



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 8, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Special Board of Directors Meeting – February 16, 2017	8-9
<i>THAT the minutes of the Special Board of Directors meeting held on February 16, 2017 be adopted.</i>	
b. Board of Directors Meeting – February 22, 2017	10-22
<i>THAT the minutes of the Board of Directors meeting held on February 22, 2017 be adopted.</i>	
c. Parcel Tax Review Committee Meeting – February 22, 2017	23-25
<i>THAT the minutes of the Parcel Tax Review Committee meeting held on February 22, 2017 be adopted.</i>	
d. Salmon Beach Committee Meeting – February 28, 2017	26-29
<i>THAT the minutes of the Salmon Beach Committee meeting held on February 28, 2017 be adopted.</i>	
e. Bamfield Water Committee Meeting – February 20, 2017	30-32
<i>THAT the minutes of the Bamfield Water Committee meeting held on February 20, 2017 be adopted.</i>	

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

- a. **Mr. Bill Dawson, Deputy Assessor, BC Assessment, Vancouver Island Region regarding BC Assessment 2017 Presentation.**
- b. **Gary Haggard, Cherry Creek Improvement District, Mike Lange, McGill Engineering regarding Gas Tax Funds.**
- c. **Tara Atleo GM, MHSS, Tessa Saxby Jones Operations Manager Ahousaht Business Corp, Trevor Jones - Consultant, regarding Ahousaht Land Use Vision.** **33-34**

6. **CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR REPRESENTATION** **35**
Island Corridor Foundation, February 28, 2017 regarding request for Director Nominee 2017-2019 and Member Representative for 2017.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors re-appoint Mr. Ken McRae as the Regional District's representative for the Island Corridor Foundation Director to be elected for a two year term at the Annual General Meeting April 27, 2017 and that Director Lucas Banton be re-appointed as the Regional District's Member Representative on the Island Corridor Foundation for 2017.

- b. **INVITATION** **36**
Port Alberni Marine Rescue Society, February 26, 2017 regarding invitation for an Alberni-Clayoquot Regional District representative to attend an appreciation dinner on Sunday, March 12, 2017, 6:00 pm at the Alberni Golf Club.

Possible Motion:

THAT the Board of Directors send a representative to attend a Port Alberni Marine Rescue Society Appreciation Dinner scheduled for Sunday, March 12, 2017.

7. **CORRESPONDENCE FOR INFORMATION**

- a. **TOQUAHT NATION** **37-38**
West Coast Multiplex Society Services
- b. **C. PETERS, ADVOCATE ON HUMAN TRAFFICKING/SEXUAL EXPLOITATION, YOUTH AND CHILD EXPLOITATION, YOUTH PORN USE/ADDICTION** **39-40**

- c. Human Trafficking
RESPONSE FROM MINISTRY OF AGRICULTURE AND ACRD LETTER TO MINISTRY 41-43
- d. Fisheries Habitat Restoration
ISLAND COASTAL ECONOMIC TRUST 44-45
Public Backcountry Hut in ACRD a First for Vancouver Island
- e. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** 46-49
Strategic Wildfire Prevention Initiative – Approval of 2017 FireSmart Planning Grant – Cherry Creek FireSmart Engagement
Strategic Wildfire Prevention Initiative – Approval of 2017 FireSmart Planning Grant – Sproat Lake & Beaver Creek FireSmart Engagement
- f. **CENTRAL WESTCOAST FOREST SOCIETY** 50-52
Winter Speaker Series
- g. **FEDERATION OF CANADIAN MUNICIPALITIES** 53
Response to UBCM regarding Resolution Submission on Federal Government Cooperation for Oil Spill Response in BC
- h. **BERNADETTE WYTON** 54-78
The Cantimber Controversy

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** 79-83
Additional Information – Board Room Audio System & Live Streaming Equipment

Vote: On the following motion postponed at the February 22nd Board of Directors meeting:

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35.

Staff recommend the ACRD Board of Directors consider the following additional motion:

THAT the ACRD Board of Directors amend the 2017 – 2021 ACRD Financial plan to include a \$16,000.00 capital expenditure in general government services for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35 and live streaming equipment at a cost of \$8,000.00.

- b. **REQUEST FOR DECISION** 84
Alberni Valley Search and Rescue Squad Funding Request

THAT the ACRD Board of Directors amend the 2017 – 2021 Financial Plan to include an additional \$6,000.00 Grant-in-Aid to the Alberni Valley Search and Rescue Squad from the Alberni Valley.

- c. **REQUEST FOR DECISION** 85-91
RFP for Design Services for the Westcoast Multiplex

THAT the Alberni-Clayoquot Regional District Board of Directors proceed with a Request for Proposals to secure services from a qualified Architectural firm to complete the detailed design of the WestCoast Multi Plex Phase 1 – the Arena; as outlined in the CAO’s report dated March 1, 2017.

- d. **REQUEST FOR DECISION** 92-93
Long Beach Airport Lighting Project – BC Air Access Program (BCAAP)

THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the change order for the Long Beach Airport lighting project in the amount of \$82,090.90 plus GST to Raylec Power LP.

- e. **REQUEST FOR DECISION** 94-97
Cherry Creek Community Parks – Walking and Cycling Trail Tender

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Cherry Creek Community Parks – Walking and Cycling Trail tender Installation to Denis Francoeur Backhoeing in the amount of \$47,757.62 including GST.

- f. **REQUEST FOR DECISION** 98-102
Consideration of an Animal Control Service for Livestock at Large.

THAT the Board of Directors refer the consideration of an animal control service for livestock at large to the Electoral Area Directors Committee for discussion.

- g. **REQUEST FOR DECISION** 103
Salmon Beach Sewage Field Upgrades – Request to Investigate and Proceed to Toquaht Nation

THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the sewage field original sewage field and install additional feeder tank capacity within the License of occupation area.

- h. **REQUEST FOR DECISION** 104-105
Long Beach Airport – ACAP Engineering Services – RFP Award

THAT the Board of Directors of the ACRD amend the Long Beach Airport capital plan to increase the costs for engineering services for the ACAP grant application on page 43, line 70 of the 2017-2021 Financial Plan \$22,000 to \$40,000 and staff be authorized to proceed with the ACAP grant application as proposed.

- i. **REQUEST FOR DECISION** **106-110**
Building Inspection Agreement Renewal with the District of Tofino

THAT the Board of Directors enters into a two (2) year agreement with the District of Tofino to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT.

- j. **REQUEST FOR DECISION** **111-112**
Salmon Beach Services – Governance Review

THAT the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services in 2017.

THAT the ACRD Board of Directors apply to the Ministry of Community, Sport and Cultural Development to request a grant to investigate options for administering Salmon Beach Services in 2017.

- k. **REQUEST FOR DECISION** **113**
Options for Community Funding for Beaver Creek

(Board Direction Requested)

- l. **REQUEST FOR DECISION** **114**
Salmon Beach Sewage Wood Debris Burning on License of Occupation Lands

THAT the ACRD Board of Directors write a letter to Toquaht Nation to request that the Salmon Beach community be permitted to accumulate wood debris and burn up to twice annually on the sewage field license of occupation area.

- m. **REQUEST FOR DECISION** **115-145**
Finance Warrant No. 574

THAT the Board of Directors approves Finance Warrant Number 574 in the amount of \$1,532,845.56 dated February 28, 2017.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RE16006, COLYN, 5633 STRICK ROAD (BEAVER CREEK)** **146-148**
Rezoning Application – Memorandum and Bylaw P1350

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be adopted.

- b. **RE16007, PELLETIER & CRAWFORD, 6770 BEAVER CREEK ROAD (BEAVER CREEK)** **149-153**
Rezoning Application – Memorandum and Bylaws P1346 and P1347

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1346 be adopted.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1347 be adopted.

9.2 ALL DIRECTORS

- a. **MISC17002, WESTERN FOREST PRODUCTS FOREST STEWARDSHIP PLAN (BAMFIELD, BEAUFORT, SPROAT LAKE & CHERRY CREEK)** **154-158**
Miscellaneous Referral – Memorandum

THAT the Board of Directors direct staff to provide a response to Western Forest Products stating that the Forest Stewardship Plan does not impact the Regional District's interests.

10. REPORTS

10.1 STAFF REPORTS

- a. Administration Department Monthly Staff Report – March 3, 2017 **159-160**
b. Planning & Development Manager Report – March 8, 2017 **161**
c. Financial Manager Report – March 3, 2017 **162-163**
d. Staff Action Items Report – March 3, 2017 **164-169**

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

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

**Special Board of Directors – 2017-2021 Alberni-Clayoquot Regional District Financial
Plan Public Consultation Meeting: Wednesday, March 15, 2017, 6:00 pm
Regional District Board Room**

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



Alberni-Clayoquot Regional District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, FEBRUARY 16, 2017, 9:30 AM

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

DIRECTORS

PRESENT:

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

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

Teleconference:

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

Dianne St. Jacques, Mayor, District of Ucluelet

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:36 am.

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

2. WAIVE NOTICE OF MEETING

MOVED: Director McNabb

SECONDED: Director McLeman

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

CARRIED UNANIMOUSLY

3. REPORTS

a. Personnel Update – R. Dyson, CAO

The CAO advised the ACRD Board of Directors that he is resigning from his position of Chief Administrative Officer with the Alberni-Clayoquot Regional District as of May 2017. He has accepted the Chief Administrative Officer position with the Comox Valley Regional District. He thanked the Board and Staff for supporting him over the past six years. The Board of Directors thanked Mr. Dyson for his hard work and dedication to the ACRD and wished him all the best for the future.

4. ADJOURN

MOVED: Director Banton

SECONDED: Director Kokura

THAT this meeting be adjourned at 9:55 am

CARRIED

Certified Correct:

John Jack,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 22, 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)
Sharie Minions, Councillor, City of Port Alberni (Alternate)
Jack McLeman, Councillor, City of Port Alberni
Marilyn McEwen, Councillor, District of Ucluelet (Alternate)
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet
Mike Ruttan, Mayor, City of Port Alberni

STAFF PRESENT:

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

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 Kokura

SECONDED: Director McNabb

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

- 6a. *Correspondence from the Alberni Valley Outdoor Club regarding public access to Island Timberlands Lands and to the Parks within these lands.*
- 7c. *Correspondence from the Alpine Club of Canada Vancouver Island Section regarding public access to parks on private Lands.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – February 8, 2017

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the minutes of the Board of Directors meeting held on February 8, 2017 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – February 8, 2017

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Committee-of-the-Whole meeting held on February 8, 2017 be adopted.

CARRIED

c. Long Beach Airport Advisory Committee Meeting – February 1, 2017

MOVED: Director Osborne

SECONDED: Director Bennett

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

CARRIED

d. Beaver Creek Water Advisory Committee Meeting – February 14, 2017

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on February 14, 2017 be adopted.

CARRIED

e. Alberni Valley & Bamfield Services Committee Meeting – February 15, 2017

MOVED: Director Banton

SECONDED: Director Cote

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on February 15, 2017 be adopted.

CARRIED

f. Electoral Area Directors Committee Meeting – February 15, 2017

MOVED: Director Bennett

SECONDED: Director Cote

THAT the minutes of the Electoral Area Directors Committee meeting held on February 15, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Mr. Christopher Donison, Executive Artistic Director, Music by the Sea regarding Update and Usage of Grant Funds.

Mr. Donison reported that Music by the Sea is coming into their 12th year. He provided an update on Music by the Sea and their activities for 2017. New members will be joining their Board. He circulated the program from 2016. Mr. Donison reported they rely on support from the ACRD, Community of Bamfield and the Federal and Provincial government. Mr. Donison thanked the ACRD for their continued support.

b. Heather Shobe, Anna Lewis, Agricultural Support Workers regarding Update on Agricultural Plan Initiatives.

Ms. Shobe and Ms. Lewis, agricultural support workers for the Alberni-Clayoquot Regional District reported on the Islands Agriculture Show held February 3rd & 4th in Port Alberni. The event was a great success. The delegation provided an overview on the Alberni Agricultural Plan Implementation Project including project objectives and phase 3 success stories.

6. CORRESPONDENCE FOR ACTION

a. LATE ITEM: REQUEST FOR JOINT MEETING

Alberni Valley Outdoor Club, February 17, 2017 regarding request for Regional District to host a meeting with motorized and non-motorized users, fishers and others with Island Timberlands.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the ACRD Board of Directors request Island Timberlands to host a public information meeting and share information on their draft recreation policy.

DEFEATED

MOVED: Director Banton

SECONDED: Director Minions

THAT the ACRD Board of Directors invite Island Timberlands to meet with the ACRD Board of Directors to share their draft recreation policy.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Huu-ay-aht Walking Trail to Connect Bamfield and Anacla, Promoting Aboriginal Tourism Opportunities
- b. **DISTRICT OF METCHOSIN TO ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**
Aboriginal Day
- c. **MR. RON LEPIN TO ISLAND TIMBERLANDS**
Gate Closure on Cameron Connector to Arrowsmith
LATE ITEM: ALPINE CLUB OF CANADA VANCOUVER ISLAND SECTION
Public Access to Parks on Private Lands
- d. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
2016 Asset Management Planning Program (Asset Management Integration)
- e. **WEST COAST ENVIRONMENTAL LAW**
Open Letter to BC Local Governments

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Audio System for Boardroom.**

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD board room at a cost of \$7,928.35.

MOVED: Director Osborne
SECONDED: Director McNabb

THAT the above motion be tabled until later in the meeting to receive further information from the IT Contractor on livestreaming capabilities.

CARRIED

- b. Request for Decision regarding request from Zoran Knezevic, owner of DL 130 & DL 60, Lot 2 VIP64541 to attain road access to private land through the Alberni Valley Regional Airport land.**

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors direct staff to enter into discussions with the owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to his property in exchange for a height restriction covenant to be placed on the two sections of land within the Obstacle Limitation Surface of the Alberni Valley Regional Airport subject to: the private land uses complying with the ACRD Zoning Bylaw and Agriculture Land Commission Act.

CARRIED

- c. Request for Decision regarding Review of Rates – Skydiving Operation at Long Beach Airport.**

MOVED: Director Osborne
SECONDED: Director Bennett

THAT the ACRD Board of Directors instruct staff to investigate rates for skydiving businesses at other regional airports and provide the information to the ACRD Board of Directors to consider possible bylaw changes to the fees and charges at the Long Beach Airport to reflect a fee for skydiving operations.

CARRIED

MOVED: Director Osborne
SECONDED: Director McEwen

THAT the ACRD Board of Directors instruct staff to investigate lease options for the possible landing area and provide to the Long Beach Airport Advisory Committee for consideration and recommendation to the ACRD Board.

CARRIED

d. Request for Decision regarding Alberni Landfill Gas Generation Report.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Landfill – Landfill Gas Generation report and direct staff to implement solid waste diversion initiatives that reduce the creation of landfill gas for inclusion as identified in the report for inclusion in the 2017-2021 Financial Plan.

CARRIED

e. Request for Decision regarding Alberni Valley Landfill Operations Contract Amendment.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approve the following amendments to the Alberni Valley Landfill Operations Contract – October 1, 2014 to September 30, 2019:

- a. Amend Article 16 – Line of Credit – Agreement to allow for the use of a performance bond instead of a line of credit.*
- b. Remove Article 17 – Builders Liens– Agreement that currently requires a holdback.*

CARRIED

f. Request for Decision regarding Beaver Creek Community Club Funding Request. (referred from Feb.15/17 Electoral Area Directors Meeting)

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the ACRD Board of Directors amend the 2017 – 2021 ACRD Financial Plan to include the allocation of \$10,000 in gas tax funding to the Beaver Creek Community Club.

CARRIED

g. Request for Decision regarding 1st Reading of the 2017 Financial Plan.

MOVED: Director Bennett
SECONDED: Director Cote

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

MOVED: Director Wyton
SECONDED: Director McNabb

THAT Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan be amended by reducing the Bamfield Emergency Services tax requisition from \$13,900.00 to \$11,900.00 in 2017.

CARRIED

MOVED: Director McNabb
SECONDED: Director Banton

THAT Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan be amended to reflect gas tax funds in the amount of \$10,000 allocated to the Beaver Creek Community Club, instead of through a grant-in-aid in 2017.

CARRIED

The main motion of first reading of the 2017 – 2021 ACRD Financial Plan as amended was:

CARRIED

9. PLANNING MATTERS

- a. RE16007, PELLETIER & CRAWFORD, 6770 BEAVER CREEK ROAD (BEAVER CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1346 and P1347

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1346 be read a second time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1346 be read a third time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1347 be read a second time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1347 be read a third time.

CARRIED

b. RE16006, COLYN, 5633 STRICK ROAD (BEAVER CREEK)

Rezoning Application – Bylaw P1350

MOVED: Director McNabb

SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be read a second time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be read a third time.

CARRIED

c. MISC17003, VICINITY OF ALBERNI VALLEY AIRPORT (SPROAT LAKE)
Miscellaneous Referral – Memorandum

MOVED: Director Bennett

SECONDED: Director Kokura

*THAT the Board of Directors direct staff to provide a response to the Ministry of Forests, Lands and Natural Resource Operations stating that the proposed Land Act Section 17 Conditional Withdrawal for the purpose of Habitat Conservation for the Western Painted Turtle (*Chrysemys picta bellii*) not be supported due to the reasons outlined in this report.*

CARRIED

d. MISC17004, REGIONAL GROWTH STRATEGY AMENDMENT (REGIONAL DISTRICT OF NANAIMO)
Miscellaneous Referral – Memorandum

MOVED: Director Kokura

SECONDED: Director Banton

THAT the Board of Directors accept “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” which was amended January 24, 2017 and direct staff to respond that the Regional District’s interests are unaffected.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – February 17, 2017
- b. Meeting Schedule – March 2017
- c. Building Inspector’s Report – January 2017

MOVED: Director Kokura

SECONDED: Director McLeman

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

CARRIED

10.2 COMMITTEE REPORTS

a. Bamfield Water Committee Meeting– Monday, February 20, 2017
K. Wyton (Verbal)

Director Wyton reported on the Committee meeting. The Committee reviewed the 2017 – 2021 ACRD Financial Plan for Bamfield. The Committee also received an update on the Bamfield water treatment plant project.

MOVED: Director Wyton
SECONDED: Director McNabb

THAT this verbal report be received.

CARRIED

b. Parcel Tax Review Committee Meeting – Wednesday, February 22, 2017
J. McNabb/P. Cote/K. Wyton (Verbal)

Director McNabb reported on the meeting held this morning. There were no requests for amendments to the 2017 Parcel Tax Roll. The Committee authenticated the 2017 Parcel Tax Roll as presented.

MOVED: Director McNabb
SECONDED: Director McLeman

THAT this verbal report be received.

CARRIED

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb**
 - 2017 NI 9-1-1 Adopted Budget
- b. Vancouver Island Regional Library - L. Banton – No report**
- c. Central West Coast Forest Society – T. Bennett – No Report**
- d. Alberni Valley Chamber of Commerce – J. McLeman – No Report**
- e. Coastal Communities Network – T. Bennett**

Director Bennett reported the Network's \$10,000 funding application through the rural dividend fund was turned down. The Network were advised if they re-submit their application through the ACRD, there is a good chance their application will be successful. A report will be coming to the ACRD Board for consideration.

f. West Island Woodlands Advisory Group – M. Kokura

Director Kokura reported on the February 9th meeting. One of the topics of discussion was Island Timberlands and access issues. Western Forest Products made a presentation to the Group and advised APD and Somass mills were

shutting down due to a shortage of logs. They are expect to be back up and operating by mid-March. Next meeting is on the 13th of April.

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

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

Director Wyton reported his first meeting on the Council is scheduled for March 16th. Ms. Sarah Thomas, Council Coordinator provided a report on a recent study conducted in the Comox Valley connecting the relationship of wood smoke to increased risk of heart attacks. A formal thank you went out to Director McNabb for his service on the Council.

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

Director Bennett reported on the open house held on Family Day at the Aquarium.

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

Director Cote reminded the Board today is the cut-off for resolution submissions. The AVICC Annual convention is scheduled for April 7 – 9th in Campbell River. Registration is open now.

k. Beaver Creek Water Advisory Committee – J. McNabb

Director McNabb reported on the Committee meeting held on February 14th. He thanked and congratulated the Manager of Environmental Services and his department for their services to the Beaver Creek Water System. The system is in the best shape ever, probably since it was installed.

l. Other Reports – No Reports

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Board of Directors receive the member reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Kokura

SECONDED: Director Osborne

THAT the meeting be closed to the public to discuss matters relating to:

i. *Labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 3:37 pm.

The meeting was re-opened to the public at 5:19 pm

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the tabled motion regarding purchase of boardroom audio equipment be lifted from the table.

CARRIED

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35.

MOVED: Director Osborne

SECONDED: Director Banton

THAT the above motion be postponed until the next Board of Directors meeting in order to receive further information from the ACRD IT Contractor regarding the addition of live streaming equipment and cost implications.

CARRIED

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following resolutions passed at the in-camera portion of the meeting were reported out in open meeting:

- a. The ACRD Board of Directors accepted the letter dated February 17, 2017 from Russell Dyson, CAO advising of his resignation effective May 13, 2017.
- b. The ACRD Board of Directors supported the CAO's proposal to post internally a new CUPE position for a two-year term in the Environmental Services Department to continue with capital projects, land tenures and parkland planning and maintenance.
- c. The ACRD Board instructed Chair John Jack, Vice Chair Josie Osborne and staff to develop a Terms of Reference for a CAO Recruitment Committee and Scope of Work for the Committee and bring to the March 8, 2017 Board meeting.

- d. The ACRD Board instructed staff to amend the 2017-2021 ACRD Financial Plan to include up to a maximum of \$40,000 in General Government Services for the CAO recruitment process.
- e. The ACRD Board of Directors appointed Wendy Thomson Acting Chief Administrative Officer effective May 13, 2017, until a new candidate is appointed by the ACRD Board of Directors and FURTHER the salary of Acting Chief Administrative Officer Wendy Thomson was set at 25% above current salary for the first six months of the assignment, and 30% above current salary for any period beyond six months (September 27, 2017).

16. ADJOURN

MOVED: Director Kokura
SECONDED: Director Bennett

THAT this meeting be adjourned at 5:22 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE PARCEL TAX REVIEW PANEL MEETING HELD ON WEDNESDAY, FEBRUARY 22, 2017, 11:30 AM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

STAFF PRESENT: Teri Fong, Collector
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER & APPOINTMENT OF CHAIRPERSON

The meeting was called to order at 11:31 am.

MOVED: Director Wyton
SECONDED: Director Cote

THAT Director McNabb be appointed Chairperson of the Alberni-Clayoquot Regional District Parcel Tax Review Panel for 2017.

CARRIED

Director McNabb assumed the Chair.

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

2. APPROVAL OF AGENDA

MOVED: Director Wyton
SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. OVERVIEW OF PARCEL TAX ROLL REVIEW PROCESS

a. Overview of the Parcel Tax Review Process for 2017 – Collector for 2017.

The Collector provided an overview of the parcel tax review panel process and the 2017 Parcel Tax Roll. No requests were received for amendments to the 2017 Parcel Tax Roll.

MOVED: Director Cote

SECONDED: Director Wyton

That the verbal report be received.

CARRIED

4. REQUEST FOR AMENDMENTS

a. No requests for amendments to the 2017 Parcel Tax Roll were received.

5. AUTHENTICATION

MOVED: Director Wyton

SECONDED: Director Cote

THAT the following 2017 Parcel Tax Rolls be declared authenticated pursuant to section 206 of the Community Charter:

- a. **Bamfield Water System Local Service Area**
- b. **Beaver Creek Arena**
- c. **Beaver Creek Water System Local Service Area**
- d. **Cherry Creek Arena**
- e. **Salmon Beach Power Local Service Area**
- f. **Salmon Beach Sewage/Security/Garbage/Recreation/Transportation/Water Local Service Area**
- g. **South Long Beach Multi Purpose Path Local Service Area**
- h. **Sproat Lake Arena**
- i. **Sproat Lake Community Association Local Service Area**

CARRIED

6. ADJOURN

MOVED: Director Cote

SECONDED: Director Wyton

THAT this meeting be adjourned 11:41 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 28, 2017, 2:00 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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

PRESENT: Kel Roberts
Mary Ellen Peet
Ken Lunde
Teri Graff

REGRETS: Jill Maibach

STAFF PRESENT: Russell Dyson, CAO
Andrew McGifford, Manager of Environmental Services
Wendy Thomson, Manager, of Administrative Services
Janice Hill, Environmental Services Coordinator

1. **CALL TO ORDER**

The CAO called the meeting to order at 2:00 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: E. Peet
SECONDED: K. Lunde

THAT the agenda be approved as circulated.

CARRIED

3. **ELECTION OF CHAIRPERSON FOR 2017**

a. **Election of Chairperson – 2017**

The CAO requested nominations for the position of Chairperson of the Salmon Beach Committee for 2017.

Ellen Peet nominated Kel Roberts for the position of Chairperson of the Salmon Beach Committee for 2017. Kel Roberts accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Salmon Beach Committee for 2017 for a second and third time.

There being no further nominations, the ACRD CAO declared Kel Roberts to the position of Chairperson of the Salmon Beach Committee for 2017.

Chairperson Roberts assumed the Chair.

4. ADOPTION OF MINUTES

a. Salmon Beach Committee Meeting held November 9, 2016

MOVED: K. Lunde
SECONDED: T. Bennett

THAT the minutes of the Salmon Beach Committee Meeting held on November 9, 2016 be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

T. Graff entered the meeting at 2:21 pm.

a. Request for Decision regarding Administration of Salmon Beach Services

MOVED: E. Peet
SECONDED: K. Lunde

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services.

CARRIED

b. Terms of Reference – Salmon Beach Committee

MOVED: E. Peet
SECONDED: K. Lunde

THAT the Terms of Reference for the Salmon Beach Committee be received and to amended to elect the committee chair in the first meeting after the May long weekend meeting annually.

CARRIED

c. Request for Decision regarding Salmon Beach Sewage Field Upgrades – Request to Proceed to Toquaht Nation

MOVED: E. Peet
SECONDED: T. Graff

THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the original sewage field and install additional feeder tank capacity within the License of Occupation area.

CARRIED

d. Request for Decision regarding 2017-2021 Salmon Beach Service Budget

MOVED: E. Peet
SECONDED: T. Lunde

THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to requesting that they re-establish the (up to twice a year burning) of brush piles on the Toguah Nation lands currently occupied for sewage field purposes, ensuring all permits and regulations for burning are followed.

CARRIED

MOVED: E. Peet
SECONDED: K. Lunde

THAT the Salmon Beach Committee amend recommend that the ACRD Board of Directors amend the 2017 – 2021 Financial Plan to include a \$28,000 contribution to capital and request staff provide options for a new community building with requirements and possible borrowing implications for each option.

CARRIED

MOVED: E. Peet
SECONDED: K. Lunde

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors amend the 2017 – 2021 Financial Plan amending line 3 of the Recreation budget to \$47,132, line 7 to \$38,000 line 10 to \$8,400 (\$4,000 to Community Events - within operating costs) and our contribution to capital line 18 will be \$38,000.

CARRIED

MOVED: E. Peet
SECONDED: K. Roberts

THAT the Salmon Beach Committee request that staff review and provide costs to the Committee for pump and haul coverage for truck breakdowns.

CARRIED

*MOVED: T. Graff
SECONDED: E. Peet*

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors amend the 2017 – 2021 Financial Plan amending line 24 of the Transportation budget to read Professional services, rather than Paving of sensitive areas.

CARRIED

*MOVED: K. Roberts
SECONDED: E. Peet*

THAT the Salmon Beach Committee request staff to investigate cost of 72-hour pump testing for Well #10 and report back to committee regarding the cost to complete.

CARRIED

*MOVED: T. Graff
SECONDED: E. Peet*

THAT the Salmon Beach Committee support the inclusion of the budget, as amended, in the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

6. ADJOURN

*MOVED: Director
SECONDED: Director*

THAT this meeting be adjourned at 3:32.

CARRIED

Certified Correct:

Kel Roberts
Chairperson

Andrew McGifford, CPA, CGA
Manager of Environmental Services



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER COMMITTEE MEETING HELD ON MONDAY, FEBRUARY 20, 2017, 5:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, 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
Phil Lavoie, Bamfield Volunteer Fire Department

REGRETS: John Mass, Advisory Planning Commission
Brad Anholt, Bamfield Marine Science Centre
Les Butler, Bamfield Water Contractor

STAFF PRESENT: Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance

1. CALL TO ORDER

The Chairperson called the meeting to order at 5:10 pm.

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

2. APPROVAL OF AGENDA

MOVED: B. Otterson

SECONDED: J.P. Hastey

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Bamfield Water Committee Meeting held August 16, 2016**

MOVED: J.P. Hastey

SECONDED: L. Herbig

THAT the minutes of the Bamfield Water Advisory Committee meeting held on August 16, 2016 be received.

