



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 8, 2017, 1:30 pm

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

AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Traditional Territories.

2. **ELECTIONS – CHAIR AND VICE-CHAIR 2017/2018**

a. **Election of Chairperson 2017/2018**

Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District

b. **Election of Vice-Chairperson 2017/2018**

Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District

3. **APPROVAL OF AGENDA**

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

4. **DECLARATIONS**

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

5. **ADOPTION OF MINUTES**

a. **Board of Directors Meeting – October 25, 2017**

8-14

THAT the minutes of the Board of Directors meeting held on October 25, 2017 be adopted.

b. **West Coast Committee Meeting – November 1, 2017**

15-17

THAT the minutes of the West Coast Committee meeting held on November 1, 2017 be adopted.

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

7. **CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR ADOPTION OF WOOD STOVE BURNING STRATEGIES** **18-19**
Dr. Paul Hasselback, Medical Health Officer, Island Health, September 25, 2017 regarding Air Quality Related Health Concerns due to Domestic Wood Burning.

(Board Direction Requested)

- b. **REQUEST FOR LETTER OF SUPPORT** **20**
Central Westcoast Forest Society, November 2, 2017 requesting a Letter of Support for funding to continue work replacing two culverts with the Alberni-Clayoquot Regional District and to complete the required in-stream and riparian restoration.

Possible Motion:

THAT the Alberni-Clayoquot Regional District forward a letter supporting the Central Westcoast Forest Society's application to the Habitat Conservation Trust Foundation for the English Cove Watershed Project and the Willowbrae Creek Project.

- c. **REQUEST FOR APPOINTMENT** **21-22**
Vancouver Island Regional Library, November 1, 2017 requesting an Alberni-Clayoquot Regional District appointment and alternate appointment to the Vancouver Island Regional Library Board for the year 2018.

Possible Motion:

THAT the Board of Directors appoint Director _____ as Trustee and Director _____ as Alternate Trustee on the Vancouver Island Regional Library Board for 2018.

8. CORRESPONDENCE FOR INFORMATION

- a. **SHEILA MALCOLMSON, MP, NANAIMO/LADYSMITH** **23**
Bill C-352 – Abandoned Vessels
- b. **ISLAND COASTAL ECONOMIC TRUST** **24-25**
From Vision To Strategy: Ahousaht Plan Will Create Economic Opportunity While Preserving Heritage, Culture, Environment
- Working Smarter Means Working Together for Ladysmith Economic Development** **26-27**
- c. **CITIZENS FOR SAFE TECHNOLOGY** **28-34**
Microcells and Possible Wireless Harm
- d. **MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING** **35-51**
Summary Report on Local Government Climate Actions 2016
- e. **MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY** **52-53**

- Response to August 23, 2017 letter regarding Carp and American Bullfrog Interactions with Sockeye rearing in Fresh Water Lakes
- f. **SHAUN LONEY** **54**
An Army of Problem Solvers

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

9. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **55**
Action Plan Development – Examining Potential of New Aquatic Centre

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to meet with City of Port Alberni staff to develop an action plan for examining the potential for development of a new aquatic centre and the provision of aquatic centre services in the Alberni Valley for consideration by the ACRD Board during 2018 budget discussions.

- b. **REQUEST FOR DECISION** **56**
Signing Authority for Banking Purposes

THAT the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

1. *The following Directors have signing authority:*
 - i. _____, Chairperson
 - ii. _____, Vice-Chairperson
2. *The following Staff members have signing authority:*
 - a. Douglas Holmes, Chief Administrative Officer
 - b. Teri Fong, Manager of Finance
 - c. Wendy Thomson, Manager of Administrative Services
3. *One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members*

- c. **REQUEST FOR DECISION** **57**
West Coast Multiplex Design Report (reports attached separately)

THAT the Alberni-Clayoquot Regional District Board of Directors receive the West Coast Multiplex Design and Costing Report developed by VDA Architecture Ltd.

- d. **REQUEST FOR DECISION** **58-76**
Community Emergency Preparedness Fund Grant

THAT the Alberni-Clayoquot Regional District Board of Directors submit an application through UBCM to the Community Emergency Preparedness Fund Emergency Social Services requesting a grant in the amount of \$25,000 to support Reception Centre and Group Lodging Kits and Volunteer Recruitment, Engagement and Retention for the Alberni Valley.

- e. **REQUEST FOR DECISION** **77-78**
 Appointments to the Bamfield Parks Commission

THAT the Alberni-Clayoquot Regional District re-confirm and approve appointments of the following individuals to the Bamfield Parks Commission:

- *Andrea Butler, One Year Term*
- *Peter Herbig, Two Year Term*
- *Louis Druehl, Two Year Term*

AND FURTHER that staff be instructed to work with the area Director and Commission Members to review, update and amend Bylaw 416, Bamfield Parks Commission for consideration by the ACRD Board of Directors.

- f. **REQUEST FOR DECISION** **79-120**
 Finance Warrant No. 582

THAT the Board of Directors approve Finance Warrant Number 582 in the amount of \$6,968,598.70 dated October 31, 2017.

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS ONLY

- a. **BEAVER CREEK WATER SYSTEM – DEVELOPMENT COST CHARGES** **121-149**
 Memorandum and Bylaw F1133

THAT the Board of Directors give first reading to “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”.

THAT the Board of Directors give second reading to “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”.

THAT staff advertise and hold the public consultation session on November 21st 2017 at the Alberni-Clayoquot Regional District office, as recommended within the “Development Cost Charge - Best Practices Guide” by the Ministry of Municipal Affairs & Housing.

THAT the public meeting for Bylaws F1133, 2017 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors direct staff to submit "Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017" and supporting information to the Ministry of Municipal Affairs & Housing.

- b. **RC17007, ISLAND TIMBERLANDS GP LTD (LONG BEACH)** **150-168**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1358 and P1359.

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1358, South Long Beach Official Community Plan Amendment Bylaw be read a second time.

THAT Bylaw P1358, South Long Beach Official Community Plan Amendment Bylaw be read a third time.

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

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

- c. **RT17008, SALMON BEACH (LONG BEACH)** **169**
Zoning Text Amendment – Bylaw P1360

THAT Bylaw P1360, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a second time.

THAT Bylaw P1360, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a third time.

- d. **RD17006, 655570 BC LTD, 10412 LAKESHORE ROAD (SPROAT LAKE)** **170-233**
Rezoning Application – Report and Bylaws P1361, P1362 and P1363 (report attached separately)

THAT restrictive covenant FB194076 be modified to allow for a maximum of twenty (20) sleeping units or dwelling units with a maximum floor area of 1,400 ft² excluding any garage or carport, after a public meeting which may be held in conjunction with the public hearing for Bylaws P1361, P1362 and P1363.

THAT Bylaw P1361, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment Bylaw be read a first time.

THAT Bylaw P1362, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

THAT Bylaw P1363, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaws P1361, P1362 and P1363 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaws P1361, P1362 and P1363 are subject to:

- i. Approval from the Ministry of Transportation and Infrastructure for the development of a public use area within Aldan Road;*
 - ii. Washroom facilities provided for marina patrons with approved on-site upland sewage disposal or a suitable letter of credit confirming the amenity prior to any expansion of the marina; and*
 - iii. Meeting all technical referral agency requirements.*
- e. **RF17005, KAUR, 6106 COTTAM ROAD (CHERRY CREEK)** **234-236**
Rezoning Application – Memorandum and Bylaw P1349

THAT Bylaw P1349, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

11. REPORTS

11.1 STAFF REPORTS

- a. Planning & Development Manager Report – November 2, 2017 **237-238**
- b. Staff Action Items Report – November 6, 2017 **239-246**
- c. Transport Canada Program Validation Inspection Memo – Nov. 2, 2017 **247-249**

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

11.2 COMMITTEE REPORTS

- a. **Long Beach Airport Advisory Committee Meeting – November 1, 2017 (J. Osborne) - verbal**
- b. **Personnel Committee Meeting – November 8, 2017 – (J. Jack) – verbal**

THAT these verbal reports be received.

11.3 OTHER REPORTS

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. QUESTION PERIOD

15. ADJOURN

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



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 25, 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
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach) (via teleconference)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Marilyn McEwen, Councillor, District of Ucluelet (Alternate)
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Alex Dyer, Planner
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:29 pm.

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

Presentation: Charity Hallberg-Dodds, Planning Assistant, 10 Years of Service

The Chairperson presented Charity Hallberg-Dodds, Planning Assistant with a gift of recognition for 10 years of service with the Alberni-Clayoquot Regional District.

2. APPROVAL OF AGENDA

MOVED: Director Kokura
SECONDED: Director McNabb

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

8d. Request For Decision: Community Emergency Preparedness Fund Grant Application

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 11, 2017

MOVED: Director McNabb
SECONDED: Director Kokura

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

CARRIED

b. West Coast Committee Meeting – October 4, 2017

MOVED: Director McNabb
SECONDED: Director Cote

THAT the minutes of the West Coast Committee meeting held on October 4, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for July – September, 2017.

The Inspector provided an overview of the policing report for July/September 2017 and their annual performance plan priorities for 2017/2018.

b. Mr. Steve Gray, regarding Rezoning Application # RD17006, 10412 Lakeshore Road, Klehkoot Marina.

Mr. Gray spoke against rezoning application RD17006, 10412 Lakeshore Road.

- c. **Mr. Craig Casavant, regarding Rezoning Application # RD17006, 10412 Lakeshore Road, Klehkoot Marina.**

Mr. Casavant provided an overview of their rezoning application and development plans for expansion of Klehkoot Marina.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence October 17, 2017 from the City of Port Alberni regarding request from property owner of Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan VIP52692 (3376 Johnston Road); and Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road) to be included within City Boundaries.**

MOVED: Director Ruttan

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors support the extension of the City of Port Alberni boundaries to include Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan VIP52692 (3376 Johnston Road); and Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road).

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **MINISTRY OF AGRICULTURE**
Appointment to Alberni-Clayoquot Regional District Fisheries Resource Committee
- b. **E-COM 9-1-1**
Update of all Telephone and Mobile Wireless Companies Networks
- c. **GOVERNMENT OF CANADA**
Ocean Protection Plan in British Columbia Engagement Session

MOVED: Director Kokura

SECONDED: Director Ruttan

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017 – Adoption.**

MOVED: Director Johnsen
SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw E1056-1 cited as "West Coast Multiplex Service Area Amendment, 2017.

CARRIED

b. Request for Decision regarding Board Strategy Session – December 2017.

MOVED: Director Banton
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors agree to conduct a one-day strategic planning session in December 2017 for the purpose of reviewing the Board's Strategic Priorities using internal resources.

CARRIED

c. Request for Decision regarding Conflict of Interest & Legal Advice for Conflict of Interest Policies.

MOVED: Director Cote
SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following policies as presented:

- *Conflict of Interest Policy*
- *Legal Advice for Potential Conflict of Interest Policy*

CARRIED

d. Request for Decision regarding Community Emergency Preparedness Fund Grant Application - UBCM

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors authorize the CAO to submit an application to UBCM for the Community Emergency Preparedness Fund for \$150,000.00 to prepare flood mapping for the Stamp, Sproat, and Somass River system.

CARRIED

9. PLANNING MATTERS

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – October 19, 2017
- b. Meeting Schedule – November 2017

MOVED: Director Kokura
SECONDED: Director McLeman

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb reported on the 911 meeting held on Friday, October 20th in Courtney. The Peace River inclusion project should be finalized at the end of November. They are currently projecting a budget increase of approximately 1% in 2018.

b. Vancouver Island Regional Library - L. Banton

MOVED: Director Banton
SECONDED: Director McNabb

THAT the ACRD Board of Directors include the Vancouver Island Regional Library as a topic for discussion during the 2017 Board Strategic Planning Session.

CARRIED

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

d. Alberni Valley Chamber of Commerce – J. McLeman – No Report

e. Coastal Communities Network – T. Bennett/D. St. Jacques

Director Bennett provided a brief report on the Network Board meeting held during the UBCM convention.

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

Next meeting – Thursday, November 2nd

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

Next meeting - Friday, November 3rd.

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

Director Wyton reported the Council has advertised for Chair. Next meeting - Thursday, December 7th.

- i. **West Coast Aquatic Board – T. Bennett/K. Wyton**
Next meeting - November 2nd
- j. **Association of Vancouver Island & Coastal Communities – P. Cote**
Next meeting – Friday, October 27th
- k. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- l. **Other Reports**

MOVED: Director McLeman

SECONDED: Director Banton

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Banton

SECONDED: Director Ruttan

THAT the meeting be closed to the public as per section

- i. *90 (1) (a) of the Community Charter: Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Regional District or another position appointed by the Regional District;*
- ii. *Labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 3:11 pm.

The meeting was re-opened to the public at 3:52 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following resolution was from the in-camera portion of the Board of Directors meeting was reported out:

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District select Ms. Shelly Crest as the Regional District's nominee for consideration of appointment to the BC Ferry Authority Board of Directors for a three year term commencing April 1, 2018.

CARRIED

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director Banton

THAT this meeting be adjourned at 3:52 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 1, 2017, 10:30 AM

Activity Room 2, Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, BC

MEMBERS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

Marilyn McEwan, Councillor, District of Ucluelet (Alternate)

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

Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Karen Haugen, Superintendent, Pacific Rim National Park Reserve

Ted Adnitt, CAO, Tla-o-qui-aht First Nation

OTHERS

Samantha Hackett, President, West Coast Multiplex Society

PRESENT:

Pamela Shaw, Director, Master of Community Planning Program,
Vancouver Island University (via teleconference)

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet

STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services

Teri Fong, Manager of Finance

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 10:35 am.

The Manager of Administrative Services recognized the meeting being held in the Yuułuꞑiꞑath Government Traditional Territories.

The Committee appointed Director Osborne Chairperson.

2. APPROVAL OF AGENDA

MOVED: Director McEwan

SECONDED: Director McCarthy

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

4b. Parks Canada Temporary Storage of Timber on Long Beach Airport Lands,

5d. Transport Canada Program Validation Inspection.

CARRIED

3. **ADOPTION OF MINUTES**

a. **West Coast Committee Meeting – October 4, 2017**

MOVED: Director McCarthy

SECONDED: Director McEwen

THAT the minutes of the West Coast Committee Meeting held on October 4, 2017 be adopted.

CARRIED

Introductions were conducted around the table.

4. **CORRESPONDENCE FOR ACTION/INFORMATION**

a. **LETTER OF CONCERN – LEAH AUSTIN**

West Coast Multiplex

MOVED: Director McCarthy

SECONDED: Director McEwen

THAT the West Coast Committee receive the correspondence from Leah Austin regarding the West Coast Multiplex project.

CARRIED

b. **PARKS CANADA**

Temporary Storage of Timber on Long Beach Airport Lands

Director Bennett entered the meeting at 10:42 am.

MOVED: Director Osborne

SECONDED: Director McCarthy

THAT the West Coast Committee instruct staff to investigate the request from Parks Canada for temporary storage of timber on the Long Beach Airport Lands including any potential liability issues and work with Parks Canada on a three year (in-kind) lease agreement for consideration by the ACRD Board of Directors.

CARRIED

5. **REPORTS**

a. **Request for Decision – West Coast Multiplex Survey**

The Committee reviewed the survey and made various amendments. Pamela Shaw, Vancouver Island University (VIU) provided an overview of the timelines for the survey.

Survey to be mailed out to property owners on November 10th. In addition, west coast residents will have access to an e-survey. The deadline to submit the survey set for November 24th. VIU proposes to have the survey analysis completed by December 8th.

MOVED: Director Osborne
SECONDED: Director McCarthy

THAT the West Coast Committee approve the amendments to the West Coast Multiplex Survey and staff forward a copy of the final survey to the West Coast Directors for approval by email no later than November 3rd.

CARRIED

**c. Request for Decision – West Coast Multiplex Design Report 2017
(reports attached separately)**

MOVED: Director McEwen
SECONDED: Director McCarthy

THAT the West Coast Committee receive the West Coast Multiplex Design and Costing Report developed by VDA Architecture Ltd. and forward a copy for receipt by the Alberni-Clayoquot Regional District Board of Directors and Tla-o-qui-aht First Nation Council.

CARRIED

d. Report – Transport Canada Program Validation Inspection – Late Item

Report to be received by the Long Beach Airport Advisory Committee at their meeting on this afternoon.

8. ADJOURN

MOVED: Director McEwen
SECONDED: Director McCarthy

THAT this meeting be adjourned 12:31 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Manager of Administrative Services

September 25, 2017
19150

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

Dear Chair and Board of Directors:

Re: Air Quality Related Health Concerns due to Domestic Wood Burning

On an ongoing basis, our office receives concerns expressed by residents about exposure to outdoor smoke produced by wood-burning appliances and backyard burning. While some residents are bothered by the nuisance created by smoke, most are concerned about the potential health effects this exposure may have on them and others within their families. We would therefore like to draw your attention to recent developments related to wood-burning appliances and wood-smoke, and outline actions Council can take to reduce the impact.

While wood-burning appliances are used as a primary or secondary source of heat in many homes, the health effects from the resulting wood-smoke have become increasingly recognized. Wood smoke contains many of the same harmful substances that are found in tobacco smoke and is a significant source of fine particulate matter (PM_{2.5}), a major component of air pollution and a detriment to health. When inhaled, PM_{2.5} embeds deep inside the tissue of the lung. Exposure is associated with a shortened lifespan, and can lead to lung cancer, reduced lung functioning and worsening of heart disease and asthma among those who suffer from these conditions. Building upon existing research, a February 2017 Health Canada study (mcgill/newsroom/woodstoves), using air quality data from three BC cities (including Courtenay/Comox), found that an increase in PM_{2.5} specifically due to wood burning in the winter was associated with a 19 percent increase in hospitalization for heart attacks among those 65 years or older.

On September 19, 2016 the government of BC adopted the new Solid Fuel Burning Domestic Appliance Regulation (SFB DAR) ([BCReg218/2016](http://www2.gov.bc.ca/gov2/legislation/regulations/BCReg218/2016)). Changes include the requirement for domestic wood burning appliances sold in BC to be USEPA certified to meet PM emissions standards, and provisions regarding the kind of fuel that can be burnt. In addition, there is now a requirement for the use of noncertified hydronic wood boilers (that were installed prior to May 1, 2017) to be discontinued by 2026 unless they meet an 80 metre setback requirement from a property line. However, the SFB DAR does not stipulate a similar requirement for existing noncertified wood stoves.

Given that SFB DAR does not require discontinuation of existing noncertified wood stoves, the potential for ongoing exposure to elevated PM_{2.5} will continue in many communities. And, while wood smoke air pollution receives most attention in valley communities, it also contributes to poor air quality in localized areas where wood source space heating is used by one or more households within a neighbourhood.

