE MARINE SERVICES					
00185-0026	16-Jun-2017		Issued	135	T 29.86	
23753	01-4-2500-000	PAYABLES - TRADE			29.86	
Invoice Description --> BCEP - FREIGHT EXPENSE FOR BATTERIES						
Total :				29.86	0.00	29.86
<hr/>						
00187-0021	30-Jun-2017		Issued	150	T 1601.25	
2010-24347	01-4-2500-000	PAYABLES - TRADE			320.25	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24413	01-4-2500-000	PAYABLES - TRADE			320.25	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24475	01-4-2500-000	PAYABLES - TRADE			320.25	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24525	01-4-2500-000	PAYABLES - TRADE			320.25	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24552	01-4-2500-000	PAYABLES - TRADE			320.25	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
Total :				1601.25	0.00	1601.25
Supplier Total :				1631.11	0.00	1631.11
<hr/>						
3008	LAND TITLE AND SURVEY AUTHORITY OF B.C.					
EFT-2	06-Jun-2017		Issued	149	E 500.00	
FT407177	01-4-2500-000	PAYABLES - TRADE			500.00	
Invoice Description --> PLANNING PROPERTY INQUIRES ACCOUNT TOP UP						
Total :				500.00	0.00	500.00
Supplier Total :				500.00	0.00	500.00
<hr/>						
3005	LGMA					
40609	28-Jun-2017		Issued	151	C 288.75	
P-532	01-4-2500-000	PAYABLES - TRADE			288.75	
Invoice Description --> PLANNING - BOARD OF VARIANCE GUIDE 2017						
Total :				288.75	0.00	288.75
Supplier Total :				288.75	0.00	288.75
<hr/>						
3049	LOBB, MARCUS					
40610	28-Jun-2017		Issued	151	C 150.00	
JUNE9/17	01-4-2500-000	PAYABLES - TRADE			150.00	
Invoice Description --> PLANNING - AG PLAN INITIATIVES - GROW LOCAL						
Total :				150.00	0.00	150.00

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Supplier : 0002 To Z4209
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				150.00	0.00	150.00

3117 LORDCO						
00185-0027	16-Jun-2017	Issued	135	T	51.57	
377326	01-4-2500-000	PAYABLES - TRADE		51.57		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				51.57	0.00	51.57
00187-0022						
382235	30-Jun-2017	Issued	150	T	207.72	
	01-4-2500-000	PAYABLES - TRADE		207.72		
Invoice Description --> SLVFD- EQUIPMENT						
Total :				207.72	0.00	207.72
Supplier Total :				259.29	0.00	259.29

3205 MAGIC MOMENTS						
40563	13-Jun-2017	Issued	134	C	2406.32	
17-180501	01-4-2500-000	PAYABLES - TRADE		2406.32		
Invoice Description --> BVFD - UNIFORMS						
Total :				2406.32	0.00	2406.32
Supplier Total :				2406.32	0.00	2406.32

3214 MARCIE DEWITT						
00186-0016	23-Jun-2017	Issued	137	T	6750.00	
MAY31/17	01-4-2500-000	PAYABLES - TRADE		6750.00		
Invoice Description --> ACHN - COORDINATOR - MAY 2017						
Total :				6750.00	0.00	6750.00
Supplier Total :				6750.00	0.00	6750.00

3215 MARS CONTRACTING						
40564	13-Jun-2017	Issued	134	C	669.38	
1-1138	01-4-2500-000	PAYABLES - TRADE		669.38		
Invoice Description --> BVFD - TRANSPORT FIRE BOAT - CAPITAL						
Total :				669.38	0.00	669.38
Supplier Total :				669.38	0.00	669.38

1210 MAXXAM ANALYTICS					
00185-0028	16-Jun-2017	Issued	135	T	2138.85
VA1063491	01-4-2500-000	PAYABLES - TRADE		504.00	
Invoice Description --> SB - WATER MONITORING					
VA1059840	01-4-2500-000	PAYABLES - TRADE		573.30	
Invoice Description --> SB - WATER MONITORING					
VA1064559	01-4-2500-000	PAYABLES - TRADE		1061.55	

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> BWS - WATER MONITORING						
Total :				2138.85	0.00	2138.85
Supplier Total :				2138.85	0.00	2138.85

3296	MCCAMMON, CHRISTIE					
40585	20-Jun-2017	Issued	136	C	50.00	
JUNE19/19	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> LBA - SEPTIC CLEAN UP						
Total :				50.00	0.00	50.00
Supplier Total :				50.00	0.00	50.00

3270	MCCOY LAKE EXCAVATING LTD					
000185-0029	16-Jun-2017	Issued	135	T	1997.38	
3816	01-4-2500-000	PAYABLES - TRADE		1997.38		
Invoice Description --> BCWS - NEW CONNECTION						
Total :				1997.38	0.00	1997.38
Supplier Total :				1997.38	0.00	1997.38

3277	MCELHANNEY CONSULTING SERVICES LTD.					
000186-0017	23-Jun-2017	Issued	137	T	6741.00	
2231 064978	01-4-2500-000	PAYABLES - TRADE		6741.00		
Invoice Description --> REG PARKS - TRAVERSE TRAIL EXTENSION - CAPITAL						
Total :				6741.00	0.00	6741.00
Supplier Total :				6741.00	0.00	6741.00

3280	MCGILL & ASSOCIATES ENGINEERING				
000185-0030	16-Jun-2017	Issued	135	T	11855.23
16051	01-4-2500-000	PAYABLES - TRADE		70.88	
Invoice Description --> WCLF - GENERAL CONSULTING					
16056	01-4-2500-000	PAYABLES - TRADE		106.31	
Invoice Description --> AVLF - COVER MATERIAL					
16052	01-4-2500-000	PAYABLES - TRADE		110.25	
Invoice Description --> MWS - GENERAL CONSULTING					
16054	01-4-2500-000	PAYABLES - TRADE		133.88	
Invoice Description --> AVFL - NE EXPANSION - CAPITAL					
16055	01-4-2500-000	PAYABLES - TRADE		141.75	
Invoice Description --> AVLF - GAS MANAGEMENT - CAPITAL					
16038	01-4-2500-000	PAYABLES - TRADE		322.54	
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL					
16061	01-4-2500-000	PAYABLES - TRADE		366.19	
Invoice Description --> WCLF - TRANSFER STATION					
16039	01-4-2500-000	PAYABLES - TRADE		511.88	
Invoice Description --> CCCP - CHERRY CREEK TRAIL					

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
16059	01-4-2500-000	PAYABLES - TRADE		540.23		
	Invoice Description -->	CCCP - CHEERY CREEK TRAIL				
16053	01-4-2500-000	PAYABLES - TRADE		724.50		
	Invoice Description -->	WCLF - ANNUAL REPORTING				
16086	01-4-2500-000	PAYABLES - TRADE		815.06		
	Invoice Description -->	AVLF - ACCESS RD PAVING - CAPITAL				
16057	01-4-2500-000	PAYABLES - TRADE		990.68		
	Invoice Description -->	WCLF - LEACHATE INVESTIGATION & REMEDIATION - CAPITAL				
16085	01-4-2500-000	PAYABLES - TRADE		998.03		
	Invoice Description -->	AVLF - SCADA MONITORING - CAPITAL				
16058	01-4-2500-000	PAYABLES - TRADE		1438.49		
	Invoice Description -->	AVLF - GYPROC RECYCLING - CAPITAL				
16060	01-4-2500-000	PAYABLES - TRADE		1937.25		
	Invoice Description -->	AVLF - WASTE DIVERSION INFRASTRUCTURE - CAPITAL				
16040	01-4-2500-000	PAYABLES - TRADE		2647.31		
	Invoice Description -->	MWS - INFRASTRUCTURE ASSESSMENT - CAPITAL				
		Total :		11855.23	0.00	11855.23
000187-0023	30-Jun-2017	Issued	150	T		18170.13
16123	01-4-2500-000	PAYABLES - TRADE		283.50		
	Invoice Description -->	AVLF - GYPROC RECYCLING - CAPITAL				
16118	01-4-2500-000	PAYABLES - TRADE		295.31		
	Invoice Description -->	AVLF - ANNUAL REPORTING				
16096	01-4-2500-000	PAYABLES - TRADE		354.38		
	Invoice Description -->	AVLF - ACCESS RD PAVING - CAPITAL				
16109	01-4-2500-000	PAYABLES - TRADE		387.19		
	Invoice Description -->	SL PARKS - TRAILS - CAPITAL				
16124	01-4-2500-000	PAYABLES - TRADE		418.94		
	Invoice Description -->	CCCP - CHERRY CREEK TRAIL				
16117	01-4-2500-000	PAYABLES - TRADE		484.31		
	Invoice Description -->	AVLF - WATER MONITORING				
16111	01-4-2500-000	PAYABLES - TRADE		551.25		
	Invoice Description -->	MWS - WATER SYSTEM ASSESSMENT				
16126	01-4-2500-000	PAYABLES - TRADE		829.50		
	Invoice Description -->	WCLF - TRANSFER STATION				
16108	01-4-2500-000	PAYABLES - TRADE		905.63		
	Invoice Description -->	LBA - WATER SYSTEM EVALUATION - CAPITAL				
16122	01-4-2500-000	PAYABLES - TRADE		1071.00		
	Invoice Description -->	WCLF - LEACHATE INVESTIGATION & REMEDIATION - CAPITAL				
16120	01-4-2500-000	PAYABLES - TRADE		1167.43		
	Invoice Description -->	AVLF - SCADA MONITORING - CAPITAL				
16125	01-4-2500-000	PAYABLES - TRADE		1240.31		
	Invoice Description -->	AVLF - WASTE DIVERSION INFRASTRUCTURE - CAPITAL				
16110	01-4-2500-000	PAYABLES - TRADE		2312.84		
	Invoice Description -->	CCCP - CHERRY CREEK TRAIL				
16121	01-4-2500-000	PAYABLES - TRADE		2436.32		
	Invoice Description -->	AVLF - NE EXPANSION - CAPITAL				
16127	01-4-2500-000	PAYABLES - TRADE		2574.43		
	Invoice Description -->	AVLF - LEACHATE METERING - CAPITAL				

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
16119	01-4-2500-000	PAYABLES - TRADE			2857.79		
Invoice Description --> WCLF - ANNUAL REPORTING							
Total :					18170.13	0.00	18170.13
Supplier Total :					30025.36	0.00	30025.36
3340	MINISTER OF FINANCE						
40565	13-Jun-2017	Issued	134	C			2100.00
MSPJUNE/17	01-4-2500-000	PAYABLES - TRADE			2100.00		
Invoice Description --> MSP PREMIUMS FOR JUNE 2017							
Total :					2100.00	0.00	2100.00
Supplier Total :					2100.00	0.00	2100.00
3370	MINISTER OF FINANCE						
40566	13-Jun-2017	Issued	134	C			2559.19
Q286373	01-4-2500-000	PAYABLES - TRADE			1237.34		
Invoice Description --> AVLF - STUMPAGE - NE EXPANSION - CAPITAL							
Q287040	01-4-2500-000	PAYABLES - TRADE			1321.85		
Invoice Description --> AVLF - STUMPAGE - NE EXPANSION - CAPITAL							
Total :					2559.19	0.00	2559.19
Supplier Total :					4068.50	0.00	4068.50
40611	28-Jun-2017	Issued	151	C			1509.31
693538	01-4-2500-000	PAYABLES - TRADE			525.00		
Invoice Description --> SB - ANNUAL BOAT RAMP RENT							
Q287796	01-4-2500-000	PAYABLES - TRADE			984.31		
Invoice Description --> AVLF - STUMPAGE - NE EXPANSION - CAPITAL							
Total :					1509.31	0.00	1509.31
Supplier Total :					4068.50	0.00	4068.50
3376	MINISTER OF FINANCE						
40612	28-Jun-2017	Issued	151	C			342.00
9937-17	01-4-2500-000	PAYABLES - TRADE			342.00		
Invoice Description --> AVLF - BWS - SL PARKS - COUGAR SMITH PARK - PERMITS WATER							
Total :					342.00	0.00	342.00
Supplier Total :					342.00	0.00	342.00
3491	MULLEN, CAL						
40613	28-Jun-2017	Issued	151	C			250.00
2017 - 1022	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - MULLEN							
Total :					250.00	0.00	250.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				250.00	0.00	250.00
<hr/>						
3500	MUNICIPAL FINANCE AUTHORITY OF BC					
EFT-15	01-Jun-2017	Issued	142	E		37581.69
73-1/2017	01-4-2500-000	PAYABLES - TRADE		37581.69		
Invoice Description --> DEBENTURE DEBT						
Total :				37581.69	0.00	37581.69
EFT-16	01-Jun-2017	Issued	142	E		597.90
75-1/2017	01-4-2500-000	PAYABLES - TRADE		597.90		
Invoice Description --> DEBENTURE DEBT						
Total :				597.90	0.00	597.90
EFT-17	02-Jun-2017	Issued	154	E		4191.29
AVRA06/17	01-4-2500-000	PAYABLES - TRADE		4191.29		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST						
Total :				4191.29	0.00	4191.29
EFT-18	02-Jun-2017	Issued	154	E		1467.70
LBATRACJUN17	01-4-2500-000	PAYABLES - TRADE		1467.70		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING						
Total :				1467.70	0.00	1467.70
Supplier Total :				43838.58	0.00	43838.58
<hr/>						
3490	MUNICIPAL PENSION PLAN					
EFT-12	01-Jun-2017	Issued	115	E		10593.34
PP#10 - 2017	01-4-2500-000	PAYABLES - TRADE		10593.34		
Invoice Description --> PP # 10 - 2017 PENSION REMITTANCE						
Total :				10593.34	0.00	10593.34
EFT-13	15-Jun-2017	Issued	123	E		9724.76
PP#11 - 2017	01-4-2500-000	PAYABLES - TRADE		9724.76		
Invoice Description --> PP # 11 - 2017 PENSION REMITTANCE						
Total :				9724.76	0.00	9724.76
EFT-14	29-Jun-2017	Issued	133	E		9618.29
PP#12 - 2017	01-4-2500-000	PAYABLES - TRADE		9618.29		
Invoice Description --> PP # 12 - 2017 PENSION REMITTANCE						
Total :				9618.29	0.00	9618.29
Supplier Total :				29936.39	0.00	29936.39
<hr/>						
3551	MYRES, LINDA					
000185-0031	16-Jun-2017	Issued	135	T		3783.75
2017.27	01-4-2500-000	PAYABLES - TRADE		26.74		
Invoice Description --> BCEP - REIMBURSEMENT FOR MAGNETIC MOUNT ANTENNAS						

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
2017.21	01-4-2500-000	PAYABLES - TRADE			70.01		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
2017.25	01-4-2500-000	PAYABLES - TRADE			226.28		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
2017.24	01-4-2500-000	PAYABLES - TRADE			657.66		
Invoice Description --> BCEP - REIMBURSEMENT FOR RADIO WORKS ANTENNA AND HARDWARE							
2017.20	01-4-2500-000	PAYABLES - TRADE			862.85		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
2017.18	01-4-2500-000	PAYABLES - TRADE			1940.21		
Invoice Description --> BCEP - REIMBURSEMENT FOR RADIO WORKS							
Total :					3783.75	0.00	3783.75
00187-0024	30-Jun-2017	Issued	150	T		60.00	
2017.28	01-4-2500-000	PAYABLES - TRADE			60.00		
Invoice Description --> BCEP - REIMBURSEMENT FOR EOC AMATEUR RADIO CALL SIGN							
Total :					60.00	0.00	60.00
Supplier Total :					3843.75	0.00	3843.75

3600	NEOPOST						
00187-0025	30-Jun-2017	Issued	150	T		455.32	
8000202700170531	01-4-2500-000	PAYABLES - TRADE			455.32		
Invoice Description --> ACRD - POSTAGE MACHINE - METER							
Total :					455.32	0.00	455.32
Supplier Total :					455.32	0.00	455.32

3601	NET ZERO WASTE INC						
40614	28-Jun-2017	Issued	151	C		3450.85	
109	01-4-2500-000	PAYABLES - TRADE			3450.85		
Invoice Description --> AVLF/WCLF - REGION WIDE ORGANICC - SPF GRANT APPLICATION							
Total :					3450.85	0.00	3450.85
Supplier Total :					3450.85	0.00	3450.85

3627	NEXCAR SALES LTD.						
00187-0026	30-Jun-2017	Issued	150	T		4656.25	
E9471	01-4-2500-000	PAYABLES - TRADE			39.20		
Invoice Description --> BUILDING INSPECTION - 2014 CHEROKKE - MAINTENANCE							
E9472	01-4-2500-000	PAYABLES - TRADE			39.20		
Invoice Description --> ACRD - 2008 TOYOTA YARIS - MAINTENANCE							
E9473	01-4-2500-000	PAYABLES - TRADE			39.20		
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE							
E9474	01-4-2500-000	PAYABLES - TRADE			195.98		
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE							
E9593	01-4-2500-000	PAYABLES - TRADE			723.22		
Invoice Description --> ACRD - 2007 FORD RANGER - MAINTENANCE							

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
E9641	01-4-2500-000	PAYABLES - TRADE	1332.19				
Invoice Description --> BCWS - 2009 FORD F250 - MAINTENANCE							
E9613	01-4-2500-000	PAYABLES - TRADE	2287.26				
Invoice Description --> BCWS - 2001 GMC - MAINTENANCE							
Total :			4656.25	0.00	4656.25		
40587	20-Jun-2017			Issued	136	C	20944.00
DODGE/RAM 2011	01-4-2500-000	PAYABLES - TRADE	20944.00				
Invoice Description --> ACRD - \$6,171, RURAL PLANNING \$12,529 - PURCHASE 2011 DODGE/RAM - CAPITAL							
Total :			20944.00	0.00	20944.00		
Supplier Total :			25600.25	0.00	25600.25		
3871	PACIFIC AUDIO WORKS LTD						
40615	28-Jun-2017			Issued	151	C	1025.87
33494	01-4-2500-000	PAYABLES - TRADE	1025.87				
Invoice Description --> ACRD - AUDIO/VISUAL BOARDROOM - CAPITAL							
Total :			1025.87	0.00	1025.87		
Supplier Total :			1025.87	0.00	1025.87		
3792	PACIFIC BLUE CROSS						
EFT-6	01-Jun-2017			Issued	154	E	7978.22
479661	01-4-2500-000	PAYABLES - TRADE	7978.22				
Invoice Description --> JUNE 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS							
Total :			7978.22	0.00	7978.22		
Supplier Total :			7978.22	0.00	7978.22		
3888	PARAMOUNT RECREATION						
40616	28-Jun-2017			Issued	151	C	2352.00
3655	01-4-2500-000	PAYABLES - TRADE	2352.00				
Invoice Description --> BC - COMMUNITY PARKS - GIA - PLAYGROUND							
Total :			2352.00	0.00	2352.00		
Supplier Total :			2352.00	0.00	2352.00		
4180	PUROLATOR COURIER SERVICE						
40617	28-Jun-2017			Issued	151	C	72.69
434780179	01-4-2500-000	PAYABLES - TRADE	72.69				
Invoice Description --> ACRD - \$34.63, BUILDING INSPECTION \$38.06							
Total :			72.69	0.00	72.69		
Supplier Total :			72.69	0.00	72.69		

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000187-0027	30-Jun-2017	Issued	150	T		287.36
62 176455	01-4-2500-000	PAYABLES - TRADE		77.74		
Invoice Description --> ACRD - OFFICE SUPPLIES						
62 172303	01-4-2500-000	PAYABLES - TRADE		101.74		
Invoice Description --> SLVFD - TRAINING						
61 298861	01-4-2500-000	PAYABLES - TRADE		107.88		
Invoice Description --> SLVFD - TRAINING						
Total :				287.36	0.00	287.36
Supplier Total :				287.36	0.00	287.36

4370	R. ANDERSON & ASSOCIATES INC					
40588	20-Jun-2017	Issued	136	C		16684.50
40813	01-4-2500-000	PAYABLES - TRADE		16684.50		
Invoice Description --> 2016 AUDIT - FINAL BILLING						
Total :				16684.50	0.00	16684.50
Supplier Total :				16684.50	0.00	16684.50

4250	RAYLEC POWER LTD.					
40567	13-Jun-2017	Issued	134	C		534386.34
20179183	01-4-2500-000	PAYABLES - TRADE		140411.36		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 4 - CAPITAL						
20179093	01-4-2500-000	PAYABLES - TRADE		152394.61		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 3 - CAPITAL						
20178998	01-4-2500-000	PAYABLES - TRADE		241580.37		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 2 - CAPITAL						
Total :				534386.34	0.00	534386.34
40640	29-Jun-2017	Issued	152	C		230114.17
20179281	01-4-2500-000	PAYABLES - TRADE		230114.17		
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 5 - CAPITAL						
Total :				230114.17	0.00	230114.17
Supplier Total :				764500.51	0.00	764500.51

4220	RAYNER & BRACHT LTD					
40618	28-Jun-2017	Issued	151	C		3483.20
2017094	01-4-2500-000	PAYABLES - TRADE		3483.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - MAY 2017						
Total :				3483.20	0.00	3483.20
Supplier Total :				3483.20	0.00	3483.20

4280	RECEIVER GENERAL FOR CANADA					
40568	13-Jun-2017	Issued	134	C		20594.59

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
PP#12 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE	1155.72				
Invoice Description -->		TAX REMITTANCE FOR PP # 12 - 2017 - DIRECTORS					
PP#12 - 2017	01-4-2500-000	PAYABLES - TRADE	19438.87				
Invoice Description -->		TAX REMITTANCE FOR PP # 12 - 2017					
Total :			20594.59	0.00		20594.59	
40619	28-Jun-2017			Issued	151	C	20266.66
PP#13 - 2017	01-4-2500-000	PAYABLES - TRADE	20266.66				
Invoice Description -->		TAX REMITTANCE FOR PP # 13 - 2017					
Total :			20266.66	0.00		20266.66	
Supplier Total :			40861.25	0.00		40861.25	

4360	REYNOLDS MANUFACTURING						
40620	28-Jun-2017			Issued	151	C	29.48
3213	01-4-2500-000	PAYABLES - TRADE	29.48				
Invoice Description -->		SLVFD - TRAINING					
Total :			29.48	0.00		29.48	
Supplier Total :			29.48	0.00		29.48	

4475	ROCKY MOUNTAIN PHOENIX						
00187-0028	30-Jun-2017			Issued	150	T	1953.00
IN0103583	01-4-2500-000	PAYABLES - TRADE	1953.00				
Invoice Description -->		SLVFD - EQUIPMENT					
Total :			1953.00	0.00		1953.00	
Supplier Total :			1953.00	0.00		1953.00	

4511	ROSE, GEORGE						
40569	13-Jun-2017			Issued	134	C	262.73
JUNE 07/17	01-4-2500-000	PAYABLES - TRADE	262.73				
Invoice Description -->		ACRD - COMPUTER EXPENSE - REIMBURSEMENT					
Total :			262.73	0.00		262.73	
Supplier Total :			262.73	0.00		262.73	

4888	SEVIGNY, SHELLY						
00185-0032	16-Jun-2017			Issued	135	T	375.00
MAY/2017	01-4-2500-000	PAYABLES - TRADE	375.00				
Invoice Description -->		SLVFD - OFFICE ADMIN					
Total :			375.00	0.00		375.00	
Supplier Total :			375.00	0.00		375.00	

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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-Jun-2017 To 30-Jun-2017
Cheque Date : 01-Jun-2017 To 30-Jun-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			
40624	28-Jun-2017		Issued	151	C	750.16	
ACRD - 01-JUL-17	01-4-2500-000	PAYABLES - TRADE	263.24				
Invoice Description --> ACRD - ACCT # 012-3529-6377							
BCWS - 01-JUL-17	01-4-2500-000	PAYABLES - TRADE	486.92				
Invoice Description --> BCWS - ACCT # 012-8095-8259							
Total :			750.16	0.00		750.16	
Supplier Total :			750.16	0.00		750.16	
4646	SHAW CABLESYSTEMS G.P.						
40570	13-Jun-2017		Issued	134	C	277.92	
JUN/17-FABER	01-4-2500-000	PAYABLES - TRADE	69.33				
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD							
JUN/17-LAKESHOR	01-4-2500-000	PAYABLES - TRADE	69.33				
Invoice Description --> SLVFD - ACCT#012-8269-3473 - LAKESHORE RD							
JUN/17-PACIFIC RIM	01-4-2500-000	PAYABLES - TRADE	139.26				
Invoice Description --> SLVFD - ACCT#012-8186-3376 - PACIFIC RIM HWY							
Total :			277.92	0.00		277.92	
Supplier Total :			277.92	0.00		277.92	
40625	28-Jun-2017		Issued	151	C	207.52	
BCVFD - JULY01/17	01-4-2500-000	PAYABLES - TRADE	207.52				
Invoice Description --> BCVFD - ACCT #012-7703-7133							
Total :			207.52	0.00		207.52	
Supplier Total :			207.52	0.00		207.52	
4610	SIGNWORKS						
40622	28-Jun-2017		Issued	151	C	336.00	
5345	01-4-2500-000	PAYABLES - TRADE	336.00				
Invoice Description --> BCEP - REFLECTIVE RADIO CASE DECALS							
Total :			336.00	0.00		336.00	
Supplier Total :			336.00	0.00		336.00	
4594	SIMS ASSOCIATES LAND SURVEYING LTD						
40621	28-Jun-2017		Issued	151	C	3849.30	
16407	01-4-2500-000	PAYABLES - TRADE	3849.30				
Invoice Description --> AVRA - LEGAL FEES							
Total :			3849.30	0.00		3849.30	
Supplier Total :			3849.30	0.00		3849.30	
4717	SMITH, RYAN						
00185-0033	16-Jun-2017		Issued	135	T	5688.92	
PCMAY/17	01-4-2500-000	PAYABLES - TRADE	139.23				
Invoice Description --> SALMON BEACH SEWAGE							

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Supplier : 0002 To Z4209
Trans. Date : 01-Jun-2017 To 30-Jun-2017
Cheque Date : 01-Jun-2017 To 30-Jun-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	
MAY31/17	01-4-2500-000	PAYABLES - TRADE		5549.69		
Invoice Description --> SALMON BEACH SEWAGE						
Total :				5688.92	0.00	5688.92
Supplier Total :				5688.92	0.00	5688.92

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4629	SOLIDARITY SNACKS					
40623	28-Jun-2017		151	C	211.60	
574	01-4-2500-000	PAYABLES - TRADE		211.60		
Invoice Description --> ACRD - EMERG COORDINATION MEETING						
Total :				211.60	0.00	211.60
Supplier Total :				211.60	0.00	211.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4728	SONBIRD REFUSE & RECYCLING LTD.					
00185-0034	16-Jun-2017		135	T	14840.24	
38430	01-4-2500-000	PAYABLES - TRADE		14840.24		
Invoice Description --> MAY 2017 WC GARBAGE & RECYCLING						
Total :				14840.24	0.00	14840.24
Supplier Total :				14840.24	0.00	14840.24

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4772	SPROAT LAKE COMMUNITY ASSOCIATION					
40627	28-Jun-2017		151	C	11900.00	
2017GIA	01-4-2500-000	PAYABLES - TRADE		11900.00		
Invoice Description --> 2017 GRANT IN AID						
Total :				11900.00	0.00	11900.00
Supplier Total :				11900.00	0.00	11900.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4760	SPROAT LAKE VOL. FIRE DEPARTMENT					
40626	28-Jun-2017		151	C	11420.98	
SLVFD - APR - 2017	01-4-2500-000	PAYABLES - TRADE		1985.28		
Invoice Description --> SLVFD - APRIL REIMBURSEMENT						
SLVFD - MAY - 2017	01-4-2500-000	PAYABLES - TRADE		9435.70		
Invoice Description --> SLVFD - MAY REIMBURSEMENT						
Total :				11420.98	0.00	11420.98
Supplier Total :				11420.98	0.00	11420.98

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
4788	STAPLES ADVANTAGE				
40628	28-Jun-2017		151	C	485.67
44568624	01-4-2500-000	PAYABLES - TRADE		10.92	
Invoice Description --> BUILDING INSPECTION - OFFICE SUPPLIES					
44627903	01-4-2500-000	PAYABLES - TRADE		74.36	
Invoice Description --> ACRD - \$39.50, BUILDING INSPECTION \$26.89 - OFFICE SUPPLIES					

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
44568212	01-4-2500-000	PAYABLES - TRADE	116.95				
Invoice Description --> ACRD - \$50.09, BUILDING INSPECTION \$54.33 - OFFICE SUPPLIES							
44688507	01-4-2500-000	PAYABLES - TRADE	125.46				
Invoice Description --> ACRD - OFFICE SUPPLIES							
44640594	01-4-2500-000	PAYABLES - TRADE	157.98				
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :			485.67	0.00	485.67		
Supplier Total :			485.67	0.00	485.67		

4845	STAPLES BUSINESS DEPOT #321						
40629	28-Jun-2017		Issued	151	C		248.26
2227930	01-4-2500-000	PAYABLES - TRADE				12.27	
Invoice Description --> SLVFD - OFFICE SUPPLIES							
2218650	01-4-2500-000	PAYABLES - TRADE				17.85	
Invoice Description --> SLVFD - OFFICE SUPPLIES							
2234672	01-4-2500-000	PAYABLES - TRADE				38.01	
Invoice Description --> SLVFD - OFFICE SUPPLIES							
2213276	01-4-2500-000	PAYABLES - TRADE				87.79	
Invoice Description --> SLVFD - OFFICE SUPPLIES							
2234086	01-4-2500-000	PAYABLES - TRADE				92.34	
Invoice Description --> SLVFD - OFFICE SUPPLIES							
Total :			248.26	0.00	248.26		
Supplier Total :			248.26	0.00	248.26		