CARRIED

4. CORRESPONDENCE FOR ACTION/INFORMATION

- a. **Correspondence dated February 15, 2017 from the Bamfield Centennial Park Committee regarding concerns on the noise and light associated with the Proposed Water Treatment Facility Plan for Bamfield.**

MOVED: L. Herbig

SECONDED: P. Lavoie

THAT this correspondence be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Bamfield Water System 2017-2021 Financial Plan**

MOVED: J.P. Hastey

SECONDED: B. Otterson

THAT the Bamfield Water Advisory Committee recommend the Bamfield Water budget presented be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

6. REPORTS

- a. **Water Treatment Plant (WTP) Update**
Consideration of parks issues will be discussed with the engineer.
- b. **Raw Water Pressure – A. McGifford (Verbal)**
Pressure from the raw water line has experienced issues recently. The contractor has identified possible causes. Staff will advise the water system engineer to provide possible solutions.
- c. **South Bamfield Road Fire Hydrants – A. McGifford (Verbal)**
Project has been virtually completed as of the meeting date. Due to the depth of the water main, the project incurred additional costs to lower 4 of the 6 hydrants. The install costs are covered by the developer through the \$75,000.00 deposit.
- d. **Water Consumption – A. McGifford (Verbal)**
Staff discussed trends and will provide options for a new rate structure with new operational costs associated with the water treatment plant. Consider increasing maximum threshold and reduced Bamfield Marine Science Center usage.

MOVED: B. Otterson
SECONDED: L. Herbig

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

CARRIED

7. ADJOURN

MOVED: P. Lavoie
SECONDED: B. Otterson

THAT this meeting be adjourned at 6:43 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Andrew McGifford,
Manager of Environmental Services



Maaqutusiis Hahoulthee Stewardship Society

PO Box 1245 Tofino BC V0R2Z0

PRESS RELEASE

EMBARGOED UNTIL JANUARY 25, 2017

Media Inquiries: Trevor Jones, CEO, MHSS, 250-735-0744, Trevor@clearksiesmanagement.ca

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

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

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

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

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

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



Maaqutusiis Hahoulthee Stewardship Society

PO Box 1245 Tofino BC V0R2Z0

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

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

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

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

www.mhssahousaht.ca visit for full land use vision

February 28th 2017

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3
rdyson@acrd.bc.ca
Via Email

Attention: Russell Dyson, Chief Administrative Officer

Re: ICF Director Nominee 2017 - 2019 and ICF Member Representative 2017

Please provide a Nominee for Island Corridor Foundation (ICF) Director to be elected for a two year term at the Annual General Meeting.

We also request the name of your Member Representative to the Island Corridor Foundation Board who will attend the AGM April 27th 2016. The Member Representatives elect the ICF Board of Directors.

Your current Director is: Ken McRae
Your current Member Representative is: Lucas Banton

If there is a change to your Director Nominee or Member Representative please provide the information requested below;

Board Meetings dates for Directors; July 27th, October 26th, January 25th 2018, March 29th 2018 and April 26th 2018 in the mornings at Nanaimo.

Member Representative:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Director Nominee:

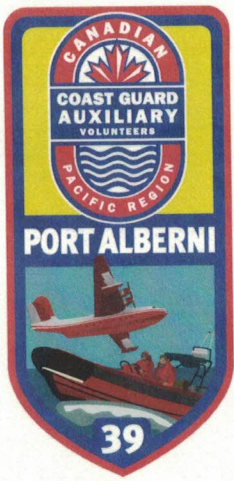
Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Signing Authority: _____ Date: _____

Thank you in advanced for your prompt response,



Graham Bruce
Chief Executive Officer
Island Corridor Foundation



Port Alberni Marine Rescue Society

Coast Guard Auxiliary - Unit 39

February 26, 2017

Alberni-Clayoquot Regional District
Attn: Mr. John Jack - Chairperson
Board of Directors
3008 - 5th Ave.,
Port Alberni, BC V9Y 2E3

Dear Mr. Jack:

The Port Alberni Marine Rescue Society is hosting its annual volunteer appreciation dinner on Sunday, March 12, 2017 at the Alberni Golf Club, situated on Cherry Creek Road here in Port Alberni.

This dinner is an event at which the Port Alberni Marine Rescue Society says thank you to its members, and their spouses, and acknowledges their efforts and contribution to marine search and rescue in and around the Alberni Inlet.

This year is especially important, to us, in that this is our 25th year of saying thank you to our volunteers who have contributed to the success of Station 39 of RCM SAR, here in Port Alberni.

We would be pleased if you, or a delegate, could join us for this celebration. The evening commences with a No Host bar at 6:00pm followed by dinner at 6:30pm.

Please RSVP by e mail at iarklie@shaw.ca or calling at 250-720-5477.

Sincerely,

Ian Arklie
Station Leader

P.O. Box 98, Port Alberni, BC V9Y 7M6 Phone 250-720-5477 (cell)





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

February 16, 2017

Re: West Coast Multiplex Society Service

To whom it may concern,

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

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

Thank you,

Angela Polifroni
Director of Operations
Toquaht Nation



TOQUAHT NATION CERTIFIED RESOLUTION

February 22, 2017

000124

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

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

Motion # CM00344

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

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

Kirsten Johnsen

2017-02-22

Law Clerk, Kirsten Johnsen

DATE



CANADIAN FEDERAL LAW: “The Protection of Communities and Exploited Persons Act”: Targets the demand by charging the buyer of sex; the predator, trafficker, john, facilitator are criminalized. **2.** Recognizes the seller of sex is a victim; usually female and is not criminalized. **3.** Exit strategies put in place to assist the victim out of the sex trade.

Know the warning signs of human trafficking in your community, at work, and when travelling. Call the police immediately. Call Crime-Stopppers: 1-800-222-8477, Kids Help Phone: 1-800-668-6868. If a child is in danger call 310-1234 to reach Ministry of Child and Family Development.

WHAT CAN YOU DO? Educate yourselves about the issue. “Education is our greatest weapon”. Look up online: **thetraffickedhuman.org**. Share what you learned today. Call for change; email, call or write a letter to leaders (Municipal, Provincial, Federal) to ask them to address the problem of human trafficking/sexual exploitation/youth and child exploitation by focusing on the 2 E’s: Education of our youth and Enforcement of the law. Support anti-human trafficking policies and support exit programs for trafficked women (Salvation Army: Deborah’s Gate, Union Gospel Mission, Covenant House, REED). Connect with our youth, and encourage our girls to be strong and confident, and for our boys to be respectful. Talk about the issue of objectification of women and girls and that it is a human rights issue. Help frontline workers, NGO’s and the organizations that help survivors of human trafficking by volunteering. Raise awareness. Watch the documentaries (Google them): “Enslaved and Exploited” and “Red Light, Green Light” by Jared and Michelle Brock (2 young Canadian film makers). Read the Canadian “textbook” on the issue “Invisible Chains” by UBC law professor Benjamin Perrin. Take the online course on Human trafficking from Ministry of Public Safety in BC OCTIP (Office to Combat Trafficking in Persons). Study the effect of porn on the (developing) brain (neuroscience research); Dr. Gary Wilson. Watch the Dr. Jackson Katz TEDtalk on men, violence and silence. Check out “fightthenewdrug” website to address youth porn use and addiction.

Learn how the internet works; its strengths and weaknesses. Be computer literate. Take a “cyberspace safety” education course and share what you learn with your family. Sit and listen to your children, grandchildren, greatgrandchildren. Let them talk to you. Learn about their world. Build bridges of trust and unconditional love for your families. Be proactive and involved in children’s lives. Google: “How to stay safe online”, then share that information with your family. **“Every child is one consistent caring adult away from success”.**

(some) ORGANIZATIONS COMBATTING HUMAN TRAFFICKING:

BC Office to Combat Trafficking in Persons (OCTIP) at 604-660-5199 or octip@gov.bc.ca, REED (Resist Exploitation, Embrace Dignity), Servants Anonymous Society, Vancouver Rape Relief and Women's Shelter, Covenant House, Children of the Street Society, EVE (Exploited Voices Now Educating), Mothers Against Trafficking Humans, Safe Online Outreach Society, Fortress Foundation (addressing porn addiction), Salvation Army (Deborah's Gate), The Joy Smith Foundation (Manitoba), RCMP Human Trafficking National Coordination Center (Ottawa), MAST- Men Against Sex Trafficking (London, Ontario), Moosehide Campaign (aboriginal men addressing exploitation of women and girls), Sextrade 101, Defend Dignity, End Modern Slavery-Canadian Advocacy, Stop Child Trafficking, Stop the Traffick, Hope for the Sold, Face It Canada, Walk With Me, International Justice Mission, Chrysalis Network and National Human Trafficking Support Line, Shared Hope International (Washington State), Human Smuggling and Trafficking Center (Washington, DC), Coalition to Abolish Slavery and Trafficking, Free the Slaves, Polaris Project (USA), Male Renaissance Project (for men and boys).

RESOURCES/ BOOKS:

"Invisible Chains" by Benjamin Perrin- the textbook for Canada on Human Trafficking.

"Half the Sky" by Nicolas Kristoff- New York bestseller describing the global sex trade.

"The Natasha's" by Victor Malarek and **"The John's"** by Victor Malarek- W5 award winning Canadian journalist researches the victims, and the men who use.

"Pornland" by Dr. Gail Dines- New York bestseller that exposes porn culture and how it is mainstream. Google her TEDtalk; in 13 minutes she exposes what children are watching.

"No Choice, No Job" by Dr. Janice Raymond- expert in global sex trade research.

"Prostitution in Nevada" by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA.

"Girls Like Us" by Rachel Lloyd- a memoir by a prostituted sex survivor who helps others exit the sex industry.

Google online: **CNN special report (2015) called "Children for Sale: The Fight to End Human Trafficking"** produced by Jada Pinkett Smith.

CONTACT: Mrs. Cathy Peters: ca.peters@telus.net

Former inner city high school teacher (Southern Okanagan, Delta), volunteer for 5 years for 2 Federal MP's (John Weston; West Vancouver-Sunshine Coast-Sea to Sky, Joy Smith; St. Paul/Kildonan, Manitoba), advocate and speaker on Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction.

It is unacceptable that women and children are bought and sold in a modern equal society.



FEB 14 2017

File: 0280-30

Ref: 185404

Josie Osborne
Chair
Alberni-Clayoquot Regional District
3008 Fifth Ave
Port Alberni BC V9Y 2E3

Dear Ms Osborne:

Thank you for your letter of December 7, 2016 highlighting the work on fisheries habitat restoration, and the concerns for Pacific salmon and steelhead stocks on the West Coast of Vancouver Island. I appreciate and share your concerns for our wild salmon and steelhead stocks, as well as the work that is being undertaken through West Coast Aquatic, and its multi-stakeholder approach in the Somass Basin Watershed and Kennedy Flats area.

We recently released our *B.C. Agrifood and Seafood Strategic Growth Plan* which includes a new Seafood Strategy. The mission of the Seafood Strategy is to maximize the aquaculture, commercial and marine recreational fisheries while balancing environmental sustainability objectives and supporting a diversified economy.

One of British Columbia's priorities is to sustain and protect what we have, and include efforts to promote conservation and enhancement of wild fish populations by working across ministries to minimize the impact of development projects on fish habitat, while supporting policies to conserve our fisheries resources.

A key priority for government under the Seafood Strategy is to provide industry with a single access point to federal and provincial authorities through the establishment of a provincial Seafood Secretariat that will provide consistent provincial policy positions.

As you are aware, a number of provincial agencies have responsibilities for various aspects of fisheries and fisheries habitat; the lead agency for managing freshwater fisheries and steelhead and freshwater habitat is the Ministry of Forests, Land and Natural Resource Operations (FLNRO), with policy and science support from the Ministry of Environment. FLNRO is also a member of the Seafood Secretariat.

.../2

The executive lead for the Seafood Secretariat is Assistant Deputy Minister, James Mack. If you would like to meet with him to discuss this in further detail, I encourage you to contact him directly by telephone at 250 356-1821 or by e-mail at James.Mack@gov.bc.ca.

Thank you again for writing to share your concerns.

Sincerely,



Norm Letnick
Minister

pc: Honourable Mary Polak
Minister of Environment

Honourable Steve Thomson
Minister of Forests, Land and Natural Resource Operations

Scott Fraser, MLA, Alberni-Pacific Rim

James Mack, Assistant Deputy Minister
Ministry of Agriculture

Nuu-chah-nulth Tribal Council

West Coast Aquatic



December 7, 2016

The Honourable Norm Letnick
Minister of Agriculture
PO Box 9043, Stn. Prov. Govt.
Victoria, BC V8W 9E2
Email: AGR.Minister@gov.bc.ca

Re: Fisheries Habitat Restoration

Dear Minister Letnick:

Pacific salmon and steelhead stocks on the Westcoast of Vancouver Island continue to be under severe pressure from a number of environmental issues. While the Province has limited jurisdiction and ability to influence some of these [e.g. Conditions in the North Pacific or climate change], it does have some influence in habitat protection and restoration.

We are writing to draw your attention to the innovative multi-stakeholder salmon and steelhead habitat protection and restoration work being coordinated by West Coast Aquatic in the Somass watershed and well as in the Kennedy Flats area near the Tofino Airport. This work is of critical importance in helping to maintain socially and economically important fish stocks and will result in the Somass River Integrated Fish Habitat Restoration Overview

While we understand the limits of provincial involvement in these activities, the Province does have the primary role in steelhead protection. Moreover, staff from your Ministry can play an important role in encouraging the resource ministries to maintain their virulence with regard to the activities of industry, particularly the forest industry, when it comes to fisheries habitat protection.

Yours truly,

A handwritten signature in black ink, appearing to read 'J. Osborne', written in a cursive style.

Josie Osborne, Chair

Cc: West Coast Aquatic
Nuu-chah-nulth Tribal Council
Scott Fraser, MLA, Alberni-Pacific Rim



FOR IMMEDIATE RELEASE

February 28, 2017

PUBLIC BACKCOUNTRY HUT IN ACRD A FIRST FOR VANCOUVER ISLAND

COURTENAY – Backcountry skiers, snowshoers, and hikers will soon have access to Vancouver Island’s rugged mountains thanks to a new alpine hut being built by the Alpine Club of Canada Vancouver Island (ACCVI), with \$90,000 in support from the Island Coastal Economic Trust.

The heated hut, estimated to cost \$200,000, will build on the region’s natural assets and the growing backcountry skiing sector, to develop and market a new backcountry destination for the region.

This heated public hut will be the first of its kind on Vancouver Island. Located 35km west of Port Alberni, the cabin will be built at an elevation of 1,300m on the west ridge of 5040 Peak. The alpine hut will provide a base for exploring the geography, culture, and history of the region.

“Winter backcountry activities are exploding in popularity,” said Chris Jensen, Chair of the ACCVI’s Hut Committee. “Alpine huts are integral to the backcountry winter experience and the region will now have the infrastructure to grow this adventure tourism sector.”

The Alpine Club of Canada (ACC) operates the largest network of backcountry huts in North America and has more than 100 years’ experience building and managing backcountry huts.

Visitor data from other ACC huts shows that most guests come from outside the local communities. The new hut will help to increase visitation and create synergies with other visitor attractions in the Sutton Pass area, such as the nearby rock climbing areas or the Ha’uukmin Tribal Parks’ Zipline. It is also expected to increase year-round demand for supplies and services such as outdoor equipment and rentals, food and accommodation services, professional guiding as well as First Nations art and souvenirs.

“This project will have positive impacts on a number of nearby communities, attracting new tourist spending and further diversifying economic activity in the region” said ICET Chair Phil Kent. “The total annual visitor spending impact of the hut is estimated at almost \$700,000, creating 3.9 new permanent local jobs as a result.”

Once complete, the 800 square-foot cabin will have the capacity to accommodate up to a dozen visitors and will feature a wood pellet stove, solar-powered LED lighting, and a vermiculture composting toilet.

Project planning and development is already underway, with completion estimated by October, 2018. For more information on the ACCVI’s new hut, please visit www.huts.acuvi.ca.

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

Chris Jensen, Hut Committee Chair
Alpine Club of Canada - Vancouver Island
Tel. 250-516-3932
huts@accvi.ca

Local Government Program Services

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



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

www.ubcm.ca

LGPS Secretariat

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

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

February 22, 2017

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

**RE: Strategic Wildfire Prevention Initiative - Approval of 2017
FireSmart Planning Grant (SWPI-731: Cherry Creek FireSmart
Engagement)**

Dear Chair and Board,

Thank you for submitting an application under the 2017 FireSmart Planning Grant program for the above noted project.

I am pleased to inform you that the Evaluation Committee has approved funding for your project in the amount of \$10,000.00.

Grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

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

- (1) The funding is to be used solely for the purpose of the above named funding program and project, and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) All funded activities are to take place within the 2017 calendar year;
- (4) The final report is required to be submitted within 30 days of project completion and no later than January 31, 2018. The report must include:
 - Completed and signed copy of the final report form
 - Financial summary

- Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2017 FireSmart Planning grant.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to address community safety issues in your community.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at swpi@ubcm.ca.

Sincerely,

ORIGINAL SIGNED BY:

Peter Ronald
Programs Officer

cc: *Russell Dyson, CAO, Alberni-Clayoquot Regional District*

Enclosure

Local Government Program Services

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



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LGPS Secretariat

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

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

February 28, 2017

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

**RE: Strategic Wildfire Prevention Initiative - Approval of 2017
FireSmart Planning Grant (SWPI-732: Sproat Lake & Beaver
Creek FireSmart Engagement)**

Dear Chair and Board,

Thank you for submitting an application under the 2017 FireSmart Planning Grant program for the above noted project.

I am pleased to inform you that the Evaluation Committee has approved funding for your project in the amount of \$10,000.00.

Grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

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

- (1) The funding is to be used solely for the purpose of the above named funding program and project, and for the expenses itemized in the budget that was approved as part of your application;
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 - Completed and signed copy of the final report form
 - Financial summary

- Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2017 FireSmart Planning grant.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to address community safety issues in your community.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at swpi@ubcm.ca.

Sincerely,

ORIGINAL SIGNED BY:

Peter Ronald
Programs Officer

cc: Russell Dyson, CAO, Alberni-Clayoquot Regional District

Enclosure

From: Central Westcoast Forest Society [<mailto:info@clayoquot.org>]
Sent: Wednesday, March 01, 2017 8:58 AM
Subject: Central Westcoast Forest Society - Winter Speaker Series

Hello,

The CWFS Winter Speaker Series will continue from March through April with a new speaker the second Thursday of every month. Join us over the next three months for social and educational evenings where we will discuss local whale research, examine skeletons of local wildlife, and learn the importance of estuaries for salmon migration.

The CWFS Winter Speaker Series will be held the second Thursday of the month from 7:00 - 8:00 pm; Doors at 6:30 pm. Admission for the evening will be by donation to CWFS and all funds will go towards the restoration of wild salmon habitat.

Please see the posters attached below for a description of the March talk as well as the talks that will be held over the next three months.

Hope to see you there!

Thanks

--



PO Box 641
1920 #2 Lyche Road
Ucluelet, BC V0R 3A0
T: 250-726-2424
clayoquot.org

CENTRAL WESTCOAST FOREST SOCIETY

WINTER SPEAKER SERIES

Ucluelet Community Centre - Doors at 6:30, Show at 7:00 - Admission by Donation



Co-Existing With Carnivores - Separating Facts from Fiction : Todd Windle

Thursday, January 12th

Human-wildlife conflicts are complex, socio-ecological challenges that require multi-faceted solutions. Come out and learn about factors contributing to conflicts between people and large carnivores here on the west coast and what we can do to help foster co-existence.

Thursday, February 9th - No Talk

SIMRS - Research, Monitoring, & Education in Clayoquot Sound : Jessica Edwards

Thursday, March 9th

Strawberry Isle Marine Research Society has been conducting environmental monitoring in Clayoquot Sound since 1991. Our goal is to create long-term monitoring programs, to inspire public involvement in local research, and to promote public awareness of this incredible place we call home.



Bones, Beaks and Teeth, a Comparative look at Skeletons : Becky Wigen

Thursday, April 13th

This is a hands-on look at skulls from a variety of local birds and mammals with a focus variations in teeth and bill shape and how those relate to diet. In addition, if you have found bones and don't know what they are, bring them along, as they can probably be identified.

Ecology of Salmonids in Estuaries Around the World : Dr. Colin Levings

Thursday, May 11th

Based on my recent book, the talk will present an overview of our current knowledge of how sea-run salmonid species (salmon, steelhead, char, and trout) around the world are adapted to estuaries. I will also discuss the various types of estuaries found in Canada and elsewhere and relate their habitats to conservation of salmonids and their supporting ecosystems.



BLACK ROCK
OCEANFRONT RESORT



CENTRAL WESTCOAST
FOREST SOCIETY



CENTRAL WESTCOAST FOREST SOCIETY
WINTER SPEAKER SERIES

Jessica Edwards

BSc, SIMRS Executive Director



SIMRS: RESEARCH, MONITORING, AND EDUCATION IN CLAYOQUOT SOUND.

Strawberry Isle Marine Research Society has been conducting environmental monitoring in Clayoquot Sound since 1991. Our goal is to create long term monitoring programs, to inspire public involvement in local research, and to promote public awareness of this incredible place we call home.

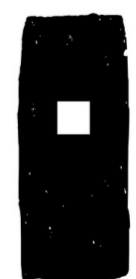
THURSDAY, MARCH 9TH

UCLUELET COMMUNITY CENTRE

**DOORS @ 6:30 - SHOW @ 7:00 PM
ADMISSION BY DONATION**



**CENTRAL WESTCOAST
FOREST SOCIETY**



**BLACK ROCK
OCEANFRONT RESORT**

From: Resolutions [<mailto:resolutions@fcm.ca>]

Sent: March-02-17 12:55 PM

To: 'rtagami@ubcm.ca' <rtagami@ubcm.ca>

Cc: Russell Dyson <rdyson@acrd.bc.ca>

Subject: Federal Government Cooperation for Oil Spill Response in BC - Cat D Resolution FCM March Board 2017- UBCM and the Alberni-Clayoquot Regional District, BC

Dear Reiko,

Thank you for your resolution submission to FCM about *Federal Government Cooperation for Oil Spill Response in BC*. We understand that this issue is an important concern to your community and we appreciate you bringing it to the attention of FCM.

We have considered the resolution and categorized it as Category D– In accordance with existing FCM policy. This category contains resolutions that have been considered by FCM in the previous three years or that are in accordance with FCM's standing policy and advocacy priorities. In this case, the resolution will be received by the Board of Directors at the upcoming board meeting in March 2017 for information only. More details on FCM's resolution procedures can be found [here](#).

FCM looks forward to continue working with you and your community in representing the municipal voice at the federal level. If you or your staff have any questions or require further information, please contact Pascale Clement, Administrative Coordinator, Policy and Government Relations, at 613-907-6268 or pclement@fcm.ca.

Regards,
Pascale

Dear ACRD Chair and Board of Directors,

I am submitting “The Cantimber Controversy, Post Golder Report” for your consideration.

There is much to be learned from the way Cantimber was established in Port Alberni, its poor performance trials in 2016, and problems arising from its poor location, inherent health and safety risks, inadequacies with regard to communication, transparency, and protocol, and the initial lack of understanding from plant engineering to emissions performance requirements.

I ask that you consider the points raised in my report and request:

1. That PAPA and Cantimber answer the questions highlighted in the report.
2. That Cantimber cease operations at its current location and be relocated away from populated areas due to operational and public health risks.
3. That the federal government and Environment Canada be accountable and take an active role in overseeing environmental regulation, compliance assessment, and enforcement issues on Port Authority land. This could be done in cooperation with the MOE, as is already the case for some regulation and emissions oversight at the Catalyst paper mill.
4. That a moratorium be put on Cantimber operations and any other industrial development on Port Authority land until this very serious jurisdictional issue is resolved.

Sincerely,

Bernadette Wyton

THE CANTIMBER CONTROVERSY

POST GOLDER REPORT

By
Bernadette Wyton

Submitted
March 2, 2017

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INTRODUCTION

On June 17, 2015, the Port Alberni Port Authority (PAPA) announced the establishment of Cantimber Biotech within its terminal facilities. The project was advertised as a non-polluting, job-creating, activated charcoal industry with environmental benefits. However, it was launched into controversy due to episodes of noxious emissions.¹ Key aspects of the controversy include:

1. The poor location provided for Cantimber trials, operation, and expansion
2. A lack of precaution and due diligence at the outset
3. Jurisdictional immunity
4. A lack of public and stakeholder consultation at the outset
5. Confusing/misleading information
6. Not observing best practices
7. Inherent problems with the batch carbonization process
8. A loss of public trust through a series of unsatisfactory experiences
9. Occupational health and safety concerns
10. Undermining ‘Continuous Improvement’ and ‘Keeping Clean Areas Clean’
11. High background PM 2.5 levels
12. Decisions resting on one hour of sampling.

When pollution problems persisted during commissioning trials in June 2016, Cantimber operations were shut down until a review of those operations could be conducted. PAPA selected Golder Associates to oversee this work. The resulting “Operations and Emissions Evaluation” (Golder Report) was posted to the PAPA website in mid-December 2016.

Many residents and agencies are now trying to assess what just happened and where we should go from here. Following are some aspects of that assessment, post Golder Report.

Some of the questions that remain have been underlined.

¹ See AV News article, June 9 2016 “More Growing Pains, Smoke for Cantimber”

KEY ASPECTS OF THE CONTROVERSY

1. LOCATION

Cantimber is located on the waterfront in the middle of the City of Port Alberni, directly below and in front of a densely populated neighbourhood. Emissions from its carbonization and activation stacks can, therefore, result in exposures, especially to nearby residents. This problem is compounded by the relatively low stack height, temperature, and gas velocity, all of which decrease the dispersion of pollutants. The following quotation recommends siting biochar operations far from populations:

Biochar production units are usually located far from populated areas due to the smoke they produce. Kiln smoke naturally settles and travels near the ground at atmospheric pressures. Therefore, it is preferable to construct a site on high ground so the prevailing winds will carry the smoke into the upper air strata. In order for biochar to be produced in the United States non-polluting technology must be developed (Toole, 1961). ("Methods for Producing Biochar and Advanced Biofuels in Washington State, Part 1: Literature Review of Pyrolysis Reactors," Washington State Department of Ecology)

Regardless of best intentions and protocols that might minimize pollution events, those events will, no doubt, continue to occur due to problems with, for example, equipment malfunctions (i.e., syngas valves, etc), human error, and challenges of the batch process that Cantimber has chosen which is characterized by continually starting and stopping production cycles. (see Batch Process, below). Further, risks of fire and explosion are inherent in pyrolysis operations.

Most accidents occur in combustion and pyrolysis plants during start-up and shut-down, but it is important to remain vigilant during all phases of the production process. ("Guidelines for the Development and Testing of Pyrolysis Plants to Produce Biochar, International Biochar Initiative," Jane Lynch, Stephen Joseph)

The location of this kind of industry in the heart of the city remains a serious problem. The concern is heightened when considering that expansion has always been central to Cantimber's planning. The following excerpt highlights how serious the decision is to dedicate land and resources to the industrial production of activated charcoal:

*A decision of this kind cannot be undertaken lightly since in order that the investment may have a chance of being recovered, the **resource area must be committed for twenty to thirty years into the future.** The resource must also be managed in such a way that the needs of the charcoal retort system are adequately serviced. **This precludes other uses for the land, a difficult decision where populations are rising and pressure on the land increasing.** The use of complex retort systems **introduces a degree of inflexibility in resource allocation which governments may find difficult to live with.** (FAO Forestry Paper 63, Food and Agriculture Organization of the United Nations, 1983)*

According to Cantimber, there is no necessity or advantage for them to be on the waterfront.

2. PRECAUTION, DUE DILIGENCE

PAPA advertised Cantimber as a completely pollution-free operation and apparently was not prepared for the typical pollution and safety problems related to the production of activated charcoal. None of the most common and well-known hazards of biochar operations, including carbon monoxide (CO) poisoning, explosion, fire, and air pollution were divulged.

During all phases of the process – loading, start-up, operation, shutdown, unloading and storage – the following risks for operators and the public should be considered, and any relevant regulations adhered to:

- *Fire and explosion (including dust explosion on hot surfaces, combustion during storage)*
- *Particulate and gaseous emissions*
- *Gas leakage (particularly CO)*
- *Noise pollution*

(“Guidelines for the Development and Testing of Pyrolysis Plants to Produce Biochar, International Biochar Initiative,” Jane Lynch, Stephen Joseph)

There also seemed to be little testing, precautionary measures or other acknowledgement of potential pollution problems due to pyrolysis itself:

Because pyrolysis kilns are designed to only partially combust wood, gases harmful to the environment, such as methane, carbon monoxide, alkanes, oxygenated compounds, and particulate matter, as well as organic compounds such as ethane, ethanol, and polycyclic organic matter (POM) are released directly into the atmosphere. Additionally, if tars remain uncombusted, they may solidify and form emissions of particulate matter (PM), pyroacids, and aerosol. The gases that are released have a much greater impact on climate change than carbon dioxide. Studies show that producing biochar releases more emissions than actual combustion of biochar in a stove. (“Methods for Producing Biochar and Advanced Biofuels in Washington State, Part 1: Literature Review of Pyrolysis Reactors”, Washington State Department of Ecology)

3. JURISDICTION

Overseeing the manufacture of activated charcoal through pyrolysis is clearly outside the normal mandate and expertise of a port authority. The controversies and complexities that have arisen with regard to the Cantimber project may have put PAPA at odds with some aspects of their own mission and value statements.²

PAPA is a federal entity and operates outside of provincial jurisdiction. However, they have publicly stated that when seeking federal assistance to help resolve Cantimber operations and

² Mission Statement: To be an economic driver that facilitates maritime trade and marine commerce by providing professional service that respects the environment, the community and the port users.

Value Statement: 1. Accountability – Ensure the decisions and actions of the PA are made according to applicable acts, regulations and best practices. 2. Integrity – Conduct the business of the PA with commitment, respect, honesty and sincerity. 3. Professionalism – Commit to safely and efficiently meeting the mandate, regulations and mission of the PA. 4. Sustainability – Manage the affairs of the PA that ensures financial viability of the PA, economic benefit(s) to the community and the health of the environment.

emissions problems they were denied, purportedly because the project was too small to warrant any.