Local governments are uniquely positioned to lower PM_{2.5} emission, improve air quality and thus achieve better health outcomes by addressing gaps not covered in SFB DAR. There are a number of ways to effect change, such as:

1. Update and/or implement air quality bylaws that afford more stringent controls on the type and use of wood burning appliances, such as requiring the replacement of existing noncertified appliances. This is currently being done at the local level through a bylaw in at least one community on Vancouver Island.
2. Offer incentive programs that support wood alternative heating sources. A program that focuses on exchanging woodstoves for alternative heating methods, such as heat pumps, will achieve more substantial improvements than one that focuses on exchanging a noncertified woodstove for a certified one. The provincial woodstove exchange program can be utilized. It offers higher incentives for cleaner heating options and has made heat pumps eligible.
3. Social marketing and educational campaigns that provide awareness to local residents about the health effects due to wood stove.
4. Implement bylaws that restrict backyard burning, including limitations on materials, setbacks and time periods. Most Vancouver Island local municipalities and regional districts currently have bylaws in place to address backyard burning, many of which include seasonal burning bans. Existing bylaws can be further strengthened to include burning restrictions year round in urban containment areas.

We encourage council to consider adopting one or more of these strategies. Island Health appreciates any opportunity to engage with municipalities with respect to initiatives that lead to health outcome improvements. For further discussion around air quality please contact us at HBE@viha.ca.

Yours in Health,



Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer

c.c.: Earle Plain, Air Quality Meteorologist, Ministry of Environment

PH/cl



CENTRAL
WESTCOAST
FOREST
SOCIETY

1920 #2 Lyche Road
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

To: Alberni-Clayoquot Regional District Council Members

The Central West Coast Forest Society (CWFS) is currently applying for funding to continue our work replacing the culverts within the Alberni-Clayoquot Regional District. We are applying for funding to replace two culverts as well as complete required in-stream and riparian restoration. One restoration site is within the English Cove Watershed near Tofino, the other is on Willowbrae Creek near Ucluelet. As part of the application process we have been asked to demonstrate that our organization and the work we do is supported by the local government. We would like to ask the ACRD and Council if they could provide us with a letter of support for our application to Habitat Conservation Trust Foundation for The English Cove Restoration Project and the Willowbrae Creek Restoration Project for 2018/2019.

Project Overview

The English Cove Watershed and Willowbrae Creek Watershed are regionally important and support a variety of rare and endangered ecosystems. Pacific Rim Highway cuts directly through the centre of these watersheds, resulting in habitat fragmentation by a number of culverts. Willowbrae Creek has been noted as an important creek for restoration works according to the Willowbrae Creek Fish Habitat Assessment by D.R. Clough Consulting - a report prepared in May 2017 for the ACRD. This creek is also a priority for Ministry of Transportation and Infrastructure as the highway should is collapsing and becoming a safety concern.

Since 2015, CWFS along with many funders and partners has replaced six damaged, collapsed, or undersized culverts within English Cove Watershed and the Kennedy Flats Watershed. The goals of both the English Cove Watershed Restoration Project and the Willowbrae Creek Restoration Project are to continue to replace damaged culverts, improve water quality, restore fresh water habitat, increase species richness and biodiversity, remove barriers to fish passage, restore the ecological integrity of this watershed, create employment opportunities, engage volunteers and inspire habitat stewardship.

Thank you for considering our proposal, if there are any questions please contact me.

Sincerely,

Mandala Smulders
Director of Operations, Central West Coast Forest Society.

C: 250-522-1269 O: 250-726-2424
mandala@clayoquot.org



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

November 1, 2017

Original sent via email

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

Dear Chair Jack,

Re: Appointment to the 2018 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

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



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Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno".

Rosemary Bonanno, BA MLS
Executive Director

CC: Doug Holmes, CAO, Alberni Clayoquot Regional District
Wendy Thomson, Manager of Administrative Services, Alberni-Clayoquot Regional District

RB/hmz

Strong Libraries ■ Strong Communities

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From: Sheila.Malcolmson@parl.gc.ca [<mailto:Sheila.Malcolmson@parl.gc.ca>]
Sent: Friday, October 20, 2017 12:17 PM
To: john.jack@gmail.com
Cc: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Help needed: Share your abandoned vessel stories

Dear Chairperson Jack & Board,

Thank you again for your support of my federal legislation, Bill C-352, to protect our coasts from abandoned vessels.

Your support, as part of a growing list of coastal allies, demonstrates powerful solidarity as the debate on abandoned vessels begins in the House of Commons in a few weeks.

You can keep building the case for federal action by sharing your abandoned vessel stories, to highlight the challenges local governments, organizations and businesses are facing. Can you let me know your stories as soon as possible?

For example:

- How have abandoned vessels impacted your community?
- What are the biggest threats, hazards or burden that abandoned vessels pose (environmental, jurisdictional gaps, job lost in tourism or fishing industry, excessive costs for removal, etc.)?
- How difficult has it been to deal abandoned vessels in your community? What challenges have you encountered?
- Why is it important to urge the federal government to adopt Bill C-352?

Here's a great example from the District of Tofino, to give you a sense of what powerful statements we can share in Ottawa:

- *"Derelict and abandoned vessels present a significant and costly risk to coastal communities and marine ecosystems. It is far beyond the capacity of local governments to pay for the removal of derelict vessels or even to navigate the complex, multi-jurisdictional nature of derelict and abandoned vessels. Despite society's wish to deal with wrecked vessels, there is no practical or reasonable framework to preventing and responding to wrecks. Bill C-352 would change this."*

We will use your stories on social media and during debates in Parliament to push the government to heed coastal communities' united call for action on abandoned vessels.

If you need more petitions or an information package to engage with other supporters, please let my team know.

For more information, please visit my website at www.sheilamalcolmson.ndp.ca/abandonedvessels.

Thank you so much for your support; I look forward to working with you more.

Sheila Malcolmson
Member of Parliament for Nanaimo—Ladysmith



October 23, 2017

FROM VISION TO STRATEGY: AHOUSAHT PLAN WILL CREATE ECONOMIC OPPORTUNITY WHILE PRESERVING HERITAGE, CULTURE, ENVIRONMENT

COURTENAY – The Maaqutusiis Hahoulthee Stewardship Society (MHSS) is about to embark on a strategic economic development planning process, with financial support from the Island Coastal Economic Trust.

The strategy and action plan will build on the Ahousaht First Nation's Land Use Vision for their *Hahoulthee*, meaning traditional territory, released earlier this year.

"We have an opportunity to put a strategic, forward-thinking plan in place for our people and territory," said MHSS CEO Tara Atleo. "Our strategy will ensure that current and future economic initiatives are consistent with four key components: protecting Ahousaht cultural resources; enhancing the Ahousaht way of life; maintaining biological diversity; and providing sustainable economic well-being."

The Ahousaht First Nation Land Use Vision was the culmination of extensive community consultation. The document set out broad direction regarding resource management and land designations to help guide stewardship as well as the creation of social and economic benefits.

The Land Use Vision divides Ahousaht territory into seven designations, and each has specific potential uses identified, based on variables including traditional use, conservation, and sustainable development such as low-impact fishing, forestry, and eco-tourism, for example.

"This planning process, which looks to achieve community-validated goals by balancing opportunity with traditional, cultural and sustainable land use values, is a great example of an initiative that the Economic Development Readiness Program was designed to support," said ICET Chair Phil Kent. "I'm looking forward to seeing the outcomes of this project and the impact it will have on the community."

The Island Coastal Economic Trust is providing support for half of the total project cost of \$30,000, through the strategic planning stream of its Economic Development Readiness Program.

The project activities will include review of existing planning documents and initiatives, determining the priority of current and future economic development opportunities and consultation with community working groups, resulting in a final action plan.

The project is forecast for completion in winter 2018.

About the Island Coastal Economic Trust

Created by the Province of BC in 2006, the Island Coastal Economic Trust has been at the forefront of economic diversification, planning and regional revitalization for the past eleven years.

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 almost \$50 million in funding for over 170 economic infrastructure and economic development readiness projects. These investments have leveraged over \$270 million in new 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

Tara Atleo, CEO
Maaqutusiis Hahoulthee Stewardship Society
Tel. 250-739-2052
taraatleo@umeeek.com



FOR IMMEDIATE RELEASE

October 31, 2017

WORKING SMARTER MEANS WORKING TOGETHER FOR LADYSMITH ECONOMIC DEVELOPMENT

COURTENAY – Five leading organizations with a vested interest in economic development in the Ladysmith area have received funding from the Island Coastal Economic Trust to create a single, comprehensive economic development strategy.

The groups - Economic Development Cowichan, Town of Ladysmith, Ladysmith Downtown BIA, Ladysmith Chamber of Commerce and the Stz'uminus First Nations have come together in a working partnership to create a Ladysmith Economic Development Strategy.

“Our organizations have established working relationships and we have many common areas of interest,” said Ladysmith Chamber of Commerce President Tammy Leslie. “This project will bring us all together under one banner, creating a common economic development vision and action plan, which we will then all help to implement with effective resource allocation.”

The project is receiving 50% of its funding from ICET, through the Strategic Planning stream of the Economic Development Readiness program.

“The challenge that this project overcomes is not uncommon in communities around our region,” said ICET Chair Phil Kent. “The Ladysmith region stakeholders have been collaborating for years, but this project will enable them to take those partnerships to the operational level, sharing resources and joint responsibility for implementation of the various pieces of the roadmap.”

Next steps for the project is to create a steering committee who will oversee the assessment of existing plans, priorities, and documents. The group will then engage community stakeholders in a consultation process, which will lead to the creation of the comprehensive three-year implementation strategy.

The process gets underway in November with completion anticipated in late spring 2018.

More information about the Economic Development Readiness program and other ICET funding programs is available at www.islandcoastaltrust.ca.

About the Island Coastal Economic Trust

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Through a community-centred decision-making process, ICET has approved almost \$50 million in funding for over 170 economic infrastructure and economic development readiness projects. These investments have leveraged over \$270 million in new 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:

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

Mark Drysdale, Executive Director
Ladysmith Chamber of Commerce
Tel. 250-245-2112
mark@ladysmithcofc.com

From: s.ridout@shaw.ca [<mailto:s.ridout@shaw.ca>]
Sent: Tuesday, October 24, 2017 8:28 PM
To: s.ridout@shaw.ca
Subject: ACTION REQUIRED: Microcell Resolution & Notice of Wireless Harm

Sherry Ridout
On Behalf Of: **Citizens for Safe Technology**
cst.citizensforsafetechnology@gmail.com

Dear Mayors and Councillors,

At last month's UBCM, BC municipalities voted in favour of a Resolution mandating that land use authorities and the public be consulted when microcells are placed within 100 metres of schools, hospitals, and residences. This requested change to existing policy closes a federal loophole that allows microcells to be placed on existing structures with no public consultation whatsoever. Over the next several months, the FCM (Federation of Canadian Municipalities) will be discussing the content of the UBCM resolution with the federal government.

Microcell placement and municipal rights is a hot topic. While some individuals perceive microcells as benign or even benevolent transmitters that are essential to improving connectivity and achieving economic prosperity, a growing number of civic leaders are concerned about the many issues arising from installing microcells in the public right of way. (See Section 3: **Why Local Governments are Concerned about Microcells** below.) On October 15th 2017, SB 69 - a bill giving telecoms free rein to install microcells on California rights of way, [which 300 Californian cities opposed](#) - was vetoed by state Governor Jerry Brown.

High-speed connectivity is not dependent on microcells. Safe and data-secure technological options are available. (See Section 4: **Tech-Wise-Solutions for Connectivity** below.)

The material below summarizes the concerns about microcells and outlines important actions you may take **now** to insure that as a local government you are as fully engaged as current federal policy allows in the placement of microcells in your community.

Suggested Approach:

- 1) Put the brief **Notice of Wireless Harm** in Section 2 below on the agenda of your next council meeting.
- 2) Review all permits, antenna siting policies, and agreements currently in place between your government and telecommunication companies. (See Section 5: **Action Check List** below.)
- 3) Take a few moments to read the material below so that you may make informed telecommunications decisions. This letter and that material are also attached as a PDF,

With Best Wishes,
Citizens for Safe Technology
cst.citizensforsafetechnology@gmail.com

Section 1: Overview

The Resolution that was passed:

WHEREAS public consultation on the placement of cell towers is mandated;
and

WHEREAS new technology is moving away from these large towers to micro-transmitters which do not require local government or public consultation;

THEREFORE BE IT RESOLVED that the AKBLG request the UBCM petition relevant provincial and federal governments to mandate consultation with the land use authorities and the public regarding microcell transmitter siting within 100 metres of residences, schools and hospitals.

Why this Resolution Matters

ISED (*Innovation, Science and Economic Development*, formerly *Industry Canada*) allows microcells, or small cell antennas, to be placed on existing structures without any public input or often knowledge. In their 2014 [Guide to Assisting Land-Use Authorities in Developing Antenna Siting Protocols](#), Industry Canada makes an assumption that: “certain proposals ... have minimal impact on the local surroundings and so are excluded from public and land-use consultations.”

The UBCM's support for the microcell placement resolution shows that ISED has underestimated and overlooked the impact microcells have on municipalities and their residents.

Section 2: Microcells - Notice of Wireless Harm

There is no scientific research proving microcells are safe. The widespread installation of microcell technology is based on the misconception that wireless transmitters cause no harm. [Thousands of independent scientific studies](#), however, link the RFR (radiofrequency radiation) microcells emit to increased cancer risk, neurological disorders, and infertility. Even low levels of RFR exposure over time have been linked to adverse effects on plants and [insects, especially pollinators](#)

- As of October 2017, 235 scientists from 41 countries have signed the [International EMF Scientists Appeal](#) urging world leaders to "protect mankind and wildlife from the dangers of EMFs and wireless technology."

ISED says microcells are safe as long as they comply with Health Canada's Safety Code 6. Health Canada, however, continues to ignore the non-thermal effects of artificial electromagnetic frequencies as well as the science which shows that exposure to these frequencies, [even at levels lower than those deemed safe by Safety Code 6](#), cause potential biological harm.

- On September 28, 2014, over [50 Canadian physicians](#) condemned Safety Code 6. On July 9, 2014, [fifty-three scientists from eighteen countries](#) called on Health Canada to intervene to "help avoid an emerging health crisis."

Microcells are establishing the infrastructure for "5G" (fifth generation) technology which the telecom industry is poised to install across the nation. "5G" microwave frequencies have never been independently tested to prove they will not cause adverse biological and/or health effects. By allowing telecoms to install microcells, local governments currently have no recourse over how many transmitters are placed and if these microcells will be used to transmit "5G."

- On Sept. 13, 2017, over 180 scientists from 35 countries sent a [declaration to the European Commission](#) calling for a moratorium on the rollout of microcell transmitters and "5G" saying that fifth generation technology "could lead to tragic, irreversible harm"

In 1998, Canada adopted the Wingspread Precautionary Principle, which states: “When an activity raises threats of harm to human health or the environment, precautionary measures should be taken, even if some cause and effect relationships are not fully established scientifically.”

Rethinking the indiscriminate installation of microcells in our communities supports this principle and protects local governments from being liable for damage and injury resulting from wireless harm.

Section 3: Why Local Governments are Concerned about Microcells

- **Public and Environmental Health and Safety** - as discussed in the above **Microcells - Notice of Wireless Harm**
- **Liability**

Once a municipal government has been made aware that microcells may cause personal injury or environmental harm (the **Notice of Wireless Harm** above informs you of this), permitting microcell transmitters to be installed in your ROWs may be deemed an act of negligence, and you may be held liable for any environmental damage or personal injury resulting from this equipment having been installed. Telecommunication workers (“linemen”) are at particular risk.

In 2013, the *CRTC* and the *FCM* established this liability criterion in their **Model Municipal Access Agreement**, which may be downloaded here: <http://crtc.gc.ca/cisc/eng/ciscmanu.htm>.

- **Local Authority & Urban Planning**

The [Antenna Siting Systems Protocol Template](#) developed in 2013 by the FCM and the *Canadian Wireless Telecommunications Association (CWTA)* offers municipalities examples of how they may add their input to antenna siting in their communities, specifying design preferences, for instance, or naming preferred and discouraged locations for antenna siting. However, once a land use authority gives its permission for microcells to be installed, telecommunication companies have the final say in where microcells are placed.

This Lack of Local Authority over microcells negatively impacts:

- **Public Health and Safety** Transmitters in the public right of way are affecting pole integrity, creating increased distraction for drivers, and causing sidewalk and roadway crowding.
- **Urban Planning:** There is no limit to the number of small cells allowed per property, and no consideration for competing demands, noise, size, lighting, design, or fiscal impacts.
- **Aesthetics & Property Values:** Universal deployment of microcells degrades intentionally designed neighborhoods and historic buildings, and negatively affects property values.
- **The Public's Use and Enjoyment of the ROW:** Street-side gardening, block parties, neighbours visiting across the fence, children riding their bikes on the road by their homes... So many pastimes that add colour to a community and pleasure to life may be curtailed as citizens experience legitimate concern about lingering under the microcells and being exposed to radio frequencies.

Section 4: Tech-Wise - Solutions for Connectivity

Safe and data-secure technological options are available.

For mobile connectivity we could emulate Paris, France's pilot project and install small cells with signals that are adequate for mobile use but do not penetrate buildings or peoples' homes. For home and business internet access, wired networks of fiber optic and Ethernet cables or of fiber optic, copper wire and Ethernet cables (G-Fast) provide safe, fast, reliable, and cyber-secure connection, and will not blemish or obstruct local rights of way.

Section 5: Microcells - Municipal Rights and Responsibilities

Action Check List

- Have microcells been installed on existing structures in your municipality?
- If not, do you want to discuss other connectivity options with telecom providers before giving them access to your ROWs?
- Do you have an Antenna Siting Protocol in place? If so, does it require that notification is required for all new transmitters? If not, consider writing one that does, even for microcells being installed on existing structures.
- If microcells are installed in your ROWs:
 - Has written consent been given to the telecom by local land use authorities for each transmitter installed?
 - Have you asked the company who installed the microcell network for RF exposure level data?
 - Have you asked this company what strategies they have employed to keep the ambient RF radiation levels in residential areas as low as possible, and what strategies could still be implemented?
 - Have you negotiated a Municipal Access Agreement with the telecom who has installed these microcells?
 - Has the telecom submitted detailed before and after plans to your municipal engineer for each microcell installation?

The Model Municipal Access Agreement and You

The **Model Municipal Access Agreement** negotiated between the CRTC and the FCM in 2013 (<http://crtc.gc.ca/cisc/eng/ciscmanu.htm>) defines the parameters of local governments' current rights and responsibilities in relation to microcell placement. Most significantly:

1. **Consent:** Pursuant to section 43 of the Telecom Act a company must have a municipality's written consent prior to constructing equipment within the ROW.