4785	STEWART MCDANNOLD STUART						
000187-0029	30-Jun-2017		Issued	150	T		1877.53
75997	01-4-2500-000	PAYABLES - TRADE				308.00	
Invoice Description --> LEGAL FEES							
76001	01-4-2500-000	PAYABLES - TRADE				400.41	
Invoice Description --> LEGAL FEES							
76000	01-4-2500-000	PAYABLES - TRADE				491.52	
Invoice Description --> LEGAL FEES							
75999	01-4-2500-000	PAYABLES - TRADE				677.60	
Invoice Description --> LEGAL FEES							
Total :			1877.53	0.00	1877.53		
Supplier Total :			1877.53	0.00	1877.53		

4885	SUN COAST WASTE SERVICES						
000185-0035	16-Jun-2017		Issued	135	T		23970.83
161473	01-4-2500-000	PAYABLES - TRADE				23970.83	
Invoice Description --> MAY 2017 - AV RECYCLING CONTRACT							
Total :			23970.83	0.00	23970.83		

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Trans. Date : 01-Jun-2017 To 30-Jun-2017
Cheque Date : 01-Jun-2017 To 30-Jun-2017
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				23970.83	0.00	23970.83

5410	TD VISA					
40590	20-Jun-2017	Issued	136	C	1685.61	
JUN05/17	01-4-2500-000	PAYABLES - TRADE		1685.61		
Invoice Description --> ACRD - \$1064.36, WCLF - \$360.47, PLANNING - \$168.95, LBA - \$91.83						
Total :				1685.61	0.00	1685.61
Supplier Total :				1685.61	0.00	1685.61

5402	TD VISA (BCVFD)C. STARRATT					
40592	21-Jun-2017	Issued	139	C	1086.83	
JUN05/17	01-4-2500-000	PAYABLES - TRADE		1086.83		
Invoice Description --> BCVFD - TRAINING \$346.95, SIGN PROJECT \$734.28, INTERNET \$5.60						
Total :				1086.83	0.00	1086.83
Supplier Total :				1086.83	0.00	1086.83

5401	TD VISA (BCVFD)M. KOBUS					
40571	13-Jun-2017	Issued	134	C	942.65	
MAY05/17	01-4-2500-000	PAYABLES - TRADE		942.65		
Invoice Description --> BCVFD - TRAINING \$895, VEHICLE \$21.30, INTEREST \$26.35						
Total :				942.65	0.00	942.65
40589	20-Jun-2017	Issued	136	C	2674.27	
JUN05/17	01-4-2500-000	PAYABLES - TRADE		2674.27		
Invoice Description --> BCVFD - EQUIPMENT \$79.51, TRAINING \$2594.76						
Total :				2674.27	0.00	2674.27
Supplier Total :				3616.92	0.00	3616.92

5396	TD VISA (GEDDES)					
40591	21-Jun-2017	Issued	139	C	1686.35	
JUNE05/17	01-4-2500-000	PAYABLES - TRADE		1686.35		
Invoice Description --> SLVFD - TRAINING \$1547.30, MINOR REPAIRS \$21, FOOD \$117.88						
Total :				1686.35	0.00	1686.35
Supplier Total :				1686.35	0.00	1686.35

4984	TELUS					
40631	28-Jun-2017	Issued	151	C	3150.05	
JUN07/17	01-4-2500-000	PAYABLES - TRADE		3150.05		
Invoice Description --> ACRD CONSOLIDATED						
Total :				3150.05	0.00	3150.05

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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		
Supplier Total :						3150.05	0.00	3150.05

4983	TELUS MOBILITY (BC)							
40630	28-Jun-2017		Issued	151	C	1784.81		1784.81
20322435197	01-4-2500-000	PAYABLES - TRADE				1784.81		
Invoice Description -->		ACRD CELLPHONES						
Total :						1784.81	0.00	1784.81
Supplier Total :						1784.81	0.00	1784.81

1890	TETRA TECH EBA INC.							
00185-0036	16-Jun-2017		Issued	135	T	36539.40		36539.40
60533093	01-4-2500-000	PAYABLES - TRADE				9877.88		
Invoice Description -->		AVRA - RUNWAY EXTENTION - CAPITAL						
60534902	01-4-2500-000	PAYABLES - TRADE				26661.52		
Invoice Description -->		AVRA - RUNWAY CONSTRUCTION TENDER - CAPITAL						
Total :						36539.40	0.00	36539.40
Supplier Total :						36539.40	0.00	36539.40

5038	TIMBERWEST FOREST CORP,							
40632	28-Jun-2017		Issued	151	C	10.00		10.00
JUNE27/17	01-4-2500-000	PAYABLES - TRADE				10.00		
Invoice Description -->		SL PARKS - LAKEBED LICENCE - MARCH 30/17 - MARCH 30/20						
Total :						10.00	0.00	10.00
Supplier Total :						10.00	0.00	10.00

0900	TRACY BOND (PETTY CASH)							
40541	07-Jun-2017		Issued	130	C	152.90		152.90
JUNE02/17	01-4-2500-000	PAYABLES - TRADE				152.90		
Invoice Description -->		ACRD - GEN OFFICE \$136.90, PLANNING \$15						
Total :						152.90	0.00	152.90
Supplier Total :						152.90	0.00	152.90

5114	TRINEX INTERNET SOLUTIONS INC							
00187-0030	30-Jun-2017		Issued	150	T	78.75		78.75
8113	01-4-2500-000	PAYABLES - TRADE				78.75		
Invoice Description -->		ACRD COMPUTER - MONTHLY WEBSITE						
Total :						78.75	0.00	78.75
Supplier Total :						78.75	0.00	78.75

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40633	28-Jun-2017	Issued	151	C		895.58
2390229	01-4-2500-000	PAYABLES - TRADE		54.95		
Invoice Description --> SLVFD - FUEL TRUCK #43						
2412954	01-4-2500-000	PAYABLES - TRADE		62.45		
Invoice Description --> SLVFD - FUEL TRUCK #43						
2427744	01-4-2500-000	PAYABLES - TRADE		74.54		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2407088	01-4-2500-000	PAYABLES - TRADE		81.00		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2387286	01-4-2500-000	PAYABLES - TRADE		83.13		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2400821	01-4-2500-000	PAYABLES - TRADE		95.07		
Invoice Description --> SLVFD - FUEL TRUCK #40						
2397092	01-4-2500-000	PAYABLES - TRADE		101.00		
Invoice Description --> SLVFD - FUEL TRUCK # 47						
2422480	01-4-2500-000	PAYABLES - TRADE		101.78		
Invoice Description --> SLVFD - FUEL TRUCK #47						
2377576	01-4-2500-000	PAYABLES - TRADE		110.47		
Invoice Description --> SLVFD - FUEL TRUCK #40						
2396967	01-4-2500-000	PAYABLES - TRADE		131.19		
Invoice Description --> SLVFD - FUEL TRUCK #48						
Total :				895.58	0.00	895.58
Supplier Total :				895.58	0.00	895.58

5184	UCHUCKLESAHT TRIBE GOVERNMENT					
40636	28-Jun-2017	Issued	151	C		78.75
JUN14/17	01-4-2500-000	PAYABLES - TRADE		78.75		
Invoice Description --> ACRD - BOARD MEETING JUNE 14/17						
Total :				78.75	0.00	78.75
Supplier Total :				78.75	0.00	78.75

5145	UCLUELET CONSUMERS CO-OP ASSN					
40634	28-Jun-2017	Issued	151	C		502.14
LBA-MAY/17	01-4-2500-000	PAYABLES - TRADE		502.14		
Invoice Description --> LBA - SB - FUEL COST MAY 2017						
Total :				502.14	0.00	502.14
Supplier Total :				502.14	0.00	502.14

5186	UCLUELET RENT-IT CENTER					
000187-0031	30-Jun-2017	Issued	150	T		1978.20
26575	01-4-2500-000	PAYABLES - TRADE		403.20		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL						
26241	01-4-2500-000	PAYABLES - TRADE		1575.00		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				1978.20	0.00	1978.20
Supplier Total :				1978.20	0.00	1978.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5180	UNION OF B.C. MUNICIPALITIES					
40635	28-Jun-2017	Issued	151	C	31.45	
UBCM-805	01-4-2500-000	PAYABLES - TRADE		31.45		
Invoice Description --> ACRD - 2017 NETWORK BOOK						
Total :				31.45	0.00	31.45
Supplier Total :				31.45	0.00	31.45

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5314	VISSERS SALES CORP					
40637	28-Jun-2017	Issued	151	C	356.38	
IN0006717	01-4-2500-000	PAYABLES - TRADE		356.38		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK						
Total :				356.38	0.00	356.38
Supplier Total :				356.38	0.00	356.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5432	WALLACE TECHNICAL LTD.					
00187-0032	30-Jun-2017	Issued	150	T	330.75	
20170602	01-4-2500-000	PAYABLES - TRADE		330.75		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK						
Total :				330.75	0.00	330.75
Supplier Total :				330.75	0.00	330.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5444	WATERHOUSE EXECUTIVE SEARCH					
40572	13-Jun-2017	Issued	134	C	7997.43	
ESG-5464	01-4-2500-000	PAYABLES - TRADE		7997.43		
Invoice Description --> ACRD - CAO RECRUITMENT						
Total :				7997.43	0.00	7997.43
Supplier Total :				7997.43	0.00	7997.43

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5565	WFR WHOLESALE FIRE & RESCUE LTD.					
00185-0037	16-Jun-2017	Issued	135	T	8467.64	
106784	01-4-2500-000	PAYABLES - TRADE		8467.64		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				8467.64	0.00	8467.64
Supplier Total :				8467.64	0.00	8467.64

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
40562	13-Jun-2017			Issued	134	C	1000.00	
40	01-4-2500-000	PAYABLES - TRADE				1000.00		
Invoice Description --> SB - RECREATION - SPECIAL EVENT								
Total :						1000.00	0.00	1000.00
Supplier Total :						1000.00	0.00	1000.00

4156	WSP CANADA INC.							
00187-0033	30-Jun-2017			Issued	150	T	12326.64	
0647595	01-4-2500-000	PAYABLES - TRADE				227.33		
Invoice Description --> LBA - TAXIWAY REHAB PROJECT - CAPITAL								
0640841	01-4-2500-000	PAYABLES - TRADE				1249.13		
Invoice Description --> LBA - APR - JUN 2017 - LANDING FEE SOFTWARE								
0653899	01-4-2500-000	PAYABLES - TRADE				10850.18		
Invoice Description --> LBA - TAXIWAY REHAB PROJECT - CAPITAL								
Total :						12326.64	0.00	12326.64
Supplier Total :						12326.64	0.00	12326.64

6020	ZONE WEST ENTERPRISES LTD							
40638	28-Jun-2017			Issued	151	C	1633.38	
51999	01-4-2500-000	PAYABLES - TRADE				52.71		
Invoice Description --> SLVFD - UNIFORMS								
52514	01-4-2500-000	PAYABLES - TRADE				388.92		
Invoice Description --> SLVFD - UNIFORMS								
52118	01-4-2500-000	PAYABLES - TRADE				1191.75		
Invoice Description --> SLVFD - UNIFORMS								
Total :						1633.38	0.00	1633.38
Supplier Total :						1633.38	0.00	1633.38

Total Computer Paid :	<u>2,277,426.71</u>	Total EFT PAP :	<u>82,253.19</u>	Total Paid :	<u>2,741,713.25</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>382,033.35</u>		



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: July 26, 2017
Subject: Audit Services – Request for Proposals

Recommendation:

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

Desired Outcome:

To secure audit services for the audit years ending December 31, 2017 through December 31, 2021.

Summary:

It is a requirement, as a local government, to have the financial statements of the ACRD and ACRHD audited annually. The auditor conducts an official financial examination of the organization’s accounts and provides an auditor’s report and management letter, if required, by May 15th of each year.

The Public Sector Accounting Board (PSAB) is responsible for establishing accounting standards and the requirements for financial statements for local governments. The goal of PSAB is to raise public confidence in government reporting by increasing transparency and accountability but as a result, the changes have also increased the complexity of the financial statements. The most notable change occurred in 2009 with the implementation of PSAB 3150 Tangible Capital Assets but since that time there has been many other standards implemented that have an impact on the ACRD’s reporting. As a small organization, it is challenging for the finance department to stay educated on the changes and to develop approaches to implement the new standards. For example, there are 10 new standards to be implemented in the next three years. As a result, the RFP includes the requirement for the auditor to advise the ACRD of all new reporting requirements with specifics of what is required to comply with the new standards.

This approach of using the auditors as a resource for upcoming PSAB changes is becoming common among local governments across the Province and will be helpful for ACRD finance staff. The audit RFP includes the following evaluation and selection criteria in order to ensure that the proponent is able to provide the above expertise:

Firm qualifications and experience	40 points
Lowest cost to the Regional District	20 points
Personnel qualifications and experience	15 points
Proposal quality and clarity	10 points
Knowledge of Regional District and Hospital Districts	15 points

Background:

A RFP for audit services was last advertised in 2012 and was awarded to R. Anderson & Associates (formerly Duncan Sabine Collyer Partners) for a five-year period with no extension clause.

Time Requirements – Staff & Elected Officials:

A significant amount of finance staff time is required to prepare the financial statements, develop the working papers for the auditor and staying current with PSAB standards.

Financial:

The 2016 audit cost \$20,890.00.

Policy or Legislation:

The *Local Government Act* and the *Community Charter* require that the financial statements be audited annually. The audit must be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and based on the recommendations of the Public Sector Accounting Board (PSAB).

Options Considered:

The other option considered by staff was to build an RFP that is evaluated solely on cost. This approach was not used because, in order to ensure that the auditors are able to support staff in creating the financial statements and complying to the PSAB standards it was determined that other criteria such as firm and personnel qualifications and experience are also essential.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Wendy Thomson, Acting Chief Administrative Officer



Request for Proposal

Audit Services
for
Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District

Closing location
3008 5th Avenue
Port Alberni, BC V9Y 2E3

Closing date and time
Monday, August 28, 2017
2:00 pm Pacific Time

Contact Person
Teri Fong, CPA, CGA
Manager of Finance
Email tfong@acrd.bc.ca

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1) Intent

The Alberni-Clayoquot Regional District invites proposals from qualified auditing firms for the provision of audit services for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District starting with the audits for the year ending December 31, 2017 through the audits for the year ending December 31, 2021.

2) Definitions and Administrative Requirements

a) Definitions

Throughout this request for proposal, the following definitions apply:

“Agreement” means the written agreement resulting from this request for proposal executed by the Alberni-Clayoquot Regional District and the Auditor.

“Auditor” means the successful Proponent to this request for proposal who enters into a written agreement with the ACRD.

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this request for proposal.

“Proposal” means a submission in response to this request for proposal.

“ACRD” or “Regional District” means the Alberni-Clayoquot Regional District.

“ACRHD” or “Hospital District” means the Alberni-Clayoquot Regional Hospital District.

“RFP” means this request for proposal.

“must”, or “shall” means a requirement that must be met in order for the proposal to receive consideration.

“should” means a requirement having a significant degree of importance to the objective of the request for proposal.

b) Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the ACRD.

c) Changes to Proposals

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

d) Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal. The ACRD will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final agreement or any other matter whatsoever.

e) Proposal Validity

Proposals should remain open for acceptance for at least 60 days after the closing to provide the ACRD with sufficient time to evaluate the Proposals and award a contract.

f) Currency and Taxes

Prices must be quoted in Canadian dollars and exclusive of taxes.

g) Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The ACRD is not bound to accept the lowest priced or any Proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and the ACRD is under no obligation to receive further information, whether written or oral, from any Proponent.

Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the ACRD's needs in a more cost effective manner. The ACRD reserves the right to reject any and all Proposals for any reason or to accept any Proposal in whole or in part on the basis of the Proposals received which the ACRD, in its sole unrestricted discretion, deems to be the best value for the ACRD.

Proponents acknowledge the ACRD's rights under this clause and absolutely waive any right of action against the ACRD for the ACRD failure to accept their Proposals whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The ACRD reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The ACRD reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The acceptance of any Proposal is subject to funding and approval by the board of the ACRD.

After acceptance by the ACRD, the successful Proponent will be issued a written notice of award.

h) Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the ACRD and the subsequent full execution of a written agreement will constitute a contract for the services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

i) Liability for Errors

While the ACRD has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

j) Modification of Terms

The ACRD reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to August 22, 2017 at 2:00pm Pacific time. Such modifications will be posted electronically to the ACRD's website.

k) Ownership of Proposals and Freedom of Information

All documents, including Proposals, submitted to the ACRD become the property of the ACRD. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the ACRD is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third party business, financial and proprietary information, the ACRD cannot guarantee that any such information provided to the ACRD will remain confidential if a request for access is made under the *Freedom of Information and Protection of Privacy Act*.

l) Confidentiality of Information

Information pertaining to the ACRD obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the ACRD.

m) Conflict of Interest

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous contracts, tenders or business transactions and where this is seen in the reasonable opinion of the ACRD as creating a conflict of interest between the Proponent and the ACRD.

n) Communication during Procurement Process

Proponents and their agents will not contact any member of the ACRD board or staff with respect to this RFP, other than the representative named in this RFP, at any time prior to the award of a contract or the termination of this RFP.

In the event of any lobbying or contact in contravention of this section, the ACRD in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

3) Proposal Submission Requirements

a) Proposal Submission

Two copies of the Proposal, complete with one copy of the signed and dated Proposal Form provided herein, must be received no later than 2:00 pm Pacific time on Monday, August 28, 2017 at the following location:

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

Proposals must be submitted in a sealed package with the name and address of the Proponent and 'RFP for Audit Services' clearly marked on the outside.

Facsimile and electronic submissions will not be considered.

Late proposals will not be considered and will be returned to Proponents unopened at the Proponent's expense.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the ACRD, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the proposal form. Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein, and the ACRD will accept no responsibility for documents delivered to any other location.

b) Enquiries

All enquiries related to this RFP are to be directed by email, no later than August 21, 2017, at 2:00 pm Pacific time, to:

Teri Fong, Manager of Finance

Email: tfong@acrd.bc.ca

Information obtained from any other source is not official and should not be relied upon.

c) Addenda

Addenda may be issued prior to closing in response to the queries received or at the initiative of the ACRD. Addenda will be in written form and posted on the ACRD website. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by proponents when responding to this RFP. Any and all final Addenda will be issued and posted by August 22, 2017, 2:00 pm Pacific time.

Verbal answers are binding only when confirmed by written addenda.

d) Disclaimer

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The ACRD makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

e) Firm Qualifications and Experience

Proponents should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on the engagement is to be performed, the number and nature of the professional staff to be employed on the account. Proponents should also provide information regarding their local government auditing knowledge and experience.

f) Personnel Qualifications and Experience

Proponents should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement. Other audit personnel may be substituted at the discretion of the proponent, provided that replacements have substantially the same or better qualifications or experience.

g) References

Proponents should identify a minimum of three (3) local government clients for which the firm has performed financial audit services in the last five (5) years, complete with the name of the organizations chief financial officer and contact information.

h) Evaluation and Selection Criteria

Proposals will be evaluated against the following criteria:

Firm qualifications and experience	40 points
Lowest cost to the Regional District	20 points
Personnel qualifications and experience	15 points
Proposal quality and clarity	10 points
Knowledge of Regional District and Hospital Districts	15 points

4) Specifications and Scope of Work

a) Background

Alberni-Clayoquot Regional District

The Alberni-Clayoquot Regional District was incorporated in 1967 and is located on west central Vancouver Island. The Regional District is a federation of 3 municipalities, 4 first nations and 6 unincorporated electoral areas and is governed by a 14 member board. The corporate office is located in Port Alberni, BC.

The Regional District currently has an annual operating budget of approximately \$18 million with an additional \$9 million budgeted for capital projects. The Regional District provides services to residents through 80 separate functions including:

- Administration
- Emergency Programs
- Airports
- Planning
- Parks
- Fire Protection
- Solid Waste Management
- Water Systems
- Building Inspections
- Noise Control

The Regional District currently utilizes the following computing software:

- Vadim iCity RIM & Desktop by Vadim Software - modules include accounts payable, accounts receivable, bank reconciliation, cash receipting, fixed assets, general ledger, payroll and utility billing.

- PacWeigh software by Pacific Industrial Scale Co. Ltd. – records transactions at the solid waste collection sites in Port Alberni and Long Beach.
- Siteminder by QT Technologies – fuel management software for self-service stationary fueling at Alberni Valley airport terminal.
- Airport Landing Fee & Revenue Management Software by WSP Canada – landing fee software based on aircraft movements at the Long Beach Airport.
- CityView property database software - for issuing building permit activities
- Caseware – creation of working papers and Financial Statement file.

Estimated Volumes and Statistics – 2016:

- Estimated Population31,000
- No. of G/L Accounts.....1,000
- No. of Functions..... 80
- No. of Employees (excluding volunteer fire department members)..... 31
- Gross Payroll\$1,756,000
- No. of Cheques Issued 1,200
- No. of EFT's Issued 800
- No. of A/R Invoices Issued 1,600
- No. of Utility Accounts.....9,000
- No. of Bank Accounts 42
- No. of Building Permits Issued..... 80

A copy of the 2016 Alberni-Clayoquot Regional District audited financial statements can be obtained at the following website:

http://www.acrd.bc.ca/dms/documents/finance/2016_dec_31_acrd_financial_statement.pdf

Alberni-Clayoquot Regional Hospital District

The Hospital District financial activities are primarily capital project borrowing and repayment, and capital grants, with approximately 70 transactions annually. While the ACRHD does not operate any health facilities, it does provide 40 per cent capital funding for the named facilities in its service area in the form of grants. The regional hospital district's general ledger contains approximately 80 accounts. ACRHD's revenue is derived for the most part from taxation from the residents within the boundaries of the ACRD.

The Hospital District's financial records are maintained in a separate database by the ACRD using Vadim iCity financial software. The internal controls and processes for the ACRHD mirror those of the ACRD that receives an administration fee from the ACRHD. The board for the Alberni-Clayoquot Regional Hospital District (ACRHD) is same as the ACRD Board.

A copy of the 2016 Alberni-Clayoquot Regional Hospital District audited financial statements can be obtained at the following website:

http://www.acrd.bc.ca/dms/documents/finance/2016_dec_31_achrd_financial_statement.pdf

b) Services

The services required under this RFP include performing annual audits for the ACRD and ACRHD. The Regional District audit must be in accordance with generally accepted auditing standards, recommendations of the Public Sector Accounting Board (PSAB), and the provisions of the

Government Act and Community Charter.

Service requirements include:

- i) Auditor's reports for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District consolidated financial statements.
- ii) Management letters, as required, for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District.
- iii) All works required by the auditor in preparing the auditor's reports to CPA standards.
- iv) Interim audit in late November or early December with the last day of fieldwork for the final audits to be no later than the second week of April of the following year.
- v) Draft Auditor's report for the ACRD and ACRHD to be issued by the end of April each year to allow for presentation of the financial statements at the ACRD's Board of Directors meeting held on the second Wednesday of May.
- vi) Final Auditor's report for the ACRD and ACRHD to be issued before May 15th to allow for submission of audited financial statements by the ACRD to the Ministry of Community, Sport and Cultural Development by the May 15th deadline.
- vii) Ensure all new reporting requirements and auditing standards are communicated to the ACRD, in writing, with specifics on what is required of the ACRD to ensure that financial statements and notes prepared by management prior to the audit comply with current reporting requirements and auditing standards.
- viii) The Auditor will respond to and discuss with ACRD staff any accounting, auditing, tax and other issues arising throughout the year. It is expected that such inquiries, unless leading to significant extra work on the Auditor's behalf, are within the scope of work identified in this RFP and would not incur additional fees.

c) Audit Schedule

Prior to the commencement of any work in each year of the contract, the Auditors will correspond with the Manager of Finance to discuss and agree upon a schedule of activities that will lead to the completion of the annual audit. This schedule will set out the key dates by which work is to be completed by both parties, and may include the following:

- Interim Audit (typically in late November/early December);
- Audit plan and schedule (typically in January each year);
- Requirements letter, provided by Auditors to the Regional District outlining specific items to be included with the audit working papers and levels of materiality;
- Draft consolidated financial statements, provided by the Regional District to the Auditors prior to commencement of the year-end audit;
- Year-end audit (typically in mid-March each year);
- Audit report and presentation to the Regional Board (typically end of April each year).

The above list may not be inclusive of all scheduled activities.

d) Audit Approach

Proposals should demonstrate an understanding of the services required, describing the audit approach, the methodologies employed and commitment or ability to perform the work within the time specified in the annual schedule. A sample audit service plan document may be included with the proposal submission.

e) Additional Services

The Proponent may also include information in their Proposal relating to the firm’s experience in providing additional services to government organizations and a description of the nature of such services.

In compliance with the *Local Government Act* and the *Community Charter*, the board of directors for the ACRD will appoint an auditor for financial audit services. The ACRD is not bound to engage the auditor for other work and different firms or consultants may be used for other financial services as deemed more advantageous or appropriate. The ACRD expressly reserves the right at its sole discretion to use other financial service providers for services out of the scope of the financial audit services.

5) Engagement Conditions

a) Awarding

Engagement letters satisfactory to the parties and setting out the requirements based on this RFP and the Proposal will be entered into and signed by both parties after the appointment of auditor has been approved by the ACRD and ACRHD.

b) Term

It is expected that the successful firm will be auditor for the ACRD and ACRHD for a period of five years beginning with the audit for the year ending December 31, 2017, subject to the performance of the audit firm. An engagement letter for each organization outlining the terms of the audit should be submitted for the review and approval of both parties prior to the beginning of the audit work.

c) Indemnity

The Auditor hereby agrees to indemnify and save harmless the ACRD, its officers, employees, elected officials and agents against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent acts, errors or omissions of, or breach of this agreement by, the Auditor, its servants, agents, sub-contractors or sub-operators, in providing the services and performing the work of the engagement, excepting always liability arising solely out of the negligent act or omission of the ACRD.

d) Insurance

The Auditor shall maintain professional liability insurance with respect to professional liability as required and specifically named for the services, including errors and omissions, with a limit of not less than \$1,000,000.00 per occurrence with respect to the services alone. At the request of the ACRD, the auditor will, from time to time, provide the ACRD with proof that such policy of insurance is in force, unamended and not cancelled, and that any premiums due therefore have been paid in full.

e) Registration with WorkSafeBC Registration

The Auditor will be registered with WorkSafeBC, or a provincial equivalent workers' safety organization, in which case WorkSafeBC coverage must be maintained for the duration of the engagement. The Auditor shall abide by all provisions of the Workers Compensation Act of British Columbia.

f) Laws of British Columbia

Any agreement resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the province of British Columbia.

6) Proposal Form

**Request for Proposal – Audit Services
for the
Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District**

Closing Date and Time: 2:00 pm Pacific time on Monday, August 28, 2017

The undersigned confirms that their Proposal is in response to the request for proposal for Audit Services and the Proponent acknowledges receipt of addenda #_____ through addenda #_____

Name of Firm: _____

Address: _____

Contact Name: _____

Phone: _____ **Email:** _____

**Summary of Proposed Fees Including Disbursements
(details to be included in Proposal) (GST excluded)**

Fiscal Year	2017	2018	2019	2020	2021	TOTAL
Total Fees	\$	\$	\$	\$	\$	\$
Hourly rate for additional services (attach separately if necessary)						\$

The Proponent confirms that their firm is independent of the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District and that there is no conflict of interest related to the provision of services requested in this RFP.

Authorized Signature

Name and Title

Date



REQUEST FOR DECISION

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

Recommendation:

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

Desired Outcome:

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

Summary:

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

Background:

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

Time Requirements – Staff & Elected Officials:

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

Financial:

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

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

Policy or Legislation:


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


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

Options Considered:

Two other options that were considered by staff:

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

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

Approved by: 
Wendy Thomson, Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

Asset Management Implementation Plan

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

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



REQUEST FOR DECISION

To: Regional Board of Directors
From: Mike Irg, Manager of Planning and Development
Date: July 26, 2017
Subject: Transport Canada Divestiture Program – West Bamfield Dock

Recommendation:

1. That the Board of Directors write to Transport Canada advising that the Alberni-Clayoquot Regional District is not in a position to assume ownership for the West Bamfield Dock currently owned and maintained by Transport Canada, given the significant financial implications of owning, operating and maintaining this federal facility.
2. That the Board of Directors write a second letter to the Honourable Marc Garneau, Minister of Transport with copies to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the Alberni-Clayoquot Regional District does not support the divestiture of the West Bamfield Dock by Transport Canada.

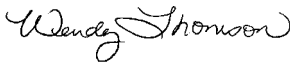
Background:

The West Bamfield Dock was constructed and is maintained by the Federal Government. This facility is a critical piece of infrastructure for Bamfield, specifically West Bamfield which can only be accessed by water from Bamfield Inlet. The dock is used by the Coast Guard, other government agencies and private citizens to off load freight and dock large vessels.

The current Federal Government has a mandate to invest in public infrastructure and the West Bamfield Dock is a critical piece of transportation infrastructure for Bamfield. The need for this facility is the same today as it was when the Federal Government originally constructed the West Bamfield Dock.

Submitted by: 

Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: 

Wendy Thomson, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Heather Zenner, Lands and Resources Coordinator

Meeting Date: July 26, 2017

Subject: Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group

Recommendation:

THAT the Board of Directors appoint two members of staff and two political representatives, each with alternates to the Alberni-Clayoquot Regional District & Tseshaht First Nation Working Group.

Desired Outcome:

To develop a working group between the Alberni-Clayoquot Regional District and the Tseshaht First Nation to discuss matters of importance to both organizations and to propose solutions where needed.

Summary:

Alberni-Clayoquot Regional District staff, Board Chair, and Chair of the Alberni Valley Committee met with Tseshaht First Nation Chief and Council on June 1, 2017 to discuss the Alberni Valley Landfill (AVLF) and the Alberni Valley Regional Airport (AVRA). The purpose of the meeting was to provide updates on current and upcoming projects at both sites.