As a result the BC Ministry of Environment (MOE), through its Nanaimo branch, has been put in the precarious position of having to provide information, expertise, and advice to a federal port agency and a private corporation without any official authority or binding basis for future relations, decisions, or compliance issues.

Although Cantimber emissions are generated on federal land, they migrate into provincial and residential territory posing some very difficult legal and jurisdictional problems.

In the case of Catalyst, emissions permitting, compliance and enforcement are open processes conducted by trained professionals working for the MOE. It would be best to consistently apply this model for other industries operating within the Alberni airshed.

Instead, PAPA has emerged as the self-appointed lead agency to create and enforce emission permit levels for Cantimber operations. This is an unsatisfactory arrangement, especially for the public, for a number of reasons, not the least of which is the inherent conflict of interest, especially with relation to regulation setting, compliance and enforcement, where industry proponents are left watching themselves.³

Instead of using emission rates as, for example, established by Metro Vancouver in their “Boilers and Process Heaters Emission Regulation Bylaw”, PAPA attempted to establish their own. The ‘license levels’ they originally included in their license agreement with Cantimber were estimates used by Levelton as a basis for the dispersion modelling assessment they completed in 2015. However, when Golder did their emissions review, it was discovered that the results and conclusions of Levelton’s modelling were not representative of the facility. This demonstrates how difficult and unsatisfactory license levels and agreements can be.

4. CONSULTATION, TRANSPARENCY

The decision to establish Cantimber on the waterfront was made with no opportunity for the public or third parties, such as the Air Quality Council (AQC), to review the project or register concerns.

The AQC is a multi-stakeholder agency in the Alberni Basin dedicated to airshed management and air quality monitoring, research, and education. They were not included in discussions or consultations with PAPA through most of 2016 and were not invited to review the Golder Report with other stakeholders at the end of the year.

Information including emissions modelling, impact assessment, and license permit levels (Levelton), engagement contracts (Golder, Cantimber), and basic operations is not accessible.

³ PAPA is not an unbiased agency but, due to its financial relationship with Cantimber, is considered a project proponent and, therefore, is compromised as a regulatory body.

Further, content of discussions with the Ministry of Environment (MOE) and Island Health (IH) (recommendations, negotiations) are not publicly accessible and, therefore, performance requirements and claims of compliance are unverifiable.

Proprietary protection, including the claim of patent pending, has been used as a reason to withhold information.

Also, parts of the Golder report posted on the PAPA website have been removed due to being commercially sensitive.

The public has not been treated as a stakeholder. This runs counter to the sustainability principles that apply to biochar:

Biochar production processes should always be able to demonstrate a genuine “community licence to operate” in addition to any statutory approvals necessary from the prevailing jurisdictions. (Australian New Zealand Biochar Researcher Network, 2009)

There have been persistent PAPA and Cantimber public relation problems related to a lack of information, confusing or misleading information (examples below), and inadequate protocols for listening and responding to outside agencies, including the public.

For example, even after the October 13th public meeting about Cantimber (Public Meeting) where people passionately registered their health concerns, PAPA and Golder neglected to have public health concerns even nominally addressed in the Golder Report.

It should be noted that residents in PAPA’s immediate neighbourhood have just emerged from the prolonged controversy related to the Raven Coal project and PAPA’s desire to establish Port Alberni as a coal port. Both the Raven Coal and Cantimber projects failed to recognize the public’s desire to revitalize the waterfront and make it more accessible and enjoyable for citizens and visitors.⁴

There has been no official follow up with the public to discuss the Golder Report and how it relates to their concerns.

5. CONFUSING/MISLEADING INFORMATION

On a number of occasions PAPA and Cantimber have publicly claimed that they are complying with MOE and the Air Quality Council, as if those agencies had control over and were in approval of Cantimber operations, neither of which is the case. The video posted on the Cantimber website concludes that Cantimber submits regular “air quality tests to the MOE and the Air Quality Council”. This is incorrect and has caused a great deal of confusion for the public.

⁴ That direction was embodied in the Alberni Outlook 20/20 initiative that conducted extensive public and stakeholder consultations. It is also evident in the Canal Beach project and the recent development of organized kite boarding and other water sports.

During the Public Meeting, PAPA claimed, as in other public venues, that Cantimber was meeting all of the MOE's requirements (MOE can't make requirements in this case), leaving the public to believe that the MOE was the responsible, regulating agency. At the same time, contrary to advice sought from the MOE, the company announced they would continue to use firewood for start-up during their November testing period, manually adding charcoal for combustion efficiencies. This choice was counter to industry best practice and the long-standing recommendations of both the MOE and the AQC to start-up using natural gas.⁵

Cantimber has publicly made some questionable statements about specific emissions. For example, they claimed that by using waste wood from logging that would otherwise be burned they would reduce annual carbon monoxide (CO) emissions in the valley by 229 tonnes (AV Times, June 26, 2015). This assumes that the logging refuse is burned within the valley. However, most logging burn piles are outside of the Alberni airshed and none of them are fully burned.

More importantly, Cantimber's actual emission rate for CO was found to be **263 times** higher than that estimated by Levelton for the basis of modelling and license levels. According to the Golder Report, Cantimber would annually discharge 335 tonnes of CO directly into the city's air. This huge discrepancy indicates a lack of understanding by project proponents of basic operational dynamics. The Golder Report provides no comment or analysis regarding the discrepancy or possible implications.

Cantimber has repeatedly tried to minimize concerns about the toxic nature of their emissions by calling them "natural." For example, on their website under "News, Smoke and odour emission incident and response:" ***The smoke and odour are natural compounds that originate from the woody raw material...*** Pyrolysis is not a natural process. The smoke from Cantimber that many people were exposed to would include emission products such as volatile organic compounds (VOCs) and polycyclic aromatic hydrocarbons (PAHs) that if considered natural, like arsenic or cigarette smoke, is hardly a reason to allay concern.

At the Public Meeting, a resident claimed there was no patent application registered for Cantimber. The Cantimber spokesperson, uncharacteristically, offered no response. As patent pending has been used many times by Cantimber to defend withholding information, the question of its legitimacy is important. Therefore, the following question remains:

During the 2016 Port Days, when people visiting Cantimber were told not to take photos due to patent pending, was there a patent registered in Canada for any Cantimber operation?

The same resident asked about WCB oversight at Cantimber. The response was that WCB had recently been in to inspect. It was noted that the plant had been closed since June and that WCB does not inspect closed facilities. Cantimber was not able to clarify the discrepancy. Therefore, the following question remains:

When did WCB do on-site inspection(s) during 2016?

⁵ Cantimber was later convinced to use propane instead of firewood for start-up for the November test period.

6. BEST PRACTICES

After repeatedly being asked to observe best practices and pre-heat with natural gas, Cantimber insisted on using cordwood in their combustion chambers to heat the retorts. Even as late as the Public Meeting, they announced they would still be using firewood for the November test period, with the manual addition of charcoal to increase combustion efficiency. At the same time, they expressed their surprise that wet firewood had contributed to emissions problems, unlike the bamboo they were familiar with in other countries. After all the work that has been done in Port Alberni to reduce smoke emissions through the woodstove exchange program, and especially to reduce needless smoke emissions from using wet firewood and inefficient appliances, this lack of understanding by project leaders indicates a disturbing lack of insight.

Also, contrary to industry best practice, Cantimber announced they would be adding charcoal dust to the secondary burn chamber to try and manage stack emissions instead of using calibrated equipment with standardized performance. Their insistence on using manual, uncertified methods at both ends of their operation for a test period following some grave pollution events remains surprising as this option could increase the risk of further pollution and exposures to workers and citizens of the immediate neighbourhood.

During 2016 there was no requirement, for public health and employee safety considerations, that Cantimber provide any kind of continuous monitoring, including for any of the common hazardous gaseous emissions of pyrolysis (for example, carbon monoxide, a dangerous pollutant for employees directly exposed).

Currently there is no formal process, procedure or instrumentation available at the facility to check for equipment leaks and monitor the relative magnitude of fugitive emissions from various sources at the facility. (Golder Report, p.4)

It is not clear if Cantimber had any kind of health and safety risk assessment or HAZOP (hazard and operability analysis) prior to the November 2016 test period as *should be conducted as an essential part of the design phase of the project.* (Guidelines for the Development and Testing of Pyrolysis Plants to Produce Biochar, International Biochar Initiative, Jane Lynch, Stephen Joseph)

7. BATCH PROCESS

By their nature, batch processes and their emissions are difficult to regulate:

The carbonization process is not a steady state process due to the batch nature of bringing different vessels in/out of the process, and syngas line. (Golder Report)

Continuous production of biochar is more amenable to emissions control than batch production, because the composition and flow rate of emissions are relatively constant. After burners and cyclones control the emissions from continuous multiple hearth kilns. They are also used for product recovery and to reduce PM, CO, and volatile organic compounds (VOC) (by at least 80%). It is difficult to control emissions from batch type kilns because the process and consequently the emissions are cyclical. Some batch kilns have after burners to help control emissions but most do not. ("Methods for Producing Biochar and Advanced Biofuels in Washington State, Part 1 – Literature Review of Pyrolysis Reactors," Washington State Department of Ecology)

8. LOSS OF PUBLIC TRUST

Due to a lack of precaution and best practices, the resulting Cantimber pollution events put the public's health at risk causing them to lose trust in Cantimber's operations and PAPA's decisions and claims.

At no time has the public been assured of standards, levels, or limits above which would trigger a shut-down or other non-compliance measures.

One of the greatest oversights of the Golder report is a complete lack of reference to public health. After the October 13th Public Meeting where people were assured that their health concerns would be addressed, this is a disappointment that further erodes public trust.

In their "Proposal to Conduct an Operations and Emissions Evaluation Cantimber Biotech" (Golder Proposal), Golder states:

Golder understands that the Port Authority is seeking a third party consultant that can review the process and assess the source of the emissions, the type of emissions, the potential health impacts... Golder's human health risk specialist will assist in assessing the potential for health concerns. Golder assumes that a qualitative discussion of potential health concerns is adequate at this time. Quantitative dispersion modelling or human health risk assessment is not included in the current scope of work.

It was surprising to discover that "a qualitative discussion of potential health concerns" was the only deliverable proposed by Golder with regard to public health, and more surprising that they did not even deliver that.

The Golder Proposal included a list of recommendations (p. 6) they would make, including an *evaluation of potential health concerns, if any*. The last two words are disturbing as they potentially suggest there may be no health-related (or any) concerns. Given Cantimber's previous pollution events and the amount of related public unrest, it should be clear that an evaluation of health concerns is imperative. The following questions remain:

What are the potential health impacts Golder "understood" PAPA was looking for?

Where is the assessment of potential for health concerns that Golder's human health risk specialists were to assist in delivering?

Where is the qualitative discussion of potential health concerns that Golder assumed would be adequate in lieu of a quantitative assessment?

Will there be a human health risk assessment done?

Are PAPA and Golder assuming there are no health concerns?

If not, why didn't they identify or summarize the health concerns?

9. OCCUPATIONAL HEALTH AND SAFETY

4.2. Industrial safety in carbonization

Carbonization produces substances which can prove harmful and simple precautions should be taken to reduce risks.

The gas produced by carbonization has a high content of carbon monoxide which is poisonous when breathed. Therefore, when working around the kiln or pit during operation and when the kiln is opened for unloading, care must be taken that proper ventilation is provided to allow the carbon monoxide, which is also produced during unloading through spontaneous ignition of the hot charcoal, to be dispersed.

The tars and smoke produced from carbonization, although not directly poisonous, may have long-term damaging effects on the respiratory system. Housing areas should, where possible, be located so that prevailing winds carry smoke from charcoal operations away from them **and batteries of kilns should not be located in close proximity to housing areas.**

Wood tars and pyroligneous acid can be irritant to skin and care should be taken to avoid prolonged skin contact by providing protective clothing and adopting working procedures which minimize exposure.

The tars and pyroligneous liquors can also seriously contaminate streams and affect drinking water supplies for humans and animals. Fish may also be adversely affected. Liquid effluents and waste water from medium and large scale charcoal operations should be trapped in large settling ponds and allowed to evaporate so that this water does not pass into the local drainage system and contaminate streams.

9.1. Unit operations in transport of charcoal

Important factors in charcoal transport are:

- Low bulk density requiring high volumes to be transported and handled.
- Fragility leading to **production of "fines"** at every stage of handling and transport
- **Tendency of fresh charcoal to spontaneous heating and ignition through adsorption of oxygen from the air.**

(FAO Forestry Paper 41, Food and Agriculture Organization of the United Nations, Reprinted 1987)

5.2 Explosions

The causes of such accidents are often not clear but are probably most often due to mixture of pyrolysis gases with air.

In a batch-wise operated retort the presence of gas in the retort is greatest at the end of the cycle, the admittance of air can form highly explosive gas mixtures. In a continuously operated converter, the admittance of more air than needed may cause first a sudden rise in temperature and then formation of explosive mixtures in the off-gas system.

5.3 Fires

Fire can result from the admission of large quantities of air to the retort, converter or off-gas system through cracks or badly closed doors. In other cases fire can result

*from explosions. Such events can arise through the operator's unfamiliarity with proper operating procedures or simple carelessness. In high temperature operations there is always the **danger of wall swelling and the occurrence of unnoticed air inlets.** The inflow of excessive amounts of air could easily change the temperature pattern. This may cause very high retort temperatures, either gradually or rapidly, creating a serious fire condition. The operator's familiarity with his equipment and necessary counter measures are the best insurance for safe practice and satisfactory production. Well established, periodic inspection of the industrial charcoal-making plant will determine the corrective measures necessary for proper control and reduce the possibilities of fire damage.*

Improper sealing or structural leakages of air in the charcoal cooling bins during the cooling period can also lead to considerably reduced yields production of poisonous carbon monoxide gas and equipment damage. Such conditions may occur even in a well established operating plant and the importance of inspecting and maintaining cooling bins during the cooling cycles, controlling operational conditions and following safe practices cannot be overemphasized.

5.4 Hazards to the public

***Fire and gas leaks whether controlled inside the retorts or converter or uncontrolled, constitute a potential hazard for the public.** Unauthorised persons should not be permitted in the plant unless guided. Safety helmets are a necessity for both workmen and visitors. Transport of wood, other raw material, charcoal handling and other essential work gives rise to operational hazards and safety measures and safe work habits must be considered of prime importance.*

(FAO Forestry Paper 63, Food and Agriculture Organization of the United Nations, 1983)

Activated Powdered Charcoal made from wood residues is a hazardous substance.

*Canadian companies that are in the hazardous materials supply chain (i.e. chemical manufacturer, distributor or employer) are required by WHMIS provisions to maintain safety data sheets for the chemicals made and/or used in their facility. **MSDSs provide employees and first responders with information needed to safely handle chemicals, especially during emergencies.***

*WHMIS stands for Workplace Hazardous Materials Information System and is Canada's national hazard communication standard. It outlines the obligations of each party in the chemical supply chain – from chemical suppliers, importers, and distributors who traffic in controlled products to the employers and workers who use them. **WHMIS is based upon the idea that workers have the right to know about the hazards of the materials they work with and steps they can take to protect themselves.*** (Material Safety Data Sheets (MSDS) for Compliance with Canada's WHMIS www.msdsonline.com)

Consider the following warnings from a typical MSDS for activated carbon, wood charcoal, in this case from Anachemia Canada:

Fire and Explosion Hazards

This material in powder form is capable of creating a dust explosion. Activated carbons are not highly flammable and burn slowly without producing smoke or flame. Spontaneous heating may occur on contact with combustible materials (ex., oil).

Storage and Handling

*Store in a cool place away from heated areas, sparks, and flame. Store in a well ventilated area. Store away from incompatible materials. Do not add any other material to the container. Do not wash down the drain. Do not breathe dust. Keep container tightly closed and dry. Manipulate in a well ventilated area or under an adequate fume hood. Avoid raising dust. **Take precautionary measures against electrostatic discharges.** Ground the container while dispensing. **Use explosion proof equipment.** Use non-sparking tools. Handle and open container with care. Minimize dust generation and exposure - use dust mask or appropriate protection. This product must be manipulated by qualified personnel. Do not get in eyes, on skin, or on clothing. Wash well after use. In accordance with good storage and handling practices. Do not allow smoking and food consumption while handling. Protect from moisture.*

Special Precautions or comments

*Do not breathe dust. Avoid all contact with the product. Avoid prolonged or repeated exposure. Manipulate in a well ventilated area or under an adequate fume hood. Keep away from heat, sparks and flame. Handle and open container with care. Container should be opened only by a technically qualified person. **Wet activated carbon removes oxygen from air causing a severe hazard to workers inside enclosed or confined areas.** RTECS NO: FF5250100 (Charcoal)*

Given the earlier WCB discussion and public concern for Cantimber employees and other dock workers exposed to Cantimber emissions, it was disappointing that some personal samplers were not employed during Golder's emissions assessment.

The report makes no mention of Cantimber's HAZOP (hazard and operability analysis) or if they even had one. As the public was not made aware of safety considerations and potential hazards related to the production of activated charcoal, it does beg these questions:

In 2016, were employees made aware of the potential hazards related to the production of activated charcoal? Are they aware now?

Does Cantimber have Material Safety Data Sheets for their products?

Has PAPA and Cantimber alerted the public, Fire Department(s), Emergency and First Responders to the hazards of their products?

10. CONTINUOUS IMPROVEMENT

As described by the Canadian Council of Ministers of the Environment, federal, provincial, and territorial governments have adopted an air quality strategy called “continuous improvement”. This is part of a framework for airshed management embraced by the Air Quality Council, to ensure proactive measures are taken to protect air quality in accordance with the principles of continuous improvement (CI) and keeping clean areas clean (KCAC).

The broad vision for CI/KCAC is:

To ensure that, in the vast areas of Canada with air quality better than the CWS numerical targets for PM and ozone, air quality is not significantly degraded and is maintained or improved to the extent practicable, to minimize risk to human health and the environment for the benefit of future generations.

Using Ambient Air Quality Objectives (AAQO) as a limit that one entity can pollute up to is counter to the intention of the objective and of continuous improvement. In other words, it is not O.K. for any entity to diminish the achievement of low ambient air quality measures (clean air) by filling the space between that achievement and the objective.

Both the Golder Report and the recently released “Remodeling of Cantimber Emissions” done by WSP, appear to rely on an assumed permission to add to air quality background levels, as long as AAQO levels are not exceeded.

Polluting “Up to a Limit” is Not Acceptable

The overall objective of the CWS is to reduce the adverse health and environmental effects of PM and ozone. Therefore, allowing PM and ozone ambient levels to increase up to the current numerical CWS targets is counter productive, and unacceptable in light of the absence of any apparent lower threshold for adverse effects and the knowledge that the numerical CWS targets may not be fully protective. Proponents of development should not regard the current CWS numerical targets as a permissive maximum. The clear intent of CI/KCAC is to ensure air quality is not significantly degraded and to improve air quality whenever feasible.

Same Degree of Protection for All Canadians

All Canadians are entitled to the same level of protection from the adverse effects of PM and ozone, whether they live in large urban centers or small remote communities. The CI/KCAC provisions should apply to communities of all sizes. To the extent practicable, jurisdictions should strive through the application of a common set of principles to ensure that the same level of protection is afforded everywhere across Canada.

Jurisdictions may wish to include other air pollutants in their ambient air measurements such as sulphur dioxide (SO₂), nitrogen oxide (NO_x) volatile organic compounds (VOCs), and ammonia (NH₃). They may or may not have management targets for these pollutants. Jurisdictions may also wish to include specific components of fine particulate matter in ambient air such as sulphate (SO₄) nitrate (NO₃), elemental carbon and organic carbon for the purpose of identifying emissions sources.

(“Guidance Document on Continuous Improvement (CI) and Keeping-Clean-Areas-Clean (KCAC), Canada-wide Standards for Particulate Matter and Ozone” Canadian Council of Ministers of the Environment, 2007)

11. HIGH AMBIENT PM 2.5 LEVEL

As reported by WSP Canada Inc. in their report, “Remodeling (sic) of Emissions From Cantimber Charcoal Manufacturing Facility”(January 2017), the 24-hour average background concentration of PM 2.5 is 20.90 ug/m³. The B.C. ambient air quality objective is 25 ug/m³. This leaves very little room for any kind of additional pollution before the objective limit is reached.

The ambient air quality levels in this area are not conducive to additional, potentially polluting industrial development.

12. ONE-HOUR TEST

The emissions evaluation provided in the Golder Report is based on a single hour of testing for both the carbonization and activation stack. This is one hour out of many days where, at any given time, there are up to eight retort vessels at different stages between starting up and shutting down.

The results of the one-hour test were then used by WSP to produce a remodelling report. The two reports are now being used by project proponents to make decisions about the future of Cantimber. However, modelling and remodelling are only as good as the data used to produce them. The questions remain:

How good is this data?

How representative is this data of the entire variable batch process and the real pollution it will cause day after day and year after year?

One hour of testing is inadequate to answer these questions or provide the assurance necessary to proceed without risk.

GOLDER PROPOSAL/SCOPE OF WORK FOR THE CANTIMBER OPERATIONS AND EMISSION EVALUATION

QUESTIONS and CONCERNS

START-UP EMISSIONS

Combustion upsets, start-up, and shut-down are periods of incomplete combustion and, therefore, greater emissions. Obviously, a test period will not normally document a combustion upset as operators strive for perfect conditions. To understand real annual emissions for Cantimber, some measurement of emissions during start-up and shut-down are essential, especially as these periods are continual in the batch process.

Why didn't the Golder Report at least address *emissions characterization during start-up*, as initially requested by PAPA for Golder's scope of work?

LITERATURE REVIEW

The Golder Report does not mention their literature review of pyrolysis emissions, as proposed for Task 2 of the Scope of Work.

What documents were reviewed in detail as part of the Cantimber Operations and Emissions Evaluation?

ODOURS

Where is the qualitative assessment of odours and their sources, as proposed for Task 2 of the Scope of Work?

HUMAN HEALTH

Where is the assessment and qualitative discussion of potential health concerns by a Golder human health risk specialist, as proposed for Task 2 of the Scope of Work?

GOLDER REPORT
CANTIMBER OPERATIONS AND EMISSION EVALUATION
QUESTIONS AND CONCERNS

SCRUBBER SUMP DISCHARGES

Page 3 Where will scrubber sump discharges be removed to?

VOC LEAK

Page 4 It is disturbing that under the best conditions a VOC leak was detected from a syngas valve. Leaks and breaks will most likely continue to be a problem linked to the hazards of emission exposures and risk of explosion and fire.

LOWER FEED RATE – GREATER EMISSIONS?

Page 4 Is it possible that lower activation process feed rates may result in greater emissions?

For the carbonization process, do all of the retorts need to be filled and active?

How many vessels were used and how full were they for the November test period?

Page 6 How regular should the blow down of scrubber water and replacement with fresh makeup water be?

What is an adequate temperature for the cooling water before it is discharged?

CO EMISSIONS 263 TIMES HIGHER THAN ESTIMATED RATE

Page 7 The CO emissions for 2 activation trains in run 3 are 263 times Levelton's license level.

Why was no comment provided regarding the cause or implications of the huge CO emissions discrepancy?

NO2 DOUBLE LICENSE EMISSION LEVELS

Even during this testing phase and optimal operating conditions, NO2 levels are higher than expected and are an ongoing health concern.

LEVELTON

Would it be possible to get some feedback from Levelton and/or Golder regarding the initial modelling levels set for NO2 and CO; the high NO2 test levels; the excessively high CO test levels recorded in the Golder Report; and possible reasons for and implications of these discrepancies?

COMPARE TO CATALYST

Page 8 To provide better context, when comparing the relatively small Cantimber operation to the huge Catalyst operation, volume of feedstock should be included. This might make Cantimber CO emissions appear remarkably high instead of relatively good in comparison.
Also, for context, Cantimber's stack height, temperatures and volumetric flow are much lower than Catalyst's and, therefore, more conducive to ground level emission exposures. This is compounded by the geography with the stacks situated in front of and below a densely populated neighbourhood.

COMPARE RESULTS TO OTHER BIOCHAR REGULATION LIMITS

Could Golder provide pertinent results (i.e. Gravimetric Results) expressed in common measurements with and in comparison to other regulation limits relevant to biochar production? (i.e. Metro Vancouver's "Boilers and Process Heaters Emission Regulation Bylaw" OR regulation limits set in other areas with extensive biochar experience, such as Washington State, or California)⁶

INTENT OF WINTER SHUTDOWN

Page 8 If the intent of the Nov 10 to Jan 10 annual shutdown is to avoid operating under inversion conditions, should the company not also shut down when those conditions are actually happening? (For example, the conditions may start after January and persist into March.)

PAH TESTING BEFORE START UP

Page 8 Given the health concern and request to test further for specific VOC's prior to resuming Cantimber operations and given that one of them, Naphthalene, is also a PAH:

Shouldn't stack testing of speciated PAH's also be done before start-up and not some time in the future?

DUSTTRAK DATA INCOMPLETE FOR START UP PERIOD

Page 12 It is unfortunate that DustTrak-South Street/1 Ave. had poor to almost no data completeness during the critical start-up phase. On Nov 4 when the combustion chamber was warming up, it was only 7% complete. On Nov 4, both DustTraks recorded emission levels over the ambient air quality objective (see Fig 8, page 15) with the South St. unit reading over 60 ug/m³ and Stirling St. over the objective of 25 ug/m³. This was not the case for the partisol on 2nd or the bam on the Alberni Elementary School, both with very low readings. This could suggest start up emissions and exposures.

What was the problem with this DustTrak during the start-up period?

⁶ A previous request to compare emissions levels with related levels set by the GVRD was denied by Golder. See "COMMENTS REGARDING THE ADDENDUM TO THE GOLDR REPORT p. 21

Did it stop or is there other data during that period from the DustTrak that is not included in the report?

LICENSE AGREEMENTS PRIVATE

Page 16 *Current regulatory conditions relating to air quality, including air emission levels and monitoring requirements relating to the facility, are outlined in the license between PAPA and Cantimber Biotech Inc. dated 1 May 2015. (Golder Report)*

Unfortunately the license is a private document which is unsatisfactory for the public, individuals at risk, and the future of public health, especially considering that Golder had to suggest that the license *incorporate the main aspects of a typical air emissions permit* and that *conditions could be included in the permit that state the data/reports be interpreted by a suitably qualified person*. This suggestion could also be ignored, potentially, resulting in an unqualified person interpreting the data.

FEEDSTOCK SOURCES

Page 17 Burning wood that has been in contact with salt water can potentially result in air emissions of the very toxic duo, dioxins and furans. The recommendation to include permit restrictions around the source of wood chips to ensure they are not in contact with saltwater leads to the following questions with regards to Golder's evaluation:

Was Cantimber ever using wood from other sources than slash piles left from logging?

Did Cantimber ever use wood fibre that had been in the ocean?

Did Golder take feedstock samples for potential further analysis, as suggested in Task 2 of the Scope of Work?

If so, to help answer these and other questions, will they analyze them?

WHEN?

Page 18 In the summary of recommendations, unshaded areas do not have to be addressed before Cantimber resumes operations. Timelines for these need to be specified:

When should the fuel source for the combustion chambers be changed to natural gas and automated?

When should regular fugitive emission surveys be undertaken on the carbonization process using an analyzer so leaks can be identified and addressed immediately?

Given past valve issues, shouldn't an analyzer be put in place prior to commencement of operations?

When should the assessment of worker exposure take place?
Shouldn't this be done ASAP after resuming work to protect their health?

It is recommended that future stack sampling consider the high CO levels recorded in the Golder Report and *plan appropriate health and safety procedures and controls.*

Why don't the high CO levels reported trigger this immediately?

ADDENDUM TO THE GOLDER REPORT

COMMENTS AND QUESTIONS

Precipitation Levels and Impact on Ambient Monitoring Results

In this section of the Addendum, Golder states that during the stack test period (7 – 9 November) *that the residential area was not downwind of the facility*. As wind direction tends to change diurnally (from day to night) in the valley,

What percentage of time during the entire test period was the residential area downwind of the facility?

Using other meteorological data (MOE, Levelton) produced in Port Alberni, what percentage of time for the year would the residential community expect to be downwind of the facility?

Other Regulatory Considerations

In this section of the Addendum, Golder gives a number of reasons for denying the request to compare the Cantimber emissions results with limits set by the GVRD under their Boilers and Process Heaters Emission Regulation Bylaw. They note that air quality considerations in the larger urban area are different to those in less urban areas.

In the case of the City of Port Alberni, however, the concerns about Cantimber emissions are similar to related concerns in the City of Vancouver – namely concerns about industrial air pollution effecting a fairly dense resident population.

Another reason Golder gives for denying the request to compare is that the regulator for the GVRD is different than that of the rest of the province. This is unsatisfactory for two reasons:

1. The request was to compare emissions levels with limits set elsewhere, as Cantimber and PAPA have not set any limits here. This would simply require translating the unit measurements into those used by, for example, the GVRD.
The request was not to abide by the GVRD bylaw, but compare levels to help put them in context as Golder did, for example, by comparing Cantimber emissions to Catalyst emissions and to wood stove emissions.
2. The regulator argument is a very poor one, as it highlights the fact that Cantimber has no regulator other than their landlord.

If Golder will not compare Cantimber emission levels to relevant limits set by the GVRD,

Will Golder provide a comparison of Cantimber emissions to relevant emission levels and limits recorded and set in British Columbia, in other parts of Canada, and in other areas with pyrolysis experience such as Washington State?

This could be an extension of the literature review undertaken by Golder.