2. **Permits:** Work within the ROWs by the company is subject to the authorization requirements established by the municipality. Municipalities determine if permits are required for each and every microcell.

3. **Plans:** Unless otherwise agreed to by the municipality, prior to installing microcells the company must submit the following to the municipal engineer:

- Construction plans of the proposed work showing the locations of the proposed and existing equipment and other facilities, and specifying the boundaries of the area within the municipality within which the work is proposed to take place

And

- All other relevant plans, drawings and other information as may be normally required by the municipal engineer from time to time for the purposes of issuing permits.

4. **Refusal to issue Permits.** In case of conflict with any *bona fide* municipal purpose, including reasons of public safety and health and conflicts with existing infrastructure, the municipality may request amendments to the plans provided by the company or may choose to refuse to issue a permit.

5. **Utility co-ordination committee.** The company shall participate in a utility co-ordination committee established by the municipality and contribute to its equitable share of the reasonable costs of the operation and administration of the committee as approved by such committee.

6. **"As-built" drawings.** The municipality may request that, no later than a given number of days after completion of any work, the company shall provide the municipal engineer with accurate "as-built" drawings sufficient to accurately establish the plan, profile, and dimensions of the equipment installed within the ROWs.

7. **Liability.** The municipality is responsible for any damage to the natural environment and any injury to any person arising from the presence of electromagnetic radiation in connection with the company's use of the ROWs if such damage was caused directly or indirectly, in whole or in part, by the negligence of the municipality.

From: Chadwick, Narissa MAH:EX [<mailto:Narissa.Chadwick@gov.bc.ca>]
Sent: October-19-17 9:37 AM
To: Mezynska, Urszula MAH:EX <Urszula.Mezynska@gov.bc.ca>
Cc: Chadwick, Narissa MAH:EX <Narissa.Chadwick@gov.bc.ca>
Subject: CARIP Summary Report and 2017 Deadline

Hello CARIP Contacts,

The Ministry of Municipal Affairs and Housing would like to thank-you again for completing your community's CARIP survey for 2016. Thanks to your efforts, 100% of Climate Action Charter signatories participated in the CARIP survey process.

Every community participating in CARIP is acknowledged in our summary report which can be found here: http://www.cscd.gov.bc.ca/lgd/library/2016_CARIP_Summary_Report.pdf . The report includes:

- updates on the carbon neutral progress and status of reporting local governments;
- highlights of actions taken in small, medium and large communities; and
- a hyperlinked list of funding sources and programs reported by local governments.

The deadline for 2017 CARIP reports will be June 1, 2018. We will be sending you information and a link to the 2017 CARIP survey in January 2018.

Feel free to contact me if you have any questions related to the CARIP program and reporting process.

Warm Regards,
Narissa Chadwick

Narissa Chadwick MCIP, RPP
Senior Planner
Ministry of Municipal Affairs and Housing
Province of British Columbia
PO Box 9841 STN PROV GOVT
Victoria, BC V8W 9T2

Phone: (778) 698-3458

"Everytime I see an adult on a bicycle, I no longer despair for the future of the human race" -H.G. Wells

Summary Report on LOCAL GOVERNMENT CLIMATE ACTIONS 2016



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

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Introduction

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments who have signed on to the B.C. Climate Action Charter (Charter). Under the B.C. Climate Action Charter, local government signatories commit to take actions to become carbon neutral in their corporate operations and reduce community-wide emissions by creating more complete, compact and energy-efficient rural and urban communities. Since 2007, increasing numbers of B.C. local governments have signed on to the Charter, demonstrating their leadership in addressing climate change.

The CARIP grant is equal to 100% of the carbon tax that eligible local governments have directly paid in a given year. To be eligible for the CARIP grant, local governments are required to report publicly on their plans and progress toward meeting their corporate and community-wide climate action goals and submit a survey of their actions to the Province.

In 2017, the tenth anniversary of the Charter, all 187 signatory local governments submitted CARIP reports, demonstrating significant commitment to taking climate action. Through their role in land use, transportation, waste, water, energy, and other infrastructure and service provision, many local governments are demonstrating leadership and applying innovative approaches to reducing emissions and adapting to climate change.

The 2016 CARIP Summary Report

This year's annual report showcases the continued progress of B.C. local governments by highlighting some of the achievements and experiences of small, medium and large local governments.

The 2016 CARIP Summary Report includes:

- *updates on the carbon neutral progress and status of reporting local governments;*
- *highlights of actions taken in small, medium and large communities; and*
- *hyperlinked list of funding sources and programs reported by local governments.*

2016 CARIP Report Snapshot

Local Governments Reporting: **187**

Local Governments Measuring: **147**

Carbon Neutral Local Governments: **45**

45 Local Governments achieved carbon neutrality in 2016

Ashcroft	Mount Waddington RD
Capital RD	Nanaimo RD
Central Saanich	North Cowichan
Coldstream	Oak Bay
Columbia Shuswap RD	Oliver
Comox	Osoyoos
Comox Valley RD	Parksville
Cowichan Valley RD	Pemberton
Cumberland	Penticton
Dawson Creek	Pitt Meadows
Delta	Richmond
Duncan	Sidney
East Kootenay RD	Sooke
Fort St. James	Squamish-Lillooet RD
Granisle	Thompson-Nicola RD
Highlands	Tofino
Islands Trust	Vancouver
Keremeos	Vanderhoof
Ladysmith	Victoria
Langley Township	View Royal
Lantzville	West Vancouver
Logan Lake	Whistler
	White Rock

Carbon Neutral Local Government

With all 187 Climate Action Charter signatories submitting CARIP surveys this year, the 2016 CARIP results provide the most complete picture to date on the progress made by local governments on their carbon neutral commitments under the Charter.

Of the 147 local governments that measured their corporate greenhouse gas (GHG) emissions in the 2016 CARIP reporting year, 45 achieved carbon neutral status. Appendix A lists the carbon neutral status of each reporting B.C. local government.

The number of corporate GHG emissions generated by local governments in 2016 was 256,769 tonnes, an increase of 16,803 tonnes compared to 2015. This increase may be partly attributable to the number of larger local governments measuring corporate emissions in 2016 as well as an increase in contracted service reporting.

In 2016, local governments claimed 123,514 tonnes of GHG emission reductions and offsets to balance their corporate footprint. This is a decrease from the number of emission reductions claimed by local governments in 2016 compared to 2015. One likely reason for this is the impact of the Landfill Gas Management Regulation on local governments' ability to use landfill gas capture as an Option 2 reduction project.¹

Of the total emissions reductions and offsets claimed, 110,421 tonnes were achieved through Green Communities Committee (GCC) Option 1 and Option 2 projects.² In 2016, Household Organic Waste Composting was the most common Option 1 project and Biocover Methane Reduction replaced Landfill Methane Gas Capture as the most common Option 2 project. Local governments chose to purchase 13,093 tonnes worth of offsets in 2016, slightly fewer than the 13,505 tonnes purchased in 2015.

See Appendix B for details of corporate emissions reported through CARIP between 2012 and 2016.

In addition to balancing and offsetting corporate emissions, about 50% of local governments reported contributing to their own climate action reserve funds.

1 As a result of the Landfill Gas Management Regulation, starting in the 2016 CARIP reporting year, local governments that had undertaken Option 2 landfill gas capture projects for landfills subject to the regulation were no longer able to claim GHG emissions reduction credits on the first 75% of emissions captured.

2 Option 1 and Option 2 projects under the Carbon Neutral Framework are designed to help local governments balance their corporate GHG emissions. For more information, see Chapter 2 of *Becoming Carbon Neutral: Guidebook for B.C. Local Governments*.

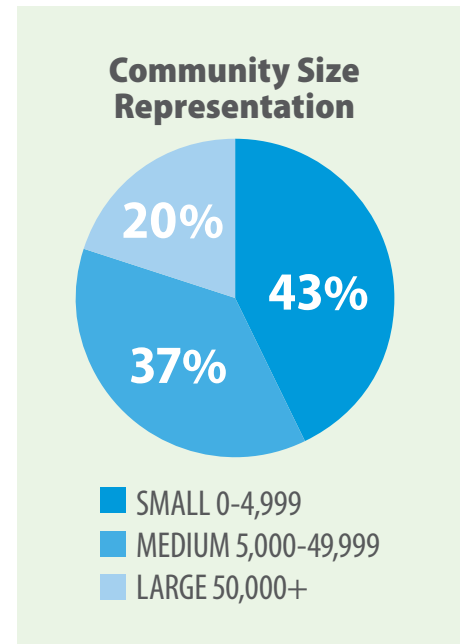
Corporate and Community-Wide Actions

Since the CARIP program was initiated in 2010, the number of local government corporate and community-wide climate action plans and other plans supporting climate change mitigation have been steadily increasing.

In 2016, close to 55% of CARIP respondents reported having corporate GHG reduction plans in place while approximately 93% of CARIP respondents indicated having some type of plan in place to support climate mitigation on a community-wide scale. Since 2015, there has been an increase in the percentage of local governments reporting that they have Energy and Emissions Plans, Integrated Community Sustainability Plans, Community Wide Action Plans and Official Community Plans supporting climate action.

TYPE OF PLAN	DEGREE OF USE - 2016	DEGREE OF USE - 2015
Energy and Emissions Plan	46%	42%
Integrated Community Sustainability Plan	39%	32%
Community-Wide Action Plan	32%	21%
OCP	91%	83%
Other (eg. RGS)	37%	38%

For this year's CARIP summary report we continue to highlight actions from a number of small, medium and large communities.



The Small Community Experience (0-4,999)

Corporate Actions

In small communities, the majority of corporate actions were reported in the building and lighting, greenspace, and water and wastewater categories. As in past years, there was a strong focus on upgrading streetlights and lighting to LEDs in buildings owned by local governments. As well, the use of solar energy also appears to be increasing each year, with projects ranging from smaller scale installations such as Sun Peaks Resort's solar lighting on trails to larger installations of solar panels on buildings as described in more detail below.

Climate Action Highlights

In 2016, four communities in the North Coast Regional District had grid-tied solar panels installed on five public buildings across the islands:

- A 40.28-kilowatt installation on the roof of the Queen Charlotte Municipal building will generate, on average, 35,000 kilowatt hours (kWh) per year, an 80% savings of that building's annual consumption of electricity.



Photo courtesy of Village of Queen Charlotte

- A 50.35-kilowatt installation on the roof of the George Brown Recreation Centre in Skidegate will generate, on average, 46,000 kWh per year, which is expected to almost cover the building's entire annual electrical requirements.
- A 42.4-kilowatt installation on the roof of the Multiplex Building in Port Clements, with a battery backup system for support in a power outage, will generate about 36,000 kilowatts hours per year, a 45% annual savings of the electricity consumed by the building.
- A 16.96-kilowatt installation on the roof of the Masset Municipal Airport (with a battery backup).
- A 25.44-kilowatt installation on the roof of the Public Works building in Masset will generate, on average, 37,500 kWh per year, an annual savings of approximately 65% of the building's electrical requirements.

The entire installation will save an average of 154,500 kilowatts of power per year. In the past, over 50% of the electric consumed by these buildings has been diesel-generated.

88% of CARIP respondents identify having water conservation plans or policies in place.

37% of CARIP respondents report having urban forest policies, plans or programs. 66% report having policies, plans or programs to support local food production.

As in past years, many local government actions have focussed on supporting GHG reductions related to transportation. Walking and cycling continue to be key areas of attention. Improving transit service is also a priority and the focus on electric vehicles has increased.

About 18% of CARIP respondents indicate being engaged in transportation demand management. In large communities (100,000+), where congestion is most acute, 43% of local governments report having transportation demand management strategies in place.

Community-Wide Actions

As in past years, greenspace actions to preserve parkland and forest as well as supporting local food production have been significant areas of interest for small communities in the realm of community-wide climate action. Transportation and water and wastewater are also key areas of focus. Respondents demonstrated continued efforts to develop biking and pedestrian paths as well as improve transit service. For example, the District of Elkford has developed a "Commuter Bicycle Transportation Plan" to support cyclists by identifying commuter bicycle routes and recommending priorities for commuter bicycle infrastructure improvements.

MODE OF TRANSPORTATION	% OF LGS REPORTING ACTIONS
Walking	79
Cycling	75
Transit	65
Electric Vehicles	54

Climate Action Highlights

Increasing the compactness, completeness and connectedness of land uses is an effective means of reducing per household community emissions related to transportation and energy consumption. For example, the Fraser Valley Regional District (FVRD) is exploring the creation of a secondary suites policy as a means of encouraging more compact residential development options in eight of its rural and remote areas. As part of the review of its secondary suites policy, the FVRD held public hearings in 2016 and found that the majority of

respondents to their online survey (58%) would support secondary suites in their neighbourhood.

Through their CARIP reports, small communities are also demonstrating an increase in the number of projects that are driven and supported by local community organizations. On Bowen Island, a strong community partnership effort between the North Growth Foundation, Clean Energy Canada, Solar Now, the Great Climate Race, the Community Energy Association, the Bowen Island Community Foundation and the Knick Knack Nook (Bowen Island's re-use-it store) resulted in the installation of 30 solar panels on the roof of the Bowen Island Community School. The solar panels will produce enough energy to power an average sized house on Bowen Island, offsetting the school's energy costs. The panels were designed to be visible to the students, families and passersby as a means of highlighting the potential of solar energy generation. Data about how much energy the panels are producing is also collected and displayed in the school library, providing opportunities to connect to science and environmental curricula.



Photo courtesy of Bowen Island

The Medium-sized Community Experience (5,000- 49,999)

Corporate Actions

The majority of corporate actions undertaken by medium-sized communities fall into the building and lighting, transportation, and water and wastewater categories. A number of building retrofits were reported, including the incorporation of a range of energy-efficiency components such as LED lighting, low water use toilets, geo-exchange heating and cooling, energy-efficient HVAC system, and high-efficiency building envelope, into the Osoyoos fire hall.

Climate Action Highlights

In 2016, the Town of Ladysmith completed Phase III of its upgrade to the Town's wastewater treatment plant with energy efficiency in mind. The construction of a secondary treatment facility, which removes dissolved and fine organic material via biological processes, will allow the plant to serve a population of 17,200 and ensure Ladysmith's wastewater effluent will meet all relevant provincial and federal discharge regulations. The innovative design uses equipment that requires relatively little space, substantially limiting its environmental footprint. The design also incorporates solar photovoltaic panels, low-energy fixtures and a reclaimed water system.

Central Saanich has created the ReAction Program using funding received through the CARIP program. This program provides financial incentives to community groups leasing District-owned buildings. These groups are eligible

About 53% of CARIP respondents report having organics collections programs in place. Over 70% of medium-sized and large communities report operating such programs.

for two phases of funding: Phase 1 funds up to 90% of the costs of an energy audit, and Phase 2 funds up to 90%, to a maximum of \$3,000, to undertake building upgrades that improve energy efficiency and/or reduce GHG emissions. In 2016, funding for energy audits was received by three groups: the Lawn Bowls Club, Central Saanich Senior Club, and the Lions Club. The Lawn Bowls Club also took advantage of Phase 2 funding to improve insulation in the clubhouse.

Community-Wide Actions

In 2016, the majority of community-wide actions reported by medium-sized communities occurred in the greenspace, waste and wastewater, and transportation categories. A number of communities identified actions related to supporting and encouraging walking, biking and transit use. For example, through the public engagement component of their transportation planning process, the City of Vernon discovered that many residents felt they would cycle more frequently if they felt secure on the roads. As part of their commitment to making cycling safer, Vernon has subsequently installed signage and pavement marking to support cycling.

Climate Action Highlights



Photo courtesy of City of Kimberley

The City of Kimberley completed its first full year of operation of the SunMine solar electricity facility in 2016. The project has allowed the community to utilize reclaimed brownfields and make use of existing transmission infrastructure. The facility was completed in 2015 and started commercial operation on June 22nd of that year, producing up to one megawatt of electricity at peak production times, enough to power about 250 homes. To date, the project has been able to offset 1770.8 tonnes of CO₂, 6.4 tonnes of SO₂ and 2.5 tonnes of NO_x. The City is seeking partnerships to expand the project to produce 15 megawatts at peak production.

Large Community Experience (50,000+)

Corporate Actions

Large communities reported the highest number of actions in the building and lighting category, with significant efforts to improve energy efficiency in corporate facilities. For example, Richmond completed energy efficiency upgrades at City Hall, the Steveston Community Centre, its fire halls, and other corporate facilities that are expected to reduce energy use by approximately 1.3 GWh, an amount that is equal to the annual energy use of 30 single family homes in the city. In Prince George, the City upgraded to LED lights in a number of locations including:

- *City Hall 3rd floor (expected 5500 kWh reduction annually)*
- *18th Ave Yard exterior lights (expected 10,000 kWh reduction annually)*
- *Aquatic Centre (expected 300,000 kWh reduction annually)*
- *Civic Centre (expected 400,000 kWh reduction annually)*

Climate Action Highlights

In 2016, several local governments in Metro Vancouver introduced staff incentives to encourage alternatives to single occupancy vehicle commuting:

- *Metro Vancouver updated its Employee Transit Commuter Program to partially subsidize Translink Compass transit passes.*
- *The District of Maple Ridge installed showers and bike-storage facilities in several of its office buildings.*
- *The City of Coquitlam implemented its Employee Sustainable Commute Program including reinstating a 25% transit pass subsidy, providing ride-matching, and introducing a program that provides eligible staff with a ride home in the event of a personal emergency or unexpected overtime.*

The City of West Kelowna is committed to becoming carbon neutral in its corporate operations and reaching its target to reduce community-wide emissions by 33% in 2020 and 80% in 2050. Accomplishments from past years include the incorporation of a geothermal heating system into the Royal LePage Place arena, construction of a LEED-certified RCMP detachment building, and adoption of a carriage house policy and bylaw to promote densification. The City took further action in 2016 by adopting a Pedestrian and Bicycle Plan to prioritize improvements to West Kelowna's active transport network and convert 200 of the City's 1,750 street lights to LEDs.

In 2016, the Vancouver City Council approved the Renewable Energy Strategy for City-Owned Buildings, which established targets of 100% renewable energy use and 100% GHG reduction by 2040. Actions taken in the last 10 years to support the achievement of energy reductions in city-owned buildings include a \$16-million investment in energy retrofits and optimization projects, resulting in \$2 million per year in energy cost savings and 5,500 tonnes of annual GHG reductions. Through these and other actions, to date Vancouver

48% of CARIP respondents indicate having a corporate GHG reduction plan. Respondents who indicated having a Climate Action Reserve Fund were more likely (66%) to report having a corporate GHG reduction plan in place.