At this meeting both parties indicated a willingness to form a working group to discuss these projects but also others matters that are of mutual interest. The Tseshaht First Nation Traditional Territory spans all six electoral areas and there is the potential to share information about development from both parties, as well as collaborate on matters such as Emergency Planning.

Further collaboration between ACRD and the Tseshaht First Nation is required prior to ACRD applying for additional tenure at the AVLF and AVRA. It is anticipated that ideas or motions that arise in the working group will be presented to the ACRD Board of Directors and to the Tseshaht First Nation Chief and Council for endorsement.

Staff recommend that following positions be appointed:

Staff:

- 1) *Lands and Resources Coordinator*
- 2) *Manager of Environmental Services*
- 3) *Chief Administrative Officer (alternate)*

Political:

- 1) *Chairperson*
- 2) *Alberni Valley Committee Chair*
- 3) *Alternate*

Time Requirements – Staff & Elected Officials:


The working group has yet to be formed and the terms of reference has not been created. The frequency of meetings is not known yet although staff anticipate to meet at least quarterly.

Submitted by: 

Heather Zenner, Lands and Resources Coordinator

Reviewed by: 

Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by: 

Wendy Thomson, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Salmon Beach Committee
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: July 26, 2017

Subject: Salmon Beach - Emergency pump and haul contingency plan & fee increase

Recommendation:

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

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

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

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

Desired Outcome:

To provide funding to support the use of a contracted pump and haul service should the need arise during emergency maintenance periods for the Salmon Beach pump truck rather than delay the service until truck is repaired.

Summary:

In the summer months the pump and haul service provided by the ACRD to the Salmon Beach owners is in high demand. Interruption in service would prolong the waiting period which has seen up to three weeks of waiting between payment and service provided. The current tax requisition is approximately 65% of the annual operating costs. The tax requisition is currently near maximum limits for the service and the fee has remained \$100 for the last ten years. The outside contracted service ***if sourced*** by an owner costs approximately \$500 per pump.

At the May 4th Salmon Beach Committee meeting staff presented the information requested on the emergency pump and hauls and the committee presented to the community at the May long. After discussion the community agreed to increase the fee to \$120 the committee advised staff to proceed with the Bylaw amendment.

Financial Implications:

There are approximately 200 pump and hauls every year and the increase in the fees would provide an additional \$4,000 per year to cover a week of emergency pump and haul service through a contractor. The cost is \$155 per hour for a contractor and the service is anticipated to be required for 8 hours per day; total cost per day would be \$1,240 or \$3,720 per week. If funds go unused they can be allocated as additional capital contribution in following year.

Time Requirements – Staff & Elected Officials:

There will be minimal time required for the change of fee in the bylaw and accounting system.

Submitted by: 

Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by: 

Wendy Thomson, Acting Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. F1076-1

**A BYLAW TO AMEND BYLAW F1076,
SALMON BEACH SEWAGE COLLECTION FEE BYLAW**

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

1. CITATION

This bylaw may be cited for all purposes as the “Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076-1, 2007.”

2. AMENDMENTS

Bylaw No. F1076, Salmon Beach Sewage Collection Fee Bylaw, 2007 is amended as follows:

1. The fees for the Regional District to pump a sewage holding tank or pit privy shall be \$120.

Read a first time this day of , 2017

Read a second time this day of , 2017

Read a third time this day of , 2017

Adopted this day of , 2017

Chairperson

Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Acting Manager of Administrative Services/Dan Holder, Fire Services Coordinator
cc: Mike Cann, Sproat Lake Volunteer Fire Department

Meeting Date: July 26, 2017

Subject: Fires Protection Services Agreement – Hupacasath FN and Sproat Lake VFD.

Recommendation:

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

Desired Outcome:

To enter into an agreement with the Hupacasath First Nation in order for the Sproat Lake Volunteer Fire Department (SLVFD) to provide structural fire protection to Kleehkoot Reserve No. 2.

Background:

The SLVFD has been providing structural fire protection services to the Kleehkoot Reserve No. 2 since 1989. The original agreement was for one year and continued on a year to year basis. The agreement has been revised to include that the First Nation will maintain all fire hydrants and water supply lines in accordance with the current editions of the Nation Fire Protection Codes and any instructions of the ACRD.

Time Requirements – Staff & Elected Officials:


Minimal staff and elected official time required to enter into the Agreement. Volunteer time will be required by the SLVFD as required.

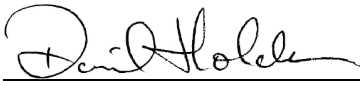
Financial:

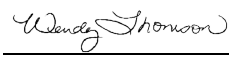
The Hupacasath FN shall pay the ACRD an annual fee representing as a proportionate share of the total costs to provide structural fire protection calculated as outlined in Schedule D of the Fire Services Agreement.

Policy or Legislation:

The Sproat Lake Volunteer Fire Department service was established by Bylaw No. 563, 1988. The Local Government Act allows Regional Districts to enter into agreements to provide services within and outside their boundaries.

Submitted by: 
Janice Hill, Acting Manager of Administrative Services


Dan Holder, Fire Services Coordinator

Approved by: 
Wendy Thomson, Acting Chief Administrative Officer

FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2017

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, British Columbia, V9Y 2E3

(the "**Regional District**")

OF THE FIRST PART

AND:

HUPACASATH FIRST NATION

Box 211, Port Alberni
British Columbia, V9Y 7M7

(the "**First Nation**")

OF THE SECOND PART

WHEREAS:

- A. The First Nation has requested the Regional District to provide structural fire protection services to Kleekhoot Indian Reservation No. 2, as outlined in bold on the attached map as Schedule "A", in accordance with Regional District Bylaws;
- B. The Regional District operates the Sproat Lake Volunteer Fire Department and is prepared to offer structural fire protection services, subject to the terms and conditions contained in this Agreement;
- C. The Regional District Board of Directors have approved this Agreement and its resolution is attached as Schedule "B" to this Agreement;
- D. The Council of the First Nation has approved this Agreement by Band Council Resolution, attached as Schedule "B" to this Agreement.

NOW THEREFORE in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Regional District and the Council on behalf of the First Nation, do hereby covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

"**Commercial Unit**" means any unit or divided space used or intended to be used for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including retail sales, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices;

"**Dwelling Unit**" means any room or suite of rooms used or intended to be used as a residential dwelling by one or more persons, whether or not occupied, and shall include buildings used in connection with the dwelling. A Dwelling Unit shall include, without limiting the generality of the foregoing, a single-family dwelling, a trailer, a mobile home, a self-contained room or suite of rooms in a building or a strata-title unit;

"**Fire Chief**" means the person who is the head of the Sproat Lake Volunteer Fire Department or that person's lawfully appointed designate;

"**Public Building**" means any structure or portion thereof which is used for community, religious or other functions which are otherwise not encompassed under the definitions of "Dwelling Unit", "Commercial Unit";

"**Unit**" means any Dwelling Unit, Public Building or Commercial Unit;

"**Reserve**" means Kleeqhoot Indian Reservation No. 2;

"**Residential Development**" means residential use of a Dwelling Unit to accommodate the home life of one or more individuals;

"**Senior Officer**" means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene.

2.0 WATER SUPPLY

2.1 The First Nation represents and warrants to the Regional District that the Reserve has a water supply and water pressure sufficient for the purposes of providing the fire protection services contemplated under this Agreement.

2.2 The Regional District, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Reserve due to insufficient supply of water, insufficient water pressure or any other reason outside the Regional District's control.

- 2.3 At all times during the term of this Agreement, fire hydrants on the Reserve shall be maintained by the First Nation in good working order and kept painted and free of rust in accordance with current editions of the National Fire Protection Codes and amendments thereto and will remain in effect throughout the term of this Agreement. As part of that maintenance, each fire hydrant must be kept clear of brush and high grass within a radius of twenty (20) feet of the hydrant. A map, detailing the locations of all fire hydrants on the Reserve, must be provided to the Sproat Volunteer Fire Department and the Regional District at the commencement of this Agreement and annually thereafter. In addition, the First Nation agrees to maintain all fire hydrants and water supply lines in accordance with the instructions of the Regional District or its officers designated for that purpose.
- 2.4 For the purpose of greater certainty, it is acknowledged and agreed between the parties that notwithstanding anything to the contrary contained in this Agreement, the Regional District does not and shall not be obliged to possess, control, operate or maintain any of the water supply system on the Reserve or to add to or update any fire service equipment utilized by the Regional District.

3.0 PERMISSION TO ENTER ON RESERVES

- 3.1 The First Nation covenants and agrees that the Fire Chief, or other Senior Officer may, at all reasonable times, enter upon the Reserve for the purposes of:
- (a) inspecting and testing the fire hydrants;
 - (b) inspecting any Unit located upon the Reserve to determine if there are possible threats to the safety of the Regional District's firefighters who may be called upon to extinguish fires within such Units;
 - (c) determining what steps the First Nation must take to remove such potential dangers; and
 - (d) any other purpose related to the delivery of fire protection services under this Agreement.
- 3.2 The First Nation covenants and agrees that a representative of the Regional District may, at all reasonable times, enter upon the Reserve for the purpose of performing Unit counts of all categories of development (i.e. Dwelling Unit, Public Building and Commercial Unit).
- 3.3 The First Nation's permission to enter upon the Reserve in sections 3.1 and 3.2 shall, as a result of the execution of this Agreement by the First Nation and the Regional District, be considered to be in writing and shall continue without reservation or restriction during the term of this Agreement and shall be considered as a licence only and not as the granting or the conveyance or conferring on the

Regional District of any right, estate or interest in title to any portion of the Reserve or any improvements hereunder and shall terminate upon the termination of this Agreement.

4.0 EXTENT OF SERVICE

- 4.1 The Regional District, through the Sproat Lake Volunteer Fire Department, agrees to provide structural fire protection services to all Units existing on the Reserve as of the date of this Agreement, as detailed on Schedule "C" to this Agreement, at the request of the First Nation or its members.
- 4.2 Subject to the terms of this Agreement, the Regional District will make all reasonable efforts to provide the fire protection services detailed in section 4.1 during the term of this Agreement at the same level of service that the Regional District provides those services to its own inhabitants within the Regional District. If the level of service to the Regional District's own inhabitants increases to the extent that the Regional District, in its sole opinion and discretion, believes that the fees payable under section 7 of this Agreement are not sufficient to recover the Regional District's costs of providing the same level of service to the Reserve, the Regional District will give three (3) months written notice to the First Nation of a proposed amendment of this Agreement reflecting a proposed fee increase and provide the First Nation with justification of the fee increase. If at the end of the three-month period of the notice, the Regional District and the First Nation have not agreed to the amendment, the Regional District will continue to provide the former level of service to the Reserve and not the increased level being provided to inhabitants of the Regional District if it is reasonably practical to do so.
- 4.3 It is a condition of the Regional District's provision of fire protection services under this Agreement that any Unit to be provided with those services shall be constructed in accordance with the applicable federal, provincial and local government enactments standards and codes governing:
- (a) the construction of buildings and structures;
 - (b) the provision of plumbing and water services in those buildings; and
 - (c) fire safety, prevention of spread of fire and other firefighting and life safety provisions. Inspection services may be provided for any Unit other than single family dwellings to the same level as accepted within the Regional District. The Regional District may request the First Nation to provide the Regional District with a copy of the occupancy permit or any other relevant information for any building or structure on the Reserve at any time in order to ascertain whether it is safe to enter the building or structure in the event of a fire.

- 4.4 Notwithstanding section 4.1 of this Agreement, the Regional District will not provide fire protection services to Units that are not listed on Schedule "C" on the date of this Agreement, unless such Units are added to this Agreement as an Addendum upon the Regional District's approval of an application made to the Regional District by the First Nation, such approval may be unreasonably withheld.
- 4.5 For the purposes of obtaining the Regional District's approval under section 4.4 the First Nation shall notify the Regional District not less than three (3) months in advance of the estimated date of completion of construction of any new Unit that the First Nation wishes to be added as an Addendum to this Agreement .
- 4.6 The First Nation agrees to name and indicate by sign post all of the streets within the Reserve to which this Agreement applies, and to affix numbers conforming to the official numbering system of the Regional District of Alberni-Clayoquot to all residences and other buildings situate within the Reserve so that the said numbers are easily visible from the streets.
- 4.7 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the Regional District in respect of the supply of fire protection services to the First Nation than that which applies to the supply of such services to inhabitants of the Regional District. Nothing in this Agreement shall require the Regional District to provide a fire service under this Agreement higher than the level of fire protection service provided to inhabitants of the Regional District.
- 4.8 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Reserve and the Sproat Lake Fire Hall may result in longer response times for buildings on the Reserve than for buildings within the Regional District. The parties acknowledge and agree that the Sproat Volunteer Fire Department has limited resources for fighting fires including limited personnel, equipment and apparatus. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Reserve.
- 4.9 Despite sections 4.2 and 4.7 of this Agreement, the Regional District cannot ensure the same level of service to the Reserve unless the First Nation first enacts and enforces standards for open air burning and land clearing similar to those enacted by the Regional District for its own inhabitants.
- 4.10 Nothing in this Agreement requires the Fire Chief of the Sproat Lake Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment to the Reserve, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire protection within the Regional District fire service area.

5.0 NATURE OF SERVICE

- 5.1 The Regional District shall provide the firefighting service on a twenty-four hour on call basis from the Sproat Lake Fire Volunteer Fire Department, utilizing the manpower and equipment available at the time of notification of a fire.
- 5.2 Any fire protection services provided under this Agreement shall be under the exclusive control of the Fire Chief or Senior Officer present at such fire, and no member of the First Nation shall interfere with the conduct of such services but shall assist if requested to do so by the Sproat Volunteer Fire Department's Senior Officer at the scene of a fire on the Reserve.
- 5.3 The First Nation agrees that the First Nation shall and shall cause its members to comply with all directions and requests of the Fire Chief or Senior Officer attending at the scene of a fire on the Reserve, to assist in the Regional District's provision of fire protection services under this Agreement.

6.0 INDEMNITY

- 6.1 The First Nation shall indemnify and save harmless the Regional District, its elected officials and appointed officers, employees and volunteers from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the Regional District entering into or carrying out the provisions of this Agreement or arising from a breach of this Agreement by the First Nation.

7.0 FEES

- 7.1 The First Nation shall provide annually to the ACRD on or before January 15th, a statement setting forth the number of residencies together with an appraisal of the Net Actual Assessed Value of improvements of buildings on the Reserve as conducted by a Certified Appraiser.
- 7.2 The First Nation shall pay the ACRD an annual fee as shown outlined on Schedule "D".

8.0 COST OF ADDITIONAL AID

- 8.1 The First Nation agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the Regional District that the Regional District considers necessary to assist with the suppression of a fire on the Reserve.

9.0 RIGHTS RESERVED

9.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the Regional District in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Sproat Lake Volunteer Fire Department and the fire protection services provided hereunder and any other function of the Regional District as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the Regional District under the *Local Government Act* and the *Community Charter*.

10.0 TERM OF AGREEMENT

10.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for (3) three years or until earlier terminated as provided for in this Agreement.

11.0 ASSIGNMENT

11.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

12.0 TIME

12.1 Time shall be of the essence of this Agreement.

13.0 INTERPRETATION

13.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship a landlord-tenant, or a principal-agent relationship.

14.0 HEADINGS

14.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

15.0 WAIVER

15.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

16.0 LANGUAGE

16.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

17.0 BINDING EFFECT

17.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

18.0 TERMINATION BY THE REGIONAL DISTRICT

18.1 The Regional District may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to the First Nation.

19.0 TERMINATION BY THE FIRST NATION

19.1 The First Nation may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to the Regional District but the Regional District shall not be required to refund any prepaid money paid to the Regional District under this Agreement.

20.0 NOTICE

20.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:
3008 Fifth Avenue

Port Alberni BC V9Y 2E3

if to the First Nation:

Box 211, Port Alberni
British Columbia, V9Y 7M7

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

21.0 DISPUTE RESOLUTION

- 21.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).
- 21.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

22.0 ENTIRE AGREEMENT

- 22.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.
- 22.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the First Nation and the Regional District only if the amendments are in writing and executed by the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT by its authorized signatories)
)

Name:)
)

Name:)
)

SIGNED SEALED AND DELIVERED by the)
Hupacasath First Nation)
pursuant to the consent of the majority of the)
Councillors of the Band present at a Council)
meeting duly convened at which authority)
was given for the **Hupacasath First Nation**)
to enter into this Agreement:)

Chief

Councillor

Witness)

Councillor

Address)

Councillor

)

Councillor

Occupation)

Councillor

SCHEDULE “B” TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

BOARD/COUNCIL RESOLUTIONS

Alberni-Clayoquot Regional District
Regular Board of Directors Meeting –

“That the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a three-year term”

Hupacasath First Nation
Regular Council Meeting –

“Be it resolved that the Hupacasath First Nations Chief & Council have reviewed and accepted the Fire Protection Service Agreement between the Alberni-Clayoquot Regional District and the Hupacasath First Nation for a three-year term”

SCHEDULE "C" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

**DETAILS OF DEVELOPMENT EXISTING ON THE RESERVE
AS OF THE DATE OF THIS AGREEMENT**

Dwelling Units	6
Public Buildings	0
Commercial Units	2

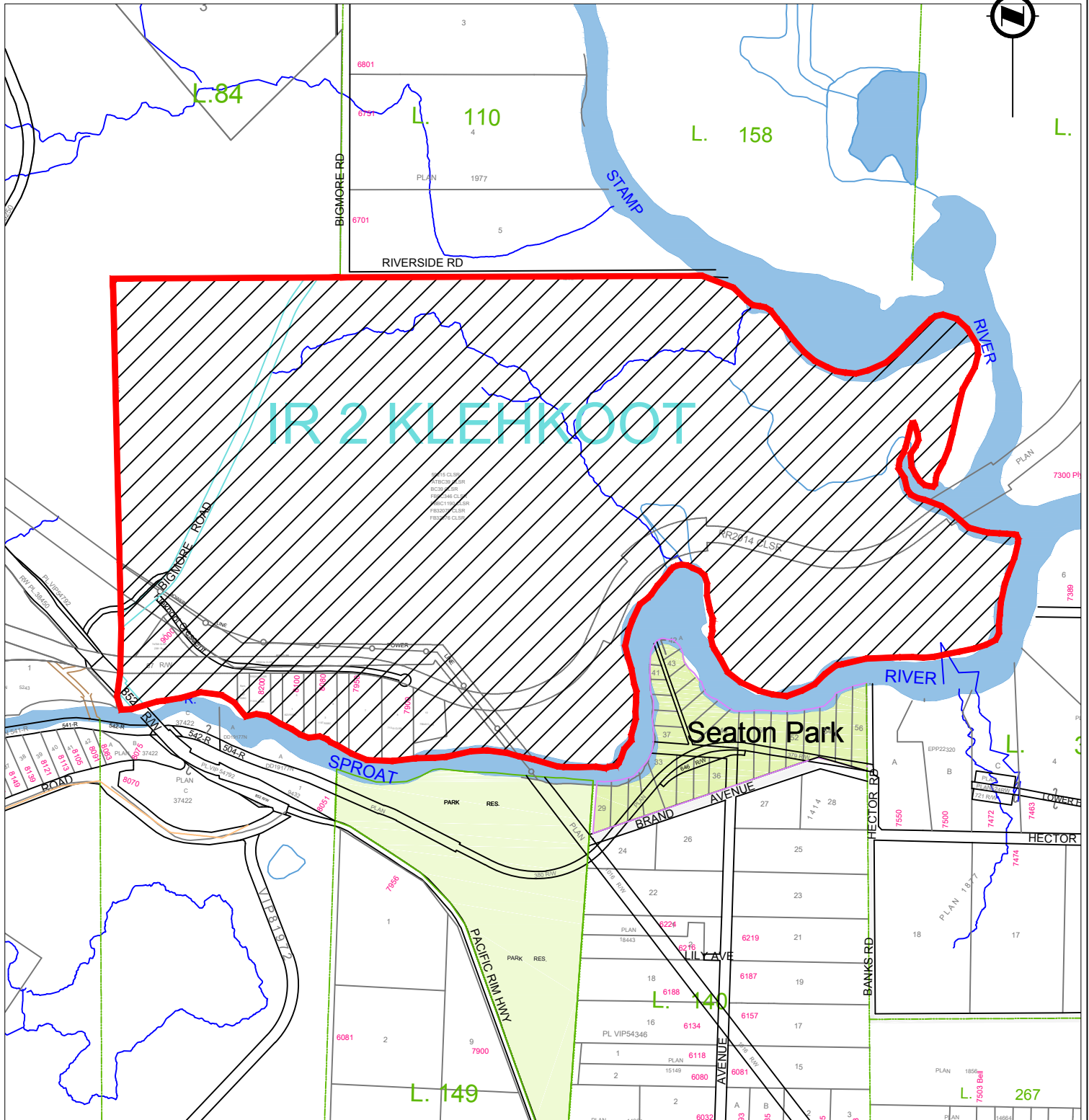
SCHEDULE "D" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

1. The First Nation shall pay the ACRD an annual fee representing as a proportionate share of the total costs to provide structural fire protection calculated as follows:
 - a. Calculation of the rate per \$1,000.00 of Net Actual Assessed Value of Improvements applied to all Property Classes.
 1. Total estimated Annual SLVFD Fire Protection Costs
divided by (l)
 2. Total of Net Actual SLVFD Service Area Assessed Values of Improvements applied to all property Classes,
equals (=)
 3. Base Rate per \$1,000.00 of Net Actual Assessed Value.
 - b. Annual Charge for Residencies on Reserve.
 1. Total Net Actual Assessed Value of Improvements on the Reserve (as provided by 7.1)
multiplied by (x)
 2. The applicable Base Rate per \$1,000.00 of Net Actual Assessed Value (calculated from (a) (3) above)
equals (=)
2. On or before April 10th of each year, the ACRD will invoice the First Nation for the fees due for fire protection provided by the ACRD under the terms of this Agreement.
3. The First Nation agrees to pay the invoice on or before August 1st of each year.
4. A 10% penalty shall be added to all amounts remaining unpaid on August 31st and a further 10% to the unpaid balance on December 1st. Amounts remaining unpaid on January 1st of the following year shall be subject to interest at the rate of prime plus one percent as set by the Regional District's, bankers until the balance is paid in full.
5. If the First Nation fails to make a payment required under this Agreement to the ACRD on the date that the same is due, the ACRD may, at its option, and upon two months' written notice, discontinue the fire protection services provided under

this Agreement until payment has been made in full, together with interest pursuant to section 6.

Schedule 'A'

This schedule is attached to and forms part of
Fire Protection Services between ACRD and Hupacasath First Nation.



Agreement Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





REQUEST FOR DECISION

To: Board of Directors
From: Kathy McArthur, Environmental Services Coordinator
Meeting Date: July 26, 2017
Subject: LBA Lease Lot "F" – Tofino Air Hangar Lease

Recommendation:

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

Summary:

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

The "Notice of Disposition" process was undertaken for an expired Lot "F" Hangar Lease at the Long Beach Airport. Tofino Air was the only interested party for the lease. Tofino Air is agreeable to the new lease rates and both are currently in good standing with their payments. Tofino Air has occupied the Lot "F" Hangar at the Long Beach Airport for has held a hangar lease at the Long Beach Airport since 1995. Their current lease has expired and they wish to renew for a one year term which will expire July 31, 2018.

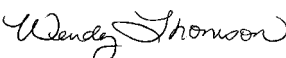
Time Requirements – Staff & Elected Officials:

Minimal staff time required to prepare lease documents.

Financial:

There would be minimal staff time required to undertake the lease with Tofino Air, it is simply a revision of an existing lease with updates for current standards. Tofino Air will pay \$6,215.00 plus applicable taxes for the one year term. CPI increase will be applied every year if the four renewals are undertaken

Submitted by: 
Kathy McArthur, Environmental Services Coordinator

Approved by: 
Wendy Thomson, Acting Chief Administrative Officer



LEASE

THIS AGREEMENT dated for reference the _____ day of _____, 2017.

BETWEEN:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

(hereinafter called the "**Regional District**")

OF THE FIRST PART

AND:

TOFINO AIR LINES LTD.

Box 425
Gibsons, BC
V0N 1V0

(the "**Lessee**")

OF THE SECOND PART

WHEREAS:

- A. The Regional District of Alberni-Clayoquot is the owner of the lands and premises in Regional District of Alberni-Clayoquot as shown on Schedule "A", and legally described in Schedule "B" also known as part of the Long Beach Airport Lands, (the "Airport"):
- B. The Lessee has requested and the Regional District has agreed to grant a Lease of a portion of the Airport more particularly described herein.
- C. The Regional District has provided a public acquisition opportunity and notice of its intention to dispose of an interest in the Premises in accordance with sections 285 and 286 of the *Local Government Act*.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the rents and agreements to be paid and performed by the Lessee, the parties hereto covenant and agree with each other as follows:

1. PREMISES

- 1.1. The Regional District leases to the Lessee that portion of the Airport as shown outlined in bold on the plan attached to this Lease as Schedule "A" (the "**Premises**").

2. TERM

- 2.1. The Term of the Lease shall be as described in Schedule "C", attached to and forming part of this agreement

3. USE

- 3.1. The Lessee shall use the Premises for the purposes described in Schedule "D", attached to and forming part of this agreement, and the Lessee shall not use the Premises for any other purpose without first obtaining the written consent of the Regional District.

4. RENT

- 4.1 The rent for the Term, shall be as described in Schedule "E", attached to and forming part of this agreement.

5. NO INTERFERENCE WITH NAVIGATION

- 5.1 The Lessee shall not do anything that will, in any manner:
- i. interfere with any electronic signal from a facility or service operated by NAV Canada on any part of the Lands;
 - ii. cause physical or electronic interference or hazard to the navigation of any aircraft;
 - iii. obstruct the line of sight from the air traffic control tower or, where applicable, the flight services station to any part of the Lands and its approaches over which the air traffic control tower or the flight services station has the responsibility for the control or advice related to aircraft and vehicle movements;
 - iv. violate any safety-related standards, procedures or recommended practices affecting the provision of Civil Air Navigation Services; or
 - v. adversely affect any facility or service operated by NAV Canada.

THE LESSEE COVENANTS AND AGREES AS FOLLOWS:

6. RENT

6.1. To pay Rent.

7. TAXES

7.1. To pay when due all taxes, rates, duties and assessments whatsoever, whether federal, municipal, provincial or otherwise, charged upon the Lessee or the Regional District as a result of the Lessee's occupation of or use of the Premises.

8. UTILITIES

8.1. To pay as they become due all water, sewer, garbage and other rates in respect of the Premises and charges for all gas, oil, telephone and electric power used on the Premises.

9. CONSTRUCTION

9.1. That the lessee will not construct nor alter the Improvements or any building, structure, or other improvement on the Premises unless, prior to any construction, it has obtained:

(a) the Regional District's approval in writing to the site plan, working drawings, plans, specifications, and exterior elevations;

(b) a building permit from the Regional District authorizing the construction of the Improvements set out in the permit and the plans and specifications attached to it; and

(c) all required inspections,

and all work shall be carried out at the cost of the Lessee;

9.2. that:

-
- (a) the height of the Improvements constructed on the Premises shall conform to the requirements of the *Aeronautics Act* RSC 1985, C. A2, as amended from time to time, and all regulations and orders made pursuant to that Act;
 - (b) the sewage system installed to service the Premises (the "**Sewage System**") shall be connected to an authorized septic field at the Lessee's cost;

10. REPAIR AND MAINTENANCE

- 10.1. that it will, at its sole cost and expense, repair and maintain the Premises and all Improvements, at all times to an excellent standard, reasonable wear and tear excepted;
- 10.2. that it will provide receptacles for refuse and rubbish of all kinds, and remove such refuse and rubbish from the Premises at regular intervals and will not keep or leave any boxes, packing material or rubbish of any kind in or near the Premises or any passages connected with the same;
- 10.3. that it will keep clean and free from any rubbish, ice, snow, and leaves, all walks, passages, yards and alleys on or adjacent to the Premises;
- 10.4. that it will keep and leave whole and in good repair all water, gas, and electrical fixtures, glass, pipes, faucets, locks, fastenings, hinges, heating and cooling apparatus, in, on, or attached to the Premises;
- 10.5. that at the expiration of the Term, the Lessee shall leave the Premises in good repair, reasonable wear and tear excepted.

11. REGIONAL DISTRICT'S RIGHT OF ENTRY

- 11.1. that the Regional District may during normal business hours, enter the Premises and view the state of repair and the Lessee shall repair according to any notice given by the Regional District and if the Lessee fails to so repair, the Regional District may, at its option, upon five (5) days prior written notice to the Lessee, repair such damage or injury in which case the Lessee shall reimburse the Regional District for all costs and expenses of repair, plus an additional amount for administration and overhead, forthwith upon receipt by the Lessee of invoices therefor;
- 11.2. that the Regional District, its employees, servants, or agents shall, during normal business hours and only for the purposes contemplated by this Lease, have full and free access to any and every part of the Premises and the Improvements on twenty-four (24) hours' notice to the Lessee.

12. ASSIGN AND SUBLET

- 12.1. that it will not assign nor sublet the Premises or any part of it without the prior written consent of the Regional District; will not assign nor sublet, licence, sub-licence, Mortgage or grant any other right or interest in the Premises without prior written consent of the Regional District, such consent not to be unreasonably withheld;
- 12.2. that the Regional District's consent to assignment or subletting shall not release or relieve the Lessee from its obligations to perform all the terms, covenants and conditions that this Lease requires the Lessee to perform, and the Lessee shall pay the Regional District's reasonable costs incurred in connection with the Lessee's request for consent under section 12.1.

13. NUISANCE

- 13.1. that it will not carry on nor allow to be carried on or done on the Premises anything that:
 - (a) may be or become a nuisance to the Regional District or the public,
 - (b) increases the hazard of fire or liability of any kind, over and above activities which are usually carried out at an airport, or
 - (c) invalidates any policy of insurance for the Premises.