CONCLUSIONS

The experience of having a new and potentially polluting industry placed on the waterfront in Port Alberni has led to a number of concerns. Some of these have been addressed by the Golder Report but a number of them remain unresolved, including:

➤ **RELOCATION**

PAPA land is not a good site for combustion-related industry from an air quality and public health point of view. This is especially true given the assertion, from the beginning, of Cantimber's intention to expand operations in phases.

PAPA land is not a good site for the high-risk environment of pyrolysis operations, including the hazards of producing, storing, and transporting activated charcoal powder.

The safest option and best use of funds to resolve Cantimber problems is to move the operation to a less populated area, such as the link mill site.

Past experience and future risk should lead prudent planners to request a relocation.

➤ **RISK**

From a public health point of view, it is risky to establish a potentially polluting industry within a neighbourhood that already has compromised air quality. Given the high 24-hour average ambient PM 2.5 levels, as reported by WSP, the precautionary principle is in order as is prioritizing pollution reduction and prevention, especially for this area.

➤ **NO ASSURANCE**

After a clear demonstration of public health concerns and dissatisfaction with Cantimber performance, PAPA and Golder proceeded with testing and reporting that neglected to address potential public health impacts. At no time have either one of them defined specific emission levels above which would trigger a shut-down of operations to assure public safety.

The current regulatory process is unsatisfactory.

➤ **DECISIONS**

At the public meeting both PAPA and city representatives expressed their disappointment with regard to Cantimber pollution problems and indicated that if they weren't 'fixed', the company would be shut down. Unfortunately, their decisions to proceed or not will now be based primarily on only one hour of stack emissions sampling during perfect operating conditions. This is a start, however, as with the 2015 Levelton modelling, the 2016 modelling may not be representative of actual emissions over time from a complex batch process operation.

For many, the larger question remains:

Who gets to make decisions regarding the future of Cantimber based on what priorities, information, and limits?

➤ **CLEAN AIR ACHIEVEMENTS**

Air quality improvements in the Alberni valley have been made slowly through a tremendous amount of work and public education. There is no desire to go backwards.

Cantimber emissions for PM 2.5, NO₂, and CO alone, indicate a serious conflict with the AQC mission statement, and with their first goal:

The Air Quality Council serves to promote health by working to ensure the cleanest possible air for the Alberni Basin and its inhabitants.

Their first goal is *“To seek the co-operation of all agencies and stakeholders in promoting and protecting clean air.”*

Cantimber emissions run counter to the continuous improvement model. They also compromise local climate change initiatives and commitments as emissions from pyrolysis are particularly damaging from a climate change point of view.

➤ **DEVELOPMENT AND OVERSIGHT**

Policy development is needed to address industrial activity on federal PAPA lands that remain outside the normal avenues and strictures of democratic process and environmental oversight.

➤ **WHERE IS FEDERAL PARTICIPATION?**

This is the largest problem that has been raised by the Cantimber experience. The apparent complete lack of presence, input, and oversight from Environment Canada and the federal government with regard to the Cantimber controversy is unacceptable. This is an opportune time for all relevant stakeholders to collectively request a commitment from the federal government to take responsibility for operations on their lands, especially when they have environmental and human health implications.

A moratorium should be placed on Cantimber operations and any further economic development projects on PAPA land until this gap is addressed.

LITERATURE CITED OR CONSULTED

Proposal to Conduct an Operations and Emissions Evaluation Cantimber Biotech, Port Alberni, British Columbia

Golder and Associates, August 2, 2016

Cantimber Biotech Inc., Operations and Emissions Evaluation

Golder and Associates, December 12, 2016

Remodeling of Emissions from Cantimber Charcoal Manufacturing Facility

WSP Canada Inc., January 2017

Report Addendum – Cantimber Biotech Inc. Operations and Emissions Evaluation

Golder and Associates, January 19, 2017

Boilers and Process Heaters Emission Regulation Bylaw

Metro Vancouver, October 25, 2013

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Lynch J and Joseph S. 2010

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www.msdsonline.com

Live links to a biochar literature review sponsored by Washington State Dept. of Ecology:

<http://www.biochar-international.org/sites/default/files/IBI-Pyrolysis-Plant-Guidelines.pdf>**Methods for Producing Biochar and Advanced Biofuels in Washington State Part 1: Literature Review of Pyrolysis Reactors)**

[**Methods for Producing Biochar and Advanced Bio-fuels in Washington State Part 2: Literature Review of the Biomass Supply Chain and Preprocessing Technologies From Field to Pyrolysis Reactor**](#)

[**Methods for Producing Biochar and Advanced Bio-fuels in Washington State Part 3: Literature Review Technologies for Product Collection and Refining**](#)

[**Methods for Producing Biochar and advanced Biofuels in Washington State Part 4: Literature Review Sustainability Issues, Business Models, and Financial Analyses**](#)



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services/
George Rose, IT Contractor

Meeting Date: March 8, 2017

Subject: **Additional Information – Board Room Audio System & Live Streaming Equipment**

Recommendation:

Vote: On the following motion postponed at the February 22nd Board of Directors meeting:

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35.

Staff recommend the ACRD Board of Directors consider the *following* additional motion:

THAT the ACRD Board of Directors amend the 2017 – 2021 ACRD Financial plan to include a \$16,000.00 capital expenditure in general government services for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35 and live streaming equipment at a cost of \$8,000.00.

Desired Outcome:

To purchase and install an improved audio system and livestreaming equipment for the Alberni-Clayoquot Regional District (ACRD) boardroom.

Background:

At the February 22nd ACRD Board meeting, Directors received a report from George Rose, IT Contractor regarding options for an improved audio system in the Regional District Board Room (attached).

The Board of Directors postponed decision on the following resolution in order to receive further information from the IT Contractor regarding the ability to add live streaming capabilities to the system and additional costs:

THAT the ACRD Board of Directors approve option 2 as presented for the purchase of an audio system for the ACRD boardroom at a cost of \$7,928.35.

Attached is a report from the IT Contractor with information on adding the live streaming component. The estimated cost for adding live streaming hardware is an additional \$8,000.00.

Time Requirements – Staff & Elected Officials:

Some staff and IT Contractor time required to purchase and install the equipment. Additional staff time will be required to operate the live streaming equipment during board meetings.

Financial:

Funded through General Government Services Capital Reserve in 2017.

Policy or Legislation:

ACRD Purchasing Policy applies.

Options Considered:

Phased approach - Proceed with the purchase and installation of option 2 in 2017 for a cost of \$7, 928.35 and add the livestreaming component for an approximate cost of \$8,000 in 2018.

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

Approved by: [Signature]
Russell Dyson, Chief Administrative Officer



MEMORANDUM FOR DISCUSSION

To: ACRD Board of Directors

From: George Rose, Information Systems Contractor

Meeting Date: February 22, 2017

Subject: Audio system for boardroom

Summary:

A number of Directors have brought forward the fact that it can be difficult at times to hear someone speaking during meetings in our upstairs boardroom at the ACRD office. I have been tasked with investigating different options for a microphone and speaker system to address this issue. I have also been asked to consider the ability to add video to the system at a later date.

Background:

Last year I was asked to improve the sound quality of the conference call system in the boardroom. My understanding was that the person calling into the meeting was having difficulty hearing people that were farthest away from the conferencing unit. A pair of extension microphones were added to the system and although this did help the caller somewhat it did not improve the ability of the people in the boardroom to hear the caller.

Options considered

In performing this task, I found that there are an endless number of options available at a very wide range of costs. I also discovered that, in our scenario, choosing an inexpensive solution would not be a wise decision as we could experience problems with feedback, poor sound quality, lack of upgradability etc. I decided that the best course of action was to contact a professional firm in Victoria for advice and pricing. The company, Pacific Audio Works was recommended by the City of Nanaimo, which recently had them upgrade the audio and video system in their SARC facility. This was a fairly high end audio and video system at a cost of over \$43,000.00.

Option 1 – Bosch DICENTIS high end wireless system

This is a wireless system. It is a complicated system that requires installation by qualified technicians from Victoria and training to operate. Although it is very flexible, adding video capabilities to this system would be relatively expensive in comparison to option 2. Being wireless it also requires the batteries to be charged regularly. Estimated cost - \$17,991.36

Option 2 – Bosch CCSD-1000 wired system

Option 2 is a wired system. As well as not requiring professional installation, it is simple to program and operate. It is also relatively easy and inexpensive to upgrade. The microphones all plug into each other end to end so it is easy to unplug them when required when rearranging tables.

Estimated cost - \$6,378.35

Recommendation

It is my opinion that option 1 is overly complicated and elaborate for our needs now and in the future. I believe that option 2 is the preferred choice for the ACRD upstairs boardroom.

Other recommendations

Unfortunately, our current telephone conferencing system is not capable of integrating with an external sound system. Rather than replacing the existing unit with a similar one with the required connections, I am recommending that a micro pc be installed hidden under the boardroom table that can be used for conference calling through Skype Business and integrated with the new sound system microphones and speakers. This pc will also be used to control the sound system and will be a necessity when video capabilities are added to the system in the future. The cost for either option is roughly the same.

Estimated cost - \$1000.00

A wireless lapel microphone and transmitter for presenters can be added at a cost of \$550.00.

I am also investigating the cost to add speakers above where the public sits and a wireless microphone for the public to use.



Submitted by: _____
George Rose, Information Systems Contractor



Approved by: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM FOR DISCUSSION

To: ACRD Board of Directors

From: George Rose, Information Systems Contractor

Meeting Date: March 8, 2017

Subject: Audio system for boardroom - Continued

Summary:

At the February 22 2016 board meeting the ACRD Board of Directors postponed the decision to proceed with option 2 as presented for the purchase of an audio video system for the ACRD board room. The Board requested further information regarding the cost of adding video streaming capabilities and confirmation that proceeding with the less expensive option 2 would not increase the cost of adding video to the system.

Conclusions:

After further investigation I have determined that the cost of adding a single camera to the option 2 system is less expensive than with the more expensive option 1 system, as the controller in option 2 includes one camera input. The cost of adding multiple cameras would be the same regardless of the system purchased, as you would then require a video controller.

The estimated cost to add a single camera with a hardware video encoder is \$8000.00. There are less expensive encoder options that could be investigated but for reliability and usability, my recommendation would be a hardware based unit, which is more expensive than a software encoder running on a pc.

Other things that would need to be considered if meetings were to be streamed live is a streaming service. YouTube currently offers a free service that may do the job but if not a live streaming service is estimated at \$150.00 a month. If posting saved video (not live) free YouTube works well.

Other notes:

I neglected to mention in the original memorandum that the estimated cost included 8 microphones, so they would need to be shared. In the case that extra microphones are requested the cost is \$400.00 each.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: March 08, 2017
Subject: Alberni Valley Search and Rescue Squad funding request

Recommendation:

THAT the ACRD Board of Directors amend the 2017 – 2021 Financial Plan to include an additional \$6,000.00 Grant-in-Aid to the Alberni Valley Search and Rescue Squad from the Alberni Valley.

Summary:

The ACRD Board of Directors requested more information regarding the extra \$6,000.00 Grant-in-Aid request from the Alberni Valley Search and Rescue Squad this year.

Dave Poulsen, President/Search and Rescue Manager for the Alberni Valley Rescue Squad has confirmed that their request for extra funding in 2017 is for the replacement of some of their radios. He indicates “... *we are at a point where 2/3 of our radios are in need of retiring. We can no longer get spare parts or new batteries and have been scavenging to keep them usable.*”

It is very important to overall emergency planning that participating groups like the rescue squad have the necessary equipment especially for communications. This year, the Emergency Planning Coordinator will work with volunteer groups to develop a five-year plan for their capital needs in order to provide better predictability regarding relevant equipment and the opportunity to pursue grants from other agencies.

It is worth noting the generosity provided by the Alberni Valley Search and Rescue Squad when providing the Regional District their former boat to the Sproat Lake Marine Patrol Program. The boat was a very cost effective option for the Regional District and saved the Alberni Valley members compared to anything else on the market.

At the Grant-in-Aid Committee of the whole meeting on February 8, 2017, the Board of Directors granted \$6,000.00 to the Alberni Valley Search and Rescue from all municipalities and electoral areas.

Attached is the original application for review.

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, Chief Administrative Officer

Date of Report: March 1, 2017

Meeting Date: March 8, 2017

Subject: **RFP for Design Services for the Westcoast Multiplex**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors proceed with a Request for Proposals to secure services from a qualified Architectural firm to complete the detailed design of the WestCoast Multi Plex Phase 1 – the Arena; as outlined in the CAO's report dated March 1, 2017.

Desired Outcome:

To receive three proposals for architectural services to be reviewed by a selection committee representing the ACRD, Multiplex Society and Tla-o-qui-aht First Nation, which will provide a recommendation to the Board for the preferred proponent for the Architectural services requested.

Background:

The West Coast Multiplex service is still in the preliminary stages. During 2016, Tla-o-qui-aht First Nation provided a \$100,000 grant towards the project to update the feasibility plan and design. Recreation Excellence was contracted to prepare the arena feasibility study and it was presented to the West Coast Committee, Tla-o-qui-aht First Nation and the West Coast Multiplex Society in January 2017. There was also work performed to finalize the location of the proposed arena and determine costs to provide the necessary utilities and prepare the lot for construction.

In 2017, the plan is to use the remaining grant funding to develop the detailed design and costing estimates. An architectural firm is required to undertake this work and there are three firms that have familiarity with this specific project and experience with the type of facility proposed. It is proposed that the RFP be provided specifically to the three following firms: HDR/CEI Architecture (2012 VVI Design), Vic Davies Architecture (2008 and 2016 Rec Ex Design), and Finlayson Bonet Architecture (2017 Sprung Design).

A selection committee composed of representation of the ACRD, Society and TFN will review the proposals and conduct interviews to develop their recommendation for the successful proponent. Terms of this committee will be provided at the next Board meeting. The Board will ultimately award the work by resolution.

Upon completion of this work, it is the West Coast Committee's intention to conduct a survey of the area to ensure the residents continue to support this project.

Following this report are the terms of the Request For Proposals (please note attachments of the RFP are not included).

Time Requirements – Staff & Elected Officials:

Modest – the Regional District has the support of Scott Kenny to help coordinate the required work. Staff will provide the results and coordinate a meeting of the Westcoast committee upon completion.

Financial:

The costs for this work will be recovered from the grant secured by Tla-o-qui-aht First Nation. There is \$81,563 remaining. The Regional District holds the funds and is responsible for contracting the required work with the involvement of TFN and the Society. Support for the coordination of this project is funded by the Westcoast recreation service – current participants Tofino, Long Beach and Ucluelet.

Policy or Legislation:

ACRD purchasing policy provides for the process proposed.

Options Considered:

Not proceeding further with this project. The Feasibility Study has been reviewed by the Society, TFN and the Westcoast committee. They agree to proceed and then complete community consultation through an opinion survey conducted by Vancouver Island University.



Submitted by:

Russell Dyson, Chief Administrative Officer

REQUEST FOR PROPOSALS
Design Services - West Coast Multiplex
March 2017

1.0 BACKGROUND:

The Alberni Clayoquot Regional District (ACRD), the TLA-O-QUI-AHT First Nations (TFN) and the West Coast Multiplex Society (Society) are collaborating on the development and potential operation of an ice arena on the west coast of Vancouver Island at the Long Beach Airport (CYAZ). The arena is to be part of a planned multiplex facility that would include an aquatic centre and other recreational amenities in subsequent phases.

In April of 2016, the ACRD and the TFN signed a Memorandum of Understanding (MOU – attached) approving the review and completion of a detailed business plan, design and construction cost estimate for the facility. Funding for this initiative, in the amount of \$100,000, has been secured to support this MOU from Indigenous and Northern Affairs Canada, via the TFN. The first phase of this agreement, the Feasibility Study (attached with the Preliminary Site Servicing Report), has been completed and approved by the Mayors of the West Coast communities, the ACRD, TFN and the Society.

With the completion of the Feasibility Study, the project is now moving on to the selection of a qualified design team to prepare the required design plans and costing. The selection of the design team will be based on the following criteria:

- Project Team experience with municipal recreation projects;
- Design and construction of municipal or public sheet ice arenas, similar to that proposed for the West Coast;
- Planning and development of phased and integrated or multiuse recreation facilities including an ice area and aquatic facility;
- Experience in providing options and alternatives to minimize capital and operational costs;
- Experience with the projects that are funded in large part by grants and donations (fund raising);
- Understanding of cost effective energy conservation methods and options;
- Experience in designing and constructing fabric building envelop or similar building systems; and
- Ability to complete the project design and costing within a three-month period to a level suitable for Federal and Provincial grant requirements.

2.0 SCOPE OF WORK:

The scope of work to be presented at the completion of this phase of the project shall include the following:

1. Site development plan with efficient staging of future additional facilities.
2. Utilities servicing plan.
3. Single sheet arena design details to include at a minimum:
 - a. Standard NHL ice sheet

- b. Four regular changerooms
 - c. Two smaller changerooms for mixed teams
 - d. Two smaller changerooms for referees
 - e. Seating for two hundred
 - f. Washroom capacity to meet local building codes
 - g. Concession/vending space
 - h. Skate shop
 - i. Modest lobby and administration office space
 - j. Conceptual details for connection to the future aquatic facility
4. Detailed capital costing related to the proposed design.

3.0 GENERAL CONDITIONS:

3.1 Owner Representative

The Manager of Administrative Services, as the Alberni-Clayoquot Regional District's representative, is authorized to communicate and officially deal with Proponents and all Proponents must communicate and officially deal with that person only.

Wendy Thomson, Manager of Administrative Services
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3

Telephone: (250) 720-2706 Fax: (250) 723-1327
e-mail: wthomson@acrd.bc.ca

The Owner representative may involve other ACRD and TFN staff and Society resource people in meetings and discussions with proponents and in evaluations of submissions received.

3.2 Deadline for Submissions

Proposal submissions will be accepted until **3:00 p.m. on March 24, 2017.**

3.3 Legal Relationship Created by and Nature of this Request for Proposals

Neither this Request for Proposals nor the submission of a proposal by a Proponent is intended to create a legal relationship between, or any duties or obligations on the part of the Owner or a Proponent.

This Request for Proposals is an invitation to treat, and if the Owner decides upon receipt and review of proposals to explore, negotiate or otherwise treat with any Proponents, it may do so,

and until a written offer is made and accepted under the seal of the Owner, by resolution of its Board, no contractual relationship of any kind will exist.

In considering any proposals received whether compliant to this Request for Proposals or not, the Owner may treat further and negotiate with anyone or all of the Proponents or none of the Proponents as it sees fit and may ultimately contract with one or more of the Proponents, or with none of the Proponents as in its unfettered discretion it considers desirable.

This Request for Proposals does not impose on the Owner any duty of fairness or natural justice to any or all respondents with respect to this Request for Proposals or the process it creates. Unless the Owner is expressly permitted or required by this Request for Proposals to “act reasonably”, the Owner is entitled to act in its sole, absolute and unfettered discretion.

3.3 Confidentiality of Proposals

The Owner is subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the Owner, subject to the specific exceptions in the right set out in the Act. The Owner will receive all proposals submitted in response to this Request for Proposals in confidence, including for the purposes of S.21 of the Act. Because of the right of access to information created by that Act, the Owner does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

3.4 Proprietary Information

If a Proponent considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

3.5 Responsibility or Liability

The Owner accepts no responsibility or liability for the accuracy or completeness of this Request for Proposals (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the Owner (including through the Owner’s representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the Owner with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on the Request for Proposals or any other such information as is described in this paragraph is solely that of each Proponent.

Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of the Request for Proposals or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Owner is deemed to have released the Owner from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or

expense, of every kind, in any way connected with or arising out of the contents of the Request for Proposals or any such information as it described in this paragraph.

Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable to understand the requirements of the Request for Proposals and to prepare and submit its proposal.

3.6 Compliance with Regulations

The successful Proponent/s will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

4.0 EVALUATION PROCESS

4.1 Evaluation Process

Submissions in response to this Request for Proposals will be evaluated by a team with representation from the ACRD, TFN, the Society and resource people designated by the Owner's representative. The evaluation will include an interview with proponents that submit a complete RFP by the deadline.

4.2 Evaluation Criteria

- Ability to meet the \$75,000 budget for the project.
- Comprehensiveness of the development proposal.
- Meeting the objectives as set out in the Criteria and Scope of Work.
- Time line for completion of the project.
- Experience and qualifications of key members of the Proponent's team.
- Performance during the interview

The Owner may give such weight to these evaluation criteria as it sees fit.

5.0 RFP SUBMISSION PROCEDURE

All proposals are to be submitted in a sealed envelope, marked "**Design Services – West Coast Multiplex**" and be received by **3:00 pm on or before March 24th 2017**. Faxed or emailed submissions will NOT be accepted. Proposals will not be opened in public. It is the sole responsibility of the Proponent to check the ACRD website for any updated information and addenda issued before the closing date. Proposals must be submitted in printed form to the address below.

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

All proponents, subject to submitting an accepted proposal, will be required to attend, in person, an interview in Port Alberni, BC, during the week of March 27 – 31, 2017, with the Selection Committee.

The ACRD, TFN and the Society, reserves the right to accept or reject any or all Proposals or accept a Proposal deemed to be in their best interest and will not be responsible for any costs incurred by Proponents in preparing a response.

ENQUIRIES:

Any enquiries regarding this RFP may be directed to:

Wendy Thomson, Manager of Administrative Services
Alberni-Clayoquot Regional District
3008 – 5th Avenue, Port Alberni, BC V9Y 2E3
(250) 720-2700



REQUEST FOR DECISION

To: Board of Directors
From: Mark Fortune, Airport Superintendent
Meeting Date: March 8, 2017
Subject: Long Beach Airport lighting project – BC Air Access Program (BCAAP)

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the change order for the Long Beach Airport lighting project in the amount of \$82,090.90 plus GST to Raylec Power LP.

Summary

The Long Beach Airport (CYAZ) Airport Operations Manual (AOM) Edition # 2 was submitted to Transport Canada for approval in November 2016. The AOM second edition contained the following changes in operation at the Tofino/CYAZ.

- Reference, the new Medium Intensity landing light system for runway 11-29, Taxiway H and Apron III.
- Reference, the new runway strip reclamation from a None Instrument Approach strip to a None Precision Approach.
- Miscellaneous structural changes to the AOM to reflect current operations.

In support of the AOM second edition Transport Canada conducted a site visit to confirm the new Precision Approach Path Indicators (PAPI) navigation aids and conduct a site visit of the landing light system prior to the manual approval.

The following deficiencies in the landing light installation were noted in the site visit.

1. Improved fuel depot lighting, Mast with associated lighting required.
2. Light or illuminate the remainder of Apron III (North side of Apron).
3. Install a taxiway centre line on Apron III.
4. Lead in lines to Apron III and taxiway H to incorporate reflective glass bead for improved night operations.

The Airport was approved for public night operations on January 09, 2017 and the lighting system was published via NOTAM on January 10th. The NOTAM will stay valid until the data can be published in the Canadian Air Pilot (CAP).

The following actions have been implemented to correct the deficiency noted by Transport Canada

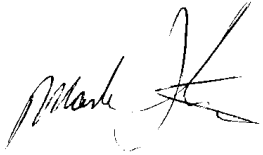
- Apron III updated electrical design developed by Gibbons consulting and Tetra Tech
- CO-010 has been issued to Raylec by Tetra Tech at a cost of \$82,090.90

Staff confirmed that the cost of the change order can be included in the BCAAP funding which has Substantial completion on the rectifications prior to the BCAAP deadline of March 31, 2017.

Financial

The Runway Lighting project was awarded to Raylec Power for \$ 1,479,824.40 and is provided a 75% funding grant up to \$1,273,140 from BCAAP. Staff confirmed with BCAAP staff to ensure the change order can proceed and be covered by the 75% funding grant and the amount would fit within the budget as presented at 1st reading for this capital project within the 2017-2021 Financial Plan.

Per purchasing policy - The change order is greater than the maximum approval limits for ACRD staff, amounts greater than \$35,000 require board approval.



Submitted by:

Mark Fortune, Airport Superintendent



Approved by:

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: March 8, 2017

Subject: Cherry Creek Community Parks – Walking and Cycling Trail tender

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Cherry Creek Community Parks – Walking and Cycling Trail tender Installation to Denis Francoeur Backhoeing in the amount of \$47,757.62 including GST.

Summary

Tenders for the Cherry Creek Community Parks – Walking and Cycling Trail tender were received and opened in public at the ACRD office on February 27, 2017 at 2:00 pm. A total of five tenders were received, and all tenders were accompanied by the required bid security as requested. The tenders have been checked for completeness and accuracy. No mathematical errors were found and therefore all tenders are considered accurate and valid. A summary of the tenders are as follows:

<u>Tenderer</u>	<u>Tender Price including GST</u>	<u>Completion</u>
Denis Francoeur Backhoeing	\$47,757.62	March 30, 2017
Bowerman Excavating Ltd.	\$49,271.36	March 31, 2017
B. Pletti Contracting	\$50,557.50	March 31, 2017
Stone Pacific Construction	\$81,842.00	March 31, 2017
Hazelwood Construction	\$94,107.30	March 31, 2017

The ACRD used our consulting engineer – McGill and Associates for design and evaluation of the trail project and provided a recommendation to select Denis Francoeur Backhoeing for the project based on the tenders received.

Therefore, we recommend that this contract be awarded to Denis Francoeur Backhoeing for the following reasons:

1. Tender Price – Denis Francoeur Backhoeing submitted the lowest qualifying tender.
2. Schedule – proposed completion date within the required date. Complete by March 31, 2017.
3. Other Considerations - Denis Francoeur Backhoeing is a company that the McGill and Associates have worked with in the past and found them to be well organized and professionally run. McGill and Associates feel that Denis Francoeur Backhoeing are able to perform the work specified under this contract.

Background

In April of 2016, the Board of Directors approved the application for funding submission to the Bike BC program to assist with the construction of a portion of trail along Cherry Creek Road from the Cherry Creek Hall to the bridge just outside the city limit. The application was successful and the agreement is for the 50% funding grant for the Cherry Creek cycling and walking trail.

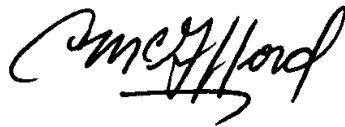
The trail will be an extension of the current trail and provide a separate path from the roadway and would enable safe cycling and walking to access the main roads of the Alberni Valley. It would also provide a connection to the existing biking and walking trails in the community, linking high-density rural areas with an established and growing network of bike trails.

Financial

The 2017-2021 Financial Plan includes the project in the plan and the amount tendered are within the budget as presented at first reading on February 22, 2017.



Submitted by: _____
Janice Hill, Environmental Services Coordinator



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



February 27, 2017

Alberni Clayoquot Regional District
3008 5th Avenue
Port Alberni, B.C. V9Y 2E3

Attention: Andrew McGifford

Re: Project No. 3333
Cherry Creek Walking and Cycling Trail

Dear Sirs:

This letter reviews the tenders received on February 27, 2017, for the above referenced project and recommends the award of the contract to Denis Francoeur Backhoeing as described below:

1. Tenders Received

Five tenders were received as follows:

Tenderer	Bid Bond	Total Tender Price Including GST
Bowerman Excavating Ltd.	Bid Bond	\$49,271.36
Stone Pacific Contracting	Bid Bond	\$81,942.00
Hazelwood Construction	Bid Bond	\$94,107.30
Denis Francoeur Backhoeing	Bank Draft	\$47,757.62
B. Pletti Contracting	Cheque	\$50,557.50

All tenders were properly signed and submitted. A more detailed comparison of all tenders is attached.

2. Arithmetic Check

An arithmetic check of all five tenders indicated there were no mathematical errors in the tenders. B. Pletti Contracting did not submit unit prices but indicated a total price for each item.

3. Bid Bonds and Consents of Surety

All tenderers submitted a form of bid security as requested.

4. Balancing Unit Prices

Comparison of the tenders (see attached sheet) shows relatively little financial difference between the three lowest tenders.

5. Variations in Submitted Tenders

There is a notable difference between the low and the high tender. This could be attributed to familiarity with the area, and mobilization/demobilization costs.

Cherry Creek Walking and Cycling Trail
Tender Comparison and Recommendation

6. Schedule

All tenders met the required March 31, 2017 completion date expectation. The low tender stated March 30, 2017.

7. Force Account Rates

Force Account rates proposed by the low tenderer, Denis Francoeur Backhoeing appear normal for the industry and location.

8. Alternate Proposals

No alternatives were proposed by the Contractors:

9. Contractor Qualifications

We have worked with Denis Francoeur Backhoeing in the past. Their projects can be described as well organized and professionally run. Based on this we are satisfied they are able to perform the work specified under this contract.

10. Sub-Contractors

No subcontractors were proposed by the Contractor.

We recommend that this contract be awarded to Denis Francoeur Backhoeing for the following reasons:

1. Tender Price - Denis Francoeur Backhoeing submitted the lowest qualifying tender.
2. Schedule – The tender proposed a completion date within the required completion date for this project.

We would be pleased to review this with you at your convenience.

Yours truly,

For **McGill & Associates Engineering Ltd.**



Brad West, P. Eng.

BW/wm

Encl.



REQUEST FOR DECISION

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

From: Alex Dyer, Planner

Meeting Date: March 8, 2017

Subject: Consideration of an Animal Control Service for Livestock At Large

Recommendation:

THAT the Board of Directors refer the consideration of an animal control service for livestock at large to the Electoral Area Directors Committee for discussion.

Desired Outcome:

To initiate Board discussion on the implementation of an animal control service in the Electoral Areas to regulate livestock at large.