About 23% of CARIP respondents report being in the process of developing or constructing a district energy or renewable energy system, about 34% report operating one, and 5% report being connected to a district energy system being operated by another provider.

has achieved a 23% reduction in GHG emissions in City-owned buildings from 2007 levels. Currently, approximately 60 energy retrofit and optimization projects are underway. These are expected to move the City further towards achieving its renewable energy goals. This includes work to complete the design of a replacement fire-hall facility in 2017, a new structure that will meet the Passive House standard. On completion, Vancouver would be the first city in North America to achieve this standard for a fire hall.

Community-Wide Actions



Large communities reported the highest number of actions in the transportation and solid waste categories. Transportation actions continue to include education programs in schools, expanding car share programs, and support for electric vehicles (EV). For example, the District of Saanich reports that the EV fast charging stations at a local mall had approximately 2,200 individual charging sessions in 2016 with sessions averaging 15-25 minutes. This equates to approximately 31 full days of non-stop use throughout the year and saves approximately 10 tonnes CO₂e per year from the energy used at this charging station.

Photo courtesy of District of Saanich

Climate Action Highlights



In May 2016, the Victoria City Council approved an All Ages and Abilities (AAA) cycling network which, when completed, will consist of over 24 kilometres of enhanced bicycle infrastructure. The goal is to encourage more people to bicycle by establishing a comfortable, connected, convenient and safe cycling environment. Current efforts focus on building 5.4 km of protected bike lanes in the downtown core by the end of 2018. This initial investment is targeted where there is the highest demand for active transportation infrastructure and there are opportunities to improve safety and support ease of transportation in an area with a rapidly growing population. The intention is that every neighbourhood and village centre will be connected to the network by 2022, helping to make cycling an attractive, affordable, and climate-friendly transportation option for all residents.

Photo courtesy of City of Victoria

Saanich and the Capital Regional District continued to support the provincial Oil to Heat Pump Incentive Program by providing local top up incentives of \$300 to the \$1,700 provided by the Province under the program. This, combined with effective public outreach, resulted in Saanich receiving the highest number of program participants in B.C. in 2016. In 2016, 90 homes registered for Saanich's top-up rebates to convert heating oil tanks to Air Source Heat Pumps. This resulted in potential emissions reductions of 720 tonnes CO₂e per year (up to 8 tonnes per property).



Photo courtesy of District of Saanich

Adaptation

The 2016 reporting year was the second year that local governments were asked to report on climate adaptation actions. It is evident from the responses received that community attention to climate change adaptation is increasing across B.C. More than 130 local governments reported actions related to climate change adaptation. These related to a variety of climate impact areas including: drought, wildfire, food security, sea level, storm events and changing temperatures. In total, 62% of CARIP respondents reported considering climate adaptation in asset management, 57% identified that they have been engaging in public education and raising awareness, and 50% identified that they have made land-use policy changes. Many local governments also indicated that they have been using the resources “[Plan2Adapt](#)” and “[Preparing for Climate Change – An Implementation Guide for Local Governments in BC](#)”.

Adaptation Action Highlights

- *The Village of Lumby has been increasing public awareness of a changing climate and possible risks and vulnerabilities through their quarterly newsletter and interactive neighbourhood programs.*
- *A number of communities in the Fraser Valley participated in the development of an [Agriculture and Climate Change Regional Adaptation Strategy](#).*
- *The Regional District of Nanaimo commenced the first phase of an assessment of coastal areas that may be impacted by sea level rise. The data was collected using Light Detection and Ranging (LiDAR) for coastal areas below 40-metre elevations.*
- *In West Kelowna, Council approved the purchase of a fire weather station to monitor conditions in the microclimatic region and agreed to provide access to the BC Wildfire Service to expand forest fire prevention efforts.*
- *The District of Squamish, in partnership with the Squamish Lillooet Regional District, the Squamish Nation and BC Hydro, developed a “[SquamishAlert](#)” emergency notification system that enables the district to communicate important information in the event of an emergency.*

- Surrey launched its [Coastal Flood Adaptation Strategy](#) to explore options and preferred strategies to adapt to local climate impacts, including sea level rise in coastal floodplain areas. Technical sea level and flood risk studies previously conducted are being used to inform adaptation options.
- The District of Saanich, through their [Communities in Harvest](#) program, is engaging and supporting residents in backyard food growing with the goal of enhancing food security.
- Kamloops cleared areas affected by pine beetle and tussock moth to reduce fire hazards.
- The Comox Valley Regional District is promoting the use of the [water balance model](#) to evaluate the impacts of land development activities on the ability of nature to provide rainwater management services.

Partner Organizations

As in previous CARIP reporting years, local governments have identified many partner organizations that have played a role in assisting them with implementing actions to support their climate mitigation and adaptation goals. Each year the CARIP summary report highlights one partner out of the list of partners generated from the CARIP surveys.

In 2016 the partner organization referenced most frequently by survey respondents was BC Hydro. For over 20 years BC Hydro has been supporting local government climate mitigation efforts by helping them to improve their energy efficiency and reduce their GHGs by providing expertise, education and financial incentives. Through their [Sustainable Communities program](#), for example, funds and resources are available for a number of initiatives including: developing community energy and emissions plans, including energy and emissions reduction measures in neighborhood scale plans (e.g. local area plans) or community scale plans (e.g. official community plans, regional growth strategies) and hiring community energy managers and co-op students/interns to support climate planning and plan implementation. B.C. communities have also taken advantage of and promoted BC Hydro's [Community ReGreening](#) program and home renovations rebates program.

List of Partners Identified in CARIP Reports

BC Hydro Sustainable Communities	TD Friends of the Environment Foundation	Real Estate Foundation
BC Hydro Power Smart	Columbia Basin Trust	Partnership for Water Sustainability
Climate Smart Business	Bike BC	Vancouver Foundation
Pembina Institute (Green Building Leaders)	Rotary Club	Interior Health Authority
Fortis BC	BC Healthy Communities	Pacific Institute for Climate Solutions
Bike to Work BC	Tree Canada	Pacific Climate Impacts Consortium
Carpool.ca	Northern Development Trust	Quality Urban Energy Systems of Tomorrow
Plug in BC	Cariboo Chilcotin Conservation Society	BC Sustainable Energy Association
Community Energy Association	Fraser Basin Council	VanCity
E3 Fleets	Investment Agricultural Foundation of BC	RBC Blue Water
Solar Hot Water Ready Regulation (BC Gov)	Community Energy Leadership Program	Municipal Natural Assets Initiative
FCM Green Municipal Fund	Woodstove Exchange Program	National Wetland Conservation Fund

Conclusion

As demonstrated by the 100% participation of Charter signatories in the CARIP program this year, and the extensive mitigation and adaptation actions reported in 2016, local governments are clearly committed to reducing their corporate and community-wide GHG emissions and addressing the impact of climate change.

The number of local governments measuring corporate emissions has increased to 147, with 45 reporting carbon neutral status. Approximately 93% of CARIP respondents reported having a plan in place to support community-wide climate mitigation. As indicated in the Climate Action Highlights sections of this report, innovative projects are being implemented by all sizes of communities, from supporting cycling to advancing solar energy capture projects. The adaptation actions reported further demonstrate an understanding of the need to address the changes that are, and will continue to be, experienced as a result of climate change.

More information on the CARIP program and CARIP Summary Reports from past years can be found on the [Ministry of Municipal Affairs and Housing website](#).

APPENDIX A

2016 Carbon Neutral Status of Reporting B.C. Local Governments

CARBON NEUTRAL				
Ashcroft	Dawson Creek	Ladysmith	Osoyoos	Thompson-Nicola RD
Capital RD	Delta	Langley, Township	Parksville	Tofino
Central Saanich	Duncan	Lantzville	Pemberton	Vancouver
Coldstream	East Kootenay RD	Logan Lake	Penticton	Vanderhoof
Columbia Shuswap Regional District	Fort St. James	Mount Waddington Regional District	Pitt Meadows	Victoria
Comox	Granisle	Nanaimo RD	Richmond	View Royal
Comox Valley RD	Highlands	North Cowichan	Sidney	West Vancouver
Cowichan Valley RD	Islands Trust	Oak Bay	Sooke	Whistler
Cumberland	Keremeos	Oliver	Squamish-Lillooet RD	White Rock

ACCELERATING PROGRESS ON CHARTER COMMITMENTS				
Abbotsford	Fernie	Langford	Okanagan-Similkameen RD	Salmon Arm
Alert Bay	Fort St. John	Langley, City	Peace River RD	Slocan
Armstrong	Fraser-Fort George RD	Lumby	Port Alberni	Smithers
Burnaby	Fruitvale	Maple Ridge	Port Alice	Spallumcheen
Bulkley-Nechako RD	Gold River	Masset	Port Coquitlam	Sparwood
Campbell River	Golden	Metchosin	Port Hardy	Squamish
Central Kootenay RD	Grand Forks	Metro Vancouver RD	Port McNeill	Strathcona RD
Clearwater	Houston	Midway	Port Moody	Summerland
Colwood	Invermere	Mission	Prince George	Surrey
Coquitlam	Kamloops	Montrose	Qualicum Beach	Taylor
Courtenay	Kelowna	Nanaimo	Radium Hot Springs	Trail
Cranbrook	Kimberley	New Westminster	Revelstoke	Valemount
Creston	Kitimat-Stikine RD	North Saanich	Rossland	Vernon
Elkford	Kootenay Boundary Regional District	North Vancouver, City	Saanich	Wells
Esquimalt	Lake Country	North Vancouver, District	Salmo	West Kelowna

MEASURING GHG EMISSIONS				
100 Mile House	Enderby	Kitimat	Northern Rockies Regional	Terrace
Cariboo RD	Fraser Valley RD	Mackenzie	Powell River RD	Tumbler Ridge
Central Okanagan RD	Gibsons	Merritt	Port Clements	Ucluelet
Chetwynd	Greenwood	Nelson	Quesnel	Williams Lake
Chilliwack	Harrison Hot Springs	New Denver	Sunshine Coast RD	
Clinton	Hudson's Hope	North Okanagan RD		

DEMONSTRATING PROGRESS ON CHARTER COMMITMENTS

Alberni-Clayoquot RD	Castlegar	Lake Cowichan	Peachland	Sechelt
Anmore	Central Coast RD	Lillooet	Port Edward	Sicamous
Barriere	Chase	Lions Bay	Pouce Coupe	Silverton
Belcarra	Fraser Lake	Lytton	Powell River	Stewart
Bowen Island	Hazelton	McBride	Prince Rupert	Sun Peaks
Burns Lake	Hope	Nakusp	Princeton	Tahsis
Cache Creek	Kaslo	New Hazelton	Queen Charlotte	Telkwa
Canal Flats	Kent	North Coast RD	Sayward	Warfield

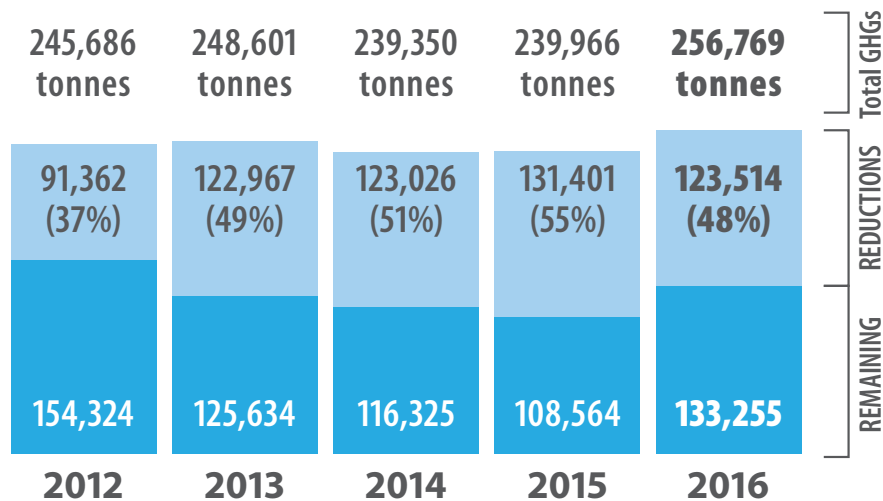
APPENDIX B

The following table and bar graph present corporate emission reductions claimed toward carbon neutral status.³

For further information, please contact IRPB@gov.bc.ca.

CORPORATE EMISSIONS REPORTED THROUGH CARIP, 2012-2016

	Number of LGs Measuring	Emission Reductions Claimed toward CN Status (tonnes)	Remaining Corporate Emissions (tonnes)	Total Corporate Emissions (tonnes)
2012	144	91,362	154,324	245,686
2013	157	122,967	125,634	248,601
2014	142	123,026	116,325	239,350
2015	146	131,401	108,564	239,966
2016	147	123,514	133,255	256,769



³ These figures do not include carryover amounts (i.e. the amounts that can be carried over to the following year from reductions over and above the amount required to be carbon neutral). Carryover amounts were included in emission reductions reported in previous years' CARIP Summary Reports.



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM



REGU/RECEIVE
01-11-2017

Reference: 311885

OCT 30 2017

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

Dear Chair Jack and Directors:

Thank you for your letter of August 23, 2017, addressed to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, regarding Carp and American Bullfrog interactions with Sockeye rearing in fresh water lakes. Minister Heyman has asked that I respond on his behalf.

With regard to potential impacts of common carp on juvenile salmon, carp are an omnivorous species but they are not known for predating on other fish species and their diet does not include juvenile salmon. Carp primarily feed on zooplankton, benthic organisms (larval insects, gastropods etc.), vegetation and plankton. Carp are very active when feeding and when carp are highly abundant this can lead to impacts such as increased water turbidity, disruption of sediments, uprooting and suppression of aquatic plant growth. In other regions where carp have been introduced they can have potential impacts of disrupting spawning and nursery habitats of juvenile and adult native fish species. A formal assessment of potential impacts of carp in Sproat Lake adult salmon has not been assessed at this time. Sampling/removal of carp did take place in Sproat Lake this year and there are plans for continued sampling/removal next year to help characterize growth, maturity, and reproduction of the carp population.

As for bullfrogs, adult salmon are not vulnerable to predation by bullfrogs. However, juvenile salmon have been recorded as prey in bullfrog diets, however at fairly low rates. For example, a large sample size study conducted in southern Vancouver Island where over 5000 bullfrog stomachs were dissected to determine diet composition, only 0.13% of bullfrog stomachs contained salmon. This low rate is mirrored in other studies. However, the rates of predation could increase if bullfrogs gain access to areas where juvenile salmon are concentrated, such as rearing ponds, traps, or other enclosed spaces. The potential impact of bullfrogs on salmon populations are expected to be low, however high concentration juvenile salmon areas will need to be monitored for bullfrog numbers and predation rates.

...2

Please feel free to contact us if you need further information on carp and/or bullfrogs. Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alec Dale', with a long horizontal line extending to the right.

Alec Dale
Executive Director
Ecosystems Branch

AN ARMY OF PROBLEM SOLVERS

SHAUN LONEY IN PORT ALBERNI, NOVEMBER 30, 2017

WHO IS SHAUN LONEY?

Shaun Loney has co-founded and mentored 11 social enterprises including BUILD Inc (2011 Scotia Bank EcoLiving Green Business for the year and 2013 Manitoba Apprenticeship Employer of the Year). He is an Ashoka Fellow (first in Canadian Prairies) and Ernst and Young' Entrepreneur of the Year (2014). Shaun was Director of Energy Policy for the Government of Manitoba (2002 – 2008) and a political advisor to Gary Doer's NDP (1997 – 2002). Check him out at: <https://m.youtube.com/watch?v=ZdFEvoTBOQs>

WHAT IS HIS MESSAGE?

Shaun inspires innovative solutions to help solve many of the stubborn social challenges we are familiar with in our region. His book describes effective social enterprises that “combine business smarts, common sense, ingenuity, community rootedness, and basic human caring” in a way that is beneficial for the health and social fabric of communities.

As a leader of the “solutions economy” Shaun thinks from outside the box and promotes the idea that poverty has no causes; it is simply the absence of prosperity.

We need to think not in terms of helping poor people cope, but in terms of creating an environment in which they can realize their productive capacity. We need to make reconciliation extend in very practical ways to as many people as possible. And we need to redefine prosperity to something broader, deeper, and more inclusive than simply economic growth. (p. 147, An Army of Problem Solvers)

WHO SHOULD ATTEND?

Individuals and groups interested in health, First Nations, education, social justice, and economic development issues.

EVENT DETAILS

- **Public address:** Thursday, November 30th, 7pm, at Echo Centre
- **Seminar:** Friday morning, December 1st, 9am – 12pm, at Tseshaht Administration Building
This is for interested parties to explore the integration of Shaun's vision and principles with social and economic development activities in our region.

SPONSORS

The following organizations are supporting this project:

City of Port Alberni Economic Development, Alberni-Clayoquot Health Network, Alberni Valley United Church, Alberni Valley Transition Town Society, AV Social Planning Council, Alberni Retired Teachers Association, Tseshaht First Nation, Hupacasath First Nation, and the Loney Event Planning Group: Shirley Whyte, David Parks, Sue Comeau, John & Diane Mayba, Keith & Bernadette Wyton, Rosemary & Dave Ronalds, Penny Cote, and Josie Osborne.

SUPPORT

We look forward to seeing you on November 30th. If you can offer additional support we are looking for help in:

- The distribution of event information and Shaun's book, “An Army of Problem Solvers”
- In-kind and financial support to help with event costs.

On behalf of the planning group,

Shirley Whyte

For more info contact: wyton@shaw.ca

www.armyofproblemsolvers.com

Cheques should be made out to Alberni Valley Transition Town Society with “Shaun Loney Event” on the memo line.

Sue Comeau will arrange to pick up and deliver cheques. She can be reached at: 250-723-5596; suecomeau60@gmail.com



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Alberni Valley & Bamfield Services Committee
Meeting Date: November 8, 2017
Subject: Action Plan Development - Examining Potential of New Aquatic Centre

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to meet with City of Port Alberni staff to develop an action plan for examining the potential for development of a new aquatic centre and the provision of aquatic centre services in the Alberni Valley for consideration by the ACRD Board during 2018 budget discussions.

Desired Outcome:

To develop an action plan for examining the potential for development of a new aquatic centre in the Alberni Valley.

Background:

At the Alberni Valley & Bamfield Services Committee meeting on September 19, 2017, the Committee considered a letter from the City of Port Alberni (CPA) requesting the Alberni-Clayoquot Regional District (ACRD) to take a leadership role in examining the potential for development of a new aquatic centre in the Alberni Valley (letter attached).

The Alberni Valley & Bamfield Services Committee passed the above resolution for consideration by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

ACRD and CPA staff resources required to meet and develop the action plan.