14. COMPLIANCE WITH LAWS

- 14.1. that it will:
 - (a) comply promptly at its own expense with all statutes, regulations bylaws and other legal requirements (collectively "**Laws**") of all federal, provincial, and local authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the Regional District or the Lessee, and without limiting this subsection 14.1(a);
 - (b) at all times during the term observe and comply with the provisions of the *Aeronautics Act*, RSC 1985 C A-2, as amended from time to time, and all regulations and orders made pursuant to that Act and all successor legislation and all rules and regulations by the Minister of Transport for Canada regarding the use of an airport or any portion thereof and all regulations pertaining to the Airport made by the Regional District.

15. INSURANCE

- 15.1. that it will take out and maintain during the term of the Lease, a policy of comprehensive general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Premises or Airport by the Lessee in the amount of not less than Five Million Dollars (\$5,000,000) per single occurrence or such greater amount as the Regional District may from time to time require, naming the Regional District as an insured party thereto and shall provide the Regional District with a certificate of insurance in evidence of this insurance and the additional provisions included under 15.2;
- 15.2. that all policies of insurance shall contain waiver of subrogation in favour of the Regional District and cross liability, and severability of interest clauses, and shall require the insurer not to cancel, change or allow the insurance to lapse without first giving the Regional District thirty (30) days' prior written notice;
- 15.3. that if the Lessee does not provide or maintain in force the insurance required by this Lease, the Regional District may, in its sole discretion, either terminate this Lease immediately take out the necessary insurance and pay the necessary premium, and the premium amount shall be paid by the Lessee to the Regional District as Additional Rent immediately upon demand;
- 15.4. that the deductible for the insurance coverage shall be the sole responsibility of the Lessee to pay; if both the Regional District and the Lessee claim to be indemnified under any insurance required by this Lease, the indemnity shall be applied first to the settlement of the claim of the Regional District and the balance, if any, to the settlement of the claim of the Lessee.

16. INDEMNITY

- 16.1. that it will indemnify the Regional District from and against all claims, including Worker's Compensation claims or charges, lawsuits, damages, losses, costs or expenses which the Regional District may incur by reason of the use or occupation of the Premises by the Lessee or the carrying on upon the Premises of any activity in relation to the Lessee's use or occupation of the Premises and in respect of any loss, damage or injury sustained by the Lessee, or by any person while on the Premises for the purpose of doing business with the Lessee or otherwise dealing with the Lessee, or by reason of non-compliance by the Lessee with Laws or by reason of any defect in the Premises, excluding any loss, liability or claim arising from the gross negligence or willful misconduct of the Regional District, and including all costs and legal costs, taxed on a solicitor and client basis, and disbursements and this indemnity shall survive the expiry or sooner determination of this Lease;

16.2. that for the purpose of section 16.1 “Lessee” includes any assignee, sub-tenant, licensee, or sub-licensee of the Lessee.

17. BUILDERS’ LIENS

17.1. that it will indemnify the Regional District from and against all claims for liens for wages or materials or for damage to person or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Lessee may make or cause to be made on, in or to the Premises; and will allow the Regional District to post and will keep posted on the Premises any notice that the Regional District may desire to post under the provisions of the *Builders Lien Act*, and all successor legislation, as amended from time to time.

18. POSSESSION

18.1. that it will, at the expiration or sooner determination of this Lease peaceably surrender and give up possession of the Premises without notice from the Regional District, and any right to notice to quit or vacate being hereby expressly waived by the Lessee despite any law or custom to the contrary.

19. CONDITION OF PREMISES

19.1. that the Lessee has with due diligence investigated and satisfied itself with respect to the condition of the Premises and its suitability for the uses permitted by this Lease, including without limitation with respect to its size, dimensions, state, condition, environmental condition or impact, presence or absence of any substances or conditions (whether hazardous or not), soil and water condition, usefulness, topography, legal access, services and zoning.

20. ENVIRONMENTAL

20.1. that for the purposes of section 20:

- (a) “**Contaminants**” means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls (“**PCBs**”), PCB-containing equipment or materials, pesticides, defoliants, fungi, including mould and spores arising from fungi, or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and

- (b) **“Environmental Laws”** means any statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, code of practice, and other lawful requirements of any government authority having jurisdiction over the Land now or hereafter in force relating in any way to the environment, environmental assessment, health, occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity;

20.2. Lessee’s Covenants and Indemnity

- (a) the Lessee covenants and agrees:
- i. not to use or permit to be used all or part of the Premises for the sale, storage, manufacture, handling, disposal, use or any other dealing with any Contaminants without the prior written consent of the Regional District except for the contaminants used in the normal course of an aviation operation, which the Lessee agrees it will use, store, manufacture, and handle only on an impermeable surface and use, store, manufacture, handle and dispose of in a manner consistent with industry standards, and Environmental Laws;
 - ii. A full and complete list of the contaminants utilized in the operations of the Lessee will be provided upon request to the Regional District.
 - iii. to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the use and occupancy of the Premises;
 - iv. to promptly provide to the Regional District a copy of any environmental site investigation, assessment, audit, report or test results relating to the Premises conducted by or for the Lessee at any time;
 - v. to waive the requirement, if any, for the Regional District to provide a site profile for the Premises under the *Environmental Management Act* or any regulations under that Act;
 - vi. to maintain all environmental site investigations, assessments, audits, reports, and test results relating to the Premises in strict confidence except as required by law, or to the Lessee’s professional advisers and lenders on a need-to-know basis, or with the prior written consent of the Regional District, which consent may not be unreasonably withheld;

- vii. to promptly notify the Regional District in writing of any release of a Contaminant or any other occurrence or condition at the Premises or any adjacent property that could contaminate the Premises or subject the Regional District or the Lessee to any fines, penalties, orders, investigations, or proceedings under Environmental Laws;
- viii. on the expiry or earlier termination of this Lease, or at any time if requested by the Regional District or required by any government authority under Environmental Laws, to remove from the Premises all Contaminants, and to remediate by removal any contamination of the Premises or any adjacent property resulting from Contaminants, in either case, brought onto, used at, or released from the Premises by the Lessee or any person for whom it is in law responsible. The Lessee will perform these obligations promptly at its own cost and in accordance with Environmental Laws. The Lessee will provide to the Regional District full information with respect to any remedial work performed under this subsection and will comply with the Regional District's requirements with respect to such work. The Lessee will use a qualified environmental consultant approved by the Regional District to perform the remediation and will obtain the written agreement of the consultant to the Regional District relying on its report. The Lessee will, at its own cost, obtain such approvals and certificates from the BC Ministry of Environment and other applicable government authorities in respect of the remediation as are required under Environmental Laws or by the Regional District, including without limitation, a certificate of compliance evidencing completion of the remediation satisfactory to the Ministry and the Regional District. All such Contaminants will remain the property of the Lessee, notwithstanding any rule of law or other provision of this Lease to the contrary and notwithstanding the degree of their affixation to the Premises;
- ix. to indemnify the Regional District and its shareholders, directors, officers, employees, agents, elected officials, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties and expenses whatsoever, (including any and all environmental or statutory liability for remediation, all legal and consultants' fees and expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:

- A. any breach of or non-compliance with the provisions of section 20 by the Lessee; or
 - B. any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Premises or any act or omission of the Lessee or any person for whom it is in law responsible;
- (b) that the obligations of the Lessee under section 20 will survive the expiry or earlier termination of this Lease.

THE REGIONAL DISTRICT COVENANTS AND AGREES AS FOLLOWS:

21. QUIET ENJOYMENT

21.1. That the Regional District covenants with the Lessee for quiet enjoyment.

IT IS HEREBY MUTUALLY AGREED:

22. MORTGAGE

22.1. that, for the purposes of this Lease:

(a) **“Mortgage”** means a mortgage or mortgages upon or in respect of and specifically charging the leasehold interest of the Lessee in the Premises and the Improvements or any part of them and includes any debenture or deed of trust and mortgage to secure any bonds or debentures issued under it, and any assignment of rents made to the Mortgagee as security;

(b) **“Mortgagee”** means a mortgagee or mortgagees under a Mortgage;

22.2. that a Mortgagee under any Mortgage referred to in section 12.1 may enforce such Mortgage and acquire title to the leasehold estate in any lawful way and, by its representative or by a receiver, as the case may be, take possession of and manage the Premises, and upon foreclosure of such Mortgage may sell or assign the leasehold estate; and the purchaser or assignee of the leasehold estate will be liable to perform the obligations imposed upon the Lessee by this Lease only so long as such purchaser or assignee has ownership or possession of such leasehold estate;

22.3. that no re-entry, termination, acceptance of surrender, disclaimer, or forfeiture of this Lease by the Regional District or by a receiver, interim receiver, receiver-manager, liquidator, custodian, or trustee will be valid against the Mortgagee who has executed and delivered to the Regional District an agreement

described in section 23.10 unless the Regional District first has given to the Mortgagee notice of the default entitling the Regional District to re-enter, terminate, or forfeit this Lease, specifying the nature of that default and stating the Regional District's intention to take such proceedings and requiring the Mortgagee:

- (a) to cure the default specified in the notice within a period of 60 days from the date of receipt of that notice by the Mortgagee; or
- (b) if the default is other than the failure to pay Rent or any other sums required to be paid to the Regional District by any provisions of this Lease and if the default cannot reasonably be cured within such 60-day period, then to immediately commence to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default, and the Regional District hereby grants the Mortgagee access to the Premises and the Improvements for that purpose;

22.4. that if the default is cured within the period specified, the Mortgagee will be entitled to become tenant of the Premises and Improvements for the balance of the Term remaining at the date of the notice of default or contingency, providing that the Mortgagee attorns as tenant to the Regional District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee wishes to cure the default or contingency specified in the notice referred to in section 23.3, then the Regional District agrees to permit the curing of the default or contingency specified in such notice and the assumption of the balance of the Term by that Mortgagee whose Mortgage ranks higher in priority; but if any Mortgagee has commenced a foreclosure action, the provisions of section 23.5 will apply.

22.5. that if the Mortgagee commences foreclosure proceedings against the Lessee, whether or not the Lessee is in default of the performance of its covenants and agreements with the Regional District under this Lease at the time such foreclosure proceedings are commenced, the Regional District will not re-enter, terminate, or forfeit this Lease after the commencement of foreclosure proceedings on the ground of any default or contingency entitling the Regional District to re-enter, terminate, or forfeit this Lease if the Mortgagee:

- (a) first gives notice to the Regional District of the foreclosure proceedings;
- (b) is actively prosecuting the foreclosure proceedings without undue delay;
- (c) cures the default or contingency within a period of 60 days from the date of receipt of notice from the Regional District specifying the nature of the default or contingency, or if the default or contingency is other than the

failure to pay Rent or any other sums required to be paid to the Regional District by any provision of this Lease and if such default or contingency cannot reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or contingency;

- (d) performs and observes all of the Lessee's covenants and agreements under this Lease and without undue delay diligently prosecutes to a conclusion the foreclosure proceedings commenced by the Mortgagee;
- 22.6. that if the Mortgagee acquires title to the Lessee's interest in the Premises and the Improvements pursuant to the foreclosure proceedings, the Mortgagee will then become subrogated to the rights of the Lessee under this Lease, provided it attorns to the Regional District as tenant and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee commences foreclosure proceedings, the right to cure any default or contingency granted by section 23.5 to a foreclosing Mortgagee will be granted to the Mortgagee whose Mortgage ranks higher in priority;
- 22.7. that if this Lease becomes subject to termination or forfeiture pursuant to section 30.0 by reason of the bankruptcy or insolvency of the Lessee and the Mortgagee has filed with the Regional District notice of Mortgage in favour of the Mortgagee, the Regional District will give to the Mortgagee notice of the bankruptcy or insolvency of the Lessee entitling the Regional District to terminate or forfeit this Lease, and stating the Regional District's intention to take such proceedings, and requiring the Mortgagee to cure any other default of the Lessee; and the Lessee's other default will be deemed to have been sufficiently cured if the Mortgagee:
- (a) commences foreclosure proceedings against the Lessee as more particularly set out in section 23.5;
 - (b) takes possession and control of the Premises and the Improvements, or causes a receiver to be appointed, under the terms of the Mortgage or by a court of competent jurisdiction, who takes possession and control of the Premises and the Improvements, and the Regional District hereby grants the Mortgagee or such receiver access to the Premises and the Improvements for that purpose;
 - (c) cures every default within a period of 60 days from the date of receipt by the Mortgagee of the notice from the Regional District of the bankruptcy or insolvency of the Lessee, or if such default or defaults are other than the failure to pay Rent or any other sums required to be paid to the Regional District by any provision of this Lease and if such default or defaults cannot

reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or defaults;

- (d) attorns as tenant to the Regional District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term;

for clarity, if there is more than one Mortgagee, the right to take possession and control to cure any default and to assume the Lease will be granted to the Mortgagee who wants to do so and whose mortgage ranks higher in priority;

- 22.8. that any re-entry, termination, or forfeiture of this Lease made in accordance with the provisions of this Lease as against the Lessee will be valid and effectual against the Lessee even though made subject to the rights of any Mortgagee to cure any default of the Lessee and to continue as tenant under this Lease;
- 22.9. that no entry upon the Premises or Improvements by the Mortgagee for the purpose of curing any default or defaults of the Lessee will release or impair the continuing obligations of the Lessee;
- 22.10. that the obligations of the Regional District under sections 23.3 to 23.9 are subject to the Mortgagee entering into an agreement in a form satisfactory to the Regional District, whereby the Mortgagee covenants and agrees that if it acquires title to the Lessee's interest in this Lease, but only for so long as it holds such title, it will perform and observe the covenants and agreements required of the Lessee to be performed and observed, if not performed or observed by the Lessee, whether or not the Regional District has taken any steps to enforce performance or observance of any of the covenants and agreements in this Lease to be performed or observed by the Lessee.

MORTGAGE SUBJECT TO DISTRICT'S RIGHTS UNDER LEASE

- 22.11. that every Mortgage will be made expressly subject to the rights of the Regional District under this Lease;

23. TERMINATION AND RE-ENTRY

- 23.1. that, subject to section 22.0, if the Lessee shall default in the performance of any of its obligations under this Lease and such default continues for fifteen (15) days following receipt of written notice from the Regional District describing such default and indicating the Regional District's intention to re-enter the Premises if such default is not remedied within fifteen (15) days, the Regional District may terminate

this Lease and re-enter the Premises and the rights of the Lessee with respect to the Premises shall lapse and be absolutely forfeited;

- 23.2. that either the Regional District or the Lessee may terminate this Lease for any reason by giving not less than six (6) months' written notice to the other party;
- 23.3. that at the termination of this Lease, the Lessee shall remove from the Premises, all of its goods and chattels, including but not limited to, all aircraft, machinery, motors, vehicles, supplies, articles, materials, effects and things at any time brought or placed thereon or therein by the Lessee and shall also, to the satisfaction of the Regional District repair any damage and injury occasioned to Premises by reason of such removal, and the Lessee shall not be entitled to any compensation for such removal or repair, and if the Lessee fails to remove the Lessee's goods and chattels, they shall, at the option of the Regional District, become the property of the Regional District and may be removed and disposed of by the Regional District acting in its sole discretion;
- 23.4. that at the termination of this Lease, the Regional District may require removal of the Improvements and any other building or structure, and if the Lessee fails to remove any Improvements, building or structure within thirty (30) days of the notice to remove, the Improvements, building or structure shall remain on the Premises without compensation to the Lessee therefore and they shall become the sole and exclusive property of the Regional District.

24. OWNERSHIP OF IMPROVEMENTS

- 24.1. The Regional District and the Lessee agree that the title to and ownership of the Improvements will at all times during the Term be vested in the Lessee, notwithstanding any rule or law as to the immediate vesting of the title to and ownership of the Improvements in the Regional District as owner of the freehold. The title to and ownership of, the Improvements will not pass to or become vested in the Regional District until the expiration of the Term, or Renewal Term, if any, including any extension thereof, either by forfeiture, default, or lapse of time under the terms of this Lease, in which event the Improvements will become the absolute property of the Regional District free of all encumbrances, but only in the circumstances described in section 23.4.

25. EFFECT OF WAIVER

- 25.1. that the Regional District, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of reentry upon breach of any covenants, conditions or agreements in it, does not waive its rights upon any subsequent breach of same or any other covenant, condition or agreement of this Lease.

26. DISTRESS

26.1. that if the Regional District is entitled to levy distress against the goods and chattels of the Lessee, the Regional District may use enough force reasonably necessary for the purpose and for gaining admittance to the Premises, and the Lessee releases the Regional District from liability for any loss or damage sustained by the Lessee as a result.

27. HOLDING OVER

27.1. If the Lessee remains in possession of the Premises after the end of the Term and without the execution and delivery of a new lease or a written renewal or extension of this Lease, there will be no tacit or other renewal of this Lease, and the Lessee will be considered to be occupying the Premises as a Lessee from month to month at a monthly rental payable in advance without deduction on the first day of each month equal to one hundred and ten percent of the monthly instalment of fixed minimum rent payable for the last month of the Term, and otherwise upon the terms and conditions set forth in this Lease, so far as same are applicable. .

28. REGIONAL DISTRICT'S PAYMENTS

28.1. that if the Regional District incurs any damage, loss or expense or makes any payment for which the Lessee is liable under this Lease, then the Regional District may add the cost or amount of the damage, loss, expense or payment to the Rent and may recover it as if it were Rent or additional Rent in arrears.

29. DISTRICT'S REPAIRS

29.1. that if the Lessee fails to repair or maintain the Premises in accordance with this Lease, the Regional District, its agents, employees, or contractors may, upon four (4) business days' notice, enter the Premises and make the required repairs or do the required maintenance and recover the cost from the Lessee;

29.2. that in making the repairs or doing the maintenance, the Regional District may bring and leave upon the Premises all necessary materials, tools, and equipment, and the Regional District will not be liable to the Lessee for any inconvenience, annoyance, loss of business or injury suffered by the Lessee by reason of the Regional District effecting the said repairs or maintenance.

30. INSOLVENCY

30.1. that subject to section 22.0, if:

- (a) the Term or any of the goods, chattels or Improvements on the Premises are at any time seized or taken in execution or attachment by any creditor of the Lessee or under a security agreement;
- (b) a writ of execution is issued against the goods, chattels or Improvements of the Lessee;
- (c) the Lessee makes any assignment for the benefit of creditors; or
- (d) the Premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days, or is used by any person or persons for any other purpose than permitted in this Lease without the written consent of the Regional District;

the Term shall, at the option of the Regional District, immediately become forfeited and the then current Rent and the Rent for the year next following shall immediately become due and payable as liquidated damages to the Regional District, and the Regional District may re-enter and repossess the Premises despite any other provision of this Lease.

31. REMOVAL OF GOODS

- 31.1. that if the Lessee removes its goods and chattels from the Premises, the Regional District may follow them for thirty (30) days.

32. TIME

- 32.1. that time is of the essence in this Lease.

33. NOTICES

- 33.1. that any notice required to be given under this Lease shall be deemed to be sufficiently given:

- (a) if delivered, at the time of delivery, and
- (b) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail and addressed as follows:

if to the Regional District:
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

if to the Lessee:

or at such other address each party may from time to time designate, then the notice shall be deemed to have been received seven (7) business days after the time and date of mailing. If, at the time of mailing of the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow down, lock out or other labour dispute, then the notice may only be given by actual delivery of it.

34. NET LEASE

34.1. that this Lease shall be a complete carefree net lease to the Regional District as applicable to the Premises and the Regional District shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or the contents thereof except those mentioned in this Lease.

35. FITNESS OF PREMISES

35.1. that the Regional District has made no representations or warranties as to the condition, fitness or nature of the Premises and by executing this Lease, the Lessee releases the Regional District from any and all claims which the Lessee now has or may in future have in that respect.

36. DISPUTE RESOLUTION

36.1. any dispute arising between the Regional District and the Lessee as to any matter, question or determination arising or required to be made under this Lease, shall immediately be referred for mediation to an arbitrator agreed upon by the Regional District and the Lessee, and in the event that the parties cannot agree upon a mediator, then the question shall be referred to the arbitration before a single arbitrator under the *Arbitration Act* (British Columbia), or any other statute of similar effect being in force in British Columbia and the decision of such arbitrator shall be final and binding upon the parties. The costs of arbitration shall be allocated between the parties as the arbitrator may direct.

37. INTERPRETATION

- 37.1. that when the singular or neuter are used in this Lease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
- 37.2. that the headings to the sections in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or any provision of it;
- 37.3. that all provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;
- 37.4. that unless expressly stated otherwise, any reference in this Lease to a requirement for the consent or permission of the Regional District is deemed to be a reference to the consent or permission of the Regional District granted or withheld in the Regional District's sole, arbitrary and unfettered discretion.

38. ENTIRE AGREEMENT

- 38.1. This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

39. BINDING EFFECT

- 39.1. this Lease shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.

40. APPLICABLE LAW

- 40.1. that this Lease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

41. AMENDMENT

41.1. that the parties hereto may by agreement amend the terms of this Lease, such amendment to be evidenced in writing and executed by both parties.

42. REGISTRATION

42.1. that despite section 5 of the *Property Law Act*, the Regional District is not obligated to deliver this Lease to the Lessee in registrable form. The Lessee may, at its own expense, present to the Regional District for execution an instrument rendering this Lease registrable and register the same.

IN WITNESS WHEREOF the parties have signed and sealed this agreement on the _____ day of _____, 20__.

REGIONAL DISTRICT OF ALBERNI-CLAYQUOT)
by its authorized signatories:)

_____)
Chairperson Date)

_____)
Chief Administrative Officer Date)

(the "LESSEE") by its authorized)
signatory(ies):)

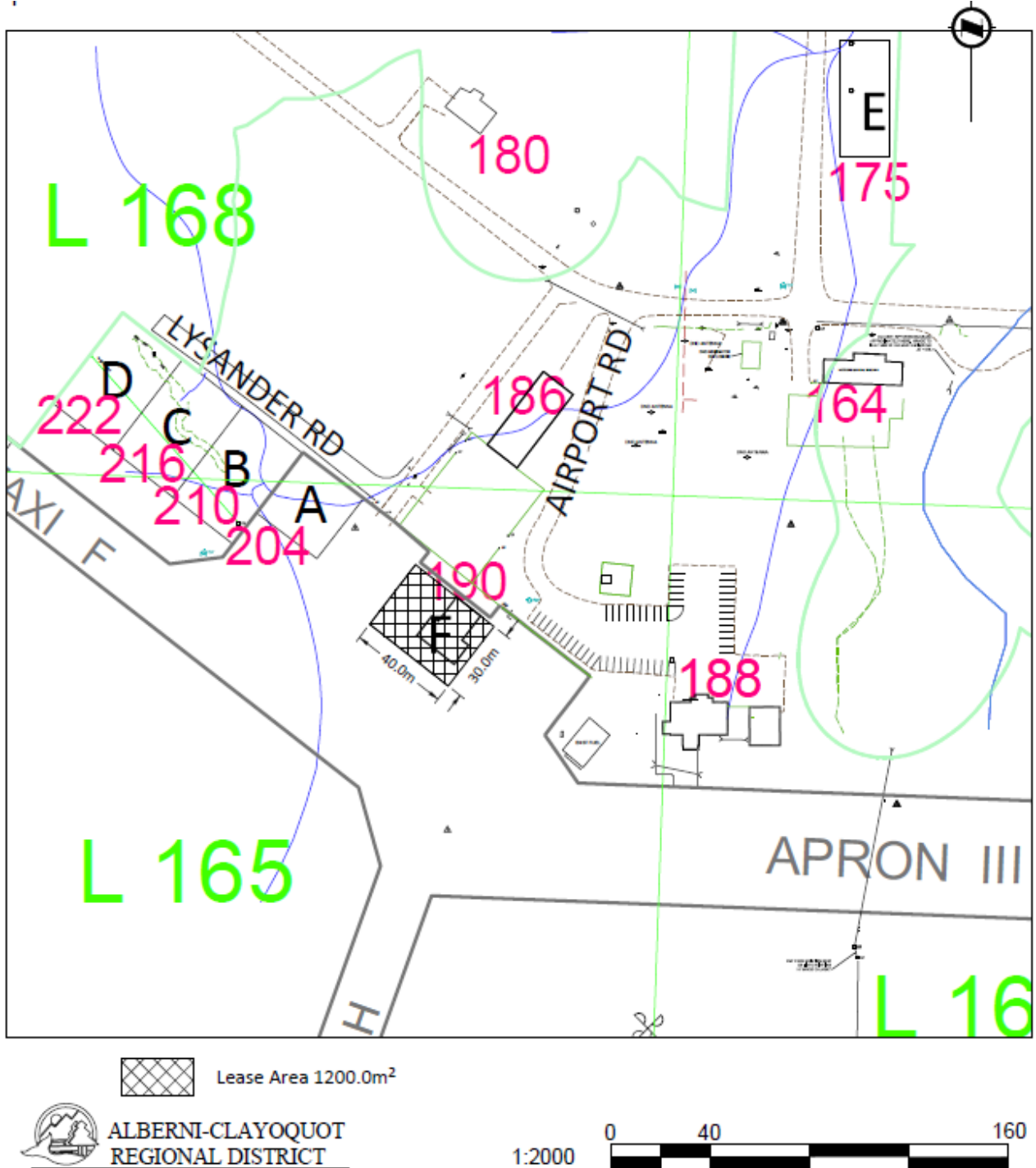
_____)
Name: Date)

_____)
Name: Date)

SCHEDULE A

THE PREMISES

Lease lot F – 1200 square meters at the Long Beach Airport at 190 Airport Road, Tofino, BC, by way of a lease.



SCHEDULE B

LEGAL DESCRIPTION OF LONG BEACH AIRPORT

PID 009-392-351, Lot 165, Clayoquot District, containing 152 acres, more or less, except parts in Plans 11182 and 1417 RW. PID 009-392-319, Lot 163, Clayoquot District, except part in Plans 1417RW, 11182 and 32328. PID 009-392-335, Lot 164, Clayoquot District, except parts in Plans 11182and 1417RW. PID 024-749-435, That Part of DL 166, Clayoquot District, except part in Plan 1417 RW, lying to the north and east of Plan 1417 RW. PID 010-322-451, DL 167, Clayoquot District, containing 160 acres more or less. PID 024-749-389, that part of DL 192, Clayoquot District, except part red on Plan 1417 RW, lying to the north and east of Plan 1417 RW. PID 024-158-666, that part of DL 113, Clayoquot District, lying to the north and east of Plan 1417RW. PID 024-159-034, that part of DL 193, Clayoquot District, lying to the east of Plan 1371RW. PID 024-158-569, that part of DL 194, Clayoquot District, lying east of Plan 1371 RW. PID 010-157-913, DL 178, Clayoquot District. PID 024-100-145, DL 168, Clayoquot District. PID 024-100-137, DL 169, Clayoquot District. PID 024-100-153, DL 170, Clayoquot District. PID 024-749-419, that part of DL 196, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW. PID 010-158-162, DL 193, Clayoquot District, except that part lying to the west of Plan 1371 RW. PID 024-749-397, that part of DL 195, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW.

SCHEDULE C

TERM

The Term of the Lease shall be a period of one (1) year commencing August 1, 2017 and ending July 31, 2018 with an option to renew for four (4) additional one (1) year terms. The final renewal term will expire July 31, 2022. Lessee must provide written notice to Lessor at least sixty (60) days prior to the expiry of the Term.

SCHEDULE D

USE

The Lessee agrees to use the Premises solely for the purpose of an Aircraft Hangar and Maintenance Shop and purposes incidental thereto.

SCHEDULE E

RENT

The Lessee shall pay to the Regional District rent at the rate of \$6,215.00 per year plus GST plus applicable BC Consumer Price Index (CPI) increases. For the subsequent years of the term, the annual rent shall increase by an amount equal to the percentage change in the CPI – All items Inventory for Victoria, British Columbia, published by Statistics Canada, over the most recent calendar year for which data is available as of the date of commencement of the subsequent year of the term. In no event shall the annual rent be less than the preceding year. Rent will be payable on the first day of August in each year of the term. Late payments will be subject to a 2% penalty. Sixty (60) days prior to the end each of the term, the Regional District will notify the Lessee of the rent review.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

DEVELOPMENT VARIANCE APPLICATION

DATE: July 12, 2017

ACRD FILE NO.: DVA17007

APPLICANTS: Chris Bradley & Laurence Melis

LEGAL DESCRIPTION: LOT 1, SECTION 30, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 9880

LOCATION: Lot 1, Michelsens Lane

ELECTORAL AREA: "A" (Bamfield)

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required rear yard setback, for the western property line, from 30 feet to 10 feet to facilitate construction of a single family dwelling.

Recommendation:

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

Development Variance DVA17007:

- i. Development variance of Section 200 – Schedule No. II – Bulk and Site Regulations of the ACRD Zoning Bylaw to vary the required rear yard setback from 30 feet to 10 feet for construction of a single family dwelling in the Park and Public Use (P2) District.

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

Observations:

- i. **Status of Property:** The 0.23 acre (0.09 hectare) property is vacant and mostly cleared, as it was previously developed for the location of a telegraph communication tower. The south side of the property is lined with some trees. The lot does not have ocean frontage but is within 5 metres of the natural boundary of the ocean at the northwest corner. The lot is surrounded by Bamfield Cottage Residential (BRC) District to the north, Acreage Residential

DVA17007

(RA1) District to the east, and Tourist Commercial (C6) District to the south and west, which are primarily rural treed properties having buildings associated with the land use zoning.

ii. **Services**

- a. **Sewage Disposal:** On-site septic system is proposed.
- b. **Water Supply:** Bamfield Water System. The applicants have paid the water connection cost and development cost charge for a new connection to the water system. The water meter will be installed at the building permit stage if the variance is approved.
- c. **Fire Protection:** Bamfield Volunteer Fire Department.
- d. **Access:** The lot is accessed via an easement access from Michelsens Lane over adjacent private property. The easement is registered on Lot B, Plan 38427 (23 Michelsens Lane) located to the east of the subject lot.