Summary:

At the January 25, 2017 regular meeting, the Board directed staff to investigate a bylaw for impounding and licensing of animals in rural areas in response to concerns raised by residents. Staff were asked to investigate a similar service provided by the Comox Valley Regional District (CVRD).

Through establishing a service area and adopting a regulatory bylaw, the Regional District has the ability to control animals at large. The CVRD animal control service is investigated in detail later on in this report. The cost of the Comox Valley Animal Control service is approximately \$140,000 in the 2017 proposed budget. This service includes the licensing and control of dogs as well as agricultural animals and the CVRD has a ticketing bylaw in place which allows them to issue a \$100 fine for allowing an animal to run at large.

If the Board were to establish a service to control livestock at large, coming up with funding for an effective enforcement system would be critical. There would be personnel costs for the Bylaw Enforcement Officer to attend calls and investigate complaints, contractor costs for a trained professional to impound the animals, kenneling/pound costs and potential costs for pursuing legal action if required.

Staff are recommending that a preliminary estimate for an effective livestock control service would require, at minimum, +/- \$50,000 per year which would amount to one third of the cost of the CVRD service. In order for enforcement to be effective, staff are also recommending that a ticketing bylaw be

implemented to allow fines to be issued for non-compliance. Contractors would need to be retained to retrieve or impound animals at large and to provide kenneling.


Background:

The CVRD established a service in 1981 to provide animal control within a portion of their Regional District. CVRD Electoral Areas Animal Control Bylaw No. 100, 2010 regulates animal control within Electoral Area B (Lazo North), Area C (Puntledge-Black Creek) and the Vancouver Island portion of Electoral Area A (Baynes Sound excluding Denman and Hornby Islands). The bylaw regulates the control of both domestic and agricultural animals and includes regulations on dog licensing and a prohibition on any dog or animal allowed to run at large within the service area.

The CVRD has a Municipal Ticket Information system enabling officers to issue tickets for infractions or proceed to court. The ticketing bylaw includes tickets for “permitting/allowing animal to run at large” with the fine amount being \$100. On average, the animal control officers issue eight to ten tickets a year for animals at large and have issued tickets for incidents of goats, sheep and horses at large. Other than ticketing, they have used long form information and obtained consent orders through Provincial Court as well as Supreme Court injunctions.

For repeat offenders/infractions, often they will have them enter into an agreement/contract to prevent their livestock from running at large and waive or reduce pending fine amounts to obtain long term compliance. They have had a high success rate with obtaining compliance and working with the owners and complainants. The challenges with enforcing animal control, specific to livestock, is often the cost of impounding or removing the animals if the owner cannot be readily located. Often these areas are remote and officers are not able to attend as quickly as they could if the area was closer to town, which often results in an investigation after the fact. The CVRD has a contract with the Corps of Commissionaires to provide animal control service (includes dogs) and bylaw staff will assist with issuing tickets or court proceedings as required.

Funding for the service is provided through a tax calculated at \$0.0248 per \$1,000 of the assessed value of a home along with additional funds collected through the sale of dog licenses. The 2017 provisional budget for the service is provided below; please note that the budget includes the animal control contract for \$48,000 separate from the kennel contract with their local SPCA.

		#291 Comox Valley Animal Control		
Operating	2016 Budget	2017 Proposed Budget	Increase (Decrease)	
Revenue				
Requisition	120,800	120,800	-	
Applications/Permit Fees	9,000	10,000	1,000	
Prior Years Surplus	32,528	11,000	(21,528)	
	\$ 162,328	\$ 141,800	\$ (20,528)	
Expenditures				
Personnel Costs	37,929	37,955	26	
Operating	97,577	98,013	436	
Contribution to Reserve	26,822	5,832	(20,990)	
	\$ 162,328	\$ 141,800	\$ (20,528)	

Time Requirements – Staff & Elected Officials:

Regulatory bylaws are enforced on a complaint basis and while a limited number of complaints per year would be anticipated, it would be expected that significant staff time would be required once a complaint is received. Staff time would be required to attend the site, investigate, dialogue with the complainant and animal owner, prepare paperwork for ticketing, facilitate support from animal control contractors and potentially prepare documents to proceed with legal action.

Financial:

There would be an annual cost to establishing and enforcing an animal control service for livestock at large. For discussion purposes, staff have put forward an annual budget of \$50,000 as a minimum to establish an effective service. Accounting staff have prepared a 2017 requisition estimate for a livestock roaming service for the four Electoral Areas in the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek and Cherry Creek). The requisition estimate is attached to this report as Appendix 'A'. This requisition is based on land and improvements. If the board wishes to look at establishing this service, other options such as a parcel tax can be investigated.

Policy or Legislation:


The *Livestock Act* designates Livestock Districts (areas where livestock may be at large) and Pound Districts (areas where livestock at large are subject to capture). A designated pound district would require action by a local government to designate a pound and a manager with powers to impound livestock at large. The ACRD has not been designated either a Livestock District or a Pound District under the *Livestock Act*, effectively meaning that the provisions of the Act do not apply to our area.

The *Range Act* allows livestock to be at large on Crown land where specific conditions are set out in a grazing tenure.

Previous correspondence from the Ministry of Agriculture District Agrologist for our area confirmed that there is no provincial legislation applicable to our area that would require the control of livestock. If the Regional District wishes to regulate livestock at large, a service will need to be established and a regulatory bylaw adopted.

Options Considered:

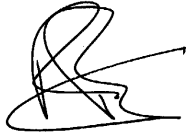
- 1) Establish a service to control livestock at large in the four Electoral Areas in the Alberni Valley.
- 2) Continue to not regulate livestock at large.

Submitted by: 

 Alex Dyer, Planner

Approved by: 

 Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017 REQUISITION ESTIMATE
 LIVESTOCK ROAMING

Appendix 'A'

PARTICIPANTS: ELECTORAL AREAS ONLY

TOTAL REQUISITION: \$ 50,000

BASIS OF APPORTIONMENT: LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	2017 CONVERTED VALUES	%	REQUISITION
		SHARE	
AREA B	\$ 11,105,603	6.16%	\$ 3,079
AREA D	\$ 94,064,473	52.16%	\$ 26,079
AREA E	\$ 35,515,249	19.69%	\$ 9,847
AREA F	\$ 39,656,476	21.99%	\$ 10,995
	<u>\$ 180,341,801</u>	<u>100.00%</u>	<u>\$ 50,000</u>

Residential Tax Rate \$ 0.028 per \$1,000 of assessed value



REQUEST FOR DECISION

To: Salmon Beach Committee

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

Meeting Date: February 28, 2017

Subject: Salmon Beach Sewage field upgrades – request to proceed to Toquaht Nation

THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the sewage field original sewage field and install additional feeder tank capacity within the License of occupation area.

Summary:

In 2012 the Salmon Beach community upgraded the sewage field to create new capacity, the work undertaken cost the Salmon Beach Sewage service area approximately \$138,000 for the infrastructure upgrades. The original sewage field has still been in use since that time, although it could be upgraded to provide additional capacity. The Salmon Beach committee have requested that there be an investigation into a possible renewal or upgrade of the original field to improve functionality. There is \$20,000 budgeted for this investigation in 2017.

The current maintenance contractor has provided a temporary solution to install a storage tank that could slowly feed the material into the field, as there is capacity. The install can provide the ability to have emergency pump and hauls if required. This is one option to consider for the upcoming year. As Salmon Beach continues to see development in the community the demands on the sewage infrastructure continues to increase. The wait time for pump and hauls have increased to a three week period during the summer months, these wait times will continue to be a challenge as further development occurs in the community.

As per the License of Occupation (LOO) with Toquaht Nation, the term is for 10 years from March 30, 2011 to March 29, 2021. The LOO can be renewed for an additional 20 years (two additional 10 year terms). There are provisions in the LOO that allow the owner to request the sewage field be moved and the owner will need to find an alternative spot within their lands and share in reasonable costs to move the sewage field to new location. Therefore, any infrastructure improvements should be discussed with the owner to ensure plans to continue the LOO in the current area. Before a capital expenditure such as this is undertaken assurance of intentions should be communicated between each party.

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

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Mark Fortune, Airport Superintendent

Meeting Date: March 8, 2017

Subject: Long Beach Airport – ACAP engineering services – RFP award

Recommendation

THAT the Board of Directors of the ACRD amend the Long Beach Airport capital plan to increase the costs for engineering services for the ACAP grant application on page 43, line 70 of the 2017-2021 Financial Plan \$22,000 to \$40,000 and staff be authorized to proceed with the ACAP grant application as proposed.

Background

The Long Beach Airport (CYAZ) is in the process of developing an Airports Capital Assistance Program (ACAP) application for the rehabilitation of the associated taxiways and apron that support commercial air traffic from our primary runway 11-29. The current concrete surfaces originally installed in 1943 and are in need of rehabilitating. The ACAP grant application will supply 100% of the replacement cost if successful. The deadline for an application is March 31, 2017 and we require engineering services to complete the grant application. Until we are successful with the grant the initial costs must be covered by the ACRD. If the grant is awarded the engineering services can be reimbursed. Before securing engineering services the ACRD must undertake a competitive process and weight the submissions on criteria acceptable to ACAP. Engineering cost will only be covered under the ACAP program if a public process was carried out for the services rendered.

ACRD staff initiated the public RFP process and with a closing date of February 27, 2017. Staff prepared a selection criteria matrix to evaluate the following: proposal quality and organization, airport and infrastructure experience, ACAP applications experience, understanding of assignment, project team qualification experience, project manager experience, methodology depth, detail, clarity, understands local issues, control cost, reporting and quality control and cost engineering contract percentage/ACAP application. The order of the results is as follows:

WSP	95/100
SNC	94/100
Tetra Tech	89/100
Pure Engineering	68/100
R&R	57/100

WSP Airports Group under the direction of James Gunn is the successful submission. WSP and technical staff have previous ACAP experience at CYAZ including the design and installation of the runway 11-29 asphalt overlay in 2012. They are the most cost effective proposal for the complete work.

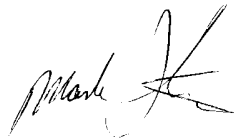
The engineering costs for the ACAP application are to be \$39,500 with a submission date to Transport Canada no later than March 31, 2017 work most progress immediately. A rough timeline for the CYAZ Taxiway and Apron project development should the ACRD be successful in the current round of grant funding for this round of funding is as follows:

- Project start up meeting and field investigation March 9, 2017
- ACAP completion March 31, 2017
- ACAP approval ** Fall 2017
- Detail design Completion October 2017
- Tender November 2017
- Construction Spring 2018

** There are no guarantees for Transport Canada project approval as each project is weighed against competing needs across the country.

Financial

The costs for these engineering services is budgeted at \$22,000 in 2017 within the Long Beach Airport capital plan. The budget will need to be amended to reflect this cost increase.



Submitted by: _____
Mark Fortune, Airport Superintendent



Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Russell Dyson, CAO
and
Board of Directors, Alberni-Clayoquot Regional District

From: Mike Irg, Manager of Planning and Development

Date: March 8, 2017

Subject: Building Inspection Agreement Renewal with the District of Tofino

Recommendation:

That the Board of Directors enters into a two (2) year agreement with the District of Tofino to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT.

Desired Outcome:

The District of Tofino continues to require a building inspector to provide building inspection services for the District on an interim basis for coverage and has requested the ACRD building inspectors provide this service until a building inspector is hired by the District.

Summary:

The District of Tofino's current building inspection agreement with the ACRD expired on February 12, 2017. There is a clause that allows the contract to continue on a month-to-month basis, however, staff recommends a new contract be signed.

Under the agreement, the District of Tofino establishes, charges, and collects all fees. The ACRD bills the District of Tofino for the time spent on building permits and wood stove inspections.

The District of Tofino is in the process of hiring a new building inspector that would provide service to both Tofino and Ucluelet and has requested the ACRD building inspectors continue providing inspection services in the interim. Once a new building inspector is hired, there is still the ability under the contract to assist Tofino with building inspections if required for holiday coverage, mentoring or projects that are more complex.

Background:

Tofino and Ucluelet currently do not have a building inspector on staff and are relying on the ACRD for building inspection services.

To meet ACRD operational requirements, Jason Kevis has been assisting with property maintenance, which allows Luc Stefani to dedicate additional time to building inspection. The time charged to Tofino and Ucluelet is offsetting these costs so that there is no impact on the building inspection budget.

Time Requirements – Staff & Elected Officials:

The ACRD building inspection service has the ability to provide this service with the additional staff resources provided to property maintenance.

Financial:

The agreement is structured on a cost recovery system based on the time spent on the District of Tofino building permits and travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits, supervision, and administration. Vehicle mileage will be \$0.55/km.

Policy or Legislation:

The ACRD has the ability to enter into agreements with other governments. The recommended term of this agreement is two years. The building inspection service arrangement includes a clause that allows either party to provide notice and terminate the contract.

The proposed agreement includes an indemnity clause (section 2.1) and stipulates that the ACRD Building Inspectors will only provide plan checks and inspect construction for compliance with the BC Building Code. The District of Tofino is responsible for confirming compliance with the District of Tofino bylaws and all Federal and Provincial Acts and Regulations.

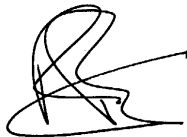
Options Considered:

The options are to enter into the contract and provide building inspection services or not to enter into the agreement.



Submitted by: _____

Mike Irg, MCIP, RPP
Manager of Planning and Development



Approved by: _____

Russell Dyson, Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE THIS ____ DAY OF _____, 2017.

BETWEEN:

DISTRICT OF TOFINO
121 3rd Street, Tofino, BC, V0R 2Z0

(hereinafter called **Tofino**)

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
3008 5th Avenue, Port Alberni, BC, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the “**BUILDING INSPECTION RESOURCE SHARING AGREEMENT**”

WHEREAS

Tofino wishes to occasionally retain the services of the Region’s building inspection staff to undertake building inspection work within Tofino’s jurisdiction.

The Region is willing to make their building inspection staff available to Tofino under the terms and conditions outlined in this agreement.

THEREFORE in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

“Tofino Supervisor” means the Manager of Planning.

“Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region.

“Regional Supervisor” means the Manager of Planning and Development.

“Regional Collective Agreement” means the prevailing collective agreement in place between and the Region and the Canadian Union of Public Employees Local 118.

2. Tofino Covenants

- 2.1 Tofino assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the Region's Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at Tofino's request and within the jurisdiction of Tofino.
- 2.2 The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and provincial Acts and Regulations.

3. Region Covenants

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to Tofino when requested by the Tofino Supervisor.
- 3.2 The Regional Building Inspector will only conduct plan checks, inspect construction for compliance with the B.C. Building Code and provide woodstove inspections. The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and Provincial Acts and Regulations.
- 3.3 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on Tofino inspections. The Region will subsequently invoice Tofino for all time the Regional Building Inspector spends on Tofino inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits, supervision, and administration.
- 3.4 The Region will provide a vehicle for the Regional Building Inspector's use for transportation to and from assigned Tofino inspections and will subsequently invoice Tofino for required mileage at a rate of \$0.55/km.

4. Term of Agreement:

- 4.1 The term of this agreement shall be from the 13 day of February 2017 to the 13 day of February 2019 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.

- 4.2 Notwithstanding Section 4.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by mediation, either party may terminate the agreement following thirty days written notice.

IN WITNESS WHEREOF the Corporate Seals of the parties have hereunto been affixed in the presence of their duly authorized officers the day and year first above written.

THE CORPORATE SEAL OF THE
DISTRICT OF TOFINO
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

Josie Osborne, Mayor

Bob MacPherson, CAO

THE CORPORATE SEAL OF THE
ALBERNI-CLAYOQUOT REGIONAL DISTRICT
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

John Jack, Chair

Russell Dyson, CAO



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, Chief Administrative Officer

Date of Report: March 1, 2017

Meeting Date: March 8, 2017

Subject: **Salmon Beach Services – Governance Review**

Recommendation:

THAT the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services in 2017.

THAT the ACRD Board of Directors apply to the Ministry of Community, Sport and Cultural Development to request a grant to investigate options for administering Salmon Beach Services in 2017.

Desired Outcome:

To provide funding to help pay the costs of professional services to review options for the administration of the Salmon Beach Services.

Background:

The Regional District administers the following services for the recreational community of salmon beach: transportation, garbage, recreation, power, security, sewage and water. The community consists of 385 properties, a small town square and boat launch.

The ACRD Board of Directors established (by bylaw) an Advisory Committee made up of property owners and the Area "C" (Long Beach) Director to assist in advising on matters relating to the services including providing direction on policies and budgets. The Committee depends on community input at two meetings per year – May and September long weekends.

There is a desire by the property owners to consider other options for administering the services perhaps with more autonomy for the local community. A Local Community Commission is an option that the Ministry of Community, Sport and Cultural Development is willing to investigate. The Salmon Beach Advisory Committee and Area Director support proceeding with a study to review the options.

Time Requirements – Staff & Elected Officials:

Modest – secure and support a consultant hired with the expertise to undertake the review and consult with the

Regional District and Salmon Beach Committee.

Financial:

The first option is to secure funds from the Ministry. The regional districts funding would be a secondary source to support any grants. A commitment by the regional district to provide funding may help leverage the ask of the Ministry.

Policy or Legislation:

The Local Government Act defines the options for administration and governance of ACRD services. This will be a review and assessment from the perspective of the community and the Board.

Options Considered:

Do not undertake a study and maintain the status quo.



Submitted by:

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Date of Report: March 1, 2017
Meeting Date: March 8, 2017
Subject: Options for Community Funding for Beaver Creek

Recommendation:

Direction is requested from the Board based on the options provided.

Background:

Staff were asked to investigate options for a community fund for Beaver Creek to address issues / projects of community benefit. There are a number of options.....

1. If the issue is illegal, dumping the regional district will waive tipping fees where the refuse is located on public lands or lands used for public access to recreational features. The Manager of Environmental Services or CAO coordinates this. Individuals are responsible for getting the materials to the landfill. This has supported cleanups of pristine recreational areas where building materials or rotting garbage have been dumped and required an expeditious cleanup. It also supports community initiatives like the Sproat Lake Community Associations annual beach cleanup. There is no action required to provide this level of service.
2. In Bamfield, an annual grant is provided to the Community Affairs Association funded by the electoral area. Community Affairs in turn develop an application and granting process to provide the funds for local "community benefits" as they see fit. Is there a similar group to take on these projects in the community or the capacity to form such an association? Further consultation with the community would be required.
3. In Sproat Lake the Electoral area Director allocates monies each year through grants in aid for community events – picnics etc. This could be accomplished with an amendment to the budget to reflect the required funds. The Electoral Area Director and Manager of Finance would administer the expenditures.
4. Again in Sproat Lake a service was established where a parcel tax is collected to support the Community Association which in turn use the funds for their purposes. This would require a bylaw and applicable association. This could be actioned for next year's budget.

Submitted by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: March 8, 2016

Subject: Salmon Beach Sewage wood debris burning on License of Occupation lands

Recommendation:

THAT the ACRD Board of Directors write a letter to Toquaht Nation to request that the Salmon Beach community be permitted to accumulate wood debris and burn up to twice annually on the sewage field license of occupation area.

Summary:

The sewage field for the Salmon Beach Community is located on the on Toquaht Nation lands. The License of Occupation (LOO) on these lands is specifically for sewage field purposes. The Province of BC was responsible for the LOO before the Maa-nulth treaty transferred the land to the Toquaht Nation. The past practice was to stock pile wood debris on these lands and burn it by a contractor when accumulated. This practice was discontinued when Toquaht Nation became responsible for the lands, as it was not permitted under the new LOO.

Over the last couple of years since the burning practice was discontinued there has been a significant increase in illegal dumping of the wood debris in other areas of Toquaht Nation lands. The Salmon Beach community cleaned up the illegal dumping sites and is now looking at bringing in a bin to allow residents to use for this debris at different times in the year. Signage will also be installed in frequent illegal dumping areas with funding provided through the West Coast Landfill illegal dumping budget.

The community would like to reestablish the practice of burning in the sewage field LOO in order to assist in the prevention of dumping the wood debris on other areas of Toquaht Nation lands. All burning would be performed a contractor and provisions for fire control will be ensured. Staff will ensure that all burning would occur within the regulations of the Ministry of Environment.

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

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: March 8, 2017
Subject: Finance Warrant No. 574

Recommendation:

THAT the Board of Directors approves Finance Warrant Number 574 in the amount of \$1,532,845.56 dated February 28, 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-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
Date : Mar 02, 2017

Page : 1
Time : 1:22 pm

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0012	ABELL PEST CONTROL INC					
40171	08-Feb-2017		Issued	32	C 89.25	
A0159951	01-4-2500-000	PAYABLES - TRADE				
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
Total :				89.25	0.00	89.25
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0016	ACE COURIER SERVICES					
00168-0001	03-Feb-2017		Issued	24	T 79.54	
14190243	01-4-2500-000	PAYABLES - TRADE			79.54	
Invoice Description --> ACRD - \$22.66, S.B.WATER \$25.65, AVEP \$17.45						
Total :				79.54	0.00	79.54
Supplier Total :				79.54	0.00	79.54

0030	ACKLANDS-GRAINGER INC.					
00168-0002	03-Feb-2017		Issued	24	T 534.28	
9336276861	01-4-2500-000	PAYABLES - TRADE			534.28	
Invoice Description --> BVFD - MAINTENANCE EQUIPMENT						
Total :				534.28	0.00	534.28
00170-0001	24-Feb-2017		Issued	41	T 343.66	
9353509616	01-4-2500-000	PAYABLES - TRADE			343.66	
Invoice Description --> BCVFD - EQUIPMENT						
Total :				343.66	0.00	343.66
Supplier Total :				877.94	0.00	877.94

0059	ADELHARDT CONCRETE PLUS					
00170-0002	24-Feb-2017		Issued	41	T 1998.50	
142107	01-4-2500-000	PAYABLES - TRADE			1998.50	
Invoice Description --> ALVF - 3RD AVE DEPOT - SPRINKLER SYSTEM - CAPITAL						
Total :				1998.50	0.00	1998.50
Supplier Total :				1998.50	0.00	1998.50

0031	AGAT LABORATORIES				
00170-0003	24-Feb-2017		Issued	41	T 2573.29
17339523E	01-4-2500-000	PAYABLES - TRADE			500.06
Invoice Description --> AVLF - WATER MONITORING					
17339525E	01-4-2500-000	PAYABLES - TRADE			947.63
Invoice Description --> AVLF - WATER MONITORING					
17339522E	01-4-2500-000	PAYABLES - TRADE			1125.60
Invoice Description --> AVLF - WATER MONITORING					

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



Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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

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Chq/Ref #	Cheque Date					
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Total :				2573.29	0.00	2573.29
Supplier Total :				2573.29	0.00	2573.29

0131 AGS BUSINESS SYSTEMS INC.

40139	01-Feb-2017		Issued	25	C	2572.64	
JAN24/17	01-4-2500-000	PAYABLES - TRADE			2572.64		
Invoice Description --> SLVFD - C300SR - HALL #3 - CAPITAL							
Total :					2572.64	0.00	2572.64
Supplier Total :					2572.64	0.00	2572.64

0021 ALBERNI DISTRICT CO-OP ASSOCIATION

40189	22-Feb-2017		Issued	38	C	1671.71	
SLVFD - JAN/17	01-4-2500-000	PAYABLES - TRADE			100.80		
Invoice Description --> SLVFD - JAN 2017 FUEL COSTS							
BCVFD - JAN/17	01-4-2500-000	PAYABLES - TRADE			178.78		
Invoice Description --> BCVFD - JAN 2017 FUEL COSTS							
BCWS - JAN/17	01-4-2500-000	PAYABLES - TRADE			539.53		
Invoice Description --> BCWS - JAN 2017 FUEL COSTS							
ACRD - JAN/17	01-4-2500-000	PAYABLES - TRADE			852.60		
Invoice Description --> ACRD - JAN 2017 FUEL COSTS							
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Supplier Total :					1671.71	0.00	1671.71

0190 ALBERNI ISLAND SHUTTLE

40190	22-Feb-2017		Issued	38	C	210.00	
170130	01-4-2500-000	PAYABLES - TRADE			210.00		
Invoice Description --> ALVF - BOARD TRAVEL - TOUR							
Total :					210.00	0.00	210.00
Supplier Total :					210.00	0.00	210.00

0455 ALBERNI VALLEY REFRIGERATION LTD.

40174	08-Feb-2017		Issued	32	C	1759.45	
20170184	01-4-2500-000	PAYABLES - TRADE			1759.45		
Invoice Description --> ACRD - OFFICE RENO'S - CAPITAL							
Total :					1759.45	0.00	1759.45
Supplier Total :					1759.45	0.00	1759.45

0048 ALLISON HABKIRK -TOWN PLANNER

40172	08-Feb-2017		Issued	32	C	2181.06
DEC14/16-WORKSH	01-4-2500-000	PAYABLES - TRADE			2181.06	
Invoice Description --> ACRD - PRIORITY SETTING WORKSHOP						

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



Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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

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0270	ANDREW SHERET LTD.						
000168-0003	03-Feb-2017		Issued	24	T	2106.81	
03-091780	01-4-2500-000	PAYABLES - TRADE			2106.81		
Invoice Description --> AVRA - WATER SYSTEM SUPPLIES							
Total :					2106.81	0.00	2106.81
Supplier Total :					2106.81	0.00	2106.81
0394	ASSOCIATED FIRE SAFETY EQUIPMENT						
000168-0004	03-Feb-2017		Issued	24	T	820.58	
16158	01-4-2500-000	PAYABLES - TRADE			820.58		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					820.58	0.00	820.58
Supplier Total :					820.58	0.00	820.58
0441	AWC WATER SOLUTIONS LTD						
40173	08-Feb-2017		Issued	32	C	110250.00	
10103	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
0503	BAMFIELD CENTENNIAL PARK						
40191	22-Feb-2017		Issued	38	C	6000.00	
2016GIA	01-4-2500-000	PAYABLES - TRADE			6000.00		
Invoice Description --> 2016 GRANT IN AID (MISSED IN 2016)							
Total :					6000.00	0.00	6000.00
Supplier Total :					6000.00	0.00	6000.00
0660	BC HYDRO						
40192	22-Feb-2017		Issued	38	C	10073.48	
400002776099	01-4-2500-000	PAYABLES - TRADE			10073.48		
Invoice Description --> ACRD - HYDRO CONSOLIDATED							
Total :					10073.48	0.00	10073.48
Supplier Total :					10073.48	0.00	10073.48

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



AP5100 **Page : 4**
Date : Mar 02, 2017 **Time :** 1:22 pm
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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40140	01-Feb-2017	Issued	25	C			35.44
201608978	01-4-2500-000	PAYABLES - TRADE		35.44			
Invoice Description -->		BCWS - 3RD QUARTER 2017 MEMBERSHIP FEES					
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Supplier Total :				35.44	0.00		35.44
0700	BC TRANSIT						
40141	01-Feb-2017	Issued	25	C			17243.00
1216602	01-4-2500-000	PAYABLES - TRADE		17243.00			
Invoice Description -->		DEC 2016 CUSTOM TRANSIT					
Total :				17243.00	0.00		17243.00
Supplier Total :				17243.00	0.00		17243.00
0716	BCSGA						
40175	08-Feb-2017	Issued	32	C			800.00
2016-13	01-4-2500-000	PAYABLES - TRADE		800.00			
Invoice Description -->		PLANNING - ISLAND AG SHOW - FEB 3-5 2017					
Total :				800.00	0.00		800.00
Supplier Total :				800.00	0.00		800.00
0740	BEAVER CREEK HOME CENTER						
00168-0005	03-Feb-2017	Issued	24	T			82.47
1611-963193	01-4-2500-000	PAYABLES - TRADE		-418540.86			
Invoice Description -->		SB - CREDIT DATA ERROR - WATER SUPPLIES					
1701-989795	01-4-2500-000	PAYABLES - TRADE		3.79			
Invoice Description -->		AVLF - 3RD AVE DEPOT - MAINTENANCE SUPPLY					
1701-990314	01-4-2500-000	PAYABLES - TRADE		14.29			
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES					
1611-963188	01-4-2500-000	PAYABLES - TRADE		418605.25			
Invoice Description -->		SB - DATA ERROR - WATER SUPPLIES					
Total :				82.47	0.00		82.47
Supplier Total :				82.47	0.00		82.47
0791	BERRY & VALE CONTRACTING LTD						
00170-0004	24-Feb-2017	Issued	41	T			109668.54
2078	01-4-2500-000	PAYABLES - TRADE		40803.87			
Invoice Description -->		WCLF - JAN CONTRACT - \$34,893.52, FREON \$216, OTHER \$3751.30					
2077	01-4-2500-000	PAYABLES - TRADE		68864.67			
Invoice Description -->		AVLF - JAN CONTRACT \$63,495.41, FREON \$288, MMBC \$806.18, OTHER\$995.80					
Total :				109668.54	0.00		109668.54