Financial:

Funding to support this process will be considered for 2018.

Policy or Legislation:

Local Government Act and Community Charter would apply.

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

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



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: November 8, 2017

Subject: Resolution – Signing Authority for Banking Purposes

Recommendation:

That the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:


- a. The following Directors have signing authority:
 - i. _____, Chairperson
 - ii. _____, Vice-Chairperson
- b. The following Staff members have signing authority:
 - i. Douglas Holmes, Chief Administrative Officer
 - ii. Teri Fong, Manager of Finance
 - iii. Wendy Thomson, Manager of Administrative Services
- c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members

Desired Outcome:

To update the signing authorities of the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District to reflect the new CAO, Douglas Holmes, as well as the current Chairperson and Vice-Chairperson as elected earlier this meeting.

Options Considered:

Staff request that if both the Chairperson and Vice-Chairperson reside outside the Alberni Valley that a third local Director be also delegated signing authority for urgent signing requests.

Submitted by: 

 Teri Fong, CPA, CGA, Manager of Finance

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors

From: West Coast Committee/
Wendy Thomson, Manager of Administrative Services

Meeting Date: November 8, 2017

Subject: **West Coast Multiplex Design Report 2017**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors receive the West Coast Multiplex Design and Costing Report developed by VDA Architecture Ltd.

Desired Outcome:

To provide a copy of the West Coast Multiplex Design and Costing Report to the project partners.

Background:

In March 2016, the Alberni-Clayoquot Regional District (ACRD) entered into a Memorandum of Understanding (MOU) with the Tla-o-qui-aht First Nation for the development of a detailed business plan, preliminary design and construction cost estimate for a multiplex facility on the West Coast.

Funding in the amount of \$100,000 was secured to support this MOU from Indigenous and Northern Affairs Canada, via the Tla-o-qui-aht First Nations (TFN). The ACRD managed the funds for these projects. The feasibility study for Phase 1 – the arena was completed by Recreation Excellence in December 2016.

In April 2017, the ACRD retained the services of VDA Architecture to undertake the design and costing portion of the project. VDA presented the final design and report to all interested parties on the west coast on October 12th (copies attached).


The West Coast Committee received the report at their meeting on November 1st and passed a resolution to forward a copy for receipt by the ACRD Board of Directors and Tla-o-qui-aht First Nation Council.

Time Requirements – Staff & Elected Officials:

Minimal

Financial/Policy or Legislation

n/a

Submitted by: 

Wendy Thomson, Manager of Administrative Services



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services/
Karen Freethy, Recreation Programmer, Parks, Recreation & Heritage, CPA

Meeting Date: November 8, 2017

Subject: Community Emergency Preparedness Fund Grant

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors submit an application through UBCM to the Community Emergency Preparedness Fund Emergency Social Services requesting a grant in the amount of \$25,000 to support Reception Centre and Group Lodging Kits and Volunteer Recruitment, Engagement and Retention for the Alberni Valley.

Desired Outcome:

To be successful in acquiring a \$25,000 grant to fund reception center and group lodging kits, volunteer recruitment, engagement and retention.

Background:

The Alberni-Clayoquot Regional District operates the Alberni Valley Emergency Planning service. In 2015 the Regional District entered into a three year agreement with the City of Port Alberni in which the City agreed to develop and maintain an ESS Reception Centre Management Plan for the Alberni Valley on behalf of the Regional District. Part of the agreement included:

- Identifying and maintaining a record of facilities that may be used for Emergency Social Services in the event of a disaster;
- Maintaining a record of identified facilities with contacts and potential uses in the event of a disaster;
- Developing a training plan for volunteers and ACRD/City employees in reception centre duties.
- Developing a tabletop exercise and drills for ACRD and City employees and volunteers and participate in any full-scale exercises the ACRD and/or City are involved in.

ACRD and City of Port Alberni staff identified this grant opportunity and developed the attached application for consideration by the ACRD Board of Directors.

Summary:

Emergency Social Services (ESS) is an essential component of our local Emergency Response Plan. Its value was recognized widespread throughout our province this summer with the devastating wildfires that struck several communities. It was a severe reminder of the significance of ESS and the importance of preparedness and emergency planning. Consequently, the local Emergency Response Plan has been reviewed and have critically

analyzed the strengths and determined areas for growth. Deficiencies within the ESS Plan were identified and a commitment to improve the ESS preparedness has been established. Three gaps in the local Emergency Plan were identified:

1. Absence of Reception Centre kits, equipment and supplies at all of our identified Reception Centres.
2. Absence of Group Lodging kits, equipment and supplies at all of our identified Group Lodging facilities.
3. Lack of local, trained ESS volunteers

With support of this grant opportunity we will be able to resolve the insufficiencies and dramatically improve ESS preparedness to be more representative of the local Emergency Plan.

As part of this process City of Port Alberni staff will be visiting all identified facilities and conducting a facility survey and inventory.

Time Requirements – Staff & Elected Officials:

Some staff time is required to assist in the application and organization of proposed objectives.

Financial:

Funds to prepare this application comes through the AV Emergency Planning budget.

Policy or Legislation:

Alberni-Clayoquot Regional District - Alberni Valley Emergency Plan Bylaw PS1006, City of Port Alberni Emergency Plan 2014, Bylaw No. 4836, Emergency Management BC Program Act and Regulations & Agreement between the ACRD & City of Port Alberni for ESS support services.



Submitted by: _____
Wendy Thomson, Manager of Administrative Services

Community Emergency Preparedness Fund
Emergency Social Services

Phone: 250 387-4470 E-mail: cepf@ubcm.ca
 Mail: 525 Government Street, Victoria, BC, V8V 0A8

2017 APPLICATION FORM

Please complete and return this form by **November 17, 2017**. All questions are required to be answered by typing directly in this form. For detailed instructions regarding application requirements, please refer to the *2017 Emergency Social Services Program & Application Guide*.

SECTION 1: APPLICANT INFORMATION	
Applicant: Alberni-Clayoquot Regional District	Date of Application: November 9, 2017
Contact Person*: Wendy Thomson	Title: Manager of Administrative Services
Phone: (250) 720-2706	E-mail: wthomson@acrd.bc.ca

* Contact person must be an authorized representative of the applying local government or Treaty First Nation.

SECTION 2: PROJECT INFORMATION
<p>1. NAME OF PROJECT. Preparing Port Alberni</p>
<p>2. EMERGENCY PLAN. Please describe the extent to which the proposed project will support recommendations or requirements identified in the local Emergency Plan.</p> <p>Emergency Social Services (ESS) is an essential component of our local Emergency Response Plan. Its value was recognized widespread throughout our province this summer with the devastating wildfires that struck several communities. It was a severe reminder of the significance of ESS and the importance of preparedness and emergency planning. Consequently, we have recently reviewed our local Emergency Response Plan and have critically analyzed our strengths and determined our areas for growth.</p> <p>Deficiencies within our ESS Plan were identified and a commitment to improve our ESS preparedness has been established. Three gaps in our local Emergency Plan have been identified:</p> <p>a) Complete absence of Reception Centre kits, equipment and supplies at all of our identified Reception Centres</p>

b) Complete absence of Group Lodging kits, equipment and supplies at all of our identified Group Lodging facilities

c) Lack of local, trained ESS volunteers

It is recommended in our local Emergency Response Plan that each identified Reception Centre and Group Lodging facility be fully equipped with kits, equipment and supplies that would be sufficient for a Level 2/3 response. However, the reality is that none of our locations are currently prepared for this occurrence. All of our facilities, except one are grossly unprepared. None of our facilities have any designated ESS supplies, forms, equipment or kits at any location.

At present we are not prepared and would not be able to operate a successful Level 2/3 response without the support of neighbouring communities. Our goal is to obtain the funds necessary to equip all our Reception Centres and Group Lodging facilities with the necessary supplies to properly and successfully execute Level 2/3 ESS response if the need should occur.

Port Alberni is a rural community that has several distinct regional districts. Port Alberni includes the outlying regions of Sproat Lake, Beaver Creek, Cherry Creek as well as the City area. In the case of a large-scale disaster, emergency assessments have identified that our regional districts will be isolated from our City resources and will need to be prepared to operate independently for the anticipated 72 hours. Therefore it has been recognized that it is imperative to have trained ESS volunteers in each area that know how to initiate and operate a Reception Centre and Group Lodging facility. Our local Emergency Plan recommends that we have an 'ESS volunteer team' in each regional district that is trained to perform the functions of ESS to the residents in their area. Currently we have six trained ESS volunteers that respond to Level 1 emergencies and zero active teams in any of the regional districts.

Our objective to address this deficiency is to focus on volunteer recruitment in each of the regional districts. Ideally we will create 'ESS teams' in each region that are comprised of 5 – 10 volunteers and a designated ESS Director. Additionally, we will improve volunteer engagement and retention practices through training workshops, meetings, conferences and exercises.

After reviewing our Emergency Response Plan and examining the reality of our ESS capacity, it was disappointing to acknowledge our deficiencies. However, recognizing our gaps, identifying our needs and focusing on solutions has been motivating to rectify our current situation. We are confident that with the support of this grant opportunity we will be able to resolve our insufficiencies and dramatically improve our ESS preparedness to be more representative of our local Emergency Plan.

3. TRANSFERABILITY. Please describe the extent to which the proposed project may offer transferable resources and supplies (i.e. ESS volunteers, training resources, cots, blankets, etc.) to other local governments and/or Treaty First Nations.

As mentioned, Port Alberni includes the regional districts of Sproat Lake, Beaver Creek and Cherry Creek and the City area. A more accurate representation of our community also encompasses the First Nation communities of Tseshaht and Hupacasath. We are close neighbours to the Nuu-Chah-Nulth regions of Huu-ay-aht, Toquaht, Tia-o-qui-aht, Ahousaht, Uchucklesaht and Ditidaht. We are also proximate to the communities of Tofino, Ucluelet, Bamfield, Qualicum and Parksville.

Our request of physical resources, improved volunteer capacity and increased training are all resources that are easily shared and highly transferrable to all of our neighbouring communities.

Physical equipment and supplies can be quickly and efficiently transported to neighbouring communities who are in crisis. Through our acquisition of items such as vests, signage, hygiene kits, laynards, extension cords, office supplies, comfort kits etc., we will be able to effectively help our neighbours with the resources they need to respond to an emergency with effectual organization. It is imperative that the volunteers have the physical resources they require to set up a composed Reception Centre and Group Lodging facility with efficiency and accuracy so volunteers can proceed with their roles and responsibilities and focus on the delivery of care and services that evacuees desperately need. Properly preparing our buildings, ensures that time is not wasted on locating items, and services can be distributed in a timely manner. We are closely located to many communities on Vancouver Island and have several methods of transportation that will assist in the shipping of any required items. Supplies can be sent by highway, aircraft or boat depending on the situation, allowing for materials to aid other communities with a swift response.

In addition to physical resources, Port Alberni will become an asset to nearby communities with human resources as well. Our increased volunteer capacity will allow us to provide support to other communities when required. Being able to offer trained ESS volunteers will be a huge benefit to any emergency response. Due to close proximity, trained ESS volunteers can be deployed and put to work quickly. The acquisition of skilled, qualified volunteers is a valuable resource that will not only greatly benefit our own community but will extend to surrounding communities as well.

Volunteers from other local authorities as well as Treaty First Nations will be invited to attend training opportunities such as courses, workshops, drills and tabletop exercises. Training opportunities are always an excellent chance to network with surrounding areas, develop and foster relationships, build capacity, share resources and expand our knowledge. Sharing stories, experiences and learned lessons between communities will nurture understanding, increase awareness and develop growth. Additionally, collaboration will improve volunteer recruitment, engagement and retention in all participating communities and the benefits will extend to all ESS teams.

Resources attained through this funding opportunity expand beyond the benefit of our own communities and are easily transferrable to other local authorities or Treaty First Nations community who may find themselves in need of aid. Any resources that are attained will be readily shared with our neighbours.

4. PARTNERSHIPS. Please identify any other authorities you will collaborate with on the proposed project and outline how you intend to work together.

The strength of Port Alberni has always been built on our partnerships, people and connectedness. Our foundation is resilient because of our relationships and linkages that spread far and wide into the fabric of our community. These connections are interwoven, resulting in strong bonds, steadfast ties and unwavering relationships. We are known as "the community with a heart" due to our swift, generous and cohesive reactions to those in need of aid. In times of emergency, we have a proven history that our community unites together for the well-being of our residents.

Legally, Port Alberni is comprised of City residents, regional district areas of Sproat Lake, Beaver Creek and Cherry Creek and the Tseshaht and Hupacasath First Nations but together we stand as one community. In times of need, our community is united as one and will respond to disasters together. Our distinctions will fade and unity will prevail.

When disaster strikes, the community will react as one. In recognition of this reality, we must also plan together as one. We may have different roles and needs but binding together in preparedness will make us stronger, more efficient and ultimately more effective when a disaster occurs.

Port Alberni's preparedness will include the integration of the following:

- Alberni-Clayoquot Regional District areas – including the Emergency Program Coordinator, regional district employees and volunteers and organizations such as Sproat Lake Fire Department, Beaver Creek Fire Department, Cherry Creek Fire Department.
- City of Port Alberni – including employees of the Parks, Recreation and Heritage Department, City Works Department, Fire Department and City Hall, as well as volunteers.
- Canadian Red Cross volunteers – these volunteers are currently involved in ESS Level 1 response and are a valuable asset to our community due to their training and experience. They also provide excellent support services for evacuees on a more extended basis.
- St. John's Ambulance volunteers – provides emergency response support, access to critical course training in first aid and other lifesaving skills and delivery of services when call upon.
- Salvation Army - is an important partner in training opportunities as well as an incredible asset in the delivery of service during an emergency.
- Arrowsmith Amateur Radio Club – members of this organization are integral to our communication efforts when traditional forms of communication are no longer available.
- Tseshaht First Nations – our community's residents inter-mingle and are entwined. We will work together with our First Nation communities in training opportunities, emergency planning and in the delivery of services as much as possible.
- Hupacasath First Nations – efforts will be made to include First Nations in collaboration and communication.
- Other organizations that are involved in our over-arching Emergency Response Plan include: BC Ambulance, RCMP, Catalyst Paper, Search and Rescue (SAR), Canadian Coast Guards, School District #70, Alberni Valley Rescue Squad, Port Alberni Port Authority and the Island Health Authority. Although these organizations are not necessarily directly linked to the delivery of ESS, they will likely be alongside the ESSD in the EOC in a large-scale disaster. Familiarizing ourselves with their organizations, making connections and building relationships with these organizations will be an enormous asset to the delivery of an emergency response, including ESS.

How will a collaborative approach leverage efficiencies and be a cost effective approach to ESS.

Training together, sharing resources, exchanging knowledge and collaborating will not only leverage human efficiencies but will also result in overall budgetary advantages. Stretching the budget to extend our financial resources is the best method to achieve maximum results. Cost effective strategies will be applied to training and workshop opportunities, execution of drills and exercises, sharing of physical resources when needed and service delivery. Situated on the rugged West Coast, our community and neighbouring communities may likely be cut-off from external support due to road closures, collapses of bridges, fallen trees, flooding and other natural consequences. An increase in local knowledge and skills will reduce our dependences on external support and increase our capabilities of responding to disaster locally and regionally. Not only will residents benefit from a quick result from trained responders but it will reduce the

need for external support and decrease the financial strain of Emergency Management British Columbia (EMBC). Fewer volunteers will need to be deployed from other communities, reducing the EMBC expense for volunteer travel, accommodation and food services. A collaborative approach is the only method that will allow ESS to expand and thrive. Sharing human and physical resources will provide a cost effective benefits that will leverage ESS capacity and growth.

5. PROPOSED ACTIVITIES. What specific activities will be undertaken as part of the proposed project. Please refer to Section 4 of the Program & Application Guide.

As outline previously, we are focused on improving our ESS Emergency Plan in 3 ways: 1) Adding Reception Centre kits to each of our 5 Reception Centres - purchase items to properly equip them in preparation for activation. 2) Adding Group Lodging kits to each of our 4 Group Lodging facilities - purchase items to ensure preparedness in the event that a Group Lodging facility is required. 3) Improve ESS Volunteer Plan by enhancing volunteer recruitment methods, increasing volunteer capacity, providing training sessions, expansion of volunteer engagement opportunities and development volunteer retention plan.

It has been identified through our local Emergency Plan and by recommendations of the EMBC and JIBC, that Reception Centres and Group Lodging facilities be equipped with kits, equipment and supplies that would be sufficient for an emergency response. However, currently none of our facilities have any of these supplies. Currently, our facilities, are grossly unprepared and don't have any designated ESS supplies, forms, equipment or kits at any of the locations.

As we live in a rural community where access to various locations could easily be cut-off due to road closures, flooding, fallen trees and bridge destruction, we have identified 5 Reception Centres (Sproat Lake Firehall, Beaver Creek Firehall, Cherry Creek Firehall, Echo Centre, Glenwood Centre) & 4 Group Lodging sites (Sproat Lake Hall, Beaver Creek Hall, Cherry Creek Hall, Alberni Athletic Hall) within our regional district. Having kits and supplies in each location is mandatory as it allows residents access to emergency supplies despite potential isolation. After reviewing recommendations from our local Emergency Plan, JIBC and EMBC, we created a list of items required at each site (see attachment #1 for full list). The expenses to fully stock each facility exceeds the limits of this grant (approx. \$9,000 for each Reception Centre and \$6,000 for each Group Lodging). It is apparent, that to fully equip each location is going to take some time and commitment within our budget but we have resolved to complete this undertaking. It is essential that our facilities are properly prepared for the delivery of ESS and to have our reality congruent with our Emergency Plan. With the support of the Community Emergency Preparedness Fund, we will prioritize our purchases and allocate equipment and supplies to each of our facilities. With a budget of \$2,500 for each Reception Centre (total \$12,500) and \$2,000 for each Group Lodging facility (\$8,000), we will have a great start to appropriately equip each facility with ESS kits and supplies.

Our funding request will be designated into two major streams: 1) purchase of supplies and equipment, 2) volunteer recruitment, engagement and retention. (Please review Attachment #2 for our comprehensive Volunteer Action Plan.)

Action Items for Volunteer Recruitment: 1) Recruitment Planning Session: Identify volunteer gaps and discuss the qualifications needed, Brainstorm names of potential volunteers, Contact potential newcomers, Discuss recruitment opportunities 2) Create display booth - circulate at community events to create awareness and increase volunteer interest. 3) Emergency Preparedness Week - promote awareness, education and volunteer opportunities via newspaper, radio and social media. 4) Fall Fair Booth - great venue that attracts thousands of people 5) Council Meeting Reports – ESS promotion and updates 6) Social Media - effective communication and great for education/ promotions for volunteer recruitment.