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

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Bamfield Official Community Plan (OCP) designates this property "Community Service Use". The property is within DPA II – Natural Hazard Areas Protection and DPA IV – Coastal Protection. A development permit will be required prior to a building permit.

DPA II – Natural Hazard Areas Protection includes land located within the tsunami inundation zone. The property falls within the tsunami inundation zone and the applicants engaged Lewkowich Engineering Associates Ltd. (LEA) to prepare a report to assess tsunami hazard conditions at the site (attached).

DPA IV – Coastal Protection includes lands within 15 metres of the natural boundary of the ocean to protect shoreline areas. The property falls within this area and the applicants engaged D.R. Clough Consulting to prepare a report to assess how the proposed development will affect the aquatic and terrestrial resources within the property area, and recommend measures to reduce or mitigate any negative impacts (attached).

- c. **Zoning:** The property is zoned Park and Public Use (P2) District which permits one single family dwelling and accessory uses.

	P2 requirements:	Proposed variance:
Minimum Lot Area:	6,000 ft ² (0.137 acre)	
Minimum Lot Width:	50 feet	
Lot Coverage:	40%	
Minimum Setbacks (single family dwelling)		
Front:	20 feet	
Rear:	30 feet	10 feet
Side:	5 feet	
Maximum height:	40 feet/3 storeys	

DVA17007

The property owner is applying to reduce the rear yard setback for construction of a single family dwelling.

Comments:

The applicant is applying for a development variance permit to reduce the rear yard setback for the construction of a single family dwelling. The setback variance would allow for the construction of a septic field and a shed for hydro works and storage at the front of the property, which would allow for adequate space for a driveway.

In addition to this development variance permit, a development permit for DPA II – Natural Hazard Areas Protection and DPA IV – Coastal Protection is required prior to a building permit. Biologist and geotechnical reports are required to be submitted with the development permit application. The applicant has already submitted these reports from Lewkowich Engineering Associates Ltd. (LEA) and D.R. Clough Consulting, and the findings conclude:

- The LEA geotechnical review found that from a geotechnical point of view, the site is considered safe and suitable for the intended purpose of construction of a new permanent single family residence. The environmental review found that the property has no significant impacts or effects on the environment according to local and federal laws, and that the location of the house is set far enough back to have a minimal impact on the surrounding ecosystem.

The proposed setback variance for future construction of a single family dwelling fits with the character of development in the area. Planning staff recommends that the Board proceed with the neighbour notification process for this variance application, and consider any neighbour input in the decision making process.

Submitted by:

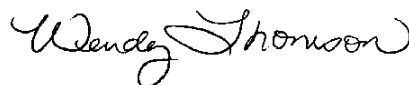


Amy Anaka, MCIP, RPP, Junior Planner



Reviewed by:

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



Wendy Thomson, Acting Chief Administrative Officer

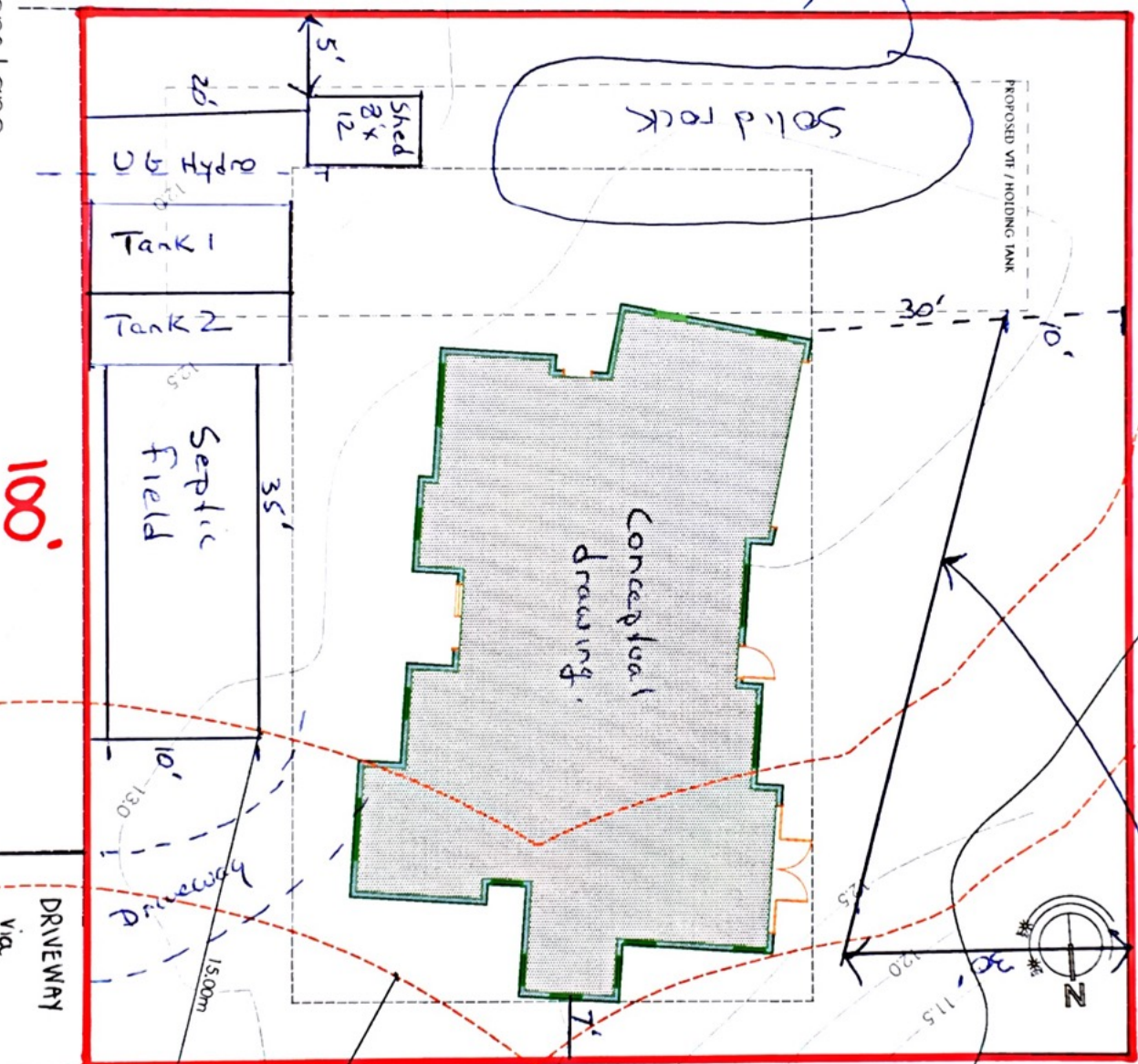
DVA17007

outline

HOME DESIGN

We were going to put Septic Field here however area is solid rock

The septic system needs to be placed on the east side of the lot **100'**



Ocean

we would like to move fence forward to provide proper distance for a driveway. the southwest corner would be about 10 feet from property line

Our development variance we request is to build within 10' of the rear side of the lot.

Lot 1 Michelsens Lane
April 2, 2017



Environmental Assessment,
Lot 1 Michelson Lane
Bamfield

Prepared For:

Chris Bradley
2563 Beaufort road
Sidney V8L2K2

By

D. R. Clough Consulting
Fisheries Resource Consultants
6966 Leland Road Lantzville B.C. V0R 2H0
Ph/fax: 1-250-390-2901, email: drclough@shaw.ca

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1.) General Project Description

The purpose of this report is to review the environmental aspects on the development property. The property owner wishes to apply for a variance to the ACRD DPA IV – Coastal Protection Development Permit Area (DPA 4). The variance is to build a single-family residence house within the vacant and previously cleared property.

Location: The property is a landlocked parcel on the northern tip of Trevor Channel located at Lot 1 Michelson lane. The previous owner cleared this property. It had been used as the site of a telegraph communication tower.

Legal Description: The legal address is Lot 1 section 30, Township 1, Barclay district plan 9880. The owner is Chris Bradley. Outline Home Design (<http://www.outlinehomedesign.com/contact.html>) provided the property survey.

2.0) Project Objectives

The purpose of this environmental assessment is to determine compliance of the building plan within the Development Permit Area by reporting on the following:

1. Assess the aquatic and terrestrial resources within the property area;
2. Determine the potential impacts of the proposed structures;
3. Review potential mitigative measures to avoid causing negative impacts caused from the proposed work.

3.0) Methods

The methodology for this assessment included:

1. An assessment of potential environmental impacts;
2. Preparation of a mitigation plan (if required);
3. An assessment of cumulative effects and future requirements.

The method and presentation of this assessment follows the *Canadian Environmental Assessment Act* (CEAA) guidelines that follow federal standards for review of environmental attributes. This assessment focused primarily on the aquatic resources of the foreshore directly in the vicinity of the proposed work area as these were the identified environmental resources most likely to be impacted.

3.1) Background Review

The report was prepared using the following references to describe the environmental resources and to identify any potential environmental issues within the work area.

1. Committee on the Status of Endangered Wildlife in Canada (COSEWIC) database reports. (www.cosewic.gc.ca)
2. BC Ecosystem Explorer. Database reports. (<http://www.env.gov.bc.ca/atrisk/toolintro.html>)

3.2) Survey Information

The land survey information was provided through the owner, using an Outline Home Design plan which included a potential building area for the house.

3.3) Terrestrial Habitats

The foreshore riparian habitat was reviewed. The assessment identified vegetation types, depth and topographical characteristics. It also identified features such as bedrock or alterations such as riprap. The terrestrial habitat was identified using methodologies within "A Field Manual for Describing Terrestrial Habitats (MOE 1998)".

3.4) Aquatic Habitats

The habitat assessment includes a detailed inspection of:

1. Substrates
2. Functional large woody debris (LWD)
3. Alterations
4. Bank erosion
5. Vegetation depth and type
6. Slopes and bank stability

3.5) Rare and Endangered Species

The province of B.C. and the federal government use separate systems to classify rare or endangered species. Background information was collected prior to the habitat inventory and was used to compile a list of potential species, which may inhabit the site (Appendix 1 & 2). The work site was assessed for potential rare species by determining the available habitat based on the individual species requirements.

3.5.1) B.C. Conservation Data Center Listing

Red List: Includes any ecological community, and indigenous species and subspecies that is extirpated, endangered, or threatened in British Columbia. Extirpated elements no longer exist in the wild in British Columbia, but do occur elsewhere. Endangered elements are facing imminent extirpation or extinction. Threatened elements are likely to become endangered if limiting factors are not reversed

Blue List: Includes any ecological community, and indigenous species and subspecies considered to be of special concern (formerly vulnerable) in British Columbia. Elements are of special concern because of characteristics that make them particularly sensitive to human activities or natural events. Blue-listed elements are at risk, but are not Extirpated, Endangered or Threatened.

3.5.2) Committee on the Status of Endangered Wildlife in Canada (Cosewic)

The species rankings used by Cosewic are defined below:

Extinct: a species that no longer exists;

Extirpated: a species that no longer existing in the wild in Canada, but occurring elsewhere;

Endangered: a species facing imminent extinction;

Threatened: a species that is likely to become endangered if practices are not reversed;

Special Concern: a species for which there is particularly sensitive to human activities or natural events, but is not endangered or threatened;

Data Deficient: a species for which there is inadequate information to make a direct, or indirect, assessment of its risk or extinction;

Not at Risk: a species that has been evaluated and found to be not at risk.

3.3) Environmental Impact Assessment

The quantity and quality of potential habitats (terrestrial and aquatic) in relation with the magnitude of the proposed project, was assessed to determine the potential impacts associated works. The assessment included the current site condition and anticipation effects of proposed work and associated mitigation. The anticipated effects were assessed based on the length of exposure, quality of habitat and features such as large woody debris or significant tree. The anticipated impacts were scored on the following:

1. Negligible: no expected disturbance or impact
2. Low: minimal or short length disturbance to important habitat
3. Medium: moderate or potentially long term alteration or important habitat used by a species of management concern (i.e., Red Listed)
4. High: Significant, permanent alteration of habitat

3.4) Mitigation and Residual Effects

The mitigative actions are advised to reduce, offset or avoid the projects related negative effects. Mitigation strategies, which limit additional negative effects, are advised. This advice is based on accepted practices from both federal and provincial authorities.

3.5) Cumulative Effects

Cumulative effects are changes to the environment that are caused by an action in combination with other past, present and future human actions. The methodology for assessing the potential cumulative effects is the same as the residual effects.

4.0) Environmental Setting (Observations)

4.1) Ecological Area

The site is located on the coastline on the northern tip of Trevor Channel on the west side of the village of Bamfield. The shore features of the property include treed areas representative of the Coastal Western Hemlock (CWH) biogeoclimatic zone. The CWH zone occurs at low to middle elevations along the west coast of Vancouver Island. The CWH is the dominant biogeoclimatic zone on Vancouver Island occupying most of the west and north coasts.

4.2) Vegetation

4.2.1) Vegetation Communities

Vegetation communities within the proposed work site were grouped into one of the two types:

1. Marine foreshore
2. Coastal rain forest

Marine Foreshore:

Below the property, the foreshore features a 5-7m deep bedrock slope. Other surface vegetation along the foreshore includes; Red Alder (*Alnus rubra*) and Salmonberry (*Rubus spectabilis*) and various conifer trees. The previous owner had cleared a 6-8m swath of land towards the ocean, believed to be needed to maintain sight lines for the communication tower.

Coastal Rain Forest:

The CWH forest site has an overstory of mature Western Hemlock (*Tsuga heterophylla*), Western Red Cedar (*Thuja plicata*), and Sitka Spruce (*Picea sitchensis*). The typical shaded understory consists

mainly of Salal (*Gaultheria shallon*), Evergreen Huckleberry (*Vaccinium ovatum*) and Salmonberry. Beginning at the top of bank (labelled on site plan) this lot had been previously cleared with only the largest conifer trees being preserved on the east and west corners.

4.3) Wildlife

Black bears (*Ursus americanus*), Grey wolves (*Canis lupus*) and black tail deer (*Odocoileus hemionus*) have the potential to frequent the site however given the surrounding urbanization it is unlikely.

4.3.1) Amphibians and Reptiles

There are many common amphibians and reptiles native to this. It is suspected they do not frequent this lot regularly as this lot does not feature downed woody debris or fresh surface water to support rearing or breeding.

4.3.2) Birds

Migrating waterfowl and other associated birds have to the potential to use the adjacent foreshore for foraging and rest. No nests were observed in the remaining site trees.

4.4) Aquatic Resources

The marine foreshore is located primarily within a narrow supra-littoral zone consisting of a steeply sloping bedrock shore with a thin veneer of gravel.

5.0) Rare and Endangered Species

5.1) Wildlife

According to the Conservation Data Center (CDC) resources, there are 25 species listed (Appendix 1) which are present within the large scale of CWHvm1 Biogeoclimatic Zone and the South Island Forest District. This list includes two amphibians, eight birds, five mammals, six plants and four invertebrates.

5.2) Ecological Communities

According to the CDC, four known red or blue listed (Appendix 2) plant communities can potentially occur within this CWHvm1 Zone. The Sitka Spruce/ Salmonberry group is the primary ecological community to frequent the site.

6.0) Environmental Effects Assessment

6.1) Wildlife

The proposed house is situated on a previously cleared area that is currently lawn. It is 8.6m at its closest point to the foreshore high water mark. The development allows a foreshore wildlife corridor that ties in with the adjacent properties. The expected habitat impacts of development on wildlife are summarized below:

1. Permanent loss of habitat: Building construction will cover the existing lawn site and exclude any mammalian or avian populations that grazed or foraged in the grass. These species are likely to relocate to other areas away from the construction area.
2. Temporary habitat avoidance by wildlife can be expected during the work period due to increased noise and other building activities.

Table 1) Anticipated impacts on local wildlife and habitat

	Habitat Effects	Anticipated Environment Effects		
	Mammalian habitat	Reptile and amphibian habitat	Bird Habitat	Species at Risk
Habitat Risk	Low	Low	Low	Low

The impacts on potential wildlife habitat and populations include temporary loss of use of habitat. The building is expected to have minimal effects on any protected wildlife areas once the work is completed.

Noise and other construction related activity is expected to result in a temporary exclusion from the area of the work site. This impact is expected to be short term and should not alter any wildlife habitats within the riparian areas.

6.2) Vegetation

The removal of trees within the 15m boundary was undertaken by the previous owner. The remaining vegetation along the foreshore including large trees will remain.

Permanent loss of habitat: The footprint of the building is considered permanent loss of habitat.

Table 2) Anticipated impacts on local vegetation

	Marine Foreshore	Coastal Rain Forest	Rare Plant Species at Risk	Rare or endangered ecosystems
Habitat Risk	Low	Low	Negligible	Low

6.3) Aquatics Resources

The proposed house site is located 8.6m from the high watermark (natural boundary) of the foreshore. No significant trees which affect the aquatic resources are to be removed to accommodate this building. The expected habitat impacts are summarized below:

Table 3) Anticipated impacts on aquatic resources

	Habitat Effects	Anticipated Environment Effects			
	Marine Aquatic Invertebrates	Marine Pelagic Fishes	Salt Water Salmonid Rearing	Eel Grass	Subtidal Habitats
Habitat Risk	Low	Low	Low	N/a	N/a

7.0) Applicable Legislation

7.1) Provincial Legislation

Wildlife Act: The *Wildlife Act* protects all wildlife and endangered species from human related disturbance. The Act covers amphibian, birds, mammals, reptiles and their nesting habitat. The Act also reduces the seasonal window, which certain vegetation can be removed (April 1- July 31) to protect surrounding bird nests.

7.2) Federal Legislation

Fisheries Act: The *Fisheries Act* protects all fisheries resources in Canada including fish habitat and migration. It is anticipated that any negative impacts during the construction period can be minimized by following an Environmental Management Plan guided by the “Develop With Care: Environmental Guidelines for Urban and Rural Land Development in B.C.”

Migratory Bird Convention Act: The *Migratory Bird Convention Act* protects all migratory bird nesting habitat from disturbance. The Act also reduces the window which certain vegetation can be removed (April 1- July 31) to protect surrounding bird nests.

9.) Residual Effects

It is anticipated that the long-term impacts of this project will have no net loss of habitat with respect to the function of the DPA.

11.) Cumulative Effects

Upon a review of the BC Environmental Assessment Office registry there are no active projects within 1km of the proposed site. The adjacent sites feature similar residential lots.

12.) Conclusions

The location of the house at 8.6m from high water, is set far enough back to have a minimal impact on the surrounding ecosystem. The house location was carefully fitted to minimize impact. The foreshore is somewhat self protecting with its bedrock features.

The environmental review found that the property has no significant impacts or effects on the environment according to local and federal laws.

The construction is recommended to follow the “Develop With Care Guidelines” for protection of adjacent features during construction. The property owner also has no plans to remove any further vegetation or install invasive plants.

References:

B.C. Conservation Data Centre. 2016. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, B.C. Available: <http://a100.gov.bc.ca/pub/eswp/> (accessed Dec 22, 2016).

Fisheries Information Summary System (FISS). 2016. Found at Fisheries Inventory Data Queries Ministry of Environment website <http://srmapps.gov.bc.ca/apps/figq/>. Accessed June 2016.

Ministry of Environment, Land and Parks & Ministry of Forests (MoF). 1998. Field Manual for Describing Terrestrial Ecosystems. Ministry of Environment, Lands and Parks & Ministry of Forests.

Appendix 1: Rare and Endangered Species Potentially Occurring within CWH Biogeoclimatic Zone and South Island Forestry District

12/22/2016

BC Species and Ecosystems Explorer Search Results (Printer-friendly)

BC Species and Ecosystems Explorer Search Results

Scientific Name	English Name	Provincial	BC List	Status			Global	CF Priority
				COSEWIC	SARA			
<i>Accipiter gentilis laingi</i>	Northern Goshawk, <i>laingi</i> subspecies	S2B (2010)	Red	T (2013)	1-T (2003)	G5T2 (2008)	1	
<i>Anaxyrus boreas</i>	Western Toad	S3S4 (2010)	Blue	SC (2012)	1-SC (2005)	G4 (2008)	2	
<i>Aneides vagrans</i>	Wandering Salamander	S3S4 (2010)	Blue	SC (2014)		G4 (2005)	2	
<i>Ardea herodias fannini</i>	Great Blue Heron, <i>fannini</i> subspecies	S2S3B,S4N (2009)	Blue	SC (2008)	1-SC (2010)	G5T4 (1997)	1	
<i>Brachyramphus marmoratus</i>	Marbled Murrelet	S3B,S3N (2015)	Blue	T (2012)	1-T (2003)	G3 (2013)	1	
<i>Callophrys johnsoni</i>	Johnson's Hairstreak	S1S2 (2013)	Red			G3G4 (2004)	2	
<i>Cervus elaphus roosevelti</i>	Roosevelt Elk	S3S4 (2010)	Blue			G5T4 (2016)	2	
<i>Contopus cooperi</i>	Olive-sided Flycatcher	S3S4B (2015)	Blue	T (2007)	1-T (2010)	G4 (2008)	2	
<i>Corynorhinus townsendii</i>	Townsend's Big-eared Bat	S3S4 (2015)	Blue			G4 (2015)	2	
<i>Glaucidium gnoma swarthi</i>	Northern Pygmy-Owl, <i>swarthi</i> subspecies	S3 (2009)	Blue			G4G5T3Q (2016)	1	
<i>Gulo gulo vancouverensis</i>	Wolverine, <i>vancouverensis</i> subspecies	SH (2010)	Red	SC (2014)		G4TH (2010)	2	
<i>Hemphillia dromedarius</i>	Dromedary Jumping-slug	S2 (2015)	Red	T (2014)	1-T (2005)	G3G4 (2005)	2	
<i>Hemphillia glandulosa</i>	Warty Jumping-slug	S2? (2015)	Red	SC (2013)	1-SC (2005)	G3G4 (2005)	2	
<i>Hirundo rustica</i>	Barn Swallow	S3S4B (2015)	Blue	T (2011)		G5 (2014)	2	
<i>Megascops kennicottii kennicottii</i>	Western Screech-Owl, <i>kennicottii</i> subspecies	S3 (2009)	Blue	T (2012)	1-SC (2005)	G5T4 (2003)	1	
<i>Mitellastrum caulescens</i>	leafy mitrewort	S2S3 (2001)	Blue			G5 (1990)	2	
<i>Mustela erminea anguinae</i>	Ermine, <i>anguinae</i> subspecies	S3 (2010)	Blue			G5T3 (2015)	2	
<i>Myotis keenii</i>	Keen's Myotis	S3? (2015)	Blue	DD (2003)	3 (2005)	G3 (2014)	1	
<i>Oxalis oregana</i>	redwood sorrel	S2S3 (2015)	Blue			G5 (1990)	3	
<i>Patagioenas fasciata</i>	Band-tailed Pigeon	S3S4B (2015)	Blue	SC (2008)	1-SC (2011)	G4 (2000)	2	
<i>Pristiloma johnsoni</i>	Broadwhorl Tightcoil	S3 (2015)	Blue			G3 (2013)	2	
<i>Prosartes smithii</i>	Smith's fairybells	S2S3 (2015)	Blue			G5 (1990)	2	
<i>Rubus lasiococcus</i>	dwarf bramble	S3 (2015)	Blue			G5 (1990)	2	
<i>Rubus nivalis</i>	snow bramble	S3? (2015)	Blue			G4? (1990)	2	
<i>Viola howellii</i>	Howell's violet	S2 (2015)	Red			G4 (1988)	2	

Search Summary

Time Performed Thu Dec 22 11:56:11 PST 2016

Results 25 records.

Search Criteria Search Type: Plants & Animals
 AND BC Conservation Status:Red (Extirpated, Endangered, or Threatened) OR Blue (Special Concern)
 AND Forest Districts:South Island Forest District (DSI) (Restricted to Red, Blue, and Legally designated species)
 AND MOE Regions:1- Vancouver Island (Restricted to Red, Blue, and Legally designated species)
 AND Regional Districts: Alberni-Clayoquot (ACRD) (Restricted to Red, Blue, and Legally designated species)
 AND Habitat Subtypes: Conifer Forest - Moist/wet (Restricted to Red, Blue, and Legally designated species)
 AND BGC Zone:CWH
 Sort Order:Scientific Name Ascending

Notes 1. Citation: B.C. Conservation Data Centre. 2016. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, B.C. Available: <http://a100.gov.bc.ca/pub/eswp/>, (accessed Dec 22, 2016).

Appendix 2: Rare and Endangered Ecosystems Potentially Occurring within the CWH Biogeoclimatic Zone and South Island Forestry District

12/22/2016

BC Species and Ecosystems Explorer Search Results (Printer-friendly)

BC Species and Ecosystems Explorer Search Results

Scientific Name	English Name	Biogeoclimatic Units	Status			Identified Wildlife	Land Use Objectives	CF Priority
			Provincial	BC List	Global			
<i>Abies amabilis</i> - <i>Picea sitchensis</i> / <i>Oplopanax horridus</i>	amabilis fir - Sitka spruce / devil's club	CWHvm1/08 CWHvm2/08	S3 (2016)	Blue	GNR			2
<i>Picea sitchensis</i> / <i>Rubus spectabilis</i> Very Wet Maritime	Sitka spruce / salmonberry Very Wet Maritime	CWHvm1/09	S2 (2010)	Red	G3		Central and North Coast LUO South Central Coast LUO	2
<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Lysichiton americanus</i>	western redcedar - Sitka spruce / skunk cabbage	CWHdm/12 CWHds1/12 CWHds2/12 CWHmm1/12 CWHms1/11 CWHms2/11 CWHvh1/13 CWHvh2/13 CWHvm1/14 CWHwh1/12 CWHwh2/06 CWHws1/11 CWHxm1/12 CWHxm2/12	S3? (2004)	Blue	G3?		Central and North Coast LUO South Central Coast LUO	3
<i>Tsuga heterophylla</i> - <i>Abies amabilis</i> / <i>Blechnum spicant</i>	western hemlock - amabilis fir / deer fern	CWHvm1/06 CWHvm2/06	S3 (2010)	Blue	GNR			2

Search Summary

Time Performed Thu Dec 22 12:04:45 PST 2016

Results 4 records.

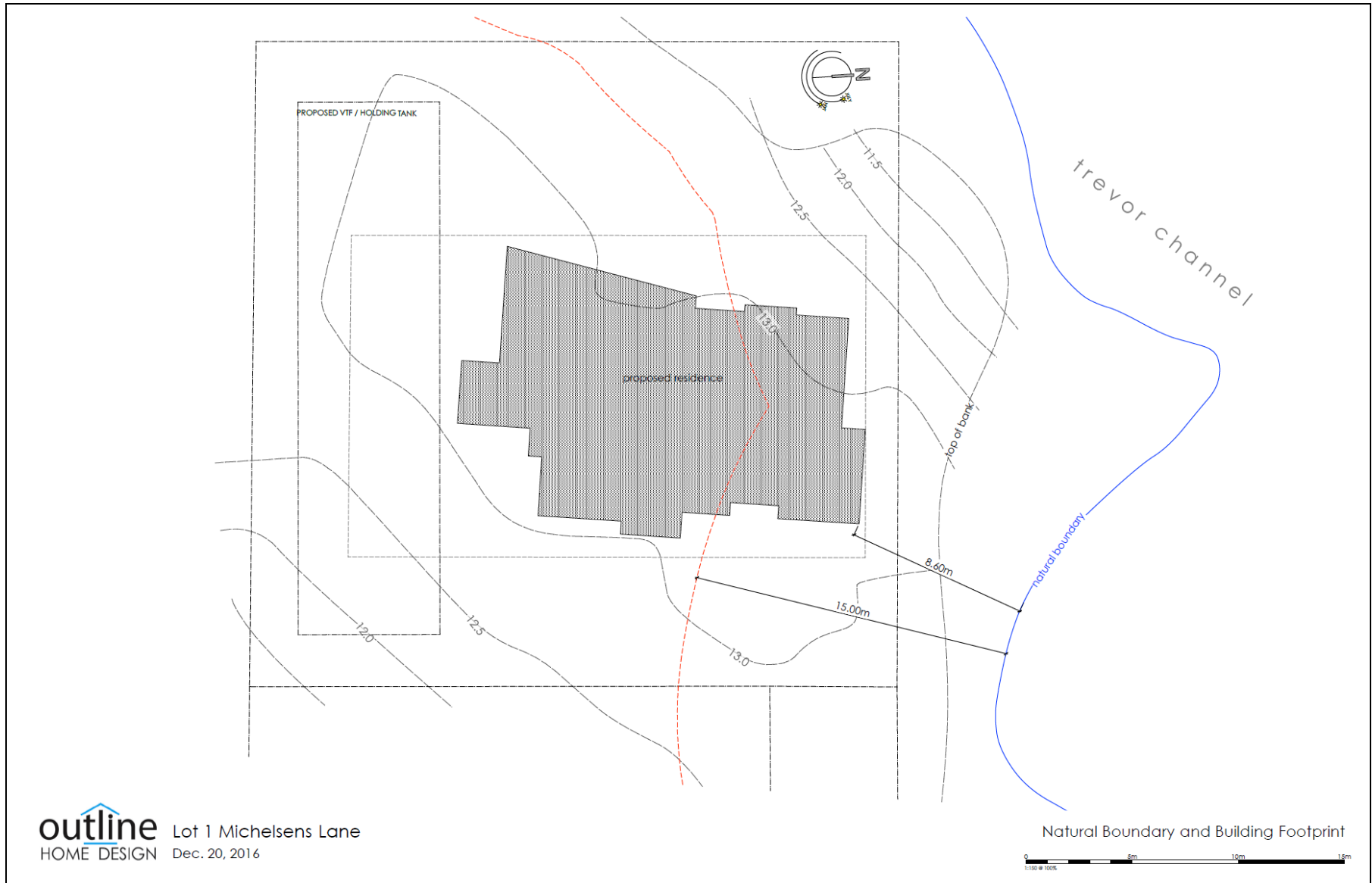
Search Criteria Search Type: Ecological Communities
AND Ecosystem Classes: Coniferous - moist/wet
AND BC Conservation Status: Red (Extirpated, Endangered, or Threatened) OR Blue (Special Concern)
AND Forest Districts: South Island Forest District (DSI)
AND MOE Regions: 1- Vancouver Island
AND Regional Districts: Albemarle-Clayoquot (ACRD)
AND BGC Zone, Subzone, Variant, Phase: CWHvm1
Sort Order: Scientific Name Ascending

Notes 1. Citation: B.C. Conservation Data Centre. 2016. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, B.C. Available: <http://a100.gov.bc.ca/pub/eswp/> (accessed Dec 22, 2016).