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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 :					109668.54	0.00	109668.54
<hr/>							
0804	BETTSM CONTROLS INC.						
40142	01-Feb-2017		Issued	25	C	3689.25	
1000311	01-4-2500-000	PAYABLES - TRADE			3689.25		
Invoice Description -->		AVLF - SCADA - 2017 LICENSE .SUPPORT - RENEWAL					
Total :					3689.25	0.00	3689.25
40193	22-Feb-2017		Issued	38	C	184.46	
1000311-GST	01-4-2500-000	PAYABLES - TRADE			184.46		
Invoice Description -->		AVLF - SCADA - 2017 LICENSE SUPPORT - RENEWAL - GST					
Total :					184.46	0.00	184.46
Supplier Total :					3873.71	0.00	3873.71
<hr/>							
0825	BLACK PRESS GROUP LTD.						
000170-0005	24-Feb-2017		Issued	41	T	2159.77	
33093423	01-4-2500-000	PAYABLES - TRADE			2159.77		
Invoice Description -->		ACRD - \$132.03, PLANNING \$854.28, AVRA\$237.78, LBA\$292.50, MMBC\$540.36					
Total :					2159.77	0.00	2159.77
Supplier Total :					2159.77	0.00	2159.77
<hr/>							
0914	BOWERMAN EXCAVATING LTD						
000169-0001	10-Feb-2017		Issued	31	T	473333.50	
3189-4	01-4-2500-000	PAYABLES - TRADE			24580.69		
Invoice Description -->		AVLF - ACCESS RD - RELEASE OF HOLDBACK					
9246	01-4-2500-000	PAYABLES - TRADE			132075.91		
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL					
9247	01-4-2500-000	PAYABLES - TRADE			316676.90		
Invoice Description -->		AVRA - RUNWAY EXTENSION - HOLD BACK RELEASE - CAPITAL					
Total :					473333.50	0.00	473333.50
000170-0006	24-Feb-2017		Issued	41	T	57691.96	
9256	01-4-2500-000	PAYABLES - TRADE			57691.96		
Invoice Description -->		BWS - S. BAMFIELD HYDRANT INSTALL - CAPITAL					
Total :					57691.96	0.00	57691.96
Supplier Total :					531025.46	0.00	531025.46
<hr/>							
0950	BRETT, KENNETH						
000169-0002	10-Feb-2017		Issued	31	T	1000.00	
BRE177727	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description -->		ALBERNI VALLEY AIRPORT SUPERVISION					
Total :					1000.00	0.00	1000.00

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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 :					1000.00	0.00	1000.00
<hr/>							
0970	BUDGET CAR AND TRUCK RENTAL						
40195	22-Feb-2017		Issued	38	C	1013.44	
203061	01-4-2500-000	PAYABLES - TRADE			506.72		
Invoice Description -->		WCLF - TRUCK RENTAL FOR RECYCLING CONTAINER DISTRIBUTION					
2039062	01-4-2500-000	PAYABLES - TRADE			506.72		
Invoice Description -->		WCLF - TRUCK RENTAL FOR RECYCLING CONTAINER DISTRIBUTION					
Total :					1013.44	0.00	1013.44
Supplier Total :					1013.44	0.00	1013.44
<hr/>							
1035	BUTLER, LES						
00171-0001	28-Feb-2017		Issued	42	T	4095.00	
2017-01	01-4-2500-000	PAYABLES - TRADE			4095.00		
Invoice Description -->		BWS - JAN 2017 CONTRACTOR					
Total :					4095.00	0.00	4095.00
Supplier Total :					4095.00	0.00	4095.00
<hr/>							
1197	CARVELLO LAW CORPORATION						
40176	08-Feb-2017		Issued	32	C	454.30	
1500	01-4-2500-000	PAYABLES - TRADE			454.30		
Invoice Description -->		LEGAL FEES					
Total :					454.30	0.00	454.30
Supplier Total :					454.30	0.00	454.30
<hr/>							
1270	CDW CANADA INC						
00168-0006	03-Feb-2017		Issued	24	T	102.93	
GND0133	01-4-2500-000	PAYABLES - TRADE			102.93		
Invoice Description -->		ACRD - COMPUTER EXPENSE					
Total :					102.93	0.00	102.93
00169-0003	10-Feb-2017		Issued	31	T	3337.49	
GSB0875	01-4-2500-000	PAYABLES - TRADE			3337.49		
Invoice Description -->		ACRD - BACK UP DISKS					
Total :					3337.49	0.00	3337.49
00170-0007	24-Feb-2017		Issued	41	T	2095.18	
GTJ8105	01-4-2500-000	PAYABLES - TRADE			1047.59		
Invoice Description -->		ACRD - COMPUTER - WATCHGUARD FIREBOX					
GWD2509	01-4-2500-000	PAYABLES - TRADE			1047.59		
Invoice Description -->		LBA - WATCHGUARD FIREBOX					
Total :					2095.18	0.00	2095.18

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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 :					5535.60	0.00	5535.60

1316	CERTITECH IT SERVICES						
00170-0008	24-Feb-2017		Issued	41	T	6352.50	
00205	01-4-2500-000	PAYABLES - TRADE			6352.50		
Invoice Description -->		JAN 2017 - IT SUPPORT \$5975, BCWS \$75					
Total :					6352.50	0.00	6352.50
Supplier Total :					6352.50	0.00	6352.50

1342	CITY OF PORT ALBERNI						
00168-0007	03-Feb-2017		Issued	24	T	45608.22	
DEC31/16-GARBAG	01-4-2500-000	PAYABLES - TRADE			133.32		
Invoice Description -->		ACRD - GARBAGE - SEPT TO DEC 2016					
DEC31/16-AVLF-SE1	01-4-2500-000	PAYABLES - TRADE			139.26		
Invoice Description -->		AVLF - 3620 3RD AVE WATER & SEWAGE SEPT 1 - DEC 31/16					
DEC31/16-ACRD	01-4-2500-000	PAYABLES - TRADE			366.15		
Invoice Description -->		ACRD - OFFICE - WATER & SEWER FEES - SEPT 1 TO DEC 31/16					
DEC31/16-AVLF	01-4-2500-000	PAYABLES - TRADE			539.20		
Invoice Description -->		AVLF - 3RD AVE DEPOT - LEACHATE					
2016-BLDG INSP	01-4-2500-000	PAYABLES - TRADE			2884.69		
Invoice Description -->		BUILDING INSPECTION - REIMBURSEMENT FOR ROB GAUDRAULT					
DEC31/16-BCWS	01-4-2500-000	PAYABLES - TRADE			41545.60		
Invoice Description -->		BCWS - BULK WATER PURCHASE SEPT 1 - DEC 31/16					
Total :					45608.22	0.00	45608.22
Supplier Total :					45608.22	0.00	45608.22

1351	CIVICINFO BC						
40145	01-Feb-2017		Issued	25	C	435.75	
2017164	01-4-2500-000	PAYABLES - TRADE			435.75		
Invoice Description -->		2017 CIVIC INFO MEMBERSHIP					
Total :					435.75	0.00	435.75
Supplier Total :					435.75	0.00	435.75

1412	CLAYOQUOT BIOSPHERE TRUST						
40146	01-Feb-2017		Issued	25	C	5000.00	
JAN/17-ARTOF HOS	01-4-2500-000	PAYABLES - TRADE			5000.00		
Invoice Description -->		ACHN - PARTNERSHIP GRANT - ART OF HOSTING TRAINING					
Total :					5000.00	0.00	5000.00
Supplier Total :					5000.00	0.00	5000.00

1382	COASTAL CATERING 2010						
00168-0008	03-Feb-2017		Issued	24	T	358.31	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
74 - 2016	01-4-2500-000	PAYABLES - TRADE		358.31		
Invoice Description --> ACRD - COMMITTEE LUNCH						
Total :				358.31	0.00	358.31
Supplier Total :				358.31	0.00	358.31

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1425	COAST WASTE MANAGEMENT ASSOCIATION					
40147	01-Feb-2017		Issued	25	C	787.50
2017-156	01-4-2500-000	PAYABLES - TRADE		787.50		
Invoice Description --> AVLF & WCLF 2017 MEMBERSHIP DUES						
Total :				787.50	0.00	787.50
Supplier Total :				787.50	0.00	787.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1409	COASTAL ANIMAL CONTROL SERVICES OF BC					
40196	22-Feb-2017		Issued	38	C	420.00
11876	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> BEAVER CREEK - BYLAW						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1459	COLYN'S LANDSCAPING LTD.					
40197	22-Feb-2017		Issued	38	C	194.25
170206	01-4-2500-000	PAYABLES - TRADE		194.25		
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE - CHAINLINK FENCE						
Total :				194.25	0.00	194.25
Supplier Total :				194.25	0.00	194.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0801	CORIX WATER PRODUCTS LTD.					
00168-0009	03-Feb-2017		Issued	24	T	923.07
10716001068	01-4-2500-000	PAYABLES - TRADE		202.77		
Invoice Description --> LBA & MSWS - WATER SYSTEM SUPPLIES						
10716003404	01-4-2500-000	PAYABLES - TRADE		720.30		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
Total :				923.07	0.00	923.07

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
00169-0004	10-Feb-2017		Issued	31	T	5167.50
10716001562	01-4-2500-000	PAYABLES - TRADE		5167.50		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
Total :				5167.50	0.00	5167.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
00170-0009	24-Feb-2017		Issued	41	T	3875.63
10716008336	01-4-2500-000	PAYABLES - TRADE		3875.63		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				3875.63	0.00	3875.63
Supplier Total :				9966.20	0.00	9966.20

1848 D.R.CLOUGH CONSULTING

40150	01-Feb-2017		Issued	25	C	4522.46
ACRD17-1	01-4-2500-000	PAYABLES - TRADE			4522.46	
Invoice Description --> AVRA - EXTENSION - CAPITAL						
Total :				4522.46	0.00	4522.46
Supplier Total :				4522.46	0.00	4522.46

1703 DALEY, D.J.

40198	22-Feb-2017		Issued	38	C	2809.14
274407	01-4-2500-000	PAYABLES - TRADE			897.07	
Invoice Description --> FEB 2017 - LBA & MWS CONTRACTOR						
274408	01-4-2500-000	PAYABLES - TRADE			1912.07	
Invoice Description --> JAN 2017 - LBA & MWS CONTRACTOR						
Total :				2809.14	0.00	2809.14
Supplier Total :				2809.14	0.00	2809.14

1654 DAVEY TREE SERVICES CO. OF CANADA LTD.

40148	01-Feb-2017		Issued	25	C	58581.69
910886721	01-4-2500-000	PAYABLES - TRADE			6908.83	
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
910886722	01-4-2500-000	PAYABLES - TRADE			12616.13	
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
910877359	01-4-2500-000	PAYABLES - TRADE			15868.13	
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
910885116	01-4-2500-000	PAYABLES - TRADE			23188.60	
Invoice Description --> LBA - VEGETATION MANAGEMENT & CLEARING - CAPITAL						
Total :				58581.69	0.00	58581.69
Supplier Total :				58581.69	0.00	58581.69

1735 DE VRIES, DIANE

40149	01-Feb-2017		Issued	25	C	85.27
JAN.18/17	01-4-2500-000	PAYABLES - TRADE			85.27	
Invoice Description --> BCWS - PMT REIMBURSEMENT - PAID IN ERROR						
Total :				85.27	0.00	85.27
Supplier Total :				85.27	0.00	85.27

1709 DEEB CONTRACTING

40199	22-Feb-2017		Issued	38	C	11681.25
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
5011	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
5013	01-4-2500-000	PAYABLES - TRADE		9696.75		
Invoice Description --> SALMON BEACH TRANSPORTATION						
Total :				11681.25	0.00	11681.25
Supplier Total :				11681.25	0.00	11681.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1718	DENIS FRANCOEUR BACKHOEING					
00168-0010	03-Feb-2017		Issued	24	T	1371.43
2000510	01-4-2500-000	PAYABLES - TRADE		1371.43		
Invoice Description --> SB & LBA - SEPTIC FIELD INSPECTIONS						
Total :				1371.43	0.00	1371.43
Supplier Total :				1371.43	0.00	1371.43

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1847	DUPERE, JOHANNE					
00169-0005	10-Feb-2017		Issued	31	T	200.00
DUP177728	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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0940	DUVALL, EDITH					
00169-0006	10-Feb-2017		Issued	31	T	1750.00
EDUVALL77730	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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1999	E-Z SEE REFLECTIVE ADDRESS SYSTEMS					
00168-0011	03-Feb-2017		Issued	24	T	44.10
318	01-4-2500-000	PAYABLES - TRADE		44.10		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :				44.10	0.00	44.10
Supplier Total :				44.10	0.00	44.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1934	EDEN TREE FARM AND GARDENING					
40151	01-Feb-2017		Issued	25	C	3097.50
#5DEC16	01-4-2500-000	PAYABLES - TRADE		3097.50		
Invoice Description --> PLANNING - AGRICULTURAL SUPPORT						
Total :				3097.50	0.00	3097.50

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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		
Supplier Total :						3097.50	0.00	3097.50

3757	EFFINGHAM OYSTERS INC.							
40216	22-Feb-2017		Issued	38	C	180.00		
2017-004	01-4-2500-000	PAYABLES - TRADE			180.00			
Invoice Description -->		ISLAND AG SHOW						
Total :						180.00	0.00	180.00
Supplier Total :						180.00	0.00	180.00

1942	EMERALD COAST WINERY							
40200	22-Feb-2017		Issued	38	C	146.67		
FEB06/17	01-4-2500-000	PAYABLES - TRADE			146.67			
Invoice Description -->		PLANNING - ISLAND AG SHOW - WELCOME RECEPTION						
Total :						146.67	0.00	146.67
Supplier Total :						146.67	0.00	146.67

1944	EMPIRE SCBA & SUPPLIES INC							
40177	08-Feb-2017		Issued	32	C	3013.50		
11555	01-4-2500-000	PAYABLES - TRADE			3013.50			
Invoice Description -->		BVFD - EQUIPMENT						
Total :						3013.50	0.00	3013.50
Supplier Total :						3013.50	0.00	3013.50

1990	EVITT ELECTRIC							
00168-0012	03-Feb-2017		Issued	24	T	1714.83		
35849	01-4-2500-000	PAYABLES - TRADE			187.24			
Invoice Description -->		SLVFD - BUILDING MAINTENANCE						
35827	01-4-2500-000	PAYABLES - TRADE			582.59			
Invoice Description -->		SLVFD - HALL #1 - MAINTENANCE						
35819	01-4-2500-000	PAYABLES - TRADE			945.00			
Invoice Description -->		SLVFD - HALL #2- MAINTENANCE						
Total :						1714.83	0.00	1714.83
00169-0007	10-Feb-2017		Issued	31	T	1910.66		
35816	01-4-2500-000	PAYABLES - TRADE			159.35			
Invoice Description -->		SLVFD - CAMERA MOUNT TRUCK #46 - CAPITAL						
35855	01-4-2500-000	PAYABLES - TRADE			1751.31			
Invoice Description -->		SLVFD - HALL #3 - MAINTENANCE						
Total :						1910.66	0.00	1910.66
Supplier Total :						3625.49	0.00	3625.49

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Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40179	08-Feb-2017	Issued	32	C		150.00
JAN27/17	01-4-2500-000	PAYABLES - TRADE		150.00		
Invoice Description -->		REGIONAL PARKS - ALBERNI INLET TRAIL SIGN				
Total :				150.00	0.00	150.00
Supplier Total :				150.00	0.00	150.00
2079	FLOORING DEPOT					
40201	22-Feb-2017	Issued	38	C		3234.28
45447	01-4-2500-000	PAYABLES - TRADE		3234.28		
Invoice Description -->		ACRD OFFICE - BLDG INSP. OFFICE RENO - CAPITAL				
Total :				3234.28	0.00	3234.28
Supplier Total :				3234.28	0.00	3234.28
2067	FORTISBC					
40178	08-Feb-2017	Issued	32	C		290.98
JAN24/17	01-4-2500-000	PAYABLES - TRADE		290.98		
Invoice Description -->		BCVFD - MONTHLY NATURAL GAS FOR HALL				
Total :				290.98	0.00	290.98
Supplier Total :				290.98	0.00	290.98
2140	GEDDES, RICHARD D.					
00168-0013	03-Feb-2017	Issued	24	T		800.00
004-2017	01-4-2500-000	PAYABLES - TRADE		800.00		
Invoice Description -->		SLVFD - TRAINING				
Total :				800.00	0.00	800.00
00169-0008	10-Feb-2017	Issued	31	T		55.00
RG-SLVFD0177731	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description -->		SLVFD - MONTHLY PHONE REIMBURSEMENT				
Total :				55.00	0.00	55.00
00170-0010	24-Feb-2017	Issued	41	T		3150.00
003-2017	01-4-2500-000	PAYABLES - TRADE		450.00		
Invoice Description -->		SLVFD - NARCAN TRAINING				
005-2017	01-4-2500-000	PAYABLES - TRADE		2700.00		
Invoice Description -->		SLVFD - FIRST RESPONDER TRAINING				
Total :				3150.00	0.00	3150.00
Supplier Total :				4005.00	0.00	4005.00
2123	GEEKS ON THE BEACH WEB AGENCY					
40202	22-Feb-2017	Issued	38	C		2100.00
000520	01-4-2500-000	PAYABLES - TRADE		2100.00		

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

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-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	
Invoice Description --> ACHN - WEBSITE DEVELOPMENT DEPOSIT							
Total :					2100.00	0.00	2100.00
Supplier Total :					2100.00	0.00	2100.00

2136	GLOBALSTAR CANADA						
40203	22-Feb-2017		Issued	38	C	752.64	
1000000008018004	01-4-2500-000	PAYABLES - TRADE			752.64		
Invoice Description --> BCEP - SATTELITE PHONE - ANNUAL RENEWAL							
Total :					752.64	0.00	752.64
Supplier Total :					752.64	0.00	752.64

2318	GRAPHIC OFFICE INTERIORS LTD						
40180	08-Feb-2017		Issued	32	C	944.12	
52151	01-4-2500-000	PAYABLES - TRADE			944.12		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					944.12	0.00	944.12
Supplier Total :					944.12	0.00	944.12

3507	HARRIS COMPUTER SYSTEMS						
40215	22-Feb-2017		Issued	38	C	450.00	
WESTERNRTCCON	01-4-2500-000	PAYABLES - TRADE			450.00		
Invoice Description --> ACRD-PLANNING WESTERN RTC CITYVIEW CONF. VICTORIA							
Total :					450.00	0.00	450.00
Supplier Total :					450.00	0.00	450.00

2410	HARVEST THYME FINE FOODS LTD.						
40205	22-Feb-2017		Issued	38	C	264.60	
FEB.08/17	01-4-2500-000	PAYABLES - TRADE			264.60		
Invoice Description --> REGIONAL PLANNING - BOAT TOUR / AG SHOW							
Total :					264.60	0.00	264.60
Supplier Total :					264.60	0.00	264.60

2485	HOLDER, DAN						
40181	08-Feb-2017		Issued	32	C	7245.00	
JAN31/17-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00		
Invoice Description --> EMERGENCY SERVICES COORDINATOR - JAN 2017							
JAN31/17-FSC	01-4-2500-000	PAYABLES - TRADE			3780.00		
Invoice Description --> FIRE SERVICES COORDINATOR - JAN 2017							
Total :					7245.00	0.00	7245.00

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

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-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				
2499 HOMETOWN AUTOMOTIVE LTD.								
00170-0011	24-Feb-2017		Issued	41	T		755.46	
5417	01-4-2500-000	PAYABLES - TRADE				755.46		
Invoice Description --> BUILDING INSPECTION - 2010 DODGE PICK UP - MAINTENANCE								
Total :						755.46	0.00	7245.00
Supplier Total :						7245.00	0.00	7245.00
2521 HORNET EXCAVATING								
40206	22-Feb-2017		Issued	38	C		210.00	
472	01-4-2500-000	PAYABLES - TRADE				210.00		
Invoice Description --> BCWS - BUILDING MAINTENANCE								
Total :						210.00	0.00	210.00
Supplier Total :						210.00	0.00	210.00
2560 HOULE PRINTING								
00168-0014	03-Feb-2017		Issued	24	T		407.68	
15869	01-4-2500-000	PAYABLES - TRADE				407.68		
Invoice Description --> BUILDING INSPECTION - INSPECTION BOOKS								
Total :						407.68	0.00	407.68
Supplier Total :						407.68	0.00	407.68
40207 22-Feb-2017								
16011	01-4-2500-000	PAYABLES - TRADE	Issued	38	C		277.76	
Invoice Description --> SPROAT LAKE - WINTER NEWSLETTER						277.76		
Total :						277.76	0.00	277.76
Supplier Total :						685.44	0.00	685.44
2748 ISLAND BEVERAGE SERVICES								
40152	01-Feb-2017		Issued	25	C		108.78	
16113	01-4-2500-000	PAYABLES - TRADE				108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES								
Total :						108.78	0.00	108.78
Supplier Total :						108.78	0.00	108.78
40209 22-Feb-2017								
16145	01-4-2500-000	PAYABLES - TRADE	Issued	38	C		108.78	
Invoice Description --> ACRD - OFFICE SUPPLIES						108.78		
Total :						108.78	0.00	108.78
Supplier Total :						217.56	0.00	217.56
2763 ISLAND ROOFING								
40182	08-Feb-2017		Issued	32	C			

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Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
1504	01-4-2500-000	PAYABLES - TRADE			9686.25		
Invoice Description --> ALVF - 3RD AVE DEPOT - UPGRADES - CAPITAL							
Total :					9686.25	0.00	9686.25
Supplier Total :					9686.25	0.00	9686.25
1075	J&D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)						
40144	01-Feb-2017	Issued	25	C			18.44
954261	01-4-2500-000	PAYABLES - TRADE			18.44		
Invoice Description --> BCWS - VEHICLE SUPPLY							
Total :					18.44	0.00	18.44
Supplier Total :					18.44	0.00	18.44
2787	JACKSON, ROBERT						
00169-0009	10-Feb-2017	Issued	31	T			75.02
CSPNOV1277729	01-4-2500-000	PAYABLES - TRADE			75.02		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE							
Total :					75.02	0.00	75.02
Supplier Total :					75.02	0.00	75.02
2827	JAL DESIGNS						
40210	22-Feb-2017	Issued	38	C			604.80
40497720	01-4-2500-000	PAYABLES - TRADE			604.80		
Invoice Description --> PLANNING - ISLAND AG SHOW							
Total :					604.80	0.00	604.80
Supplier Total :					604.80	0.00	604.80
2840	JUSTICE INSTITUTE OF BC						
40211	22-Feb-2017	Issued	38	C			76.14
2333	01-4-2500-000	PAYABLES - TRADE			76.14		
Invoice Description --> SLVFD - TRAINING							
Total :					76.14	0.00	76.14
Supplier Total :					76.14	0.00	76.14
2336	KAL TIRE						
40204	22-Feb-2017	Issued	38	C			336.92
115111674	01-4-2500-000	PAYABLES - TRADE			336.92		
Invoice Description --> BCFVD - LT V-BAR TRIPLE CAM							
Total :					336.92	0.00	336.92

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Supplier : 0002 To Z4209
 Trans. Date : 01-Feb-2017 To 28-Feb-2017
 Cheque Date : 01-Feb-2017 To 28-Feb-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	
Supplier Total :				336.92	0.00	336.92

2877 KOERS & ASSOCIATES ENGINEERING LTD.

00170-0012	24-Feb-2017		Issued	41	T	12795.78
1619-009	01-4-2500-000	PAYABLES - TRADE				151.60
Invoice Description --> MCWS - ARVAY, PIERCE, MERSEY RD - CAPITAL						
1372-019	01-4-2500-000	PAYABLES - TRADE				742.82
Invoice Description --> BWS - HYDRANT INSTALL - CAPITAL						
1665-005	01-4-2500-000	PAYABLES - TRADE				4721.46
Invoice Description --> BCWS - INFRASTRUCTURE ASSESSMENT - CAPITAL						
1634-009	01-4-2500-000	PAYABLES - TRADE				7179.90
Invoice Description --> BS - WATER TREATMENT PLANT - CAPITAL						
Total :						12795.78
Supplier Total :						12795.78

2890 L.B. WOODCHOPPERS LTD.

00168-0015	03-Feb-2017		Issued	24	T	87.36
260396	01-4-2500-000	PAYABLES - TRADE				87.36
Invoice Description --> BCWS - MAINTENANCE SUPPLIES						
Total :						87.36
Supplier Total :						87.36

3011 LANDWORKS CONSULTANTS INC

00170-0013	24-Feb-2017		Issued	41	T	2575.13
1711	01-4-2500-000	PAYABLES - TRADE				2575.13
Invoice Description --> PLANNING - ZONING BYLAW REWRITE						
Total :						2575.13
Supplier Total :						2575.13

3156 LEWIS, ANNA

40212	22-Feb-2017		Issued	38	C	300.00
FEB2017	01-4-2500-000	PAYABLES - TRADE				300.00
Invoice Description --> WELCOME RECEPTION REIMBURSEMENT						
Total :						300.00
Supplier Total :						300.00

3131 LINDE NANAIMO

40153	01-Feb-2017		Issued	25	C	68.49
55640431	01-4-2500-000	PAYABLES - TRADE				68.49
Invoice Description --> LBA - EQUIPMENT						
Total :						68.49

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

Supplier : 0002 To Z4209
 Trans. Date : 01-Feb-2017 To 28-Feb-2017
 Cheque Date : 01-Feb-2017 To 28-Feb-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
Supplier Total :						
					68.49	0.00
						68.49

3214	MARCIE DEWITT					
000169-0010	10-Feb-2017		Issued	31	T	6750.00
JAN31/17	01-4-2500-000	PAYABLES - TRADE			6750.00	
Invoice Description -->		ACHN - COORDINATOR - JAN 2017				
Total :						
					6750.00	0.00
						6750.00
Supplier Total :						
					6750.00	0.00
						6750.00

1210	MAXXAM ANALYTICS					
000169-0011	10-Feb-2017		Issued	31	T	493.50
VA1034943	01-4-2500-000	PAYABLES - TRADE			493.50	
Invoice Description -->		SB - WATER MONITORING				
Total :						
					493.50	0.00
						493.50
Supplier Total :						
					493.50	0.00
						493.50

3280	MCGILL & ASSOCIATES ENGINEERING					
000170-0014	24-Feb-2017		Issued	41	T	6456.72
15846	01-4-2500-000	PAYABLES - TRADE			141.75	
Invoice Description -->		AVLF - NORTH EAST EXPANSION - CAPITAL				
15847	01-4-2500-000	PAYABLES - TRADE			212.63	
Invoice Description -->		ALV F- GYPROC RECYCLING CENTER - CAPITAL				
15844	01-4-2500-000	PAYABLES - TRADE			248.06	
Invoice Description -->		AVLF - WATER MONITORING				
15845	01-4-2500-000	PAYABLES - TRADE			279.56	
Invoice Description -->		WCLF - ANNUAL REPORTING				
15838	01-4-2500-000	PAYABLES - TRADE			2559.38	
Invoice Description -->		LBA - WATER SYSTEM EVALUATION - CAPITAL				
15843	01-4-2500-000	PAYABLES - TRADE			3015.34	
Invoice Description -->		AVLF - ANNUAL REPORTING				
Total :						
					6456.72	0.00
						6456.72
Supplier Total :						
					6456.72	0.00
						6456.72

3375	MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)					
40154	01-Feb-2017		Issued	25	C	99.99
93805963	01-4-2500-000	PAYABLES - TRADE			99.99	
Invoice Description -->		SLVFD - EQUIPMENT				
Total :						
					99.99	0.00
						99.99
Supplier Total :						
					99.99	0.00
						99.99

3340	MINISTER OF FINANCE					
40183	08-Feb-2017		Issued	32	C	2325.00

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
MSPFEB/17	01-4-2500-000	PAYABLES - TRADE		2325.00		
Invoice Description --> MSP PREMIUMS FOR FEB 2017						
Total :				2325.00	0.00	2325.00
Supplier Total :				2325.00	0.00	2325.00

3370 MINISTER OF FINANCE						
40214	22-Feb-2017		Cancelled	38	1230.80	
Q282538	01-4-2500-000	PAYABLES - TRADE		30.80		
Invoice Description --> STUMPAGE CHARGE - CAPITAL						
SB16003	01-4-2500-000	PAYABLES - TRADE		1200.00		
Invoice Description --> ALR APPLICATION FOR - SB16003						
40214	22-Feb-2017		Cancelled	43	-1230.80	
SB16003	01-4-2500-000	PAYABLES - TRADE		-1200.00		
Invoice Description --> ALR APPLICATION FOR - SB16003						
Q282538	01-4-2500-000	PAYABLES - TRADE		-30.80		
Invoice Description --> STUMPAGE CHARGE - CAPITAL						
Total :				0.00	0.00	0.00
40239	24-Feb-2017		Issued	44	1200.00	
SB16003	01-4-2500-000	PAYABLES - TRADE		1200.00		
Invoice Description --> ALR APPLICATION FOR - SB16003						
Total :				1200.00	0.00	1200.00
40240	24-Feb-2017		Issued	45	30.80	
Q282538	01-4-2500-000	PAYABLES - TRADE		30.80		
Invoice Description --> STUMPAGE CHARGE - CAPITAL						
Total :				30.80	0.00	30.80
Supplier Total :				1230.80	0.00	1230.80

3346 MINISTRY OF FINANCE						
40213	22-Feb-2017		Issued	38	37.00	
Q281893	01-4-2500-000	PAYABLES - TRADE		37.00		
Invoice Description --> AVRA - RUNWAY EXPANSION - CAPITAL						
Total :				37.00	0.00	37.00
Supplier Total :				37.00	0.00	37.00

3500 MUNICIPAL FINANCE AUTHORITY OF BC						
EFT-3	02-Feb-2017		Issued	49	3677.47	
AVRA02/17	01-4-2500-000	PAYABLES - TRADE		3677.47		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST						
Total :				3677.47	0.00	3677.47
EFT-4	02-Feb-2017		Issued	49	1467.70	
LBATRACFEB17	01-4-2500-000	PAYABLES - TRADE		1467.70		

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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 --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING							
Total :					1467.70	0.00	1467.70
Supplier Total :					5145.17	0.00	5145.17