Action Items for Volunteer Engagement: 1) Conduct facility tours, 2) Complete facility survey 3) Complete ESS plan binders for each facility 4) Team building and planning session 5) Volunteer training sessions in the following areas: Registration and Referrals, Reception Centres, Managing Walk-in Volunteers, Resource Acquisition, First Aid, Intro to Emergency Pet Service, Incident Command System Course, Meet and Greet 6) Exercise - work as a group to discuss, plan and execute an exercise

Action Items for Volunteer Retention: 1) Summer BBQ - for team building, volunteer retention and group cohesion. Invite emergency agencies to foster positive relationships, strengthen inter-agency connections and program awareness. 2) Volunteer Appreciation & Awards Ceremony - team building, recognition of volunteer service, acknowledgement of special achievements

We are requesting \$4,500 for volunteer recruitment, engagement and retention funding. Funding allocation includes: workshop room rentals, instructor travel expenses, recognition awards to improve retention, display booth supplies to increase recruitment, ESS binder expenses, exercise & training expenses.

Funding Request Summary: Reception Centre Kits (5 at \$2,500 each) - \$12,500; Group Lodging Kits (4 at \$2,000 each) - \$8,000; Volunteer Recruitment, Engagement and Retention - \$4,500; Total Funds Requested: \$25,000

6. CAPACITY BUILDING. Describe how the proposed project will increase capacity to deliver emergency social services in your community.

Watching ESS in action all over our province this summer was incredibly motivating to look at our own Emergency Plan and review of ESS strengths and identifying our areas for improvement. Now that deficiencies have been recognized, solutions need to be found. The Community Emergency Preparedness Fund is timely in our recent incentive to improve our ESS capacity. Support from this grant opportunity, would 'kick start 'our improvements, elevate our current situation to be more congruent with our ESS plan and increase our capacity quickly and effectively. It will inject our community with the equipment, supplies and the training we need to significantly increase our capacity. It will have a tremendous impact on the successful delivery of emergency social services in our community. We will use this opportunity as a stepping stone to improve ESS in Port Alberni to even greater heights. Efforts will be made to continue to increase capacity beyond the scope of this funding opportunity and we will strive to become leaders in ESS delivery.

Project outcomes for increased capacity and delivery of ESS in Port Alberni includes:

- Creation of 'ESS teams' in each of the regions: Sproat Lake, Beaver Creek, Cherry Creek and City limits
- Increase in ESS volunteers numbers
- Improved linkages, communication and cohesion between Regional District, City and First Nations
- Development of a volunteer recruitment plan and creation of promotional materials
- Reception Centre kits, equipment and supplies will be located in each of the 5 identified Reception Centres
- Group Lodging kits, equipment and supplies will be place in each of the 4 identified Group Lodging facilities
- Improvements in ESS volunteer engagement with specific goals and outcomes outlined in the action plan
- Creation of ESS volunteer events and achievement awards to improve retention
- Increased ability to provide human and physical resources to neighbouring communities

- Provision of training opportunities and delivery of workshops and course, to improve volunteer knowledge and skills
- Enrichment of volunteer knowledge through a volunteer training action plan
- Increased capacity to send a trained mobile team and to assist other nearby communities when called upon
- Improved community awareness and education through a volunteer recruitment action plan
- Expanded connectedness through working relationships with other authorities and emergency organizations

7. EVALUATION. How will the project be evaluated?

When disaster strikes, the delivery of Emergency Social Services is paramount! However, successful delivery is contingent on successful preparation. Our project will vastly escalate our preparedness in Port Alberni.

Evaluation of our skills project will be measured by the following:

- Reception Centre kits will be placed in the following locations: Sproat Lake firehall, Beaver Creek firehall, Cherry Creek firehall, Echo Centre and Glenwood Centre within the next year.
- Group Lodging kits will be place in the following locations: Sproat Lake Community Hall, Beaver Creek Community Hall, Cherry Creek Community Hall, Alberni Athletic Hall within the next year.
- Educational materials and ESS forms from EMBC will be ordered. Forms will be added to kits and education materials will be circulated to appropriate community forums.
- ESS teams of 5 – 10 members will be created in each of our regional districts: Sproat Lake, Beaver Creek, Cherry Creek and City limits.
- A portable display board will be developed to ensure educational and promotional materials will be at local community events, fairs and meetings.
- During Emergency Preparedness Week there are a number of promotional and awareness activities completed including: newspaper articles, poster circulation, radio advertising, on-air interviews and social media announcements
- Participation in the Fall Fair with an information booth – great opportunity for volunteer recruitment
- ESS reports and updates will be added to the agenda of City Council meetings.
- A minimum of 30 social media announcements will be made in 2018. Announcement topics will include education, information, awareness, volunteer opportunities, volunteer recognition and training opportunities.
- ESS volunteers will conduct facility tours of all Reception Centres and Group Lodging sites.
- ESS team will complete a “facility survey form” on each Reception Centre and Group Lodging facility.
- An ESS Plan Binder, specific to each facility will be placed in each Reception Centre and Group Lodging site.
- An ESS 5 year action plan will be completed
- ESS volunteers will receive training in Registration and Referrals, Reception Centres, Managing Walk-In Volunteer and Incident Command System.
- The Salvation Army will be contacted to facilitate a Meet and Greet Course.
- CDART will be contacted to facilitate an Introduction to Emergency Pet Services Course

- ESS volunteers will be involved in the discussions, development and execution of an emergency exercise in 2018.
- Communication will be made with other authorities including Tofino, Ucluelet, Tsaeshaht, Hupacasath, Qualicum and Parkville to invite them to cross-over training and include them in updates and program development.
- A volunteer retention program will be developed including a summer barbeque and an annual volunteer appreciation and awards ceremony.

The evaluation of our project will be measured by the completion of these action items. In the execution of these outcomes, we can confidently pronounce that we will increase our ESS capacity in Port Alberni tremendously within the next year. Our goal is to ensure we are prepared to deliver Emergency Social Service effectively and efficiently when the time comes. With the help of this funding, we will be well on our way to ultimately reaching our goal... "Preparing Port Alberni".

SECTION 3: REQUIRED APPLICATION MATERIALS

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for the proposed project. Include a breakdown of desired equipment to be purchased, training and recruitment activities, and other considerations or comments. The budget must also clearly identify the Community Emergency Preparedness Fund funding request, applicant contribution, and/or other grant funding.

SECTION 4: SIGNATURE (To be signed by Local Government or First Nation Applicant)

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name:	Title:
Signature:	Date:

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

RECEPTION CENTRE KIT ITEMS

ITEM	COMPANY		PRICE	#	Total
FAST					
Multi-Purpose Vest VEST1017.5	FAST	Pg#8 in FAST Catalogue	\$99 ea (\$594 for all 6 colors)	6	\$594
Roles & Responsibilities Organizer MISC1137	FAST	Pg#20 in FAST Catalogue	\$300 ea	1	\$300
Dry Erase Charts SIGN5010-5060	FAST	Pg#22 in FAST Catalogue	\$125 ea	1	\$125
RoadBlock Kit EKIT1730	FAST	Pg#23 in FAST Catalogue	\$1200 ea	1	\$1200
Emergency Cabinets EMPP1170/1180	FAST	Pg#24 in FAST Catalogue	\$1450-Double door (EMPP1180)	1	\$1450
FIRST AID Kit EKIT1030	FAST	Pg#25 in FAST Catalogue	\$125 ea	1	\$125
Administration Kit EKIT1470	FAST	Pg#30 in FAST Catalogue	\$660 ea	1	\$660
Reception Centre Signage Kit SIGN1015	FAST	Pg#31 in FAST Catalogue	\$700 ea	1	\$700
Identification Vests VEST1185.5	FAST	Pg#32 in FAST Catalogue	\$42 ea (\$252 for all 6 colors)	6	\$252
Female Hygiene Kit EKIT1248	FAST	Pg#34 in FAST Catalogue	\$11 ea	50	\$550
Male Hygiene Kit EKIT1249	FAST	Pg#34 in FAST Catalogue	\$8.50 ea	50	\$425
ULINE					
Lanyards (Red,Blue or Black) S-13755	ULINE	Pg#110 ULINE 2017/Fall Winter Catalogue	\$17 for pack of 24	3	\$51
Pre Punched Sleeve for Lanyards S-14783	ULINE	Pg#110 ULINE 2017/Fall Winter Catalogue	\$31 for box of 100	1	\$31
Digital Wall Clock (24 hr)	ULINE	Pg#527 ULINE 2017/Fall Winter Catalogue	\$320 ea	1	\$320
Extension Cord 100' (all purpose)	ULINE	Pg#487 ULINE 2017/Fall Winter Catalogue	\$74 ea	5	\$370
Power Bar H-4125 (6 outlets)	ULINE	Pg#487 ULINE 2017/Fall Winter Catalogue	\$52 ea	3	\$156
Batteries Duracell	ULINE	Pg#533 ULINE 2017/Fall Winter Catalogue	AA \$19 for 24 AAA \$23 for 24 C \$24 for 12 D \$25 for 12	1 each	\$91
Reflective Traffic Cone S-14709 18"	ULINE	Pg#605 ULINE 2017/Fall Winter Catalogue	\$24 ea	4	\$96
Disposable Gloves	ULINE	Pg#558 ULINE 2017/Fall	\$23 per carton	1	\$23

Nitrile Supreno S-15363		Winter Catalogue	(100)		
Gaffer Tape (duct) S-5118 colored 2"	ULINE	Pg#686 ULINE 2017/Fall Winter Catalogue	\$30 for 24 rolls	1	\$30
Sealer Tape (packing) S-14564	ULINE	Pg#689 ULINE 2017/Fall Winter Catalogue	\$4.10 per role	4	\$16.40
Dry Erase easel tripod H-4982 27"x40"	ULINE	Pg#528 ULINE 2017/Fall Winter Catalogue	\$159 ea	1	\$159
Flagging Tape	ULINE	Pg#683 ULINE 2017/Fall Winter Catalogue	\$2.20 per role	2	\$8.80
STAPLES					
Solar Calculator SPL-230	STAPLES	https://www.staples.ca/en/Staples-SPL-230-CC-8-Digit-Display-Calculator/product_466465_1-CA_1_20001	\$7.96 ea	10	\$70.60
Phillips All Weather Flashlight SFI336	STAPLES	https://www.staples.ca/en/Phillips-All-Weather-Flashlight-Compact-Design/product_170033_1-CA_1_20001	\$14.99 ea	10	\$149.90
AM/FM Radio Sangeam Public Alert Certified	STAPLES	https://www.staples.ca/en/Sangeam-AM-FM-Weather-Crank-Radio-With-USB-SNGMMR88/product_2088944_1-CA_1_20001	\$107.99	1	\$107.99
Cobra Walkie Talkie ACXT545	STAPLES	https://www.staples.ca/en/Cobra-Walkie-Talkie-28-Mile-Radio-Red-ACXT545/product_2416273_1-CA_1_20001	\$59.81	2	\$119.62
CHARGETECH					
Cell Phone Power Strip Charging Station CS8	CHARGETECH	https://chargetech.com/product/power-strip-charging-station-cs8/	\$175 ea	2	\$350
ST JOHNS					
Children's Comfort Kit	ST JOHNS	ST JOHNS Website	\$39.95 ea	20	\$799
AMAZON					
Glow Sticks	AMAZON	https://www.amazon.ca/50-4-Assorted-Glow-Sticks/dp/B012QM76MY/ref=sr_1_4?ie=UTF8&qid=1509389359&sr=8-4&keywords=glow+sticks+bulk	\$18.50 for 50	1	\$18.50
Reception Centre Supplies and Equipment Total:					\$9,278.28 per site

GROUP LODGING KIT ITEMS

ITEM	COMPANY		PRICE	#	Total
FAST					
Multi-Purpose Vest VEST1017.5	FAST	Pg#8 in FAST Catalogue	\$99 ea (\$594 for all 6 colors)	6	\$594
Emergency Cabinets EMPP1170/1180	FAST	Pg#24 in FAST Catalogue	\$1450-Double door (EMPP1180)	1	\$1450
FIRST AID Kit EKIT1030	FAST	Pg#25 in FAST Catalogue	\$125 ea	1	\$125
Administration Kit EKIT1470	FAST	Pg#30 in FAST Catalogue	\$660 ea	1	\$660
Female Hygiene Kit EKIT1248	FAST	Pg#34 in FAST Catalogue	\$11 ea	50	\$550
Male Hygiene Kit EKIT1249	FAST	Pg#34 in FAST Catalogue	\$8.50 ea	50	\$425
ULINE					
Lanyards (Red,Blue or Black) S-13755	ULINE	Pg#110 ULINE 2017/Fall Winter Catalogue	\$17 for pack of 24	1	\$17
Pre Punched Sleeve for Lanyards S-14783	ULINE	Pg#110 ULINE 2017/Fall Winter Catalogue	\$31 for box of 100	1	\$31
Tyvek Wrist Bands (Neon Colors)	ULINE	Pg#265 ULINE 2017/Fall Winter Catalogue	\$64 for 500	1	\$64
Extension Cord 100' (all purpose)	ULINE	Pg#487 ULINE 2017/Fall Winter Catalogue	\$74 ea	5	\$370
Power Bar H-4125 (6 outlets)	ULINE	Pg#487 ULINE 2017/Fall Winter Catalogue	\$52 ea	2	\$104
Batteries Duracell	ULINE	Pg#533 ULINE 2017/Fall Winter Catalogue	AA \$19 for 24 AAA \$23 for 24 C \$24 for 12 D \$25 for 12	1 each	\$91
Reflective Traffic Cone S-14709 18"	ULINE	Pg#605 ULINE 2017/Fall Winter Catalogue	\$24 ea	4	\$96
Disposable Gloves Nitrile Supreno S-15363	ULINE	Pg#558 ULINE 2017/Fall Winter Catalogue	\$23 per carton (100)	1	\$23
Masking Tape S-14893 1"	ULINE	Pg#695 ULINE 2017/Fall Winter Catalogue	\$4.60 per role	20	\$92
Dry Erase easel tripod H-4982 27"x40"	ULINE	Pg#528 ULINE 2017/Fall Winter Catalogue	\$159 ea	1	\$159
Ear Plugs S-7028	ULINE	Pg#581 ULINE 2017/Fall Winter Catalogue	\$48 for 200 pairs	1	\$48
Toilet Paper S-18118	ULINE	Pg#339 ULINE 2017/Fall Winter Catalogue	\$58 for 96 roles	1	\$58
STAPLES					
Phillips All	STAPLES	https://www.staples.ca/en/P	\$14.99 ea	10	\$149.90

Weather Flashlight SFI336		hilips-All-Weather-Flashlight-Compact-Design/product_170033_1-CA_1_20001			
AM/FM Radio Sangeam Public Alert Certified	STAPLES	https://www.staples.ca/en/Sangeam-AM-FM-Weather-Crank-Radio-With-USB-SNGMMR88/product_2088944_1-CA_1_20001	\$107.99	1	\$107.99
Cobra Walkie TalkieACXT545	STAPLES	https://www.staples.ca/en/Cobra-Walkie-Talkie-28-Mile-Radio-Red-ACXT545/product_2416273_1-CA_1_20001	\$59.81		\$59.81
CHARGETECH					
Cell Phone Power Strip Charging Station CS8	CHARGETECH	https://chargetech.com/product/power-strip-charging-station-cs8/	\$175 ea	2	\$350
ST JOHNS					
Children's Comfort Kit	ST JOHNS	ST JOHNS Website	\$39.95 ea	20	\$800
AMAZON					
Glow Sticks	AMAZON	https://www.amazon.ca/50-4-Assorted-Glow-Sticks/dp/B012QM76MY/ref=sr_1_4?ie=UTF8&qid=1509389359&sr=8-4&keywords=glow+sticks+bulk	\$18.50 for 50	1	\$18.50
Group Lodging Supplies and Equipment Total:					\$6,443.30 per site

Action Items for Volunteer Recruitment, Engagement and Retention

Action Item for Volunteer Recruitment	Timeline
<p>Volunteer Recruitment Planning Session</p> <ul style="list-style-type: none"> • Identify gaps within the volunteer roles • Identify roles that need to be filled and discuss the qualifications needed • Brainstorm names of potential volunteers who have those qualifications and would be good volunteers • Delegate who is going to be responsible for making contact with each potential newcomer • Discuss promotional /volunteer recruitment opportunities • Pinpoint how to best promote ESS and recruit new members ie. pamphlets, events, programs, council meetings, public information booths etc. 	January 2018
<p>Create Display Booth</p> <ul style="list-style-type: none"> • Request educational materials from EMBC • Create a display board to circulate at community events, fairs and information booths to create awareness and increase volunteer interest/ recruitment. 	February
<p>Emergency Preparedness Week</p> <ul style="list-style-type: none"> • Participate at community centre activities • Promote awareness, education and volunteer opportunities via newspaper articles, radio advertising and on-air interviews and social media. 	May
<p>Fall Fair</p> <ul style="list-style-type: none"> • Participate in the local Fall Fair and provide information sessions, promotions and educational materials • This is a great venue that attracts thousands of people 	September
<p>Council Meeting Reports</p> <ul style="list-style-type: none"> • Utilize these opportunities to report to council and update them on ESS • Council meetings are on local television and meeting minutes are circulated within the community. • Volunteer recruitment will be promoted 	Ongoing
<p>Social Media Promotions</p> <ul style="list-style-type: none"> • Facebook and Port Alberni “chatterbox” are active forms of communication in our valley • Education and promotional materials will be circulated to recruit volunteers 	Ongoing

Action Item for Volunteer Engagement – 2018 Priorities	Timeline
<p>Conduct Facility Tours</p> <ul style="list-style-type: none"> • Visit each location • Members of the ESS team should complete tours together as a part of training and also volunteer engagement • Familiarize ourselves with each venue 	February - May
<p>Facility Survey</p> <ul style="list-style-type: none"> • Volunteers will complete Facility Survey Firm on each facility. • Take inventory of each facility – numbers of chairs, tables, washrooms, rooms etc. • Determine facility attributes and answer question such as: wheelchair accessible building, wheelchair accessible washrooms, kitchen facilities, number of rooms, room dimensions, room capacity, emergency generator, emergency lights, area suitable for animal control, outdoor area, heating sources (gas or electrical), cooking facilities (gas or electrical), laundry facilities, photocopier, phones, PA system, fax machine, elevator, fridges, microwaves, stove, dishwasher, water (well or tap), number of floors, storage capacity, age of building, occupant fire regulations etc. • After touring each facility and determining inventory and resources, transfer all information onto the Facility Survey forms so we have documentation of each facility. • Add an completed facility survey form for each facility into the ESS plan binder 	February - May
<p>Discuss Best Practices for Each Facility</p> <ul style="list-style-type: none"> • Review findings • As an ESS team, discuss and become familiar with the setbacks and assets of each building • Determine the best practices to suit special needs, children, elderly, etc. • Conduct monthly meetings a different buildings to maintain familiarity with the buildings and to keep updated on any building upgrades, losses or changes 	May - June
<p>Completion of ESS Binder for each facility</p> <ul style="list-style-type: none"> • Completion of ESS plan for each facility and placement of facility specific information at each location • This project will be highly engaging and will involve the participation of ESS volunteers over several months • The finished project will be a shared success 	September