2. Biogeoclimatic Site Unit(s): This column indicates the BGC unit(s) on which each ecological community is known to occur (future inventories may indicate range extensions). The two digit number following the slash (01 and up) indicates that the ecological community occurs on a site series that is part of the B.C. Ministry of Forests (MOF) site series classification (see [MOF Regional Field Guides to Site Identification and Interpretation](#) for more information). A two digit number of '00' indicates that the ecological community occurs on a site unit that is not part of the MOF site series classification but is recognized from other vegetation and site classifications, and ecosystem mapping projects.

3. The data contained in the Results Export in BCSEE are provided under the [Open Government License - BC](#).

Appendix 3: Site Plan



outline Lot 1 Michelsens Lane
HOME DESIGN Dec. 20, 2016

Appendix 4: Site Photos



1.) From proposed house location looking west over the foreshore to Trevor Channel



2.) From top of bank looking at existing cleared area



3.) Typical foreshore vegetation within the previously cleared area



4.) Typical foreshore of lot from Trevor Channel



Lewkovich Engineering Associates Ltd.
geotechnical • health, safety & environmental • materials testing

Mr. Chris Bradley
2563 Beaufort Road,
Sidney, BC
V8L 2K2

File No.: F4206.01
Date: May 26, 2017

Attention: Mr. Chris Bradley

**PROJECT: PROPOSED SINGLE-FAMILY RESIDENCE
LOT 1, PLAN 9880, MICHELSENS LANE, BAMFIELD (ACRD), BC**

SUBJECT: GEOTECHNICAL HAZARD ASSESSMENT

- REFERENCES:**
1. Kerr Wood Leidal Associates Ltd. report titled "*Coastal Floodplain Mapping – Guidelines and Specifications, Final Report,*" File No. 27585.001, dated June 2011.
 2. Association of Professional Engineers and Geoscientists of British Columbia report titled "*Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC,*" dated June 2012.
 3. Regional District of Alberni-Clayoquot Bylaw No. P1309, titled "*Bamfield Official Community Plan,*" Dated September 2014.
 4. Polaris Land Surveying Inc. drawing titled "*Topographic Plan of Lot 1, Section 30, Township 1, Barclay District, Plan 9880.,BCGS MAP SHEET 92C.085, P.I.D. 007-461-41P*" File: 0650-01, Drawing: 0650-01_C3D.dwg, Dated 2016-02-16, (attached).

Dear Mr. Bradley

1. INTRODUCTION

As requested, Lewkovich Engineering Associates Ltd. (LEA) has carried out a geotechnical hazard assessment of the above site with respect to the proposed development. This report provides a summary of our findings and recommendations.

2. BACKGROUND

We understand that the proposed development consists of construction of a new permanent single-family residence. We understand the subject property is within a Development Permit area, which requires a Geotechnical Report stating what (if any) natural hazards exist for the proposed works and make comments and recommendations for those hazards.



3. ASSESSMENT OBJECTIVES

Our assessment, as summarized within this report, is intended to meet the following objectives:

- i. Determine whether the land is geotechnically safe and suitable for the intended purpose (defined for the purposes of this report as the construction of a new permanent single-family residence), with the probability of a geotechnical failure resulting in property damage of less than 10 percent (10%) in 50 years, with the exception of geohazards due to a seismic event which are to be based on a 2 percent (2%) probability of exceedance in 50 years, provided the recommendations in this report are followed; and
- ii. Acknowledge that Approving Officers and Building Officials may rely on this report when making a decision on applications for the development of the land.

4. ASSESSMENT METHODOLOGY

A site specific geotechnical hazard desktop assessment was conducted between January and May, 2017. A digital visualization reconnaissance (Desktop Study) was carried out for the site. While LEA has conducted field work nearby, no site visit to this specific lot has been made by LEA for this report.

5. SITE CONDITIONS

5.1 General

- a. The subject property is located near the northwest end of the peninsula in the area of West Bamfield which is primarily boat access from East Bamfield, within the boundaries of the Alberni-Clayoquot Regional District (ACRD).
- b. The subject property is located to the west side of the north end of Michelsens Lane, north of the intersection of Christophers Lane and Wickhams Lane. The lot is accessed via an easement access from Michelsens Lane. The subject property is shown on the ACRD

Client: Mr. Chris Bradley
Project: Lot 1, Plan 9880, Michelsens Lane, Bamfield, (ACRD), BC
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mapping as presently zoned Park and Public Use District (P2) although the ACRD is in the process of a major zoning review. The lot is bound to the northwest by Trevor Channel (Westerly end of Alberni Canal) and in other immediate directions by Bamfield Cottage Rental District (BRC) to the north, Rural Acreage Residential District (RA1) to the east and Tourist Commercial District (C6) to the south and west which are primarily rural treed properties having buildings associated with the land use zoning.

- c. The subject property is roughly 30.5m square with an 82.4m long panhandle access. The parcel does not have ocean frontage but is within 5m of the natural boundary of the ocean at the northwest corner. The comments, conclusions, and recommendations in this report speak to the proposed residential development understood to be in the central and northern portion of the property.
- d. The topography of the property, based on the available survey data (attached), consists of a high area of land (13.0m geodetic elevation) with very gentle downhill gradients from the proposed residence all around with approximately 2.0m of vertical relief to the top of bank to the northwest and a steep slope of undetermined height towards the ocean.

5.2 Subsurface Soils

- a. A subsurface investigation was not included as part of this geotechnical hazard assessment.
- b. Based on the existing topography of the subject property and the surrounding properties, we expect that negligible fill materials are present within the property. We do not anticipate that the presence of fill materials will have a significant impact on the proposed residential development works.

5.3 Sea Level Rise

- a. The referenced documentation (References 1 & 2) outlines and discusses a number of recent studies and assessments that have shown an increase in the severity and frequency of

Client: Mr. Chris Bradley
Project: Lot 1, Plan 9880, Michelsens Lane, Bamfield, (ACRD), BC
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significant storm events.

- b. The concepts of climate change and global warming have historically been subjective and difficult to quantify with a reasonable degree of accuracy. The recent information prepared by the provincial government shows that the current ocean level is rising, and is expected to continue to rise in the future.
- c. While the rate or evolution of sea level rise is difficult to estimate, it has been projected that the current ocean level will rise approximately 1.0m every 100 years.
- d. The predicted elevations and degrees of sea level rise are theoretical, and are based on the information currently available. The degree of sea level rise will be evaluated in the future as more information becomes available.
- e. At this time, all new construction should ideally include measures to prevent or mitigate potential flooding based on the information and theoretical projections that are currently available.

6. CONCLUSIONS AND RECOMMENDATIONS

6.1 General

- a. Based on the desktop review of available information, it is the opinion of LEA that the defined oceanic floodplain, slope down to foreshore, and Tsunami inundation are the only potential geotechnical hazards within the subject property and are confined to the area at the northwest corner of the subject lot below the top of bank.
- b. From a geotechnical point of view, the site is considered safe and suitable for the intended purpose (defined for the purposes of this report as construction of a new permanent single-family residence).

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-
- c. Please note, the above comments and recommendations are current as of the date of this report, and speak to the condition of the subject property. If there are any circumstances, such as a change in elevation, topography, or gradients within the subject property, or properties in proximity to the subject lot, the above comments and recommendations become void, and will require re-evaluation by the undersigned.

6.2 Watercourses & General Setbacks

- a. There are no defined watercourses (fresh water) on the subject parcel. There is ocean frontage (Trevor Channel, as identified in Reference 4) in close proximity to the northwest corner of the subject property. All construction shall be carried out within the requirements and recommendations of the environmental consultant (if applicable) and/or any defined jurisdictional setbacks, including any existing restrictive covenants, whichever is more stringent.
- b. Any building or environmental setbacks, covenants, or requirements, supersede the geotechnical recommendations made in this report.

6.3 Flood Construction Level

- a. In the past, in ACRD areas without published Floodplain Mapping, the convention has been to establish the minimum Flood Construction Level (FCL) as 3.0m (since 2000) above the Natural Boundary. However, coastal communities are adopting a model for establishing minimum floor elevations to account for future sea level rise.
- b. The referenced Kerr Wood Leidal Associates Ltd. (KWL) report (Reference 1) provides the methodology for the “cumulative method” to determine an adequate FCL that incorporates the issue of sea level rise and other mitigating factors. This method is recommended practice by the Association of Professional Engineers and Geologists of British Columbia (APEGBC) (Reference 2). The methodology includes the following variables determined through recent studies to have implications regarding potential flooding.



c. The variables that are required to determine an adequate FCL, as well as the equation for FCL, are as follows:

- i. Higher High Water Large Tide (HHWLT)
- ii. Sea Level Rise (SLR)
- iii. Crustal Rebound (CR)
- iv. Storm Surge (SS)
- v. Wave Effect (WE)
- vi. Freeboard (FB)

$$FCL = HHWLT + SLR - CR + SS + WE + FB$$

d. Using this equation, and based on a projected 50 year lifespan of the proposed residence, the minimum FCL derived using the cumulative method is 5.14m as shown in Table 1 below.

Table 1: FCL determination using the “cumulative method” as recommended by APEGBC.

HHWLT (m)	SLR (m)	CR (m)	SS (m)	WE (m)	FB ₁ (m)	FCL (m)
1.94	0.50	0.2	1.25	0.65	0.60	5.14

e. Based on the above calculations, the FCL is 5.14m geodetic, as generated by the “cumulative method”.

6.5 Floodwater Discussions & Recommendations

- a. In the event of a design flood, it is possible that floodwaters from the ocean would inundate the northwest corner of the property in the area below the top of bank. The general risk of flooding and the degree or severity of the floodwater increases as the sea level rises.
- b. A design storm event may affect or alter the present natural boundary. Severe wave action or flooding may manipulate the shoreline, in turn increasing the potential for future flooding and damage to the property during major storm events.

- c. Buildings constructed below the recommended FCL could be subject to flooding during less than design flood events. In addition, while there is the possibility of damage to existing or future structures from debris carried by floodwaters, the proposed residential construction does not pose a significant added risk to the surrounding areas.
- d. Provided any construction within the property satisfies the minimum recommended FCL, we do not anticipate any damage to structures as a result of floodwater. However, any areas constructed below the recommended FCL, such as crawlspaces, could be subject to flooding during less than design flood events. In addition, there is the possibility of damage to the structures from saltwater or debris carried by the floodwaters.

6.6 Tsunami Inundation Hazard

- a. In the event of a Tsunami with a Planning Height of 10.0m Geodetic at Zone C (West Coast Vancouver Island) as recommended by Emergency Management BC., it is possible that waters from the ocean would inundate the northwest corner of the property in the area below the top of bank. The general risk of flooding and the degree or severity of the floodwater increases as the sea level rises. It should be noted that Emergency Management BC uses 20m geodetic as a “Tsunami Safe Zone” for evacuation of West Coast Vancouver Island areas.
- b. Ucluelet BC, across Trevor Channel from Bamfield, has established a Tsunami Construction Level as a minimum of 6m above the Natural Boundary. Given that the ground elevation at the proposed building location, at its closest to the ocean, is approximately 12.5m, the proposed residence will be located above the closest minimum Tsunami Construction Level.

6.7 Steep Slopes

There is a steep slope leading down to the foreshore near the north and northwest corner property boundaries. It is noted that bedrock is exposed on the slope down to the foreshore, and all along the foreshore in either direction. LEA assumes that bedrock is

Client: Mr. Chris Bradley
Project: Lot 1, Plan 9880, Michelsens Lane, Bamfield, (ACRD), BC
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within 3m of the ground surface at the proposed residence's location, which is supported by pictorial evidence. Given the near surface bedrock, there are no global stability issues that would affect the proposed residence.

7. ACKNOWLEDGEMENTS

Lewkowich Engineering Associates Ltd. acknowledges that this report may be requested by the building inspector (or equivalent) of the Alberni-Clayoquot Regional District as a precondition to the issuance of a building permit. It is acknowledged that the Approving Officers and Building Officials may rely on this report when making a decision on application for development of the land. We acknowledge that this report has been prepared solely for, and at the expense Mr. Chris Bradley at his request. We have not acted for or as an agent of the Alberni-Clayoquot Regional District in the preparation of this report.

8. LIMITATIONS

The conclusions and recommendations submitted in this report are based upon the information available at the time of this assessment. The recommendations given are based on the anticipated subsurface soil conditions, current construction techniques, and generally accepted engineering practices. No other warrantee, expressed or implied, is made. If unanticipated conditions become known during construction or other information pertinent to the structure becomes available, the recommendations may be altered or modified in writing by the undersigned.

Client: Mr. Chris Bradley
Project: Lot 1, Plan 9880, Michelsens Lane, Bamfield, (ACRD), BC
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9. **CLOSURE**

Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or additional requirements at this time, please contact us at your convenience.

Respectfully Submitted,
Lewkowich Engineering Associates Ltd.

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

Bradford Hill
Senior Engineering Technician

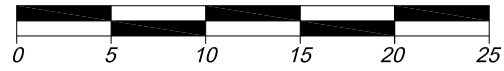


Chris Hudec, M.A.Sc., P.Eng.
Senior Project Engineer

Attachment: 0650-01_Topo Plan of Lot 1, Plan 9880.pdf

**TOPOGRAPHIC PLAN OF LOT 1, SECTION 30,
TOWNSHIP 1, BARCLAY DISTRICT, PLAN 9880.**
BCGS MAP SHEET 92C.085
P.I.D. 007-461-411

Scale 1:400



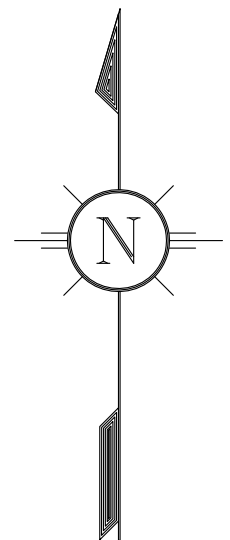
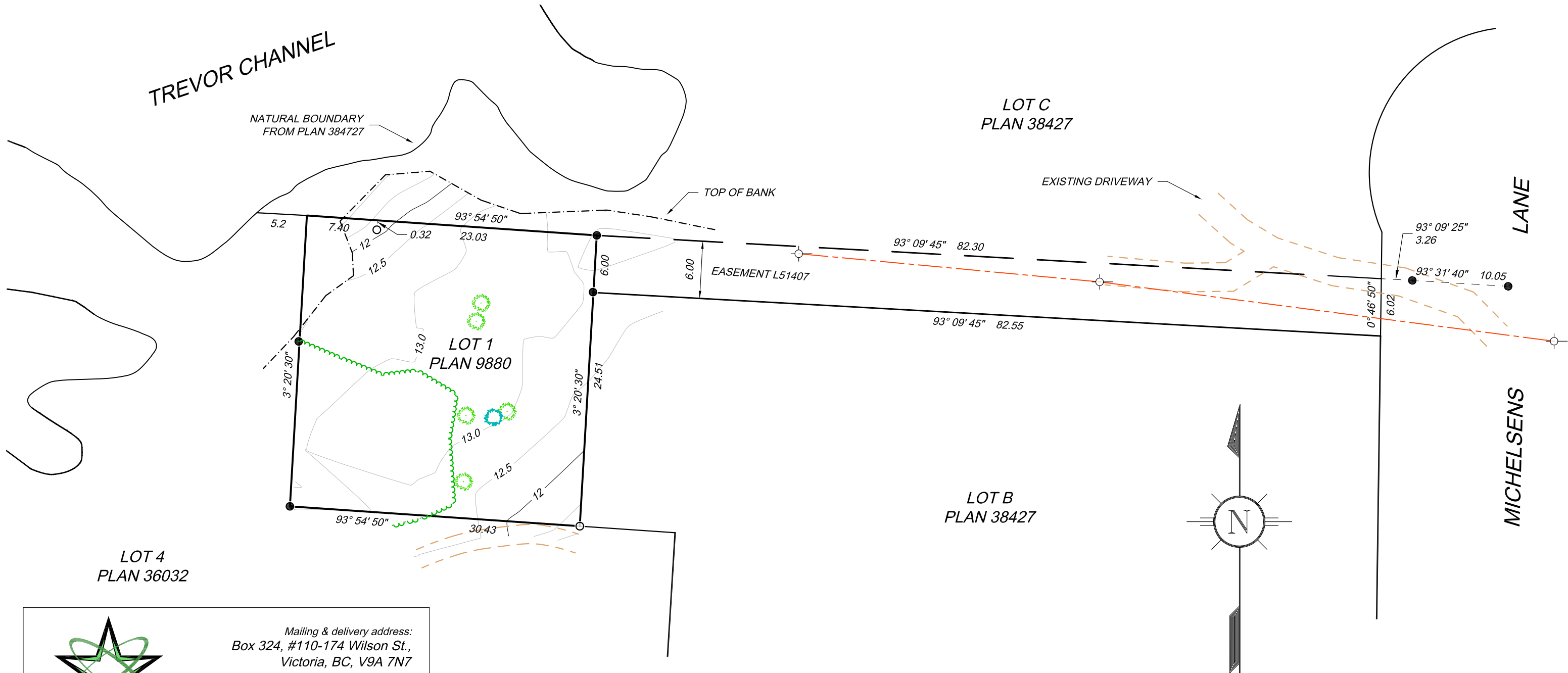
All distances are in metres and decimals thereof, unless otherwise noted.

The intended plot size of this plan is 432mm in width by 279mm in height (B Size) when plotted at a scale of 1:400.

LEGEND

- denotes standard iron post found (Type 5)
- denotes standard iron post placed (Type 5)
- ⊕ denotes hydro pole
- ⊗ denotes cedar tree
- ⊗ denotes spruce tree

Elevations are based on observations to Canadian Active Control Station 'BAMF' and are referred to the CGVD28 datum.



Mailing & delivery address:
Box 324, #110-174 Wilson St.,
Victoria, BC, V9A 7N7

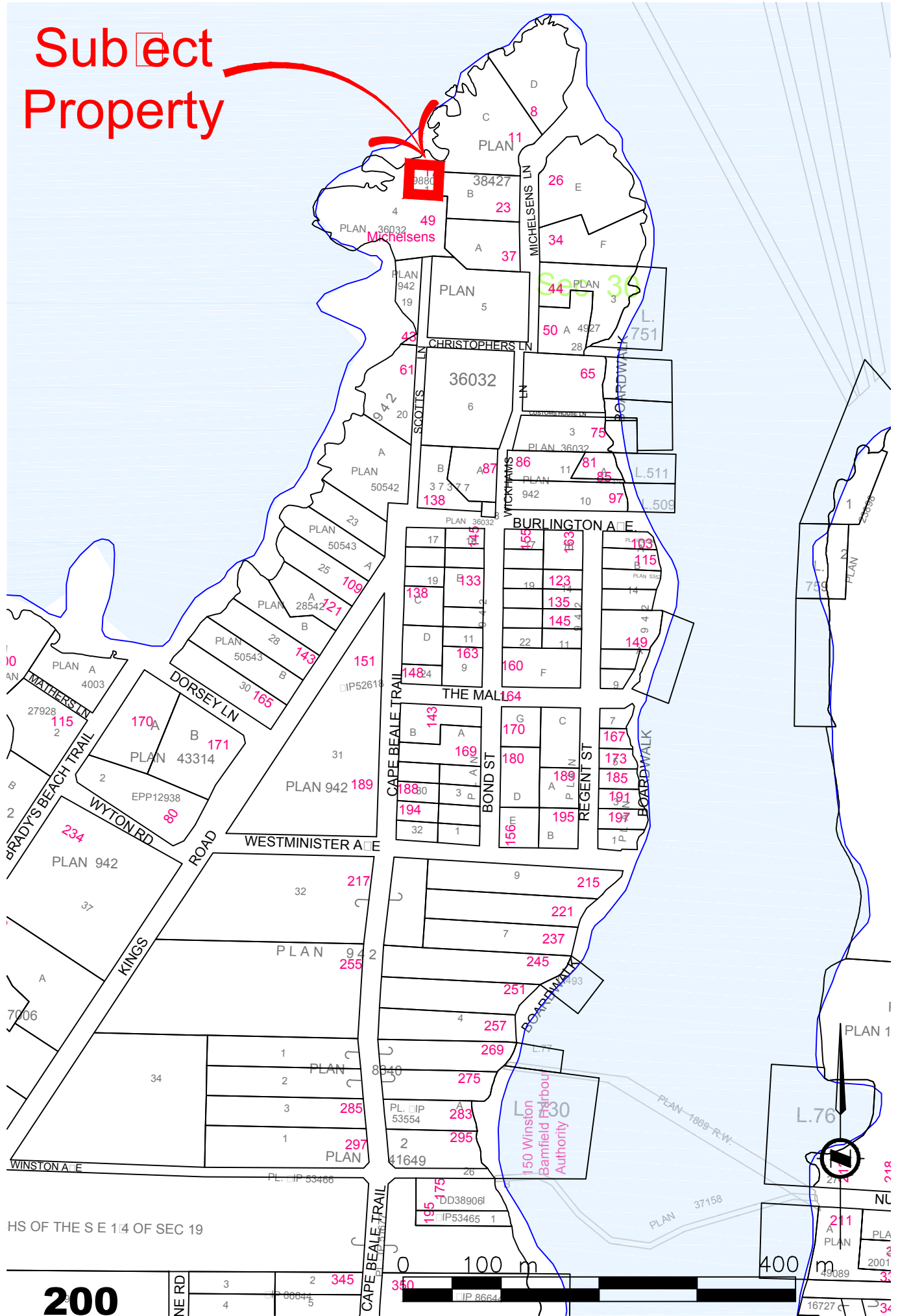
Toll Free: (877) 603 7398
Duncan Telephone: (250) 746 0775
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Date: 2016-2-18
File: 0650-01
Drawing: 0650-01_C3D.dwg
Layout: Topo Plan

Subject Property





Rezoning Application

TO: Wendy Thomson, Acting Chief Administrative Officer and
ACRD Board of Directors

DATE: July 17, 2017

FROM: Mike Irg, Manager of Planning and Development

ACRD FILE NO: RC17007

APPLICANTS: Island Timberlands GP Ltd / BC Hydro (Helen Sims, Fern Road Consulting –
agent)

LEGAL DESCRIPTION: Part of LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND
3497 RW

LOCATION: Port Albion Road

ELECTORAL AREA: "C" Long Beach

Recommendation:

The following are recommendations of the staff report:

- THAT Regional District of Alberni-Clayoquot South Long Beach Community Plan Amendment Bylaw P1358 be read a time.
- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1359 be read a first time.
- THAT the public hearing for Bylaws P1358 and P1359 be delegated to the Director for Electoral Area 'C' or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1358 and P1359 are subject to:
 - i. Meeting technical referral agency requirements.

Applicant's Intention: The property owner has applied to rezone the property to build a new BC

RC17007

Hydro field office. The new building will be designed for 8 staff, 3 or 4 vehicle bays, workshop, offices, and washroom and lunch facilities. This 800 square meter facility will serve as a hub during emergencies, will accommodate up to 30 people and constructed as a post-disaster facility.

Observations:

i) **Status of Property:** The area being rezoned is a treed 2-hectare area on the north side of Port Albion Road. Smith Creek and East Smith Creek are located outside the proposed east and west property boundaries. This site has been selected by BC Hydro and it meets their requirements for a works yard on the west coast.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** On-site water supply.
- c. **Fire Protection:** Not in a fire protection area.
- d. **Access:** The property is accessed from Port Albion Road.

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

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The South Long Beach Official Community Plan designates the property as “Resource-Private Forestry”.

The proposal requires an amendment to the South Long Beach Official Community Plan to “Community Service”.

This property is within Development Permit Area VI Forest Resource. Development of a BC Hydro works yard and office is exempted under section 8.2.1 viii, as this is a public works facility that will be constructed following best management practices.

- A. **Zoning:** The property is currently zoned Forest Reserve (A4) District. The owner has applied to rezone a two-hectare portion of the property to Park and Public (P2) District.

Zoning Bulk and Site Regulations		
	A4 District	P2 District
Minimum Lot Area:	40 acres	6000 sq ft
Minimum Lot Width:	660 feet	50 feet
Lot Coverage:	NA	40%
Minimum Setbacks		
Front:	50 feet	20 feet
Rear:	30 feet	30 feet

Side:	15 feet	5 feet
-------	---------	--------

Comments:

The purpose of this rezoning application is to create a 2-hectare parcel for BC Hydro to construct a field office to service the West Coast. Following an extensive review, this site was selected as it meets the site requirements established by BC Hydro. Island Timberlands owns District Lot 479 and has an agreement to sell a 2-hectare parcel to BC Hydro.

This site meets the geotechnical and tsunami setback criteria established by BC Hydro for this type of facility. Included with the rezoning application are a preliminary servicing report prepared by WSP Inc, a Stage 1 preliminary site investigation prepared by WSP Inc, an archeological impact assessment prepared by Golder and Associates, and an environmental assessment prepared by Toth and Associates Environmental Services.

The property is currently private managed forest with second growth forest cover and is relatively flat. The elevation of the site meets tsunami setback requirements established by BC Hydro.

The WSP servicing report examines options for water and wastewater disposal. ACRD staff recommends an on-site in ground disposal field. This is the preferred and most common method of disposal in the ACRD.

The WSP Stage 1 site investigation notes that the site is undeveloped and no current BC Contaminated Site Schedule 2 activities have been identified at the site.

The Golder Archeological Impact Assessment notes that no archeological materials or features were observed or recorded during the AIA. NOTE: this rezoning application will be referred to the Yuułuꞵitꞵath Government.

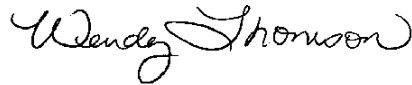
The Toth Environmental Assessment recommends that; a small area of mature forest in the north central portion of the property be preserved, land clearing activities be undertaken outside the March 15 and August 15 breeding season for most wildlife species, identification of amphibian breeding sites will require initiation of an amphibian salvage and relocation program, and a permit under the *BC Wildlife Act*, a construction erosion and sediment management plan be prepared prior to land clearing, a vegetative buffer be maintained along the west and south sides of the project footprint, and following land clearing remaining perimeter trees be assessed by a certified hazard tree assessor.

Staff supports this rezoning application and recommends the bylaws be given first reading.



Submitted by:

Mike Irg, MCIP, RPP
Manager of Planning and Development



Wendy Thomson, Acting Chief Administrative officer

Fern Road Consulting Ltd.

Our File: 16-424-S

2017-06-14

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

Attention: Mike Irg

Dear Mike

RE: 2 ha portion of District Lot 479, Clayoquot District, except parts in Plans 7027 and 3497 RW

On behalf of our client, Island Timberlands, we are applying to amend the South Long Beach Official Community Plan (OCP) and rezone a 2 ha portion of District Lot 479 from A4 (Forest Reserve) to P2 (Park and Public Use).

DESCRIPTION AND BACKGROUND

The proposed site is located on Port Albion Road and is bound by Port Albion Road on the southwest, a forest service road on the northwest and Forestry lands on the north and south east. The site is vacant, forested with second growth stands and lies between Smith Creek on the west and East Smith Creek on the east. At its closest point Smith Creek is approximately 45m west of the proposed west boundary and East Smith Creek is approximately 75m east of the proposed east boundary. Slopes are relatively uniform, sloping downward from north to south with an un-even surface.

PROPOSAL

The property is currently owned by Island Timberlands as part of their forestry holdings. BC Hydro intends to purchase approximately 2 ha to facilitate building a new field office. The new building will be designed for 8 staff, 3 or 4 vehicle bays, workshop, offices, washroom and lunch facility and will be approximately 800 square meters. It will serve as a hub during emergencies and will accommodate up to 30 people. Construction will be a post-disaster facility.

Current zoning is Forest Reserve (A4) with a minimum parcel size of 40 acres (16 ha). Our client, in conjunction with BC Hydro, would like to amend the South Long Beach OCP and rezone approximately 2 ha to P2 (Park and Public Use) to allow for the construction of a new field office.

REPORTS AND PLANS

As part of their due diligence, BC Hydro has commissioned reports and plans which are enclosed.

Archaeology

Golder Associates Ltd. (Golder) have inspected the site. There are two known archaeology sites in the vicinity but they do not encroach into this proposed lot. Cultural Heritage Resources (CHR) in the form of 20 bark stripped western red cedar were found in the northwest corner of the proposed lot. Locations of the 20 CHR's are shown on plan prepared by Sims Associates Land Surveying Ltd. (Sims).

Golder concludes that no further archaeological work is needed unless the footprint is altered.

Biology

Toth and Associates Environmental Services (TOTH) have inspected the site and prepared an environmental assessment. TOTH has concluded that Smith Creek and East Smith Creek are approximately 45m and 75m respectively beyond the boundaries of this proposed lot. They further recommend:

- Small polygon of Mature Forest in north central portion be preserved
- Land clearing activities be undertaken outside the breeding season
- If land clearing occurs inside the breeding season, a field survey by a qualified Environmental Professional be conducted
- A construction Erosion and Sediment Management Plan be prepared and incorporated into the design drawings
- A vegetation buffer be left along the south and west sides
- After clearing, trees along the edge of cleared areas be assessed by a certified Hazard Tree assessor

Servicing Report

This site is not serviced by community water and sewer so WSP Canada (WSP) has conducted a preliminary servicing report. Their conclusion and projected costs for services are in the enclosed report.