3490	MUNICIPAL PENSION PLAN						
EFT-2	09-Feb-2017		Issued	16	E	10305.86	
PP#02 - 2017	01-4-2500-000	PAYABLES - TRADE			10305.86		
Invoice Description --> PP # 02 - 2017 PENSION REMITTANCE							
Total :					10305.86	0.00	10305.86
EFT-3	23-Feb-2017		Issued	29	E	10146.07	
PP#03 - 2017	01-4-2500-000	PAYABLES - TRADE			10146.07		
Invoice Description --> PP # 03 - 2017 PENSION REMITTANCE							
Total :					10146.07	0.00	10146.07
Supplier Total :					20451.93	0.00	20451.93

3551	MYRES, LINDA						
000170-0015	24-Feb-2017		Issued	41	T	414.51	
2017.6	01-4-2500-000	PAYABLES - TRADE			88.00		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
2017.4	01-4-2500-000	PAYABLES - TRADE			326.51		
Invoice Description --> BCEP - REIMBURSEMENT FOR EXPENSES							
Total :					414.51	0.00	414.51
Supplier Total :					414.51	0.00	414.51

3600	NEOPOST						
40155	01-Feb-2017		Issued	25	C	204.96	
2296275	01-4-2500-000	PAYABLES - TRADE			204.96		
Invoice Description --> ACRD - INK FOR POSTAGE METER							
Total :					204.96	0.00	204.96
Supplier Total :					204.96	0.00	204.96

3627	NEXCAR SALES LTD.						
000168-0016	03-Feb-2017		Issued	24	T	112.00	
E8612	01-4-2500-000	PAYABLES - TRADE			112.00		
Invoice Description --> BUILDING INSPECTION - CHEROKEE - DETAIL							
Total :					112.00	0.00	112.00
Supplier Total :					112.00	0.00	112.00

3792	PACIFIC CROSS						
EFT-2	01-Feb-2017		Issued	33	E	8353.60	

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Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
89810	01-4-2500-000	PAYABLES - TRADE		8353.60		
Invoice Description --> FEBRUARY 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS						
Total :				8353.60	0.00	8353.60
Supplier Total :				8353.60	0.00	8353.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4045	22-Feb-2017	PICNIC CHARCUTERIE	38	C	68.25	
1006	01-4-2500-000	PAYABLES - TRADE		68.25		
Invoice Description --> REG. PLANNING - AG SHOW						
Total :				68.25	0.00	68.25
Supplier Total :				68.25	0.00	68.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3797	24-Feb-2017	PITEAU ASSOCIATES	41	T	5427.85	
18280	01-4-2500-000	PAYABLES - TRADE		242.81		
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
18279	01-4-2500-000	PAYABLES - TRADE		1622.25		
Invoice Description --> AVLF - WATER MONITORING						
18277	01-4-2500-000	PAYABLES - TRADE		3562.79		
Invoice Description --> WCLF - WATER MONITORING						
Total :				5427.85	0.00	5427.85
Supplier Total :				5427.85	0.00	5427.85

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3800	01-Feb-2017	PORT ALBERNI EFAP SUPPORT SOCIETY	25	C	4977.00	
185	01-4-2500-000	PAYABLES - TRADE		2205.00		
Invoice Description --> BCFVD - 2017 FEES						
179	01-4-2500-000	PAYABLES - TRADE		2772.00		
Invoice Description --> SLVFD - 2017 FEES						
Total :				4977.00	0.00	4977.00
Supplier Total :				4977.00	0.00	4977.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4115	10-Feb-2017	PRICE'S ALARM SYSTEM LTD	31	T	566.82	
2474411	01-4-2500-000	PAYABLES - TRADE		188.94		
Invoice Description --> SLVFD - HALL #3 ALARM MONITORING - FEB1-JUL31						
2474412	01-4-2500-000	PAYABLES - TRADE		188.94		
Invoice Description --> SLVFD - HALL #2 ALARM MONITORING - FEB1-JUL31						
2474413	01-4-2500-000	PAYABLES - TRADE		188.94		
Invoice Description --> SLVFD - HALL #1 ALARM MONITORING - FEB1-JUL31						
Total :				566.82	0.00	566.82

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

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
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Cheque No. : All
Batch No. : All

Supplier	Supplier Name							
Chq/Ref #	Cheque Date		Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					Amount	
Supplier Total :						566.82	0.00	566.82

4123	PROPAK MANUFACTURING							
40157	01-Feb-2017		Issued	25	C			161.70
11975	01-4-2500-000	PAYABLES - TRADE				161.70		
Invoice Description -->		SLVFD - EQUIPMENT						
Total :						161.70	0.00	161.70
Supplier Total :						161.70	0.00	161.70

4180	PUROLATOR COURIER SERVICE							
40218	22-Feb-2017		Issued	38	C			66.74
433662314	01-4-2500-000	PAYABLES - TRADE				23.19		
Invoice Description -->		BWS - WATER TESTING						
433421710	01-4-2500-000	PAYABLES - TRADE				43.55		
Invoice Description -->		LBA - SHIPPING						
Total :						66.74	0.00	66.74
Supplier Total :						66.74	0.00	66.74

4187	QUALITY FOODS - PORT ALBERNI							
000168-0017	03-Feb-2017		Issued	24	T			99.92
66 194516	01-4-2500-000	PAYABLES - TRADE				44.98		
Invoice Description -->		ACRD - OFFICE SUPPLIES						
61 237438	01-4-2500-000	PAYABLES - TRADE				54.94		
Invoice Description -->		ACRD - OFFICE SUPPLIES						
Total :						99.92	0.00	99.92
Supplier Total :						99.92	0.00	99.92

4250	RAYLEC POWER LTD.							
40184	08-Feb-2017		Issued	32	C			144436.33
LBA-2016HOLDBAC	01-4-2500-000	PAYABLES - TRADE				144436.33		
Invoice Description -->		LBA - LIGHTING PROJECT - HOLDBACK RELEASE						
Total :						144436.33	0.00	144436.33
Supplier Total :						144436.33	0.00	144436.33

4220	RAYNER & BRACHT LTD							
40219	22-Feb-2017		Issued	38	C			1887.20
2017005	01-4-2500-000	PAYABLES - TRADE				1887.20		
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES - JAN 2017						
Total :						1887.20	0.00	1887.20

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Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
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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 :						1887.20	0.00	1887.20
<hr/>								
2647	RECEIVER GENERAL - INDUSTRY CANADA							
40208	22-Feb-2017		Issued	38	C	451.00		451.00
20170003687	01-4-2500-000	PAYABLES - TRADE				451.00		
Invoice Description -->		BVFD - ANNUAL RADIO LICENSE						
Total :						451.00	0.00	451.00
Supplier Total :						451.00	0.00	451.00
<hr/>								
4280	RECEIVER GENERAL FOR CANADA							
40185	08-Feb-2017		Issued	32	C	21447.45		21447.45
PP#03 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE				1267.02		
Invoice Description -->		TAX REMITTANCE FOR PP # 03 - 2017 - DIRECTORS						
PP#03 - 2017	01-4-2500-000	PAYABLES - TRADE				20180.43		
Invoice Description -->		TAX REMITTANCE FOR PP # 03 - 2017						
Total :						21447.45	0.00	21447.45
40220	22-Feb-2017		Issued	38	C	18863.65		18863.65
PP#04 - 2017	01-4-2500-000	PAYABLES - TRADE				18863.65		
Invoice Description -->		TAX REMITTANCE FOR PP # 04 - 2017						
Total :						18863.65	0.00	18863.65
Supplier Total :						40311.10	0.00	40311.10
<hr/>								
4290	RECTEC INDUSTRIES INC.							
40221	22-Feb-2017		Issued	38	C	15624.00		15624.00
60169	01-4-2500-000	PAYABLES - TRADE				1197.28		
Invoice Description -->		BCCC - SPINNER BOWL						
60170	01-4-2500-000	PAYABLES - TRADE				14426.72		
Invoice Description -->		BCCC - TRIPLE BAY SWING						
Total :						15624.00	0.00	15624.00
Supplier Total :						15624.00	0.00	15624.00
<hr/>								
4360	REYNOLDS MANUFACTURING							
40222	22-Feb-2017		Issued	38	C	7398.88		7398.88
2599	01-4-2500-000	PAYABLES - TRADE				7398.88		
Invoice Description -->		SLVFD - EQUIPMENT						
Total :						7398.88	0.00	7398.88
Supplier Total :						7398.88	0.00	7398.88
<hr/>								
4491	ROMPRE, SUZANNE							
000170-0017	24-Feb-2017		Issued	41	T	850.00		850.00
JAN31/17	01-4-2500-000	PAYABLES - TRADE				850.00		

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Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
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Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> JANUARY BAMFIELD TRANSFER STATION CONTRACTOR								
Total :						850.00	0.00	850.00
Supplier Total :						850.00	0.00	850.00
4599	SCHMIDT BOBCAT & TRUCKING LTD							
40158	01-Feb-2017		Issued	25	C	1050.00	1050.00	
195938	01-4-2500-000	PAYABLES - TRADE				1050.00		
Invoice Description --> ACRD - BIKE RACK								
Total :						1050.00	0.00	1050.00
Supplier Total :						1050.00	0.00	1050.00
4888	SEVIGNY, SHELLY							
00169-0013	10-Feb-2017		Issued	31	T	495.00	495.00	
JAN/2017	01-4-2500-000	PAYABLES - TRADE				495.00		
Invoice Description --> SLVFD - OFFICE ADMIN								
Total :						495.00	0.00	495.00
Supplier Total :						495.00	0.00	495.00
4645	SHAW CABLE							
40160	01-Feb-2017		Issued	25	C	292.36	292.36	
ACRD - 01-JAN-17	01-4-2500-000	PAYABLES - TRADE				292.36		
Invoice Description --> ACRD - ACCT# 012-3529-6377								
Total :						292.36	0.00	292.36
40223	SHAW CABLE							
	22-Feb-2017		Issued	38	C	699.97	699.97	
ACRD - 01-FEB-17	01-4-2500-000	PAYABLES - TRADE				213.05		
Invoice Description --> ACRD - ACCT# 012-3529-6377								
BCWS - 01-FEB-17	01-4-2500-000	PAYABLES - TRADE				486.92		
Invoice Description --> BCWS - 012-8095-8259								
Total :						699.97	0.00	699.97
Supplier Total :						992.33	0.00	992.33
4646	SHAW CABLESYSTEMS G.P.							
40161	01-Feb-2017		Issued	25	C	236.64	236.64	
BCVFD - JAN01/17	01-4-2500-000	PAYABLES - TRADE				236.64		
Invoice Description --> BCVFD - ACCT #012-7703-7133								
Total :						236.64	0.00	236.64
40186	SHAW CABLESYSTEMS G.P.							
	08-Feb-2017		Issued	32	C	388.00	388.00	
FEB/17--LAKESHOF	01-4-2500-000	PAYABLES - TRADE				69.33		
Invoice Description --> SLVFD - ACCT#012-8269-3473 - LAKESHORE RD								
FEB17/FABER	01-4-2500-000	PAYABLES - TRADE				69.33		

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Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD							
FEB17/PACIFIC RIM	01-4-2500-000	PAYABLES - TRADE	249.34				
Invoice Description --> SLVFD - ACCT #012-8186-3376 - PACIFIC RIM HWY							
Total :			388.00	0.00		388.00	
40224	22-Feb-2017		Issued	38	C	157.33	
BCVFD-FEB01/17	01-4-2500-000	PAYABLES - TRADE	157.33				
Invoice Description --> BCVFD - ACCT #012-7703-7133							
Total :			157.33	0.00		157.33	
Supplier Total :			781.97	0.00		781.97	
4617	SIMSON MAXWELL						
40159	01-Feb-2017		Issued	25	C	1514.18	
SVI020870	01-4-2500-000	PAYABLES - TRADE	1514.18				
Invoice Description --> BCWS - STRICK RD PUMPHOUSE - MAINTENANCE							
Total :			1514.18	0.00		1514.18	
Supplier Total :			1514.18	0.00		1514.18	
4717	SMITH, RYAN						
00170-0018	24-Feb-2017		Issued	41	T	5549.69	
JAN31/17	01-4-2500-000	PAYABLES - TRADE	5549.69				
Invoice Description --> SALMON BEACH SEWAGE							
Total :			5549.69	0.00		5549.69	
Supplier Total :			5549.69	0.00		5549.69	
4725	SOFTCHOICE CORPORATION						
40162	01-Feb-2017		Issued	25	C	739.49	
4448543	01-4-2500-000	PAYABLES - TRADE	739.49				
Invoice Description --> PLANNING - TONER							
Total :			739.49	0.00		739.49	
40225	22-Feb-2017		Issued	38	C	796.10	
4453313	01-4-2500-000	PAYABLES - TRADE	796.10				
Invoice Description --> ACRD - COMPUTER EXPENSE							
Total :			796.10	0.00		796.10	
Supplier Total :			1535.59	0.00		1535.59	
4728	SONBIRD REFUSE & RECYCLING LTD.						
00170-0019	24-Feb-2017		Issued	41	T	13630.41	
27346	01-4-2500-000	PAYABLES - TRADE	13630.41				
Invoice Description --> JANUARY 2017 WC GARBAGE & RECYCLING							

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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 :				13630.41	0.00	13630.41
Supplier Total :				13630.41	0.00	13630.41

4760 SPROAT LAKE VOL. FIRE DEPARTMENT

40163	01-Feb-2017		Issued	25	C	978.70	
SLVFD - DEC - 2016	01-4-2500-000	PAYABLES - TRADE			978.70		
Invoice Description --> SLVFD - DEC REIMBURSEMENT							
Total :					978.70	0.00	978.70
Supplier Total :					978.70	0.00	978.70

4788 STAPLES ADVANTAGE

40164	01-Feb-2017		Issued	25	C	346.87	
43396530	01-4-2500-000	PAYABLES - TRADE			88.10		
Invoice Description --> ACRD - OFFICE SUPPLIES							
43456378	01-4-2500-000	PAYABLES - TRADE			119.15		
Invoice Description --> ACRD - OFFICE SUPPLIES							
43340022	01-4-2500-000	PAYABLES - TRADE			139.62		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					346.87	0.00	346.87

40187	08-Feb-2017		Issued	32	C	409.88	
43540638	01-4-2500-000	PAYABLES - TRADE			66.25		
Invoice Description --> ACRD - OFFICE SUPPLIES							
43524791	01-4-2500-000	PAYABLES - TRADE			343.63		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					409.88	0.00	409.88

40226	22-Feb-2017		Issued	38	C	293.94	
43554998	01-4-2500-000	PAYABLES - TRADE			53.18		
Invoice Description --> ACRD - OFFICE SUPPLIES							
43585536	01-4-2500-000	PAYABLES - TRADE			240.76		
Invoice Description --> ACRD - OFFICE SUPPLIES							
Total :					293.94	0.00	293.94
Supplier Total :					1050.69	0.00	1050.69

4845 STAPLES BUSINESS DEPOT #321

40227	22-Feb-2017		Issued	38	C	424.04
2179055	01-4-2500-000	PAYABLES - TRADE			38.01	
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2177105	01-4-2500-000	PAYABLES - TRADE			54.70	
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2173547	01-4-2500-000	PAYABLES - TRADE			128.60	
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2181683	01-4-2500-000	PAYABLES - TRADE			202.73	

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
Invoice Description --> SLVFD - OFFICE SUPPLIES							
Total :					424.04	0.00	424.04
Supplier Total :					424.04	0.00	424.04
4885	SUN COAST WASTE SERVICES						
000168-0018	03-Feb-2017	Issued	24	T		23970.83	
157067	01-4-2500-000	PAYABLES - TRADE			23970.83		
Invoice Description --> JANUARY 2017 - AV RECYCLING CONTRACT							
Total :					23970.83	0.00	23970.83
Supplier Total :					23970.83	0.00	23970.83
5402	TD VISA (BCVFD)C. STARRATT						
40238	22-Feb-2017	Issued	38	C		912.79	
FEB05/17	01-4-2500-000	PAYABLES - TRADE			912.79		
Invoice Description --> BCVFD - MEMBERSHIP \$460.33, EQUIP. \$260.27, TRAINING \$129.51, COMP. EXP. \$5.60, OFF.SU							
Total :					912.79	0.00	912.79
Supplier Total :					912.79	0.00	912.79
5401	TD VISA (BCVFD)M. KOBUS						
40237	22-Feb-2017	Issued	38	C		246.41	
FEB05/17	01-4-2500-000	PAYABLES - TRADE			246.41		
Invoice Description --> BCVFD - TRAINING \$122.89, SERVICE AWARDS \$123.52							
Total :					246.41	0.00	246.41
Supplier Total :					246.41	0.00	246.41
5397	TD VISA (CANN)						
40236	22-Feb-2017	Issued	38	C		673.05	
FEB05/17	01-4-2500-000	PAYABLES - TRADE			673.05		
Invoice Description --> SLVFD - MINOR EQUIP \$279.96, PHONE \$108.64, OFFICE EXP \$284.45							
Total :					673.05	0.00	673.05
Supplier Total :					673.05	0.00	673.05
5396	TD VISA (GEDDES)						
40235	22-Feb-2017	Issued	38	C		355.51	
FEB05/17	01-4-2500-000	PAYABLES - TRADE			355.51		
Invoice Description --> SLVFD - FREIGHT \$21.12, TRAINING \$7.00, MINOR EQUIP \$81.89, SOFTWARE \$166.88, OFF. EX							
Total :					355.51	0.00	355.51
Supplier Total :					355.51	0.00	355.51

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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					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5074	TEAZ ME TEAS					
40230	22-Feb-2017	Issued	38	C		209.48
682523	01-4-2500-000	PAYABLES - TRADE		209.48		
Invoice Description -->		REG. PLANNING - AG SHOW WELCOME RECEPTION				
Total :				209.48	0.00	209.48
Supplier Total :				209.48	0.00	209.48
4984	TELUS					
40228	22-Feb-2017	Issued	38	C		2173.59
FEB07/17	01-4-2500-000	PAYABLES - TRADE		2173.59		
Invoice Description -->		ACRD CONSOLIDATED				
Total :				2173.59	0.00	2173.59
Supplier Total :				2173.59	0.00	2173.59
1890	TETRA TECH EBA INC.					
00170-0020	24-Feb-2017	Issued	41	T		36112.64
60526382	01-4-2500-000	PAYABLES - TRADE		3071.46		
Invoice Description -->		AVRA - RUNWAY LIGHTING - CAPITAL				
60526381	01-4-2500-000	PAYABLES - TRADE		13535.37		
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL				
60526383	01-4-2500-000	PAYABLES - TRADE		19505.81		
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL				
Total :				36112.64	0.00	36112.64
Supplier Total :				36112.64	0.00	36112.64
5034	THOMPSON, ELI					
40188	08-Feb-2017	Issued	32	C		300.00
295352	01-4-2500-000	PAYABLES - TRADE		300.00		
Invoice Description -->		ACRD - CONCRETE PAD				
Total :				300.00	0.00	300.00
Supplier Total :				300.00	0.00	300.00
5025	TOM HARRIS CELLULAR LTD					
000168-0019	03-Feb-2017	Issued	24	T		43.68
PORTAIN104232	01-4-2500-000	PAYABLES - TRADE		43.68		
Invoice Description -->		SLVFD - IPAD				
Total :				43.68	0.00	43.68
Supplier Total :				43.68	0.00	43.68
0900	TRACY LINDA (PETTY CASH)					
40143	01-Feb-2017	Issued	25	C		138.45

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
JAN27/17	01-4-2500-000	PAYABLES - TRADE	138.45				
Invoice Description --> ACRD - GERN OFFICE \$132.85, AVRA \$5.60							
Total :			138.45	0.00			138.45
40194	22-Feb-2017		Issued	38	C		109.30
FEB15/17	01-4-2500-000	PAYABLES - TRADE	109.30				
Invoice Description --> ACRD - GEN OFFICE\$87.25, VEHICLE \$5.25, EMERG \$16.80							
Total :			109.30	0.00			109.30
Supplier Total :			247.75	0.00			247.75

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5114	TRINEX INTERNET SOLUTIONS INC						
000170-0021	24-Feb-2017		Issued	41	T		78.75
7958	01-4-2500-000	PAYABLES - TRADE	78.75				
Invoice Description --> ACRD COMPUTER - MONTHLY WEB HOSTING							
Total :			78.75	0.00			78.75
Supplier Total :			78.75	0.00			78.75

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5131	TSESHAHT MARKET						
40165	01-Feb-2017		Issued	25	C		108.01
2291852	01-4-2500-000	PAYABLES - TRADE	108.01				
Invoice Description --> SLVFD - FUEL TRUCK #48							
Total :			108.01	0.00			108.01
Supplier Total :			108.01	0.00			108.01

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5035	TUFF CITY BREWERY LTD						
40229	22-Feb-2017		Issued	38	C		287.90
400157	01-4-2500-000	PAYABLES - TRADE	287.90				
Invoice Description --> PLANNING - ISLAND AG SHOW							
Total :			287.90	0.00			287.90
Supplier Total :			287.90	0.00			287.90

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5151	UCLUELET COMMUNITY DEPARTMENT						
40232	22-Feb-2017		Issued	38	C		42.00
2941	01-4-2500-000	PAYABLES - TRADE	42.00				
Invoice Description --> ACRD - WC COMMITTEE MEETING JAN 26 2017							
Total :			42.00	0.00			42.00
Supplier Total :			42.00	0.00			42.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5145	UCLUELET CONSUMERS CO-OP ASSN						
40231	22-Feb-2017		Issued	38	C		
LBA - JAN/17	01-4-2500-000	PAYABLES - TRADE	418.29				

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



AP5100 **Page : 29**
Date : Mar 02, 2017 **Time : 1:22 pm**
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> LBA - AVRA - SB - FUEL COSTS JAN 2017						
Total :				418.29	0.00	418.29
Supplier Total :				418.29	0.00	418.29

5186	UCLUELET RENT-IT CENTER					
000170-0022	24-Feb-2017		Issued	41	T	787.50
25246	01-4-2500-000	PAYABLES - TRADE			787.50	
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL						
Total :				787.50	0.00	787.50
Supplier Total :				787.50	0.00	787.50

5180	UNION OF B.C. MUNICIPALITIES					
40233	22-Feb-2017		Issued	38	C	5415.73
D-4335	01-4-2500-000	PAYABLES - TRADE			5415.73	
Invoice Description --> 2017 UBCM ANNUAL DUES						
Total :				5415.73	0.00	5415.73
Supplier Total :				5415.73	0.00	5415.73

5287	VANCOUVER ISLAND REGIONAL LIBRARY					
40234	22-Feb-2017		Issued	38	C	115506.00
1STQTR2017	01-4-2500-000	PAYABLES - TRADE			115506.00	
Invoice Description --> 1ST QUARTER LIBRARY LEVY 2017						
Total :				115506.00	0.00	115506.00
Supplier Total :				115506.00	0.00	115506.00

5417	VOLUNTEER FIREFIGHTERS' FOUNDATION FUND					
40166	01-Feb-2017		Issued	25	C	252.00
BCVFD - 2017DUES	01-4-2500-000	PAYABLES - TRADE			252.00	
Invoice Description --> BCVFD - 2017 MEMBERSHIP DUES						
Total :				252.00	0.00	252.00
Supplier Total :				252.00	0.00	252.00

5468	WEST COAST AQUATIC					
40167	01-Feb-2017		Issued	25	C	1200.00
332	01-4-2500-000	PAYABLES - TRADE			1200.00	
Invoice Description --> ACRD - WESTCOAST EMERGENCY PLANNING WORKSHOP						
Total :				1200.00	0.00	1200.00
Supplier Total :				1200.00	0.00	1200.00

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



AP5100

Date : Mar 02, 2017

Page : 30

Time : 1:22 pm

Supplier : 0002 To Z4209
Trans. Date : 01-Feb-2017 To 28-Feb-2017
Cheque Date : 01-Feb-2017 To 28-Feb-2017
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5481	WESTCOAST HOME HARDWARE LTD					
40168	01-Feb-2017	Issued	25	C		142.20
98848	01-4-2500-000	PAYABLES - TRADE		43.66		
Invoice Description --> ALVF - 3RD AVE DEPOT - MAINTENANCE						
98784	01-4-2500-000	PAYABLES - TRADE		98.54		
Invoice Description --> ACRD - OFFICE MAINTENANCE						
Total :				142.20	0.00	142.20
Supplier Total :				142.20	0.00	142.20

5565	WFR WHOLESALE FIRE & RESCUE LTD.					
40169	01-Feb-2017	Issued	25	C		12081.51
103960	01-4-2500-000	PAYABLES - TRADE		4116.10		
Invoice Description --> SLVFD - EQUIPMENT						
104023	01-4-2500-000	PAYABLES - TRADE		7965.41		
Invoice Description --> SLVFD - TIC CAMERA - CAPITAL						
Total :				12081.51	0.00	12081.51
Supplier Total :				12081.51	0.00	12081.51

6020	ZONE WEST ENTERPRISES LTD					
40170	01-Feb-2017	Issued	25	C		463.75
50554	01-4-2500-000	PAYABLES - TRADE		463.75		
Invoice Description --> SLVFD - UNIFORMS						
Total :				463.75	0.00	463.75
Supplier Total :				463.75	0.00	463.75

Total Computer Paid :	<u>645,053.86</u>	Total EFT PAP :	<u>33,950.70</u>	Total Paid :	<u>1,532,845.56</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>853,841.00</u>		



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Russell Dyson, CAO and the Regional Board of Directors
From: Charity Hallberg Dodds, Planning Assistant
Date: March 2, 2017
Subject: Adoption of Bylaw P1350 – RE16006 (Colyn)

Recommendation:

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be adopted.

Background:

On February 22nd, the Board of Directors gave second and third readings to Bylaw P1350. All subjects and conditions have been met.

Submitted by:

Charity Hallberg Dodds, Planning Assistant

Reviewed by:

Mike Irg, Manager of Planning & Development

Russell Dyson, CAO

RE16006

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1350

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. P1350.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 12, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921, EXCEPT THAT PART IN PLAN 12570 from Rural (A2) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 23rd day of November, 2016
Public Hearing held this 9th day of February, 2017
Read a second time this 22nd day of February, 2017
Read a third time this 22nd day of February, 2017

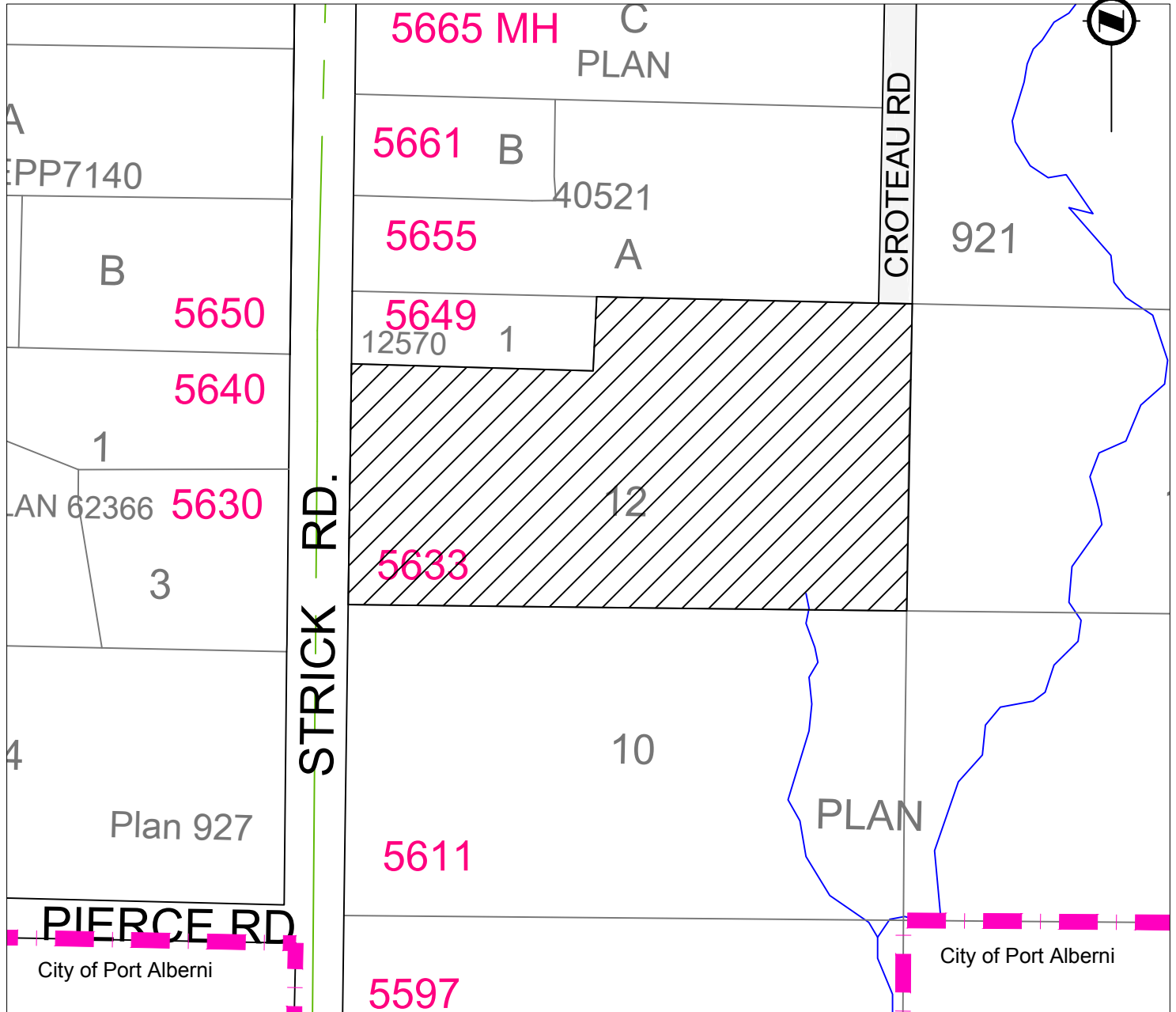
Adopted this xxx day of xxx, 2017

Russell Dyson, CAO

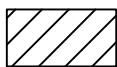
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1350



Legal Description: LOT 12, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921, EXCEPT THAT PART IN PLAN 12570



To be rezoned from Rural (A2) District to Acreage Residential (RA2) District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: Russell Dyson, CAO and the Regional Board of Directors
From: Charity Hallberg Dodds, Planning Assistant
Date: March 2, 2017
Subject: Adoption of Bylaws P1346 & P1347 – RE16007 (Pelletier & Crawford)

Recommendation:

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1346 be adopted.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1347 be adopted.