Volunteer Training & Engagement	Schedule
<p>Meet & Greet, Team Building & Planning Session</p> <ul style="list-style-type: none"> • Introductions • Provide an opportunity for all groups to meet and get to know each other • Round table – provide status • Review Port Alberni demographics and statistics. Identify neighbourhood challenges and attributes • Create team building opportunities • Review goals and outcomes • Discuss ESS approach within our community • Review and discuss the ESS 5 year plan • Review resources • Review and discuss gaps and deficiencies and identify action items with assigned tasks 	February 2018
<p>Registration and Referrals – In-house training</p> <ul style="list-style-type: none"> • Review of EMBC registration and referral forms • Training session on using EMBC ESS registration and referral forms. • Will go over various scenarios and practice using the actual forms 	March 2018
<p>Reception Centres</p> <ul style="list-style-type: none"> • This month our training will focus on the components of Reception Centres • Review reception centre functions and discuss the roles and responsibilities of each function • Practical learning: staff will set up the physical layout of the reception centre with tables, chairs, signage etc. • Review of all the buildings that have been designated with the City and Regional District. Review the floor plans, service agreements and the pros/cons of each facility 	April 2018
<p>Standard First Aid & CPR-C</p> <ul style="list-style-type: none"> • Each year, volunteers should update their standard first and CPR – C. • A course instructor will be brought in to ensure all staff and volunteers are qualified with their first aid. 	May 2018
<p>Resource Acquisition workshop</p> <ul style="list-style-type: none"> • Review of service agreements • Identify gaps in our service agreements • Discussion around business/ organizations and their resources: what is working and what is not? • What service agreements do we still need? • As Level 1, 2 and 3 all utilizes local resources and service agreements it is important for all ESS members to come together to discuss best practices and information sharing. 	June 2018

<p>Managing Walk-in Volunteers</p> <ul style="list-style-type: none"> • It is important that we are trained on how to manage these walk-in volunteers and to prepare ourselves for this occurrence. • Practical learning: volunteers will set up a volunteer services centre and practice scenarios with walk-in volunteers • Training outcomes will include how to deal with managing large numbers of untrained walk-in disaster volunteers 	<p>July 2018</p>
<p>Exercise</p> <ul style="list-style-type: none"> • Work as a group to discuss what type of exercise we want to hold this year or next (drill, tabletop, full scale etc.). • Who do we want to include? • What type of disaster or scenario do we want to focus on this year? • Start planning the exercise • Create action plan and distribute action items to team members 	<p>August – October 2018</p>
<p>Meet and Greet Course</p> <ul style="list-style-type: none"> • This course is offered through the Salvation Army. • Not only is it a good learning opportunity for our staff to learn the roles and responsibilities of the meet and greet position but it is a great chance to involve a community organization into our training. Having local Salvation Army instructors will strengthen our relationship and increase our knowledge of their organization. 	<p>September 2018</p>
<p>Introduction to Emergency Pet Services Course</p> <ul style="list-style-type: none"> • This course is offered through CDART (Canadian Disaster Animal Response Team) • As Port Alberni as a large rural area, training in animal response will be a valuable asset in the event of a real emergency. We have many farms with livestock in addition to domestic animals. • Learning best practices on how to help keep these animals safe and free from harm will be a relief to many pet owners. • As CDART says, 'pet rescue and safety is about people, not animals'. • This course will explain the administrative part of an emergency animal rescue and the procedures and protocols when a disaster occurs. • There is additional training from CDART and further courses will be added to next year's training schedule. 	<p>October 2018</p>
<p>Incident Command System Course</p> <ul style="list-style-type: none"> • Participants will learn the benefit and necessity of the incident command system. The effectiveness of command, control and coordination of response at an emergency site. 	<p>November 2018</p>

<ul style="list-style-type: none"> • Participants will gain a basic understanding of its organization, principles, basic structure and common responsibilities. • This course is the first in a series of Incident Command System courses. • As this information is extremely valuable to a responding team, additional training and further course will be provided in next year's training schedule. 	
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Volunteer Retention	Schedule
Summer BBQ <ul style="list-style-type: none"> • Goal: team building, volunteer retention and group cohesion. • Opportunity to invite all emergency response agencies and include them in a non-emergency activity to foster positive relationships, strengthen inter-agency connections and program awareness. • Enjoy a family BBQ where all volunteers, staff and their families can come together for an afternoon of hot dogs, hamburgers, games, crafts, playground activities and spray park fun. 	August 2018
Christmas Celebration: Volunteer Appreciation & Awards Ceremony <ul style="list-style-type: none"> • Annual celebration and team building opportunity • Recognition of volunteer service • Acknowledgement of special achievements • Presentations of team awards and/or service accomplishments • Presentation of team gifts and 'swag' 	December 2018



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 8, 2017

Subject: **Appointments to the Bamfield Parks Commission**

Recommendation:

THAT the Alberni-Clayoquot Regional District re-confirm and approve appointments of the following individuals to the Bamfield Parks Commission:

- Andrea Butler, One Year Term
- Peter Herbig, Two Year Term
- Louis Druehl, Two Year Term

AND FURTHER that staff be instructed to work with the area Director and Commission Members to review, update and amend Bylaw 416, Bamfield Parks Commission for consideration by the ACRD Board of Directors.

Desired Outcome:

To update and re-confirm appointments to the Bamfield Parks Commission and provide direction to staff to update the Bamfield Parks Commission Bylaw.

Background:

The Alberni-Clayoquot Regional District established the Bamfield Parks Commission by bylaw in 1983 (Bylaw 416). The ACRD Board delegated certain authorities (as described in the Bylaw) to the Bamfield Parks Commission with respect to use, management, improvement, operation and control of any real property acquired or held for park purposes.

The Committee consists of five Members as follows:

- a. The Director for Electoral Area "A" (Bamfield)
- b. Two Members appointed by the ACRD Board of Directors (upon recommendation from the Director)
- c. Two Members elected at the Annual General Meeting (Bamfield Community Affairs Meeting).

Members are appointed for a two year term. The Chairperson is elected annually from amongst the Members.

At the October Bamfield Community Affairs meeting, Peter Herbig and Jane Morrison were elected to the Commission. Ms. Morrison has since withdrawn her Membership on the Committee. The vacant community position will be elected at the Community Affairs meeting in January 2018.

The Director for Bamfield recommends the ACRD Board of Directors appoint Louis Druehl to the Committee and re-confirm Andrea Butler as a current Member of the Commission.

Time Requirements – Staff & Elected Officials:

Possibly substantial depending upon ultimate scope of the bylaw.

Financial:


Any associated costs paid for through the Bamfield Parks Service.

Policy or Legislation:

Local Government Act applies to the creation of commissions and the delegation of authority.

Options Considered

This Bylaw is very outdated and requires revisions. Staff recommend that the Bylaw for the Bamfield Parks Commission be reviewed with input from the Area Director and Commission Members.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: November 8, 2017
Subject: Finance Warrant No. 582

Recommendation:

THAT the Board of Directors approve Finance Warrant Number 582 in the amount of \$6,968,598.70 dated October 31, 2017.

Summary:

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

Time Requirements – Staff & Elected Officials:

Minimal

Policy or Legislation:

None

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

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



AP5100

Date : Nov 03, 2017

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Time : 10:18 am

Supplier : 0002 To Z4209
 Trans. Date : 01-Oct-2017 To 31-Oct-2017
 Cheque Date : 01-Oct-2017 To 31-Oct-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	
0019	0946982 BC LTD (DBA - ACE FLAGGING)					
00200-0001	06-Oct-2017	Issued	240	T		373.28
102-2877	01-4-2500-000	PAYABLES - TRADE		373.28		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
Total :				373.28	0.00	373.28
00202-0001	27-Oct-2017	Issued	252	T		279.96
102-2916	01-4-2500-000	PAYABLES - TRADE		279.96		
Invoice Description --> BCWS - NEW SERVICE - WILLOW RD						
Total :				279.96	0.00	279.96
Supplier Total :				653.24	0.00	653.24
0002	45 ROBOTS INC					
41028	25-Oct-2017	Issued	251	C		251.31
1786	01-4-2500-000	PAYABLES - TRADE		251.31		
Invoice Description --> AVEP - EOC ALERTING SYSTEM						
Total :				251.31	0.00	251.31
Supplier Total :				251.31	0.00	251.31
0012	ABELL PEST CONTROL INC					
00202-0002	27-Oct-2017	Issued	252	T		93.27
A0506010	01-4-2500-000	PAYABLES - TRADE		93.27		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
Total :				93.27	0.00	93.27
Supplier Total :				93.27	0.00	93.27
0016	ACE COURIER SERVICES					
00200-0002	06-Oct-2017	Issued	240	T		178.61
14206689	01-4-2500-000	PAYABLES - TRADE		178.61		
Invoice Description --> BCWS -\$57.58, WCFL-\$70.27, BWS- \$36.15						
Total :				178.61	0.00	178.61
00202-0003	27-Oct-2017	Issued	252	T		170.87
14209036	01-4-2500-000	PAYABLES - TRADE		55.34		
Invoice Description --> BCWS - FREIGHT - SUPPLIES						
14208614	01-4-2500-000	PAYABLES - TRADE		115.53		
Invoice Description --> BCWS & LBA - WATER SYSTEM SUPPLIES						
Total :				170.87	0.00	170.87
Supplier Total :				349.48	0.00	349.48

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 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
00030	ACKLANDS-GRAINGER INC.						
000200-0003	06-Oct-2017	Issued	240	T		649.25	
9522425934	01-4-2500-000	PAYABLES - TRADE			-28.98		
Invoice Description --> BCWS - CREDIT SAFETY TOOLS							
9522425926	01-4-2500-000	PAYABLES - TRADE			30.04		
Invoice Description --> BCWS - SAFETY SUPPLIES							
9562677717	01-4-2500-000	PAYABLES - TRADE			90.14		
Invoice Description --> LBA - TERMINAL SUPPLIES							
9537039761	01-4-2500-000	PAYABLES - TRADE			112.57		
Invoice Description --> SL PARKS - COUGAR SMITH PARK - BATHROOM SUPPLIES							
9522028829	01-4-2500-000	PAYABLES - TRADE			122.24		
Invoice Description --> BCWS - SUPPLIES							
9544631568	01-4-2500-000	PAYABLES - TRADE			159.34		
Invoice Description --> LBA - TERMINAL SUPPLIES							
9544631550	01-4-2500-000	PAYABLES - TRADE			163.90		
Invoice Description --> LBA - TERMINAL SUPPLIES							
Total :					649.25	0.00	649.25
000202-0004	27-Oct-2017	Issued	252	T		1742.19	
9580463538	01-4-2500-000	PAYABLES - TRADE			25.57		
Invoice Description --> AVRA - TERMINAL MAINTENANCE							
9582372737	01-4-2500-000	PAYABLES - TRADE			39.11		
Invoice Description --> BCVFD - EQUIPMENT							
9580463546	01-4-2500-000	PAYABLES - TRADE			112.57		
Invoice Description --> AVRA - TERMINAL MAINTENANCE							
9560213333	01-4-2500-000	PAYABLES - TRADE			132.22		
Invoice Description --> BCVFD - EQUIPMENT							
9582383189	01-4-2500-000	PAYABLES - TRADE			271.05		
Invoice Description --> LBA - TERMINAL SUPPLIES							
9582372729	01-4-2500-000	PAYABLES - TRADE			298.70		
Invoice Description --> BCVFD - EQUIPMENT							
9582372703	01-4-2500-000	PAYABLES - TRADE			862.97		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					1742.19	0.00	1742.19
Supplier Total :					2391.44	0.00	2391.44
00031	AGAT LABORATORIES						
000200-0004	06-Oct-2017	Issued	240	T		1320.64	
17403969E	01-4-2500-000	PAYABLES - TRADE			1320.64		
Invoice Description --> WCLF - WATER MONITORING							
Total :					1320.64	0.00	1320.64
Supplier Total :					1320.64	0.00	1320.64

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



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Date : Nov 03, 2017 **Time :** 10:18 am
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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
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Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
00202-0005	27-Oct-2017		Issued	252	T	277.23		
27290	01-4-2500-000	PAYABLES - TRADE				90.72		
Invoice Description -->		SLVFD - C300SR - COPIER EXPENSE						
27499	01-4-2500-000	PAYABLES - TRADE				186.51		
Invoice Description -->		ACRD - RICH OH /MP6002SP						
Total :						277.23	0.00	277.23
Supplier Total :						277.23	0.00	277.23

0056 AIR LIQUIDE CANADA								
00200-0005	06-Oct-2017		Issued	240	T	30.55		
67279246	01-4-2500-000	PAYABLES - TRADE				30.55		
Invoice Description -->		SLVFD - EQUIPMENT						
Total :						30.55	0.00	30.55
00202-0006	27-Oct-2017		Issued	252	T	256.04		
67416699	01-4-2500-000	PAYABLES - TRADE				29.57		
Invoice Description -->		SLVFD - EQUIPMENT						
67416710	01-4-2500-000	PAYABLES - TRADE				59.36		
Invoice Description -->		BCVFD - EQUIPMENT						
67470419	01-4-2500-000	PAYABLES - TRADE				68.12		
Invoice Description -->		BCVFD - EQUIPMENT						
67380780	01-4-2500-000	PAYABLES - TRADE				98.99		
Invoice Description -->		BCVFD - EQUIPMENT						
Total :						256.04	0.00	256.04
Supplier Total :						286.59	0.00	286.59

0163 ALBERNI CHRYSLER LTD								
41072	26-Oct-2017		Issued	253	C	811.24		
74741	01-4-2500-000	PAYABLES - TRADE				811.24		
Invoice Description -->		BUILDING INSPECTION - DODGE RAM - IGNITION MAINTENANCE						
Total :						811.24	0.00	811.24
Supplier Total :						811.24	0.00	811.24

0060 ALBERNI COMMUNICATIONS & ELECTRONICS								
00200-0006	06-Oct-2017		Issued	240	T	1051.51		
24062	01-4-2500-000	PAYABLES - TRADE				1051.51		
Invoice Description -->		SLVFD - EQUIPMENT MAINTENANCE						
Total :						1051.51	0.00	1051.51
00202-0007	27-Oct-2017		Issued	252	T	42.78		
24167	01-4-2500-000	PAYABLES - TRADE				18.14		
Invoice Description -->		BCVFD - EQUIPMENT						

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
24107	01-4-2500-000	PAYABLES - TRADE		24.64		
Invoice Description --> SLVFD - EQUIPMENT MAINTENANCE						
Total :				42.78	0.00	42.78
Supplier Total :				1094.29	0.00	1094.29

0021 ALBERNI DISTRICT CO-OP ASSOCIATION						
00203-0001	31-Oct-2017		Issued	254	T	2314.86
SLVFD - SEPT/17	01-4-2500-000	PAYABLES - TRADE			220.66	
Invoice Description --> SLVFD - 0064337 - AUG FUEL						
BCVFD - SEPT/17	01-4-2500-000	PAYABLES - TRADE			612.93	
Invoice Description --> BCVFD - 0133967 - SEPT FUEL						
BCWS - SEPT/17	01-4-2500-000	PAYABLES - TRADE			695.53	
Invoice Description --> BCWS - 0104372 - SEPT FUEL						
ACRD - SEPT/17	01-4-2500-000	PAYABLES - TRADE			785.74	
Invoice Description --> ACRD - 0141614 - SEPT FUEL						
Total :				2314.86	0.00	2314.86
Supplier Total :				2314.86	0.00	2314.86

0090 ALBERNI DISTRICT FALL FAIR ASSOCIATION						
41029	25-Oct-2017		Issued	251	C	420.00
SASLMP2017	01-4-2500-000	PAYABLES - TRADE			420.00	
Invoice Description --> SLMP - BOAT STORAGE						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

0032 ALBERNI LANDSCAPING						
00200-0007	06-Oct-2017		Issued	240	T	1894.20
6554	01-4-2500-000	PAYABLES - TRADE			1894.20	
Invoice Description --> LBA - MAINTENANCE						
Total :				1894.20	0.00	1894.20
00202-0008	27-Oct-2017		Issued	252	T	603.75
6557	01-4-2500-000	PAYABLES - TRADE			603.75	
Invoice Description --> AVRA - GROUNDS MAINTENANCE						
Total :				603.75	0.00	603.75
Supplier Total :				2497.95	0.00	2497.95

0213 ALBERNI TOWING						
00202-0009	27-Oct-2017		Issued	252	T	441.95
26216	01-4-2500-000	PAYABLES - TRADE			152.15	
Invoice Description --> ACRD - GREAT CENTRAL LAKE - BOAT LAUNCH						

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
27771	01-4-2500-000	PAYABLES - TRADE		289.80		
Invoice Description --> BCVFD - TRAINING						
Total :				441.95	0.00	441.95
Supplier Total :				441.95	0.00	441.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
00200-0008	06-Oct-2017		Issued	240	T	238.18
20171673	01-4-2500-000	PAYABLES - TRADE		238.18		
Invoice Description --> AVRA - BUILDING MAINTENANCE						
Total :				238.18	0.00	238.18
Supplier Total :				238.18	0.00	238.18

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0066	03-Oct-2017		Issued	236	C	1000.00
40986	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ACHN - SAHWN LONEY - NOV 30TH EVENT ECHO CENTRE						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0270	06-Oct-2017		Issued	240	T	3394.99
03-046006	01-4-2500-000	PAYABLES - TRADE		-616.34		
Invoice Description --> BCWS - CREDIT WATER SYSTEM SUPPLIES						
03-047213	01-4-2500-000	PAYABLES - TRADE		25.76		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-047232	01-4-2500-000	PAYABLES - TRADE		70.90		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK						
03-041877	01-4-2500-000	PAYABLES - TRADE		82.83		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR						
03-046194	01-4-2500-000	PAYABLES - TRADE		88.86		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
03-042202	01-4-2500-000	PAYABLES - TRADE		138.77		
Invoice Description --> BCWS - SERVICE REPAIR						
22-059440	01-4-2500-000	PAYABLES - TRADE		209.03		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
20-032189	01-4-2500-000	PAYABLES - TRADE		333.23		
Invoice Description --> MWS - WATER SYSTEM SUPPLIES						
20-032188	01-4-2500-000	PAYABLES - TRADE		499.83		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
03-041876	01-4-2500-000	PAYABLES - TRADE		690.93		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK RD						
03-046124	01-4-2500-000	PAYABLES - TRADE		755.11		