Geotechnical

WSP has conducted a desktop geotechnical assessment and their report concludes the elevation is above the 10m tsunami planning levels. It also concludes the shallow till indicates the site should be resistant to widespread liquefaction or permanent ground deformation in response to strong earthquake shaking.

The remainder of their conclusions and recommendations are in the enclosed report.

Stage 1 Preliminary Site Investigation

WSP has conducted a Stage 1 preliminary site investigation and they have concluded that the site has never been developed and has been used for forestry purposes. They did not identify any on-site or off-site areas of potential environmental concern and recommend a Stage 2 investigation is not required at this time.

Surveying

SIMS has conducted a survey of the proposed site. The enclosed plan shows contours and locations of features such as CHR's, clearings, etc.

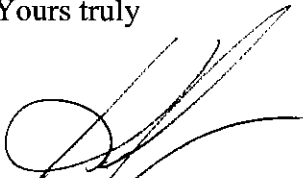
ENCLOSURES

In support of this application, we are enclosing the following:

- Clients cheque for \$2500.00
- Application form
- Letter of Authorization (will be sent under separate cover)
- Title search
- Aerial photograph
- Archaeology report prepared by Golder (2 Parts)
- Environmental report prepared by TOTH
- Servicing report prepared by WSP
- Preliminary Geotechnical Assessment prepared by WPS
- Stage 1 investigation prepared by WSP
- Topographic plan prepared by SIMS

Thank you for your assistance with this project. Please contact me if you have any questions.

Yours truly



Helen MacPhail Sims

HMS:tj

Enc.

TOPOGRAPHIC SITE PLAN OF PART OF LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW.

SCALE 1:400

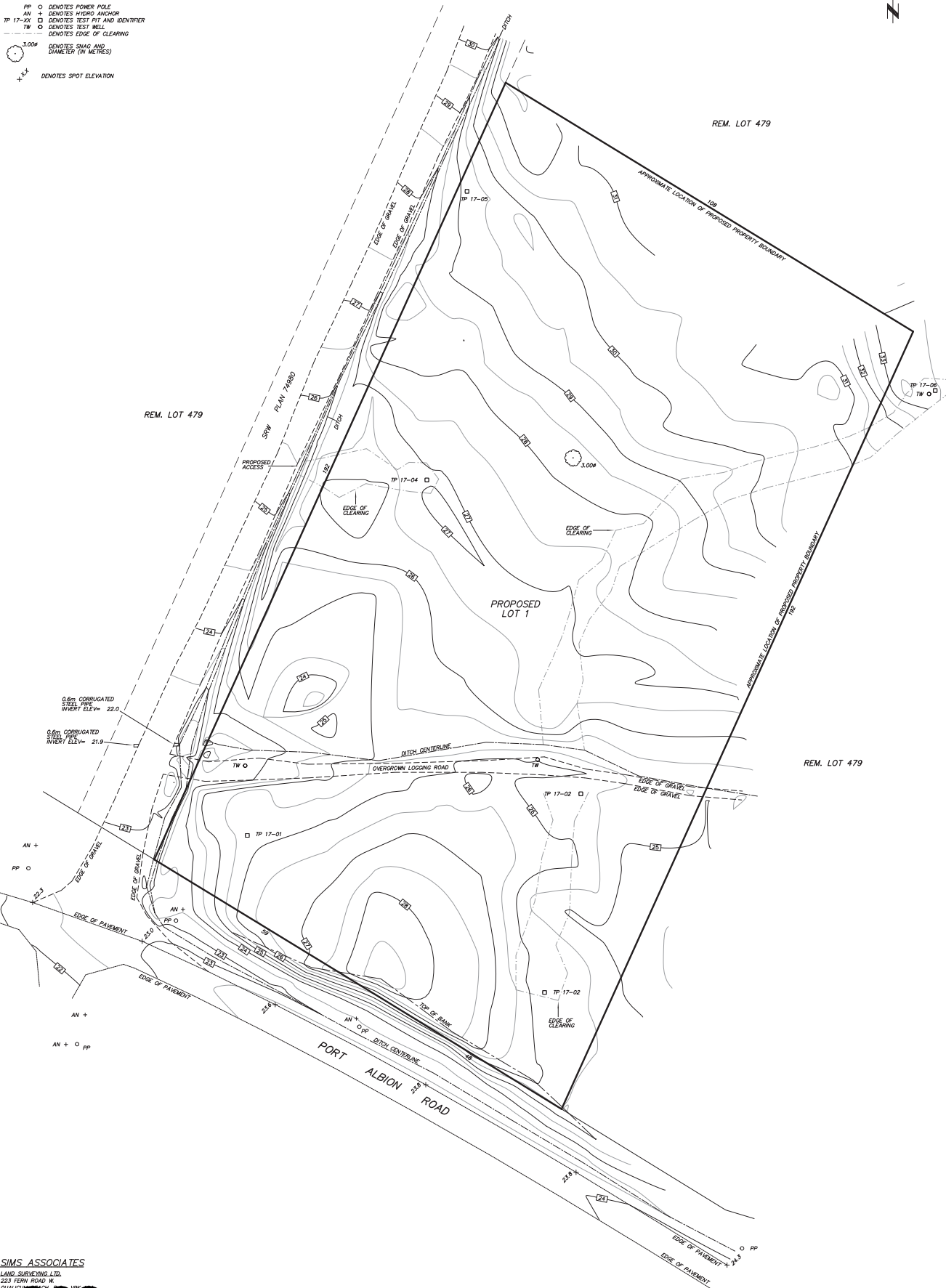
0 10 20 30 40
 THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 865mm IN HEIGHT
 (D SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

NOTES:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
 UNLESS OTHERWISE INDICATED
 CONTOUR INTERVAL IS 0.5 METRES
 ELEVATIONS ARE IN METRES AND ARE GEODETIC

LEGEND:

- PP O DENOTES POWER POLE
- AN + DENOTES HYDRO ANCHOR
- TP 17-XX □ DENOTES TEST PIT AND IDENTIFIER
- TW O DENOTES TEST WELL
- DENOTES EDGE OF CLEARING
- 3.00φ DENOTES SHAG AND DIAMETER (IN METRES)
- + x DENOTES SPOT ELEVATION



SIMS ASSOCIATES

LAND SURVEYING LTD.
 223 FERRY ROAD W.
 QUALICAMPO, BC V8L 2Y8
 PHONE: 250-733-1111
 FAX: 250-733-1112
 FILE NO: 24-11-0000-0000
 DRAWING NO: 24-11-0000-0000
 DATE: 09/17/07/08

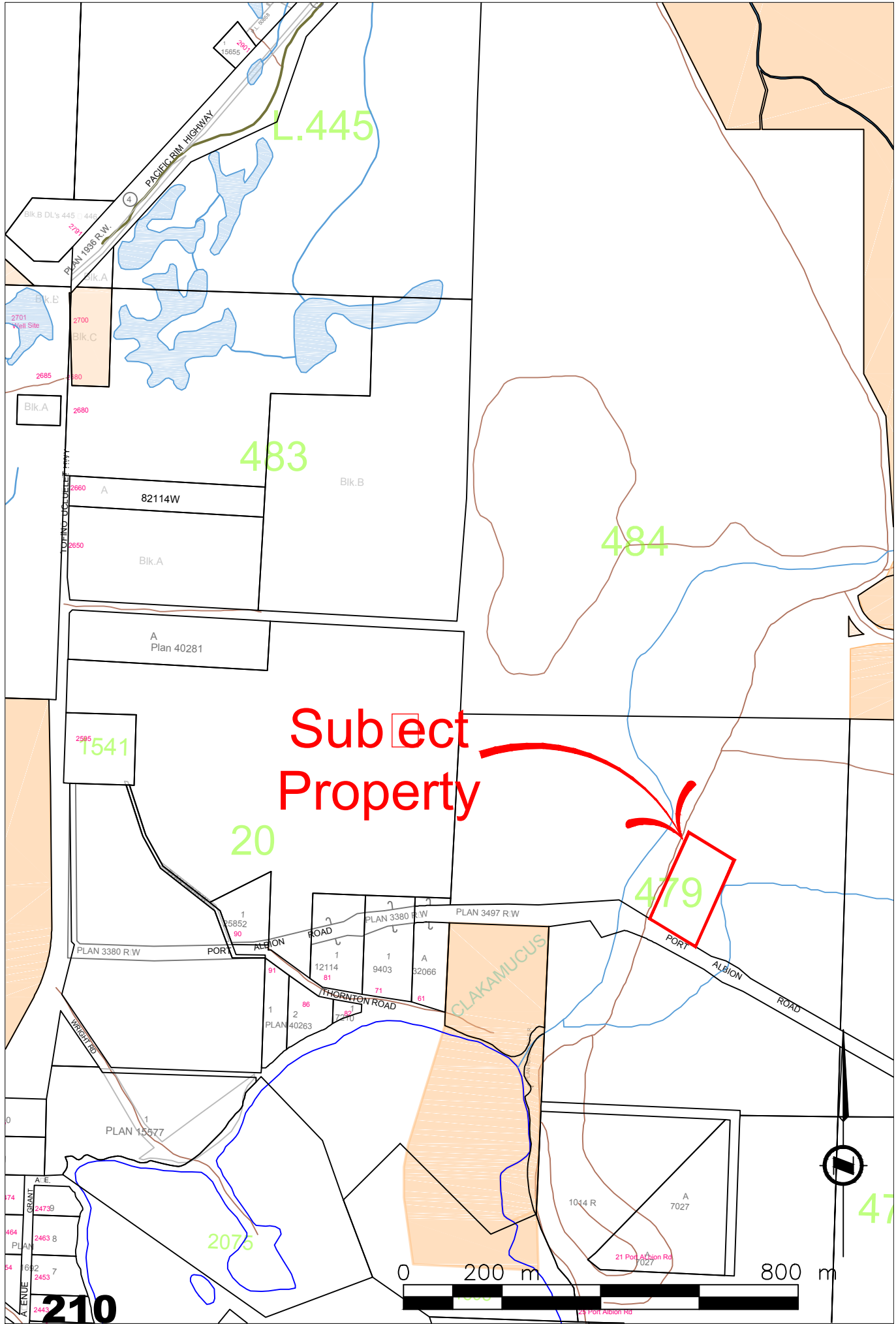
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PORT

ALBION





**Subject
Property**

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210

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1358

**A BYLAW TO AMEND BYLAW NO. P1166
SOUTH LONG BEACH OFFICIAL COMMUNITY PLAN**

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

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

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

1. TITLE
This bylaw may be cited as the South Long Beach Official Community Plan Amendment Bylaw No. P1359.
2. Schedule B, the plan map, is hereby amended by redesignating PART OF LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from "Private Forestry" to "Community Service" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

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

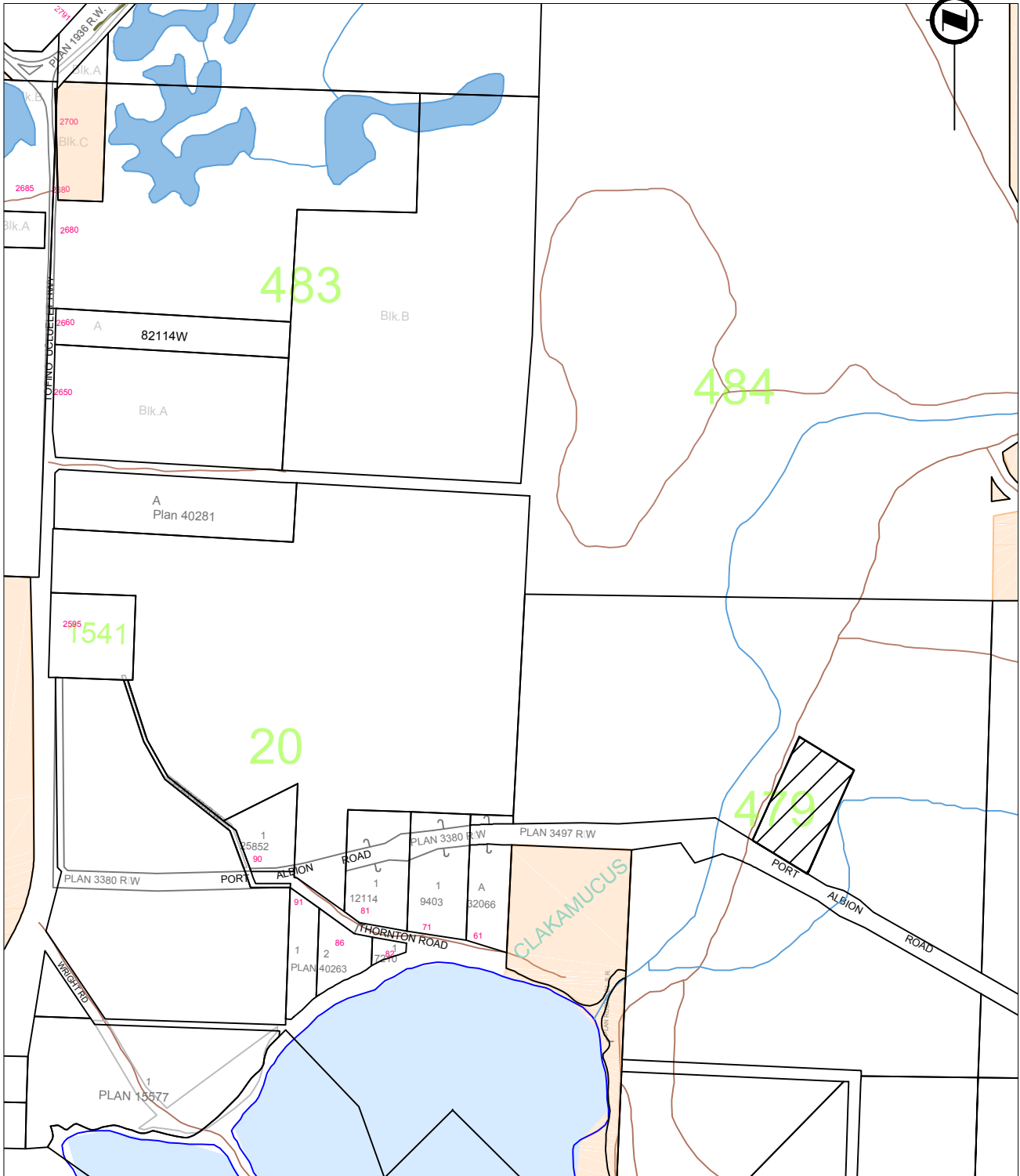
Adopted this day of , 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1358



Legal Description: Part of DISTRICT LOT 479, CLAYOQUOT DISTRICT EXCEPT PARTS IN PLANS 7027 AND 3497 RW



To be redesignated from Resource - Private Forestry to Community Service



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1359

OFFICIAL ZONING ATLAS AMENDMENT NO. 691

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1359.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning Part of LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from Forest Reserve (A4) District to Park and Public Use (P2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

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

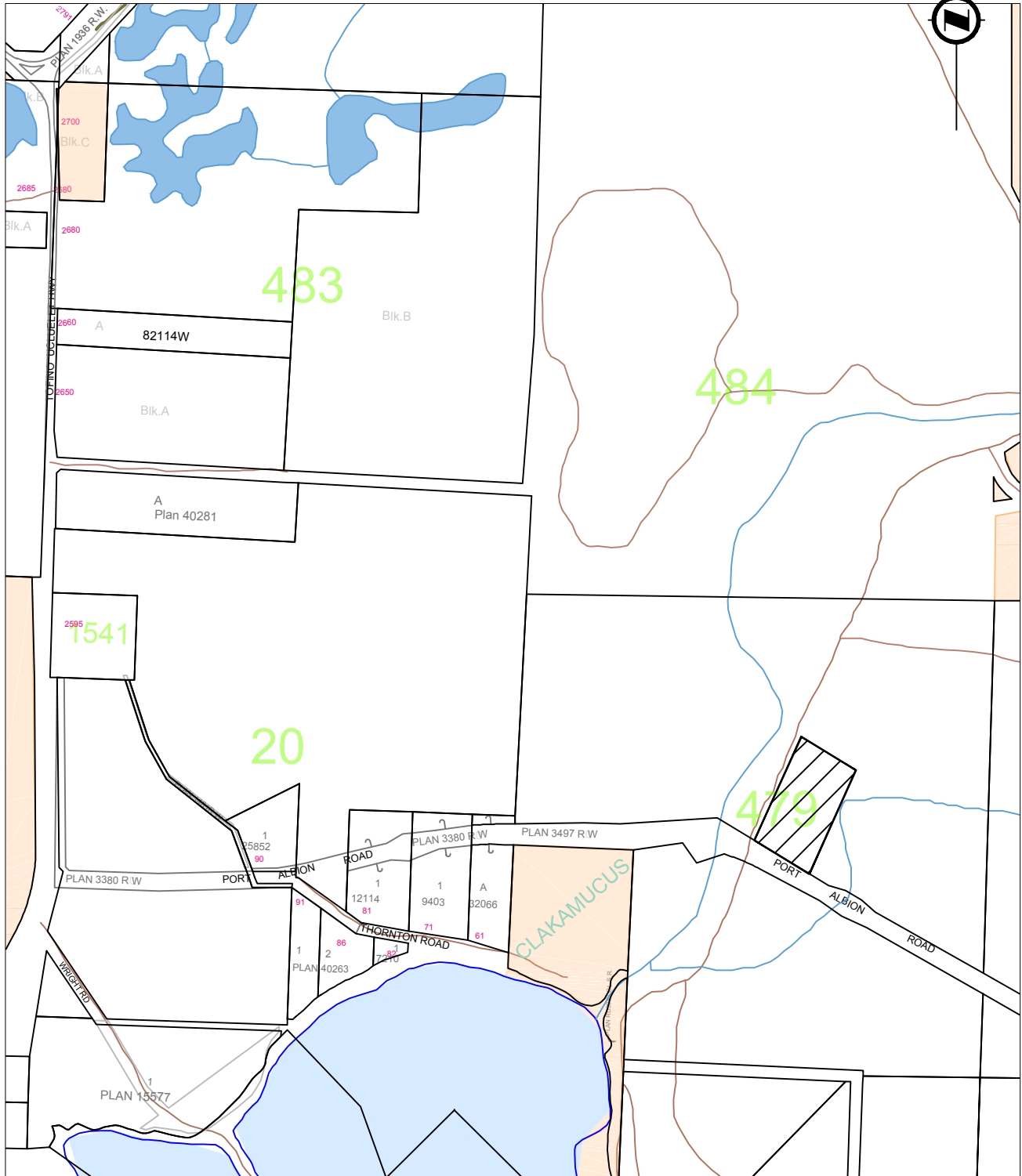
Adopted this day of , 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1359



Legal Description: Part of DISTRICT LOT 479, CLAYOQUOT DISTRICT EXCEPT PARTS IN PLANS 7027 AND 3497 R.W



To be rezoned from Forest Rural (A3) District to Park and Public Use (P2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Wendy Thomson, Acting Chief Administrative Officer; and
Regional Board of Directors

From: Amy Anaka, Junior Planner

Date: July 20, 2017

Subject: DVD17006 – Rudy (Agent - Gerry Francoeur), 9814 Lakeshore Road, Port Alberni

Recommendation

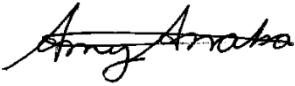
THAT the Board of Directors issue development variance permit DVD17006.

Background

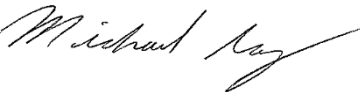
On June 28, 2017 the Board reviewed an application for a development variance permit for LOT 4, DISTRICT LOT 148, ALBERNI DISTRICT, PLAN 9261 located at 9814 Lakeshore Road.

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 written correspondence has been received to date. If any objections or responses are received prior to the July 26, 2017 Board meeting, staff will inform the Board.


The development variance will vary the required lot width in the Acreage Residential (RA1) District from 90 feet to 75 feet to facilitate the creation of three (3) 1-acre lots.

Prepared by: 

Amy Anaka, MCIP, RPP, Junior Planner

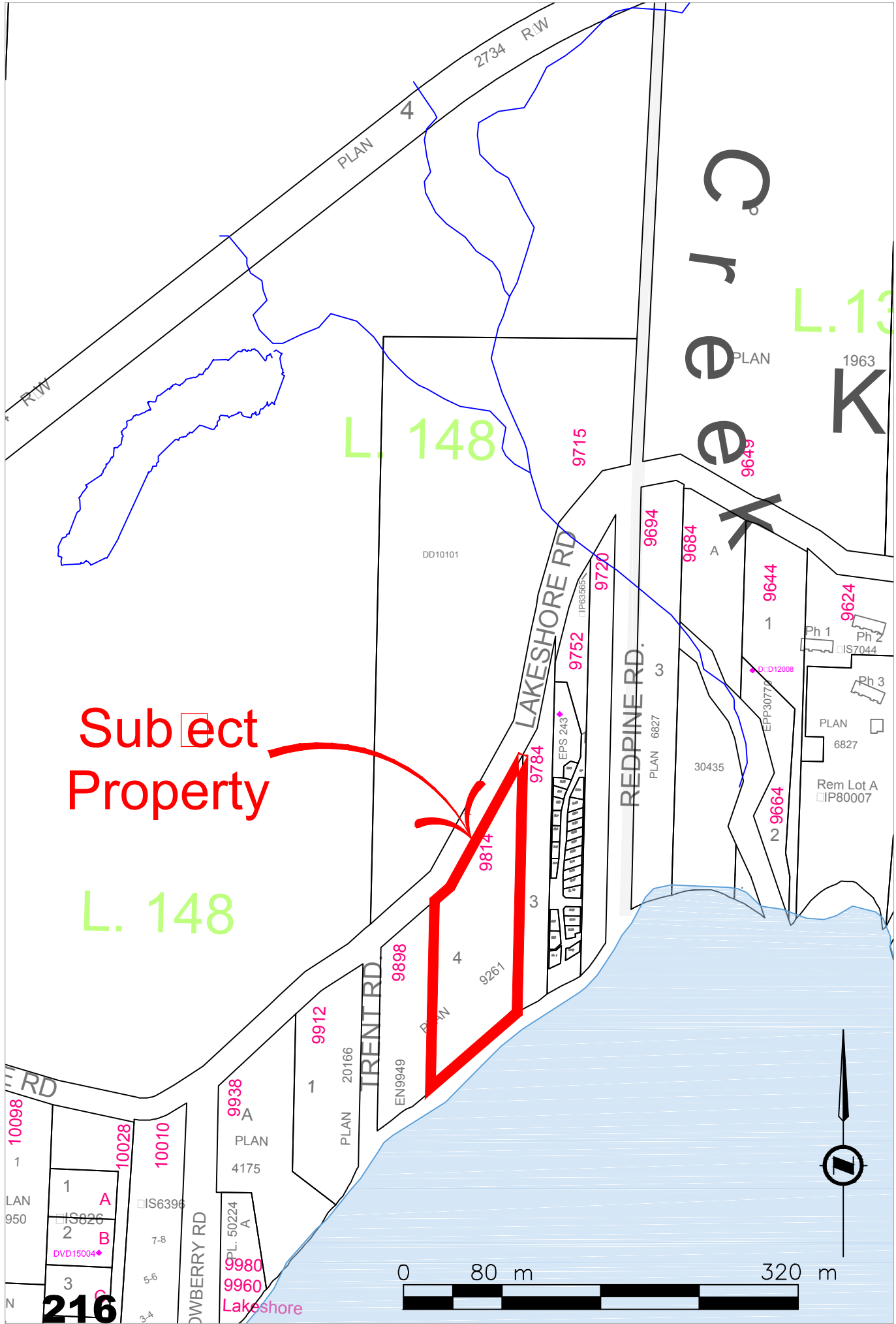
Reviewed by: 

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



Wendy Thomson, Acting Chief Administrative Officer

DVD17006



**Subject
Property**

L. 148

L.13

K

Coree



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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. DVD17006

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: Anne Rudy

Address: 9814 Lakeshore Road, Port Alberni

With respect to:

Legal Description: LOT 4, DISTRICT LOT 148, ALBERNI DISTRICT, PLAN 9261

PID: 005-600-545

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

- (i) Reduce the required lot width in the Acreage Residential (RA1) District from 90 feet to 75 feet to facilitate the creation of three (3) 1-acre lots.

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

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

Wendy Thomson, Acting CAO

Chair of the Board of Directors

DVD17006



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Wendy Thomson, Acting Chief Administrative Officer; and
Regional Board of Directors

From: Charity Hallberg Dodds, Planning Assistant

Date: July 20, 2017

Subject: RF17002 – Lots 14 & 15 Becker Place (Cherry Creek Waterworks District)

Recommendation


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

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

Background

Bylaws P1353 and P1354 were given second and third readings on June 28, 2017. All requirements and conditions have been met.

Prepared by: 
Charity Hallberg Dodds, Planning Assistant

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


Wendy Thomson, Acting Chief Administrative Officer

RF17002

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)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1353

**A BYLAW TO AMEND BYLAW NO. P1278
CHERRY CREEK OFFICIAL COMMUNITY PLAN**

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

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

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

1. TITLE
This bylaw may be cited as the Cherry Creek Official Community Plan Amendment Bylaw No. P1353.
2. Schedule B, the plan map, is hereby amended by redesignating LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 from "Residential Use" to "Community Service Use" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22nd day of March, 2017
Public Hearing held this 15th day of June, 2017
Read a second time this 28th day of June, 2017
Read a third time this 28th day of June, 2017

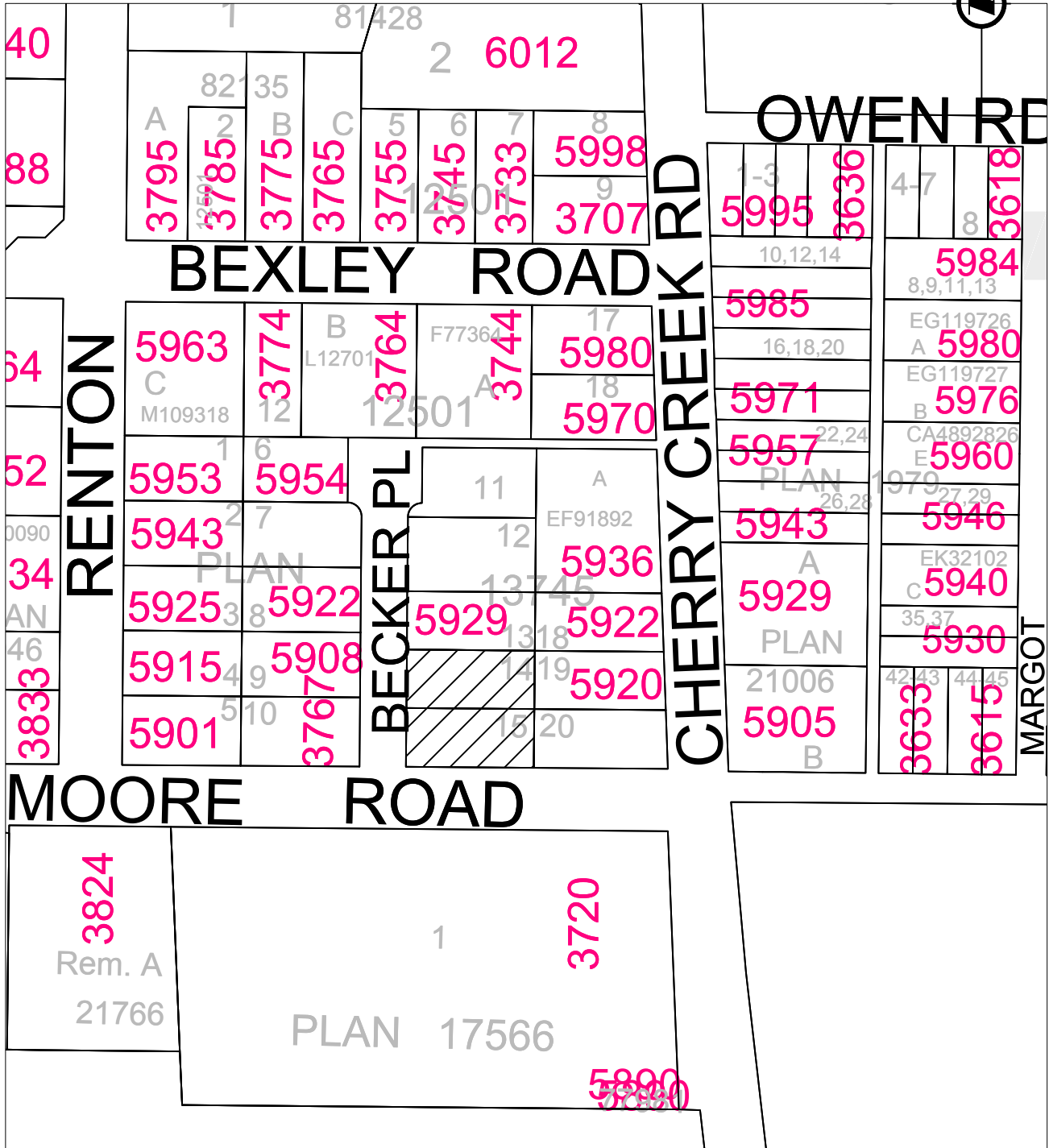
Adopted this xxx day of xxx, 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1353



Legal Description: LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN13745.