Background:

On February 22nd, the Board of Directors gave second and third readings to Bylaws P1346 and P1347. All subjects and conditions have been met.

Submitted by:

Charity Hallberg Dodds, Planning Assistant

Reviewed by:

Mike Irg, Manager of Planning & Development

Russell Dyson, CAO

RE16007

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1346

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1346.

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

- a. Adding section “110D Cottage Residential (RC-1) District” and subsections to read as follows:

110D Cottage Residential (RC-1) District

This district provides for small scale cottage development, compatible with residential neighbourhoods, and primarily intended to provide temporary accommodation on a short term basis to visitors and seasonal workers.

110D.1 Uses Permitted

- (1) One single family dwelling
- (2) Cottages, subject to section 110D.2, below
- (3) Home occupations, subject to section 6.7
- (4) Accessory buildings and uses subject to Section 6.5

110D.2 Conditions of Use

- (1) For single family dwellings, the minimum floor area on the main floor shall be 83.6 square metres (900 square feet).
- (2) For cottages, the minimum floor area on the main floor shall be 27.8 square metres (300 square feet) and the maximum floor area on the main floor shall be 46.5 square metres (500 square feet).
- (3) No cottage shall be constructed within a required front, rear or side yard.
- (4) There shall be a separation distance of at least 9.14 metres (30 feet) between

cottages and between cottages and a permitted single family dwelling on the same legal parcel.

- (5) There shall be a maximum of five units per legal parcel or a density of one unit per 1,000 square metres (10,763 square feet) of lot area, whichever is the lesser. For the purposes of this section, a “unit” refers to both single family dwellings and cottages.
- (6) In no circumstances shall Section 110D apply to any lot not having a single family dwelling constructed and located thereon; nor shall Section 110D apply to any lot less than 2 acres in area having 2 separate single family dwellings constructed and located thereon by virtue of Section 6.1(3) or Section 6.5(2)(h) of the Bylaw 15.
- (7) For clarity, cottages permitted under Section 110D.1(2) are intended to be occupied on a short term temporary basis only by transient visitors. Cottages are not intended to be occupied as the permanent residence of one or more persons.

b. By amending Section 200, Schedule II – Bulk and Site Regulations, to include the following line item:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
RC-1	90	0.6 acres	30%	40	30	15	35

c. By amending Section 4.3, Interpretation, to include “RC-1” on the line that references “R districts”.

d. By amending Section 5.1, Designation of Districts, to include “110D Cottage Residential (RC-1) District” in the Residential Section.

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

Read a first time this 9th day of November, 2016
 Public Hearing held this 9th day of February, 2017
 Read a second time this 22nd day of February, 2017
 Read a third time this 22nd day of February, 2017

Adopted this day of , 2017

Russell Dyson, CAO

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1347

OFFICIAL ZONING ATLAS AMENDMENT NO. 689

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. P1347.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 8, DISTRICT LOT 162, ALBERNI DISTRICT, PLAN 1502 EXCEPT PARTS IN PLANS 12426, 17107 AND 20722 from Small Holdings (A1) District to Cottage Residential (RC-1) 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 9th day of November, 2016
Public Hearing held this 9th day of February, 2017
Read a second time this 22nd day of February, 2017
Read a third time this 22nd day of February, 2017

Adopted this day of , 2017

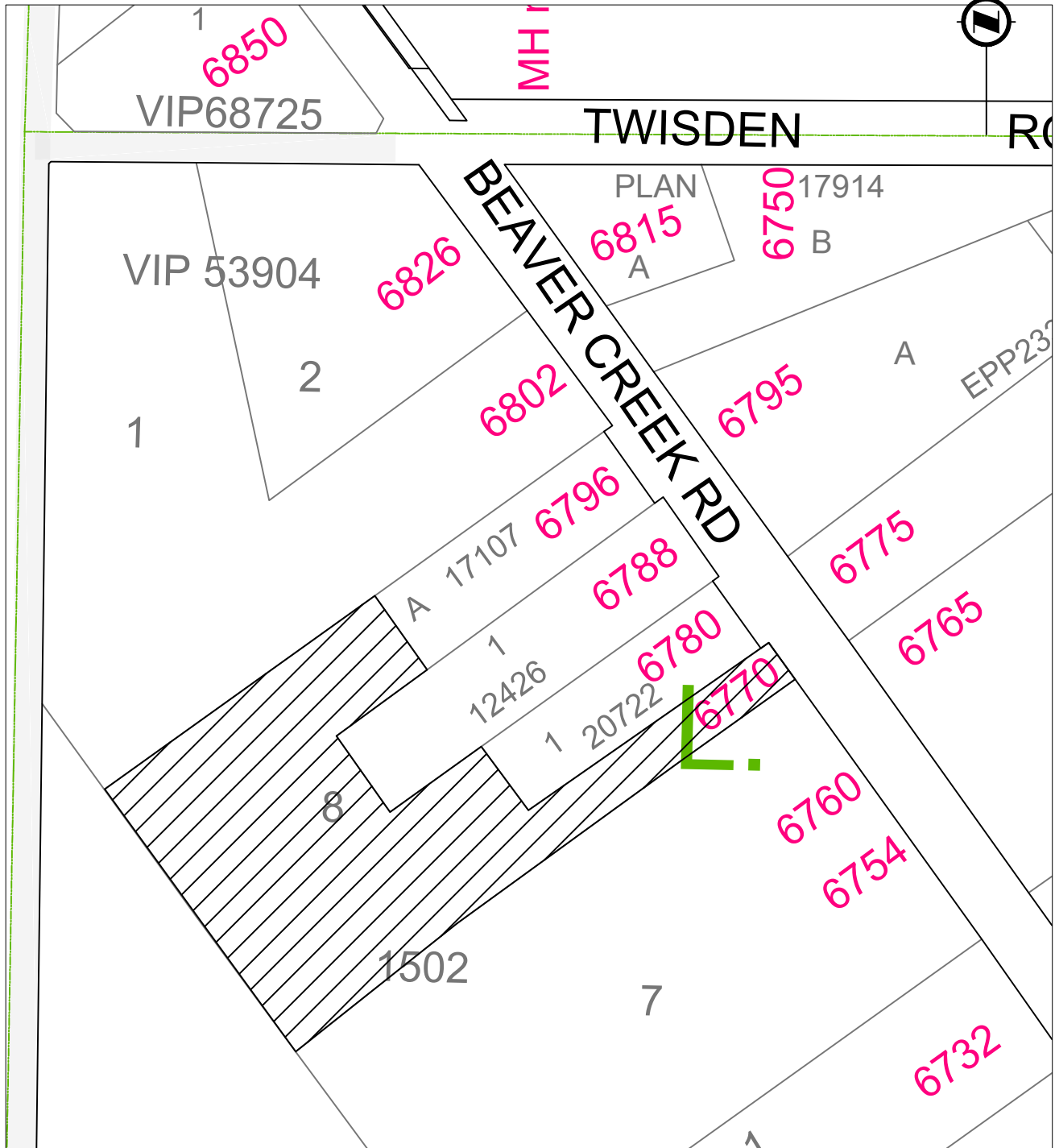
Russell Dyson, CAO

Chair of the Regional Board

RE16007

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1347



Legal Description: LOT 8 DISTRICT LOT 162 ALBERNI DISTRICT PLAN
1502 EXCEPT PARTS IN PLANS 12426 17107 AND 20722



To be rezoned from Small Holdings (A1) District to Cottage Residential (RC-1) 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: Russell Dyson, Chief Administrative Officer; and
Regional Board of Directors

From: Heather Zenner, Planner

Date: March 1, 2017

Subject: Western Forest Products, Replacement of Forest Stewardship Plan

Recommendation:

THAT the Board of Directors direct staff to provide a response to Western Forest Products stating that the Forest Stewardship Plan does not impact the Regional District's interests.

Background:

ACRD staff and Directors Cote, Wyton, and Kokura met with Western Forest Products (WFP) staff on March 1, 2017 to review and discuss the replacement of the WFP Forest Stewardship Plan for the Port Alberni and Stillwater (Powell River area) operating areas.

ACRD Planning staff have reviewed the proposed FSP in the context of the relevant Official Community Plans (OCP), ACRD Zoning Bylaw, and the Vancouver Island Land Use Plan. The FSP area overlaps with the Beaufort, Cherry Creek, Sproat Lake, and Bamfield electoral areas. The FSP area is within the Beaufort OCP area, partially within the Cherry Creek OCP area, partially within the Sproat Lake OCP area, and outside of the Bamfield OCP area.

The FSP area within an OCP designates these areas as 'Resource' which includes policies to support forestry and forestry related activities. The FSP areas are zoned Forest Reserve (A4) District which permits harvesting, transportation, and storage of forest resources. The FSP addresses and incorporates the Vancouver Island Land Use Plan - Higher Level Plan order among other legislative requirements.


This version of the WFP FSP was updated to reflect new legislation and removed the Mid-Island Operating area from the plan. Also included in this FSP were recommendations made from a 'Fisheries Sensitive Watershed' assessment which also includes Community Watershed assessments. First Nations and the public were invited to comment on the replacement of this FSP. WFP indicated that they have received a fair number of comments from the general public.

MISC17002


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

WFP has committed to public input into their operations through the West Island Woodland Advisory Group (WIWAG) that ACRD directors participate in.


Staff have determined that ACRD's interests are unaffected by the proposed FSP.

Submitted by: 

Heather Zenner, Planner

Reviewed by: 

Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

January 9, 2017

Russell Dyson
Chief Administrative Officer
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

RE: Replacement of the Forest Stewardship Plan (FSP) for Western Forest Products Inc. Port Alberni and Stillwater (Powell River) Forest Operations: Public Review and Comment Opportunity

Dear Mr. Dyson:

This letter is to inform you that Western Forest Products Inc. (WFP) is preparing a replacement Forest Stewardship Plan for its activities within the Port Alberni and Stillwater (Powell River) Forest Operations (attached overview map).

The Forest Stewardship Plan (FSP) is the main Plan under the *Forest and Range Practices Act* (FRPA) and contains legal commitments in the form of **results and strategies** that will govern WFP's forest management activities. These **results and strategies** are tailored to meet the [eleven objectives](http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/integrated-resource-monitoring/forest-range-evaluation-program/frep-monitoring-protocols) (<http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/integrated-resource-monitoring/forest-range-evaluation-program/frep-monitoring-protocols>) set by government for the values and resources on the identified land base. If approved, the FSP will form the basis for the future development of roads and the timber harvesting and reforestation of cutblocks. The **replacement** FSP follows the basic construct of the previously approved Plan but has the following general changes:

1. The Forest Development Unit (FDU) has been adjusted to exclude WFP's Mid Island Forest Operation in Central-east Vancouver Island. As such the document has been reduced in size and the tables and summaries have been updated to the revised geographic area of the Plan.
2. Some Results, Strategies, Standards, and Measures have been updated to reflect new forest management considerations and to enhance their measurability and verifiability including: wildlife, riparian, fish habitat, community watersheds, biodiversity, stocking standards, and invasive plants.
3. The FSP has been updated to reflect the Maa-nulth and Tla'amin Final Agreements.

To review WFP's Port Alberni and Stillwater (Powell River) proposed replacement draft FSP and associated maps online please go to www.westernforest.com/sustainability/environmental-stewardship/planning-and-practices/our-forests/fsp-port-alberni-and-stillwater-operations/. Alternatively, the Plan can be viewed in our office by appointment from 9:00am to 4:00pm Monday through Friday until March 3rd, 2017. Following your review we invite you to offer comments as to how our proposed forest management activities may potentially affect or align with your interests.

Any comments you provide will be considered by WFP in the formulation of the final FSP document and will be made available to the government decision maker who will adjudicate the submitted Plan.

Western Forest Products Inc.

DEFINING A HIGHER STANDARD™



If you have questions, would like to review the Forest Stewardship Plan by appointment, access the Plan through a different avenue, or provide written comments, please contact Brian Marcus at bmarcus@westernforest.com or by telephone at 250-720-4226.

We look forward to receiving your written comments and contact information **on or before March 17, 2017**.

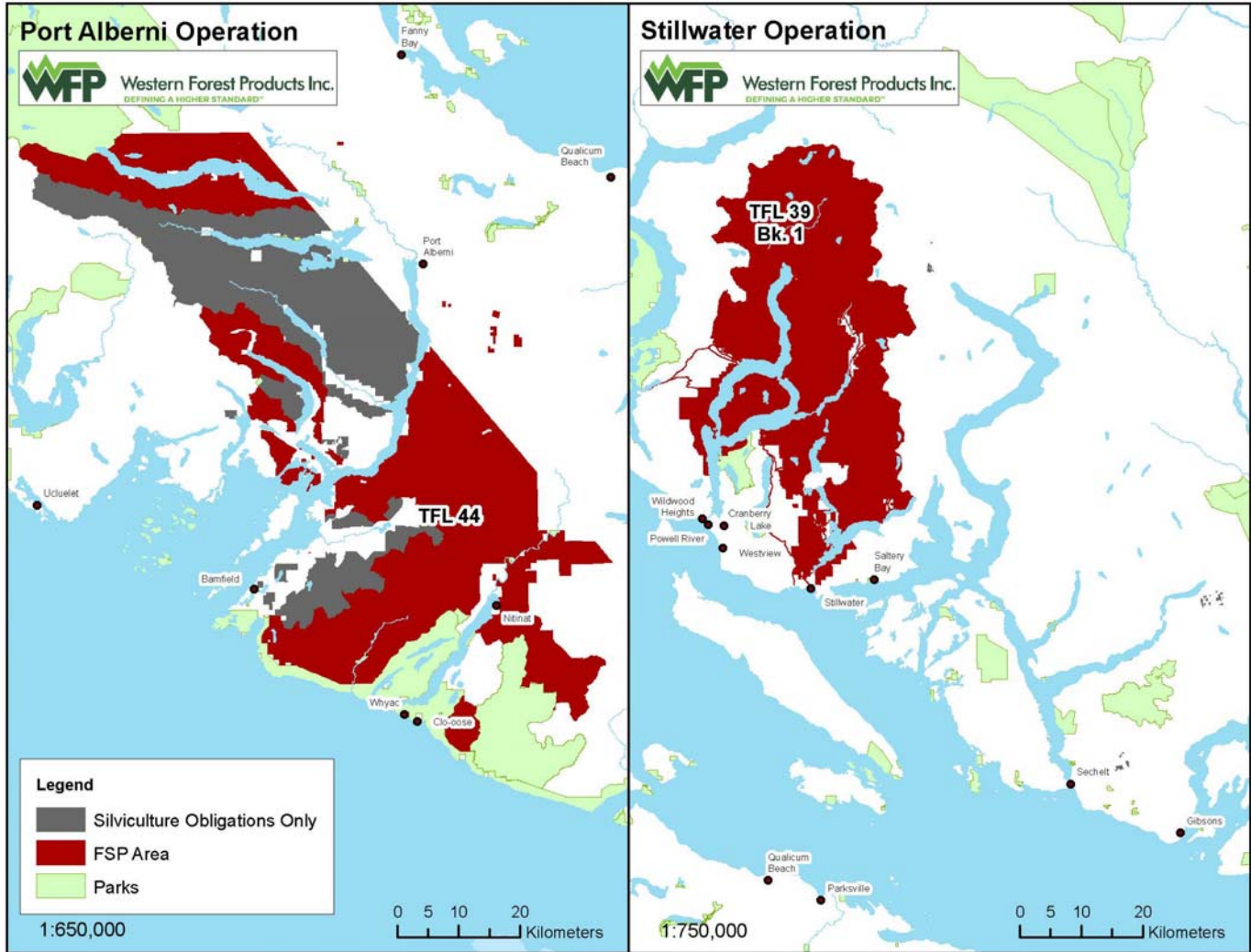
Finally, in conducting forest management activities in TFL 44, WFP will continue to comply with our legal obligations under the applicable forest practice legislation and the *Heritage Conservation Act*. WFP will also continue to work to achieve the targets outlined in our [Sustainable Forest Management Plan](http://www.westernforest.com/wiwag/pdf/PAFO%20SFMP%202010-2014_2014-04-17.pdf) (http://www.westernforest.com/wiwag/pdf/PAFO%20SFMP%202010-2014_2014-04-17.pdf) monitored to the standards required by the *Canadian Standards Association (CSA)*.

Yours truly,

A handwritten signature in black ink, appearing to read 'Erin Badesso', is written in a cursive style.

WESTERN FOREST PRODUCTS INC.

Erin Badesso, RPF
Operations Forester
Port Alberni Forest Operation





MEMORANDUM

To: ACRD Board of Directors

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

Date: March 3, 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 February/March 2017:

Alberni Valley Regional Airport Runway Expansion Project

Bowerman Excavating, the contractor for the runway extension continues to monitor and respond to works effecting water quality discharge from the airport lands.

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

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

The NW industrial road realignment tender process will proceed shortly. A favorable proposal and contractor schedule will determine the projects start date.

Road works to the Southeast are awaiting the approval of FLNRO and staff are working with School District 70 to prepare and access new growing areas.

Proposed West Coast Multiplex Facility

Staff continue to work with the West Coast Multiplex Society (WCMS) and the Tla-o-qui-aht First Nation on the next steps for the multiplex facility on the west coast. An RFP has been drafted for architectural services for the design. The Westcoast Committee proposes to complete a public opinion survey within the communities to be served by the facility. We are working with Vancouver Island University to complete this survey which will follow the detailed design.

Committee for Appointment of Fire Chiefs

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

ACRD Procedures Bylaw Amendments

The Manager of Administrative Services is working on amendments to the ACRD Procedures Bylaw for consideration by the Board in January 2017. Amendments are required to reflect changes in the *Local Government Act*. Section 215 of the *Local Government Act* now states that election of Chair and Vice Chair of the Board is to be held at the first meeting after November 1st in each year. A review of how late items are introduced or considered is also being reviewed. Some changes will be proposed based on the Board's strategy session.

2017 – 2021 Financial Planning Process

The Manager of Finance and senior staff continue to prepare preliminary budgets, consulting with staff, directors and relevant interests. Community meetings have been held in three electoral areas and a presentation was made to the City of Port Alberni Council.

CAO Resignation

Staff are working with the Chair and Vice-Chair to develop a Terms of Reference for a CAO Recruitment Committee and Scope of Work for the Committee and bring to the ACRD Board for consideration.

Emergency Preparedness

We continue to work with the West Coast communities to secure funding for coordination and grant applications in 2017. We are proceeding with implementing recommendations from Exercise Coastal Response and will participate in the final provincial review in March.



Submitted by:

Russell Dyson, Chief Administrative Officer



Wendy Thomson, Manager of Administrative Services



TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: March 8, 2017

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

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

Day to day planning applications continue to be the focus of the department.

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

A public hearing was held for two rezoning applications in Beaver Creek.

The Island Agricultural Show was held in Port Alberni February 4th and 5th.

Staff attended the Sproat Lake Community Association AGM.

The ACRD continues to provide building inspection for Tofino and Ucluelet.

Mike Irg, MCIP, RPP
Manager of Planning and Development



MEMORANDUM

To: Board of Directors

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

Date: March 3, 2017

Subject: Finance Department Staff Report

As you are aware this is an incredibly busy time of year for the Finance department as we are in the process of developing the 2017-2021 Financial Plan as well as finalizing the 2016 actual amounts. The following is a description of some the activities that were completed in January and February 2017:

- 2017-2021 Financial Plan – developed plan in consultation with staff, contractors, engineers and volunteers.
 - Reviewed and revised the staff time allocation to ensure it reflects the current 2017 work plan and that each service is charged fairly for the staff time utilized to support the service operations and projects.
 - Presented relevant components of the plan to various committees including West Coast, Alberni Valley, Electoral Area, and Bamfield Water.
 - Created a draft of 2017 requisition.
 - Attended public meetings in Bamfield and Sproat Lake to present plan.
- 2016 Year End – payroll-closing processes complete including issuance of T4's.
 - Performed yearend adjustments and bank reconciliations.
- Surveyor of Taxes – transferred all outstanding utility fees to provincial property tax accounts and all outstanding garbage fees to District's of Tofino and Ucluelet.
 - Parcel tax – reviewed rolls and organized Parcel Tax Review Panel to authenticate the roll for 2017.
- District of Ucluelet – MFA security issuing bylaw completed for Spring borrowing session.
- Asset Management – completed the reporting requirements for the \$10,000 UBCM grant received in 2016.

- Regional Hospital District – Developed 2017 Annual Budget with consultation from Island Health.
- Insurance – Renewed ACRD fleet insurance.
 - Reviewed Bamfield Volunteer Fire Department Society insurance coverage to ensure that both the Society and the ACRD’s insurance needs were adequately met.
- Bamfield Transfer Station – Attended full day workshop with FCM facilitators to discuss the future of solid waste in Bamfield with Huu-ay-aht First Nation and Bamfield Marine Science Centre representatives.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance

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

#	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.	April 2017	Chair to discuss ACRD Reconciliation Strategy with the Board
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Russell	March 2017	Request for update sent from CAO
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Russell	Ongoing	Letter from ACRD requesting support sent from AV/Bamf. Chair
4.	Mar. 22/16	Request: City of Port Alberni contribute matching funds as electoral area Gas Tax Allocation for AV Regional Airport improvements	Alberni Valley	Y/Y	Russell	March 2017	Letter sent to City/ EA Chair to request meeting with Council
5.	June 22/16	Review: Implications of the Fire Safety Act regulations coming into effect	A, D, E	N/Y	Dan Holder	March 2017	Report to Board in March 22
6.	Oct. 26/16	Investigate/Review: Procedures for Fire Chief and Officers recruitment and selection	A, D, E	Y/Y	Special Appointed Committee	May 2017	Committee to meet in March
7.	Jan. 25/17	Letter: to Toquaht Nation & Yuułu?it?ath Government inviting to participate in the West Coast Multi-Plex service	West Coast	Y/Y	Russell	Feb 2017	In Progress/Toquaht committed – Scott Kenny to follow-up with YG then bylaw introduced
8.	Feb. 8/17	Draft: Letter to the Province requesting additional funding for rescue squad services in British Columbia	All	N/Y	Wendy	March	
9.	Feb. 8/17	Work: with BC Transit on a feasibility study for a transit service between Tofino and Ucluelet			Russell	March	

Alberni-Clayoquot Regional District
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10.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A		Russell/ Dan	March	Ongoing – met BCEHS they are to respond in mid-may
11.	Feb. 15/17	Investigate the development of a community improvement fund for Electoral Area “E” (Beaver Creek)	E	N/Y	Russell	March	Report in agenda/remove
12.	Feb. 22/17	Invite: Island Timberlands to meet with the ACRD Board of Directors to share their draft recreation policy	AV	N/Y	Russell	March	Invitation received by IT and acknowledged – no action yet
13.	Feb. 22/17	Further Information: Purchase of an audio system for the ACRD board room at a cost of \$7,928.35 – live streaming capabilities & cost	All	N/Y	Wendy/ George	March 8	Report to Board March 8 th / Remove
FINANCE							
14.	March 9/16	Create: Emergency Planning in 2017 Five Year Plan	AV Bamfield	Y/Y	Teri/ Dan H.	Feb. 15	In budget bylaw/remove
15.	Sept. 21/16	Meeting: with Long Beach Golf Club regarding lease & outstanding water fees	West Coast	Y/Y	Teri/ Wendy/ Andrew	March 2017	Meeting to be arranged between WC Comm. & LBGC
16.	Nov. 9/16	Meeting: with RHD Chair & IH reps regarding end of life program in region	All	Y/Y	Teri/ Shelli	April 2017	
ENVIRONMENTAL SERVICES							
17.	Oct. 10/12 Jan. 25/17	Explore: Valley wide woodstove & backyard burning bylaws based on CPA’s bylaw & report – Refer to EA Directors Meeting	Alberni Valley	Y/N	Andrew	April 2017	Options discussed will focus on education
18.	Sept. 9/16	Refer to staff: District of Tofino correspondence re: working with Eco West on green infrastructure - Review & report back to WC Comm. & Board	West Coast	N/N	Andrew	March 2017	Included as option in WC Waste Management

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

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19.	Mar.16/16	Staff direction: Complete waste reduction strategies as presented in the March 16 th Report, cost \$95,000	All	Y/Y	Andrew	Oct. 2017	2017 Budget Work Plan/ Remove
20.	April 13/16	Work: with Huu-ay-aht First Nation/Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area & arrange a Community Meeting within next 6 months	A	Y/Y	Andrew	Dec 2017	In Progress - Follow-up meeting with working group to share data - Mar. 29/17
21.	May 11/16	Invite: Island Health, Island Timberlands, HUU-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	March 2017	In Progress
22.	Sept. 21/16	Present: Amending Bylaw R1021, Garbage & Recyclable Materials Collection Amendment to include a charge of \$15 for recycling fees in 2017		Y/Y	Andrew	Mar. 22	Bylaw presented for consideration of adoption
23.	Sept. 21/16	Prepare: Amending Bylaw & RFD to the Board to proceed with RFP's to lease a 2-acre section of land at Long Beach Airport, corner of Lysander & Airport Road	West Coast	Y/Y	Andrew/ Janice		Awaiting zoning bylaw
24.	Sept. 21/16	Proceed: Steller Managements' letter of intent for the development plan for Lots C & D at Long Beach Airport	West Coast	Y/Y	Andrew		Will advertise when zoning addressed
25.	Sept. 21/16	Develop: Strategy and timelines to implement increased lease rates to match the market values developed by Pacific Rim Appraisals	West Coast	Y/Y	Andrew		Started with current leases up for renewal – others to be amended as they come up for renewal or expiry/remove

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

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26.	Oct. 12/16	Request: Air Quality Council to develop an education bulletin on effectively burning wood waste & the ACRD will distribute	Alberni Valley	Y/Y	Andrew	April 2017	Working with AQQ/remove
27.	Nov. 9/16	Submit: Application to Clean Water & Wastewater Fund for the Bamfield Water System	A	Y/Y	Andrew	March 31 2017	Application submitted/Awaiting notification/remove
28.	Dec. 9/16	Proceed: Tendering Northwest Road relocation as outlined in Dec. 2/16 report from Airport Superintendent - subject to approval to proceed from the Ministry of FLNRO	Alberni Valley	Y/Y	Andrew	March 2017	To proceed March/remove
29.	Jan. 11/17	Apply: Infrastructure Planning Grant for Millstream Water System	C	Y/Y	Andrew/ Janice	Feb. 1 2017	Submitted awaiting notification/remove
30.	Feb. 22/17	Investigate: rates for skydiving businesses at other airports – Draft possible bylaw changes to fees and charges at the LB Airport to reflect a fee for skydiving operations for consideration by WC Comm & Board	West Coast		Andrew	Mar. 22 2017	In progress – report to Board of Directors at March meeting
31.	Feb. 22/17	Investigate: lease options for possible landing area & provide to the LB Airport Advisory Committee for consideration and recommendation to ACRD Board	West Coast		Mark		Investigating with NAV Canada
32.	Feb. 22/17	Implement: solid waste diversion initiatives that reduce the creation of landfill gas for inclusion as identified in	AV		Andrew		Budget Work Plan 2017/Remove

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

#	Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		the report for inclusion in the 2017-2021 Financial Plan					
PLANNING							
33.	May 13/10	Proceed: Subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	West Coast	Y/Y	Mike	March 2017	Options to West Coast Committee in March
34.	Nov. 14/12	Staff direction: Review and make recommendations on the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall	A		Mike		In progress – Waiting for direction from the Hall Committee
35.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	April 2017	
36.	May 27/15	Proceed: Plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510 as outlined in staff report dated Nov. 20/14 2014	C	Y/Y	Mike/ Luc	Spring 2017	
37.	April 13/16	Review: ACRD Fire Department recent truck repairs & investigate Fire Departments use of maintenance contract for light vehicles	A, D, E	Y/Y	Mike/ Luc	ASAP	Will include in RFP in spring/ Remove
38.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike		Spring 2017

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

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39.	Oct. 12/16	Meeting: Invite wireless communication providers in the region to provide an update on plans in the region	All	Y/Y	Alex	March 2017	Invitation sent – following up on invite
40.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	April 2017	Signed – Staff report prepared for April
41.	Nov. 16/16	Forward: PRNP Traverse Trail plan to the Regional Parks & Trails Advisory Committee & investigate linking the trail from Ucluelet & Tofino	West Coast	Y/Y	Mike	March 2017	In progress
42.	Jan. 25/17	Investigate a bylaw for impounding and licensing of animals in the rural areas and report back to the Board	Rural Areas	Y/Y	Mike	April 2017	March Board
43.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike	April 2017	In progress

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