To be redesignated from "Residential Use" to "Community Service Use"



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1354

OFFICIAL ZONING ATLAS AMENDMENT NO. 694

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

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1354.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 13745 from Two Family Residential (R2) District to Park and Public Use (P2) 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 22nd day of March, 2017
Public Hearing held this 15th day of June, 2017
Read a second time this 28th day of June, 2017
Read a third time this 28th day of June, 2017

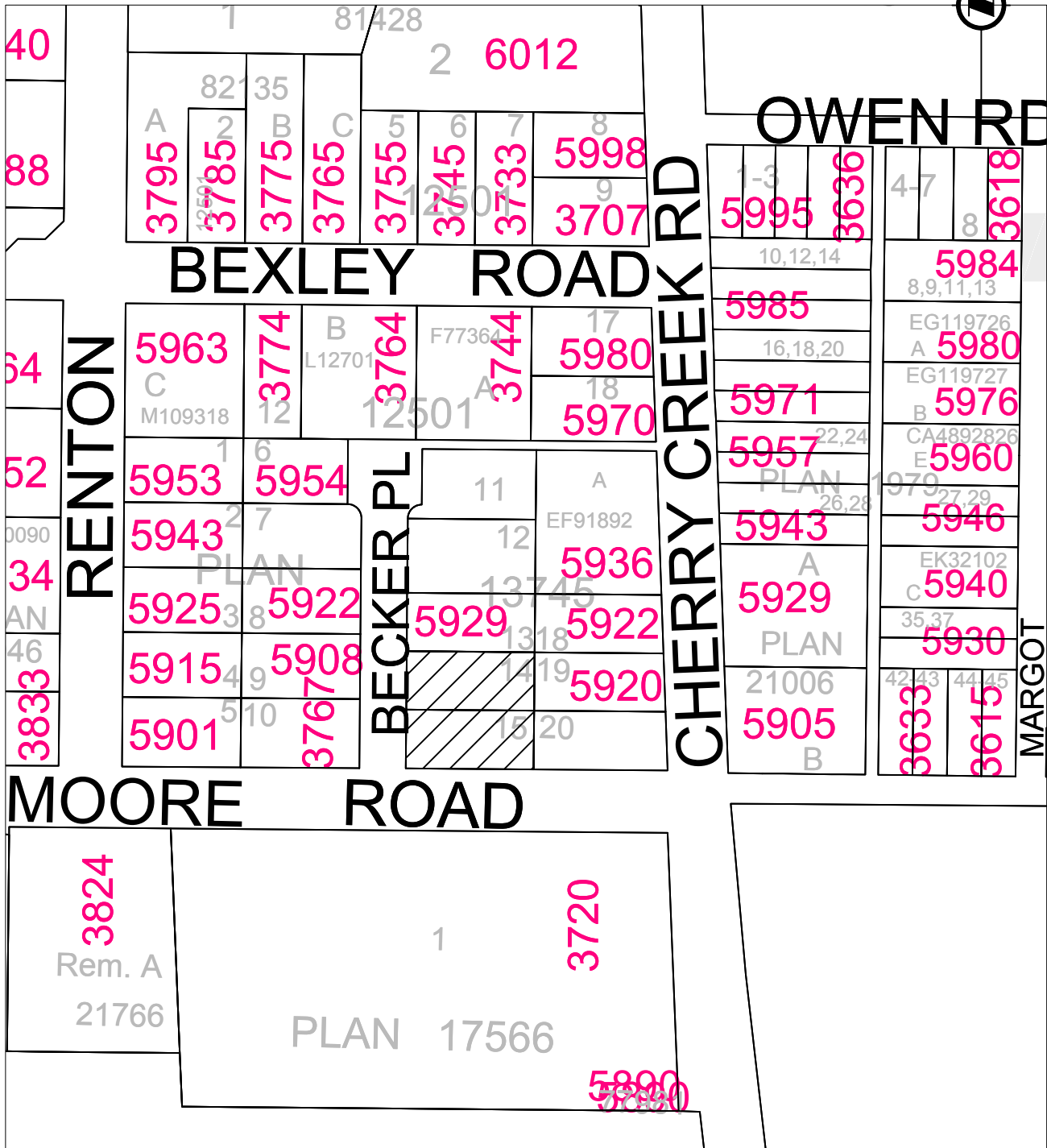
Adopted this xxx day of xxx, 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms
of Bylaw P1354



Legal Description: LOTS 14 and 15, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN13745.



To be rezoned from Two Family Residential (R2) District to Park and Public Use (P2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





MEMORANDUM

To: ACRD Board of Directors

From: Wendy Thomson, Acting Chief Administrative Officer

Date: July 26, 2017

Subject: Administration Department Monthly Staff Report

In addition to daily activities, the Administration Department has been working on the following for the month of June/July 2016:

Proposed West Coast Multiplex Facility

Staff continue to work with the West Coast Multiplex Society (WCMS) and the Tla-o-qui-aht First Nation on the proposed multiplex facility on the west coast. Recreation Excellence completed the Phase 1 – The Arena Feasibility Study in 2016. The next step is to undertake the detailed design and costing for Phase 1. The ACRD has retained the services of VDA Architecture Ltd. to undertake the design services. Following completion of the design and costing, the West Coast Committee proposes to complete a public opinion survey within the communities to be served by the facility. Vancouver Island University will undertake the survey. Scott Kenny has been working with staff on the draft survey. A draft has been circulated to the west coast communities and Society for input.

Currently the District of Tofino, District of Ucluelet and Area “C” Long Beach are the participating areas in the West Coast Multiplex service. The Toquaht Nation has given notice that they wish to join as a participant of the service area. The Acting CAO, Manager of Finance and representatives of the WCMS met with the Yuułuʔiłʔatḥ Executive Committee on May 18th to provide an update on the project and invite them to join the service area. The ACRD is waiting to hear from the Yuułuʔiłʔatḥ Government regarding joining the West Coast Multiplex service. Staff will prepare an amending bylaw for consideration by the Board in August 2017.

Committee for Appointment of Fire Chiefs

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

West Coast Emergency Planning

Long Beach Emergency Plan - An emergency plan is required for area "C" (Long Beach). \$7,000.00 has been budgeted in 2017 under the West Coast Emergency Planning Service to retain a consultant to develop the Long Beach Emergency Plan. Staff are working on retaining the services of a consultant to undertake the plan in 2017.

West Coast Emergency Coordination – Local governments on the west coast and Parks Canada have identified the need to coordinate all communities in the event of a larger scale disaster. Each of the governments on the west coast, with the exception of Long Beach, have their own emergency plan. Due to the close proximity of all these areas and the long distance to outside assistance, it would be beneficial to have a coordination plan in place in order to best communicate and assist each other. Local governments, First Nations and Parks Canada met on November 28, 2016 and agreed that each government would provide \$1,000 for a total of \$9,000 in 2017 to retain a coordinator on the west coast to undertake the work. The ACRD is collecting the funds and assisting with retaining a coordinator. To date funds have been received from the District of Ucluelet, Toquaht Nation, Ahousaht Nation, District of Tofino and the ACRD. Regional District staff have been in contact the other agencies to collect the remaining funds. A meeting of the WC Emergency Services group was held on June 8th in Ucluelet to discuss next steps and explore options for retaining the services of an Emergency Coordinator on the west coast with the funds collected. Regional District staff will continue to work with the group to collect the funds and retain a coordinator.

Bylaw Revisions

Staff are working on updating various ACRD Bylaws including the following: ACRD Procedures Bylaw, Officers Appointment and Delegation Bylaw, Bamfield Parks Commission Bylaw and West Coast Emergency Planning Bylaw and West Coast Multiplex Service Area bylaw.

Proposed Transit Service Between Ucluelet, Long Beach and Tofino

The ACRD Board has approved \$5,000 in General Government Services in 2017 to undertake a market/demand analysis for a proposed transit service between Ucluelet, Long Beach and Tofino. Regional District staff are working with BC Transit and the AC Health Network to retain a contractor to undertake the work in 2017. Staff are working with the AC Health Network to undertake this project.

Grant Applications

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

CAO Recruitment

The CAO recruitment process is well underway. The CAO Recruitment Committee with the assistance of Waterhouse Executive Search has short listed five candidates. The Committee will be conducting interviews on July 25th. An update on the process will be provided to the Board on July 26th.



Submitted by:

Wendy Thomson, Acting Chief Administrative Officer



TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: July 18, 2017

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

2016 Total	2017 Total	APPLICATION
9	7	Rezoning
30	14	Development Permit and Development Variance Permit
10	3	Subdivisions
3	0	Agricultural Land Reserve
0	1	Board of Variance
5	5	Crown Leases
23	16	Bylaw Enforcement
21	13	Miscellaneous
101	59	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the focus of the department with 13 new applications this month.

Planning staff are finalizing the long-term ground lease for Coulson Aircrane.

Assisting with the armyworm updates.

Applying for MOTI work permits to widen road right of way shoulders in Bamfield for additional parking.

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

Working with West Coast Aquatic to identify grant opportunities specific to flood mitigation and environmental enhancement projects.

Mike Irg, MCIP, RPP
Manager of Planning and Development

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	480,789	1	206,326	1	102,127	3	789,242
Mobile Homes							1	79,199					1	79,199
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial											1	15,111	1	15,111
Miscellenaous							1	30,928	2	35,853	1	11,301	4	78,082
Totals	0	0	0	0	0	0	3	590,916	3	242,179	3	128,539	9	961,634

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2017 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	1	0	4	1,661,093	6	1,792,642	3	687,575	14	4,233,831
Mobile Homes	0	0	0	0	0	0	3	122,917	0	0	0	0	3	122,917
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	4	208,573	2	40,000	1	1,925	7	250,498
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	3	137,869	0	0	0	0	0	0	0	0	0	0	3	137,869
Industrial	0	0	0	0	0	0	0	0	0	0	2	23,602	2	23,602
Miscellenaous	2	2,000	0	0	1	12,228	5	134,479	5	227,966	1	11,301	14	387,974
Totals	5	139,869	0	0	2	104,749	16	2,127,062	13	2,060,608	7	724,402	43	5,156,691

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

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	37	4,470,698	82	10,545,063					
2015	37	2,889,762	89	8,577,170					
2014	46	3,813,773	73	7,121,200					
2013	38	5,173,441	81	8,208,948					
2012	46	4,321,800	92	9,011,700					
2011	81	6,169,377	120	9,221,498					
2010	82	13,809,078	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



MEMORANDUM

To: Board of Directors

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

Date: July 14, 2017

Subject: Finance Department Staff Report

In addition to the day-to-day activities, the finance department has been working on the following between June 1 and July 14, 2017:

- Completed the Statement of Financial Information for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District. This was presented at the June 28, 2017 Board of Directors meeting.
- Completed the annual Gas Tax Reporting requirements to UBCM.
- Attended the Government Financial Officer Association of BC (BFOABC) Conference in early June. Highlights of the conference included:
 - A full day session on local government ethics as required by the CPA organization. It was a great information sharing session on ways to work through complex ethical situations and promote value-based organizational practices within the ACRD.
 - A full day with only Regional District finance personnel. Presentations were made from the Municipal Finance Authority, BC Assessment and the Surveyor of Taxes. This was the most valuable portion of the conference for me as it is a wonderful opportunity to share and learn from other Regional Districts.
 - Other valuable presentations included ideas for building a better budget, communicating financial information using dashboards, managing the inherent risks of limited human resources, assessing our assets and upcoming Public Sector Accounting Board (PSAB) changes.
- Alberni Valley Regional Airport Security Issuing Bylaw was developed and approved by the Board to ensure that the Municipal Finance Authority converts the short-term borrowing to long-term debenture in the fall of 2017.
- Assisted the Environmental Services department with the Alberni Valley Regional Airport Northwest Road tender including the development of other funding options for the cost overrun.

- Development of a Request for Proposals for audit services for the next five years as the contract with the current auditor has expired.
- Attended the Island Health semi-annual Regional Hospital District meeting where topics included upcoming facility priorities, physician recruitment strategy and a presentation by the First Nation Health Authority.
- Processed the quarterly Bamfield and Beaver Creek water system bills.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance



MEMORANDUM

To: Board of Directors

From: Environmental Services Department

Meeting Date: July 20, 2017

Subject: Environmental Services Department Staff Report

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

Long Beach Airport

- Notice of dispositions, Lease Lot F undertaken
- Lease renewal BC Parks signed and completed
- Addressed the sewage line back up at terminal office area
- Assist Ocean Networks Canada with Fibre optic connection for the WERA radar site
- Assist the Cariboo Regional District with implementation of BCAS heliport protocol for Anaheim lake airport
- Nav Canada site meeting to review point Break Skydiving operations
- Telus Cell booster upgrade for CYAZ parking lot area
- North access gate repaired after unreported damage
- Emergency Response Plan reviews with stake holders
- Nav Canada missing aircraft special inspection June 25
- British Columbia Ambulance Service (BCAS) AVOP training conducted
- Parks Canada water supply discussions and other issues between the two organizations
- CYAZ Wildlife management training conducted with Adrian Dorst
- New light pole installed behind fuel depot to illuminate apron for night operations
- Worked with Tla-o-qui-aht First Nation to switch their source of water from ACRD (CYAZ) to the Parks Canada supply.
- Met and investigation of the infrastructure needed to connect with engineer to the Parks Canada supply.

AVRA

- Prepared subdivision application for new long-term lease area
- Prepared road use agreement and works permit applications for the Nahmint Forest Service Road
- Prior Permission Required (PPR) requests coordinated
- DF Clough fisheries response to AVRA sedimentation issues

- SD 70 site meeting regarding shelter move and road upgrades
- Conducted Tetra Tech Multi use agreement stake holders meetings
- Runway edge seeding meeting with Raylec and Bowerman, delayed until the fall due to weather conditions improve
- NW and Nahmint road development work
- Landing light commissioning at AVRA July 14
- AVRA PPR removed and open for unrestricted operations July 15. NOTAMS issued for obstructions to new runway length
- Improved facility security measures initiated at AVRA
- New signs for the AVRA sourced and in the process of installation.

West Coast Landfill

- Mail-out to contractors regarding tipping increases and acceptance procedures
- Reviewed procedures with landfill contractor and expectations for cardboard ban.
- Organic waste tour and evaluation.

Alberni Valley Landfill

- Staff and elected officials met with Tseshaht to provide updates on both AVLF and AVRA projects
- “Tarp your load” handout
- Updated Main entrance tipping fee sign
- Updated information brochure
- Contractor public meeting June 20 – sent out information mail-out with the AV Landfill invoices, newspaper ads, radio ads
- Contractor information handouts – clean wood waste, asbestos, drywall/gypsum, rates
- Prepared and sourced supplies to
- Assisted with Dangerous goods training for all employees
- Organic waste tour and evaluation
- Staff and directors met with the Tseshaht First Nation Chief and Council to discuss AVLF tenure application & AVRA
- Site visit with AV emergency radio communication volunteer to see if landfill site a good location to set up wireless communication tower and infrastructure.

Recycling Depot

- Canada 150 celebration with cake, handed out reusable shopping bags, depot information
- Updated all handouts, ordered new signs with rebranding for “Recycle BC”
- Assisted with Dangerous goods training for all employees and submission
- Ordered new stickers for curbside banned materials
- Completed the traffic line painting as identified in the Municipal Insurance Association report.
- Completed the Canada 150 Grant application projects and submitted final grant funding report

Salmon Beach

- Prepared for West Coast Assistant return. And update on current projects and issues
- Explored water service options and pump test performed.
- Boat ramp repairs undertaken
- Advertised for the Administration Building demo – close in July 2017.

Millstream Water

- Airport Superintendent and West Coast Assistant reviewed the Millstream water system with current contractor

Sproat Lake

- Organized Footprint Security patrols for Dixon Park
- Inspected Cougar Smith Park and Dickson Park, information provided to the Sproat Lake Parks committee.
- Bob Jackson agreement renewal complete – Cougar Smith Park
- Quotation for well decommissioning costs and requested that the second well (old school well)

Sproat Lake Marine Patrol

- De-winterized boat, yearly maintenance
- Hired two new team members
- Training in-office for all four members and on the boat runs on the lake
- Prepared necessities, uniforms, brochures, water testing, tent, phones
- Met with Regatta volunteer to review plans for the event and location of their service and site safety concerns.

Air Quality Council

- Assisted Sarah Thompson with Vancouver Foundation Grant application

Beaver Creek Water

- Responded to 21 work orders
- Responded to 4 VT SCADA alarms
- Marked out 14 BC1 calls from the public/private users
- Quarterly meter reads complete
- Did John's sample run while he was on vacation
- Quarterly CL2 and turbidity cleaning
- spot checks for leaks complete
- Pressure washed all buildings, gutter clean, chamber clean and vacuum complete
- Started to GPS all water assets with Matt and Lori
- All 3 BCWS trucks got serviced and new brakes, GMC got new tires
- Air valve inspections completed
- Monitored the BCWS compound being built by Bowerman
- Fencing at compound

Bamfield Waste

- June 19 waste services tour with area Director and Amelia Vos of Anacla, east and west Bamfield, science centre and transfer station
- Public waste meeting at the school June 19 – slideshow, discussion
- Reviewed the possible solutions to consolidated Bamfield Waste

Bamfield Water

- Reviewed the 50% drawings of the Water Treatment Plant (WTP)
- Meeting June 19 at the Bamfield Fire Hall, shared the WTP updates,
- Placement of WTP on parks land
- Future rate increases that need to be considered at the next meeting – Finance to provide analysis as requested.
- Press release prepared for the WTP 1.4 million grant from CWWF.

Log Train Trail

- Lands And Resource Coordinator inspected LTT with fisheries staff

District Lot 105

- Lands And Resource Coordinator field reviewed Biologist report.
- Reviewed site for the location of the organics facility

Cherry Creek Community Park

- Extension requested from Bike BC to complete small section on Moore Road
- Worked with engineer and the director to plan extension of the bike trail along Moore Road.
- Requested the easements with property owners along Moore Road and contacted MoTI regarding Right of Way issues and application for trail location.

General

- Completed Statistics Canada survey regarding recycling
- Correspondence with Jolie McMullen regarding bulldogs sponsorship
- Letters of support for District of Tofino
- Lands And Resource Coordinator attended Sproat Lake Watershed Assessment meeting w/Director Cote
- Lands And Resource Coordinator met with Alberni Inlet Trail Interpretive Signs group
- Airport Superintendent attended the Fire chiefs conference in Vernon BC June 04 -06
- Airport Superintendent deployed to the Kennedy lake tanker rollover (UVFB) June 15
- Airport Superintendent completed an NFPA 1521 incident safety officer course
- Airport Superintendent attended a fire apparatus driver instructor course July 08/9

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
ADMINISTRATION							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	2017	Chair to develop a strategy with the Board. ACRD was successful with their C2C Forum funding application.
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Andrew	Sept. 2017	System supply and demand analysis underway.
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Andrew/ Heather	Ongoing	Met with Tseshaht Council June 1 st . Talks continue.
4.	Jan. 25/17	Letter: to Toquaht Nation & Yuułuᕐitᕐpath Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Wendy	Aug. 2017	Toquaht committed. Staff met with YG Executive. Council will consider at next meeting, then amending bylaw for consideration by ACRD Board
5.	Feb. 8/17	Work: with BC Transit on a feasibility study for a transit service between Tofino and Ucluelet	West Coast	N/N	Wendy	Aug. 2017	Exploring with ACHN to undertake the market demand analysis in 2017
6.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy/ Dan	Aug./Sept.	Ongoing – met BCEHS, options provided on training First Responders received & being reviewed
7.	Feb. 22/17	Invite: Island Timberlands to meet with the ACRD Board of Directors to share their draft recreation policy	AV	N/Y	Shelli/ Janice	Aug./Sept.	Arranging tour for August 23 at 10:00 a.m.
8.	May 24/17	Work: with the City of Port Alberni and the Cherry Creek Fire Department on a new Automatic	AV	Y/Y	Wendy/Dan	July 2017	Agreement sent to Cherry Creek Improvement District for consideration.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Mutual Aid Agreement and bring back for consideration by the Board					
9.	June 14/17	Invite: Dr. Hasselback to a BOD meeting to present the updated information regarding the 2015 Local Health Profile	All	N/Y	Wendy/Janice	July/Aug	September 13, 2017 Board Meeting. Done - Remove
10.	June 14/17	Letter: to Canadian Commissioners negotiating the Pacific Salmon Treaty with the U.S. regarding further chinook reductions.	All	N/Y	Tracy/R. Gunn		Done - Remove
11.	June 14/17	Letter: to Provincial and Federal Governments advising of the ACRD's environmental concerns with respect to invasive species in Sproat Lake.	D	N/Y	Tracy/R. Gunn		In Progress Federal letter sent, waiting for new Prov. Govt. to send Provincial letter.
12.	June 14/17	Letter: to Minister of Fisheries and Oceans and the Canadian Coast Guard requesting that Marine Spill Response funding not be based on the approval of the Kinder Morgan project proposal.	All	N/Y	Tracy/R. Gunn		Done - Remove
13.	June 28/17	Letter: of support, in principle, to the WC Aquatic Mgt. Assoc. regarding their joint proposal with Area G Trollers to re-profile the Pacific Salmon Mitigation Fund.	WC				Done - Remove
14.	June 28/17	Letter: to the Minister responsible for Fisheries in BC outlining the importance of fisheries to ourselves, Coastal BC and the Province.			Tracy/R. Gunn		In Progress Waiting for new Prov. Govt. to send letter.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
15.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All		Dan Holder/ Wendy	Fall 2017	
16.	June 28/17	Advise and Endorse: the “Working Together to Reduce Poverty Protocol” agreement with the Alberni-Clayoquot Health Network	All		Shelli		Advised ACHN, waiting for response.
FINANCE							
17.	May 24/17	Investigate: How other regional districts fund their invasive plant management strategy programs and provide options to the Board for consideration.	All	Y/N	Teri	Aug. 23/17	In progress.
18.	June 14/17	Increase: the amount of Community Works Funding from \$40,000 to \$50,000 notify BC Community Club.	B	Y/Y	Teri		Done-Remove
19.	June 14/17	Prepare: a cooperation agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for sharing information on Cherry Creek Water infrastructure upgrades		Y/Y	Teri		Spring 2018 – Awaiting new CAO
20.	June 14/17	Draft: Contribution Agreement with the Cherry Creek Waterworks District upon receipt of a detailed project plan including: a) Objectives of project, b) Project impacts and outcomes, c) Project timeline, d) Financial plan containing a Class ‘C’	F	Y/Y	Teri		Requested information from CCWW. Will draft agreement upon receipt of info.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		estimate, e) Source of additional funds (if necessary)					
21.	June 14/17	Use the Beaver Creek Water System Infrastructure Assessment (2017) report information to design the Asset Management plan for the service area	E		Teri	Winter 2017	
ENVIRONMENTAL SERVICES							
22.	April 13/16	Work: with Huu-ay-aht First Nation/Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area	A	Y/Y	Andrew	Dec 2017	Meeting held June 19 th . Questions for follow-up & possible waste handling solution under investigation.
23.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	Dec 2017	In Progress
24.	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 RFD @ WC Meeting
25.	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 surveying completed for long term leases
26.	Mar. 22/17	Prepare Aircraft Operating Procedures for AVRA.			Mark/Kathy		In progress Summer/Fall completion
27.	Mar. 22/17	Investigate funding opportunities for the ACRD through the Rural Dividend Fund.			Janice	2017	Waiting for next intake to open.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
28.	June 14/17	Letter: to the Prov. Govt. supporting the proposed new legislation on open burning and to consider the legislation include the requirement of machine stacked burn piles be seasoned for a minimum of 1 year.	All	Y/Y	Kathy		Done - Remove
29.	June 28/17	Prepare: Agreement with the successful Tenderer for construction of a 110 meter trail along Moore Road	F		Andrew/Kathy		Tender awarded to BPI construction. Contract being prepared. Done - Remove
30.	July 12/17	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.			Andrew		Awaiting funding opportunity
PLANNING							
31.	May 13/10	Proceed: Subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	West Coast	Y/Y	Mike	Sept. 2017	Options to West Coast Committee in Sept.
32.	Nov. 14/12	Staff direction: Review and make recommendations on the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall	A		Mike		In progress – Waiting for direction from the Hall Committee
33.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	Sept. 2017	Part of OCP amendments
34.	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	C	Y/Y	Mike/ Luc	Summer 2017	

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		District, Plan VIP510 as outlined in staff report dated Nov. 20/14 2014					
35.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike		Summer 2017
36.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	Sept. 2017	Signed – Staff report prepared for Sept.
37.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike/Heather		In progress
38.	June 28/17	Issue: Special event permit to the Alberni Valley Regatta Association for noise bylaw exemption.			Charity/Alex		Done – Remove
39.	June 28/17	Submit: Coulson’s land lease to the Provincial Subdivision Approving Officer for approval and once approved issue lease.			Mike		Sent to Approving Officer
40.	June 28/17	Extend: Coulson’s Licence of Use for 6 months for a sum of \$10.00.			Mike/Janice		In progress
41.	June 28/17	Letter: to the Minister of Agriculture petitioning they deem the ACRD a ‘designated region’ for Class ‘D’ and			Alex		Done – Remove

Alberni-Clayoquot Regional District
 Staff Action Items to the Board of Directors as of July 21, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		'E' licenses under the Meat Inspection Regulations.					

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



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
AUGUST 2017

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, August 1st	Board of Board of Variance	2:00 pm – Regional District Board Room	Board of Variance, Staff
Wednesday, August 23 rd	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff

Issued: July 21, 2017



	2017 YEAR TO DATE ACTUAL	2017 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ 1,827	\$ 4,843,721	0.04%
Parcel taxes	-	849,047	0.00%
Grants in lieu of taxes	30,257	30,500	99.20%
Services provided to other governments	90,825	62,584	145.12%
Sale of services	1,658,945	3,592,640	46.18%
Other revenue (Up To May 2017)	71,353	565,600	12.62%
Grants from other sources	792,546	1,997,117	39.68%
Surplus (deficit) from prior years	1,932,234	1,936,046	99.80%
Committed surplus from prior year	2,404,402	2,404,402	100.00%
Transfers between services	4,167	1,475,645	0.28%
	<hr/>		
SUBTOTAL	6,986,557	17,757,302	39.34%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority (Up To May 2017)	\$ 372,455	\$ 715,000	52.09%
	<hr/>		
TOTAL REVENUE	\$ 7,359,012	\$ 18,472,302	39.84%
	<hr/> <hr/>		

EXPENDITURES	2017 YEAR TO DATE ACTUAL	2017 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	301,901	307,000	98.34%
General Government Services	550,472	1,355,750	40.60%
Alberni-Clayoquot Health Network	61,168	149,500	40.91%
Regional Parks	15,005	42,000	35.73%
Regional Planning	75,673	188,500	40.15%
Electoral Area's			
Building Inspection	118,741	283,500	41.88%
Electoral Area Administration	41,933	1,633,812	2.57%
Mgmt of Development - Rural Areas	131,638	372,000	35.39%
Vancouver Island Regional Library	232,512	465,500	49.95%
Alberni Valley			
Alberni Valley Emergency Planning	41,979	181,000	23.19%
Alberni Valley & Bamfield Waste Mgmt	725,476	2,565,000	28.28%
Alberni Valley Regional Airport	198,201	1,310,565	15.12%
Alberni Valley Regional Water - Proposed	4,832	21,000	23.01%
Custom Transit	153,476	547,000	28.06%
Sproat Lake Marine Patrol	5,788	33,000	17.54%
West Coast			
Long Beach Airport	276,706	866,106	31.95%
West Coast Emerg. Coordination - Proposed	-	9,000	0.00%
West Coast Emergency Planning	14,687	27,000	54.40%
West Coast Multiplex	32,400	107,563	30.12%
West Coast Waste Mgmt	377,842	1,015,000	37.23%
City of Port Alberni			
Port Alberni Arena	39,180	199,000	19.69%
Bamfield			
Bamfield Community Park	1,795	13,500	13.29%
Bamfield Volunteer Fire Dept	62,615	164,000	38.18%
Bamfield Water System	497,869	1,294,631	38.46%
Beaufort			
Mountain Ranch Rd Fire Protection	50	3,152	1.59%
Long Beach			
Millstream Water System	10,184	140,718	7.24%
Salmon Beach Garbage	8,695	23,080	37.67%
Salmon Beach Power Distribution	15,322	99,400	15.41%
Salmon Beach Recreation	8,823	57,300	15.40%
Salmon Beach Security	6,213	29,850	20.81%
Salmon Beach Sewage	19,845	69,650	28.49%
Salmon Beach Transportation	29,820	168,000	17.75%
Salmon Beach Water	10,934	69,550	15.72%
South Long Beach Bike Path	208	7,200	2.88%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	83	14,000	0.59%
South Long Beach Street Lighting	385	920	41.82%
Sproat Lake			
Sproat Lake Animal Control	952	3,100	30.70%
Sproat Lake Arena	-	28,054	0.00%
Sproat Lake Community Park	11,016	199,000	5.54%
Sproat Lake Noise Control	955	7,100	13.45%
Sproat Lake Volunteer Fire Department	159,063	393,150	40.46%
Beaver Creek			
Arvay Rd Street Lighting	608	1,500	40.53%
Beaver Creek Animal Control	752	3,000	25.06%
Beaver Creek Community Park	3,204	20,000	16.02%
Beaver Creek Arena	-	21,065	0.00%
Beaver Creek Noise Control	352	2,100	16.74%
Beaver Creek Volunteer Fire Department	95,475	277,500	34.41%
Beaver Creek Water System	241,082	1,246,966	19.33%
Granville Rd Fire Protection	50	1,832	2.73%
Cherry Creek			
Cherry Creek Animal Control	352	4,012	8.77%
Cherry Creek Arena	-	17,514	0.00%
Cherry Creek Noise Control	352	2,100	16.75%
Cherry Creek Community Park	64,891	138,500	46.85%
Grants-in-Aid			
Total Grants in Aid	34,771	387,110	8.98%
	4,686,321	16,594,850	28.24%
Transfers to Municipal Finance Authority on behalf of the Municipalities	372,455	715,000	52.09%
	\$ 5,058,776	\$ 17,309,850	29.22%