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Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
03-045547	01-4-2500-000	PAYABLES - TRADE	1116.08				
Invoice Description --> AVRA & SL PARKS COUGAR SMITH - WATER SYSTEM SUPPLIES							
Total :			3394.99	0.00			3394.99
00202-0010	27-Oct-2017			Issued	252	T	2814.83
03-047604	01-4-2500-000	PAYABLES - TRADE	498.45				
Invoice Description --> BCWS - WATER SERVICE REPAIRS							
03-045793	01-4-2500-000	PAYABLES - TRADE	2316.38				
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
Total :			2814.83	0.00			2814.83
Supplier Total :			6209.82	0.00			6209.82

0393 ARROWSMITH WATER MANAGEMENT							
40987	03-Oct-2017			Issued	236	C	1806.00
716931	01-4-2500-000	PAYABLES - TRADE	1806.00				
Invoice Description --> SB WATER - WATER MONITORING							
Total :			1806.00	0.00			1806.00
Supplier Total :			1806.00	0.00			1806.00

0661 B. PLETTI CONTRACTING INC.							
41073	26-Oct-2017			Issued	253	C	2126.24
3480-2	01-4-2500-000	PAYABLES - TRADE	2126.24				
Invoice Description --> CCCP - CHERRY CREEK TRAIL							
Total :			2126.24	0.00			2126.24
Supplier Total :			2126.24	0.00			2126.24

0508 BAMFIELD BUILDERS SUPPLY							
00200-0010	06-Oct-2017			Issued	240	T	29.43
184198	01-4-2500-000	PAYABLES - TRADE	29.43				
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
Total :			29.43	0.00			29.43
Supplier Total :			29.43	0.00			29.43

1050 BAMFIELD VOLUNTEER FIRE DEPARTMENT							
00202-0011	27-Oct-2017			Issued	252	T	3000.40
BVFD - AUG 2017	01-4-2500-000	PAYABLES - TRADE	232.15				
Invoice Description --> BVFD - AUG 2017 - EXPENSE REIMBURSEMENT TO IMPREST FUND							
BVFD - SEPT 2017	01-4-2500-000	PAYABLES - TRADE	2768.25				
Invoice Description --> BVFD - SEPT 2017 - EXPENSE REIMBURSEMENT TO IMPREST FUND							

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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 :				3000.40	0.00	3000.40
Supplier Total :				3000.40	0.00	3000.40

0660 BC HYDRO							
41030	25-Oct-2017		Issued	251	C	6646.05	
400002886344	01-4-2500-000	PAYABLES - TRADE			361.98		
Invoice Description --> SLVFD - LAKESHORE FIRE HALL							
113009866199	01-4-2500-000	PAYABLES - TRADE			1822.04		
Invoice Description --> AVRA - HYDRO							
400002886211	01-4-2500-000	PAYABLES - TRADE			4462.03		
Invoice Description --> ACRD - HYDRO CONSOLIDATED							
Total :					6646.05	0.00	6646.05
Supplier Total :					6646.05	0.00	6646.05

0700 BC TRANSIT							
00201-0001	13-Oct-2017		Issued	243	T	18322.00	
817602	01-4-2500-000	PAYABLES - TRADE			18322.00		
Invoice Description --> AUG 2017 CUSTOM TRANSIT							
Total :					18322.00	0.00	18322.00
Supplier Total :					18322.00	0.00	18322.00

0740 BEAVER CREEK HOME CENTER							
00200-0011	06-Oct-2017		Issued	240	T	196.81	
1708-717917	01-4-2500-000	PAYABLES - TRADE			66.85		
Invoice Description --> SLVFD - EQUIPMENT							
1708-718663	01-4-2500-000	PAYABLES - TRADE			129.96		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					196.81	0.00	196.81
00202-0012	27-Oct-2017		Issued	252	T	85.25	
1709-753773	01-4-2500-000	PAYABLES - TRADE			85.25		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					85.25	0.00	85.25
Supplier Total :					282.06	0.00	282.06

0750 BEAVER CREEK VOL. FIRE DEPARTMENT						
41031	25-Oct-2017		Issued	251	C	4165.92
BCVFD-Q3-2017	01-4-2500-000	PAYABLES - TRADE			4165.92	
Invoice Description --> BCVFD - BUILD MAINT\$1011.20, EQUIP\$984.92, BANK FEES\$6.00, OFFICES\$103.94, TRAINING\$1						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				4165.92	0.00	4165.92
Supplier Total :				4165.92	0.00	4165.92

0785 BERKS INTERTRUCK LTD.

00200-0012	06-Oct-2017		Issued	240	T	5073.56	
33279	01-4-2500-000	PAYABLES - TRADE			145.60		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33283	01-4-2500-000	PAYABLES - TRADE			145.60		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33317	01-4-2500-000	PAYABLES - TRADE			372.49		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33366	01-4-2500-000	PAYABLES - TRADE			572.47		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33306	01-4-2500-000	PAYABLES - TRADE			837.56		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33338	01-4-2500-000	PAYABLES - TRADE			858.76		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33299	01-4-2500-000	PAYABLES - TRADE			2141.08		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
Total :					5073.56	0.00	5073.56

00202-0013 27-Oct-2017 Issued 252 T 580.90

156387	01-4-2500-000	PAYABLES - TRADE			84.59		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
156892	01-4-2500-000	PAYABLES - TRADE			192.90		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
33560	01-4-2500-000	PAYABLES - TRADE			303.41		
Invoice Description --> SLVFD - VEHICLE MAINTENANCE							
Total :					580.90	0.00	580.90
Supplier Total :					5654.46	0.00	5654.46

0791 BERRY & VALE CONTRACTING LTD

00201-0002	13-Oct-2017		Issued	243	T	123544.31	
2263	01-4-2500-000	PAYABLES - TRADE			2781.15		
Invoice Description --> AVLF - GYPROC RECYCLING - CAPITAL							
2275	01-4-2500-000	PAYABLES - TRADE			41080.20		
Invoice Description --> WCLF - SEPT CONTRACT \$35,521.60, FREON \$108, DIVERSION SPOTTER \$3494.40							
2274	01-4-2500-000	PAYABLES - TRADE			79682.96		
Invoice Description --> AVLF - SEPT CONTRACT \$63,495.41, FREON\$480, MMBC\$806.18, DIVERSION SPOTTER\$10,57:							
Total :					123544.31	0.00	123544.31

00202-0014 27-Oct-2017 Issued 252 T 9109.23

2284	01-4-2500-000	PAYABLES - TRADE			9109.23	
Invoice Description --> AVLF - WASTE DIVERSION INITIATIVE						

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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 :				9109.23	0.00	9109.23
Supplier Total :				132653.54	0.00	132653.54

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0812	BIG GREEN STORAGE					
40989	03-Oct-2017		Issued	236	C	6053.25
7251	01-4-2500-000	PAYABLES - TRADE		6053.25		
Invoice Description --> BCVFD - STORAGE CONTAINER - CAPITAL						
Total :				6053.25	0.00	6053.25
Supplier Total :				6053.25	0.00	6053.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0825	BLACK PRESS GROUP LTD.					
00200-0013	06-Oct-2017		Issued	240	T	1743.07
33256498	01-4-2500-000	PAYABLES - TRADE		1743.07		
Invoice Description --> PLANNING - \$924.70, BCWS \$385.29, LBA \$350.10						
Total :				1743.07	0.00	1743.07
Supplier Total :				3106.28	0.00	3106.28
00202-0015	27-Oct-2017		Issued	252	T	1363.21
33279720	01-4-2500-000	PAYABLES - TRADE		1363.21		
Invoice Description --> ACRD - \$629.61, PLANNING \$271.50, ACHN \$248.95, LBA \$148						
Total :				1363.21	0.00	1363.21
Supplier Total :				3106.28	0.00	3106.28

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0827	BLAKEY ELECTRIC					
41032	25-Oct-2017		Issued	251	C	1131.17
91576	01-4-2500-000	PAYABLES - TRADE		543.74		
Invoice Description --> BCVFD - MAINTENANCE						
91575	01-4-2500-000	PAYABLES - TRADE		587.43		
Invoice Description --> BCVFD - PARKING LOT SIGN PROJECT - CAPITAL						
Total :				1131.17	0.00	1131.17
Supplier Total :				1131.17	0.00	1131.17

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0892	BONESKY, CYNTHIA					
40991	03-Oct-2017		Issued	236	C	75.96
SEPT06/17	01-4-2500-000	PAYABLES - TRADE		75.96		
Invoice Description --> GIA - SPROAT LAKE - BLOCK WATCH MEETING						
Total :				75.96	0.00	75.96
Supplier Total :				75.96	0.00	75.96

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Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41013	10-Oct-2017	Issued	242	C		250.00
2017-1042	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BOSMA						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0914	BOWERMAN EXCAVATING LTD					
00202-0016	27-Oct-2017	Issued	252	T		257890.47
11407	01-4-2500-000	PAYABLES - TRADE		257890.47		
Invoice Description --> AVRA - RUNWAY EXTENSION - NW OLS RD - PROGRESS #1						
Total :				257890.47	0.00	257890.47
Supplier Total :				257890.47	0.00	257890.47

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0935	BRAKER ELECTRIC LTD					
40992	03-Oct-2017	Issued	236	C		121.38
1469	01-4-2500-000	PAYABLES - TRADE		121.38		
Invoice Description --> ACRD - BUILDING MAINTENANCE						
Total :				121.38	0.00	121.38
Supplier Total :				121.38	0.00	121.38

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0950	BRETT, KENNETH					
00200-0014	06-Oct-2017	Issued	240	T		1000.00
BRE181203	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0853	BROCK, STEVE					
40990	03-Oct-2017	Issued	236	C		250.00
2017-1035	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BROCK						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1035	BUTLER, LES					
00201-0003	13-Oct-2017	Issued	243	T		3150.00
2017-09	01-4-2500-000	PAYABLES - TRADE		3150.00		
Invoice Description --> BWS - SEPT 2017 CONTRACTOR						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				3150.00	0.00	3150.00
Supplier Total :				3150.00	0.00	3150.00

1110 CANADA POST CORPORATION

00202-0017	27-Oct-2017		Issued	252	T	210.70	
9632227803	01-4-2500-000	PAYABLES - TRADE			210.70		
Invoice Description --> SPROAT LAKE - NEWSLETTER, PLANNING - SHORT TERM RENTAL MAILOUT & BYLAW POSTA							
Total :					210.70	0.00	210.70
Supplier Total :					210.70	0.00	210.70

1130 CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS

41034	25-Oct-2017		Issued	251	C	666.75	
2017-1164	01-4-2500-000	PAYABLES - TRADE			666.75		
Invoice Description --> ACRD - MEMBERSHIP #1164 RENEWAL - D. HOLMES							
Total :					666.75	0.00	666.75
Supplier Total :					666.75	0.00	666.75

1113 CANADIAN MARITIME ENGINEERING

00200-0015	06-Oct-2017		Issued	240	T	1569.97	
CN000363	01-4-2500-000	PAYABLES - TRADE			-265.51		
Invoice Description --> REGIONAL PARKS - CREDIT - ALBERNI INLET TRAIL - SIGN							
IN009956	01-4-2500-000	PAYABLES - TRADE			1835.48		
Invoice Description --> REGIONAL PARKS - ALBERNI INLET TRAIL - SIGN							
Total :					1569.97	0.00	1569.97
00201-0004	13-Oct-2017		Issued	243	T	83820.80	
09J000207	01-4-2500-000	PAYABLES - TRADE			83820.80		
Invoice Description --> BVFD - FIRE BOAT							
Total :					83820.80	0.00	83820.80
Supplier Total :					85390.77	0.00	85390.77

1231 CAP-IT PORT ALBERNI,

40993	03-Oct-2017		Issued	236	C	180.27	
189034	01-4-2500-000	PAYABLES - TRADE			180.27		
Invoice Description --> ACRD/RURAL PLANNING - VEHICLE							
Total :					180.27	0.00	180.27
Supplier Total :					180.27	0.00	180.27

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Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41014	10-Oct-2017	Issued	242	C		250.00
2017-1037	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - CASAVANT						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00200-0016	06-Oct-2017	Issued	240	T		2868.48
KCG9419	01-4-2500-000	PAYABLES - TRADE		2868.48		
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				2868.48	0.00	2868.48
Supplier Total :				2868.48	0.00	2868.48
00202-0018	27-Oct-2017	Issued	252	T		437.84
KHS1123	01-4-2500-000	PAYABLES - TRADE		47.72		
Invoice Description --> ACRD - COMPUTER EXPENSE						
KHZ7394	01-4-2500-000	PAYABLES - TRADE		79.05		
Invoice Description --> ACRD - COMPUTER EXPENSE						
KHQ1236	01-4-2500-000	PAYABLES - TRADE		311.07		
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				437.84	0.00	437.84
Supplier Total :				3306.32	0.00	3306.32

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00202-0019	27-Oct-2017	Issued	252	T		6426.00
00216	01-4-2500-000	PAYABLES - TRADE		6426.00		
Invoice Description --> SEPT 2017 - IT SUPPORT \$5,820 - BCWS \$180, LBA \$120						
Total :				6426.00	0.00	6426.00
Supplier Total :				6426.00	0.00	6426.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41015	10-Oct-2017	Issued	242	C		1338.75
42798	01-4-2500-000	PAYABLES - TRADE		1338.75		
Invoice Description --> ACHN - TRANSPORTATION PROJECT						
Total :				1338.75	0.00	1338.75
Supplier Total :				1338.75	0.00	1338.75

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00200-0017	06-Oct-2017	Issued	240	T		626.65
AUG31/17-GARBAG	01-4-2500-000	PAYABLES - TRADE		133.34		
Invoice Description --> ACRD - GARBAGE - MAY 1 TO AUG 31/17						
AUG31/17-AVLF-SE'	01-4-2500-000	PAYABLES - TRADE		134.36		
Total :				626.65	0.00	626.65
Supplier Total :				626.65	0.00	626.65

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Supplier : 0002 To Z4209
 Trans. Date : 01-Oct-2017 To 31-Oct-2017
 Cheque Date : 01-Oct-2017 To 31-Oct-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	
Invoice Description --> AVLF - 3620 3RD AVE WATER & SEWAGE MAY - AUG 2017						
AUG31/17-ACRD	01-4-2500-000	PAYABLES - TRADE		358.95		
Invoice Description --> ACRD - OFFICE - WATER & SEWER FEES - MAY 1 - AUG 31/17						
Total :				626.65	0.00	626.65
Supplier Total :				626.65	0.00	626.65

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1351 CIVICINFO BC						
00202-0020	27-Oct-2017		Issued	252	T	446.25
2017651	01-4-2500-000	PAYABLES - TRADE		446.25		
Invoice Description --> ACRD - RERUITING						
Total :				446.25	0.00	446.25
Supplier Total :				446.25	0.00	446.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1412 CLAYQUOT BIOSPHERE TRUST						
40994	03-Oct-2017		Issued	236	C	15000.00
SEPT26/17	01-4-2500-000	PAYABLES - TRADE		15000.00		
Invoice Description --> ACHN - COASTAL FAMILY RESOURCE COALITION						
Total :				15000.00	0.00	15000.00
Supplier Total :				15000.00	0.00	15000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0803 CLOVERDALE PAINT INC.						
40988	03-Oct-2017		Issued	236	C	69.05
084037408	01-4-2500-000	PAYABLES - TRADE		69.05		
Invoice Description --> BCWS - WATER SYSTEM UPGRADES - CAPITAL						
Total :				69.05	0.00	69.05
Supplier Total :				69.05	0.00	69.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1392 CMHA HEALTHY HARVEST FARM						
41035	25-Oct-2017		Issued	251	C	800.00
OCT14/17	01-4-2500-000	PAYABLES - TRADE		800.00		
Invoice Description --> PLANNING - GROW LOCAL - WINTERIZING YOUR GARDEN						
Total :				800.00	0.00	800.00
Supplier Total :				800.00	0.00	800.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1382 COAST BC CATERING 2010						
00202-0021	27-Oct-2017		Issued	252	T	181.39
#48 - 2017	01-4-2500-000	PAYABLES - TRADE		67.99		
Invoice Description --> ACRD - COMMITTEE LUNCH						
#51 - 2017	01-4-2500-000	PAYABLES - TRADE		113.40		

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> ACRD - COMMITTEE LUNCH						
Total :				181.39	0.00	181.39
Supplier Total :				181.39	0.00	181.39
1410 COASTAL BRIDGE & CONSTRUCTION						
41016	10-Oct-2017	Issued	242	C		14700.00
17-426	01-4-2500-000	PAYABLES - TRADE		14700.00		
Invoice Description --> GIA - LOG TRAIN TRAIL						
Total :				14700.00	0.00	14700.00
Supplier Total :				14700.00	0.00	14700.00
141036 COASTAL BRIDGE & CONSTRUCTION						
41036	25-Oct-2017	Issued	251	C		14135.10
17-463	01-4-2500-000	PAYABLES - TRADE		14135.10		
Invoice Description --> AVRA - EXTENSION - CAPITAL						
Total :				14135.10	0.00	14135.10
Supplier Total :				14135.10	0.00	14135.10
1459 COLYN'S LANDSCAPING LTD.						
40995	03-Oct-2017	Issued	236	C		17936.10
170901	01-4-2500-000	PAYABLES - TRADE		1214.85		
Invoice Description --> AVLF - BAMFIELD TRANSFER STATION - REPAIRS						
170825	01-4-2500-000	PAYABLES - TRADE		16721.25		
Invoice Description --> BCVFD - BCWS - SPLIT - FENCE - CAPITAL						
Total :				17936.10	0.00	17936.10
Supplier Total :				17936.10	0.00	17936.10
1440 COMOX FIREFIGHTERS ASSOCIATION						
41037	25-Oct-2017	Issued	251	C		480.00
20170408	01-4-2500-000	PAYABLES - TRADE		480.00		
Invoice Description --> SLVFD - TRAINING						
Total :				480.00	0.00	480.00
Supplier Total :				480.00	0.00	480.00
0806 CORIX - CONTROL SOLUTIONS LP						
00202-0022	27-Oct-2017	Issued	252	T		534.84
INV48091	01-4-2500-000	PAYABLES - TRADE		534.84		
Invoice Description --> BCWS - STRICK RD PUMPHOUSE MAINTENANCE						
Total :				534.84	0.00	534.84
Supplier Total :				534.84	0.00	534.84

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
0801	CORIX WATER PRODUCTS LTD.						
000200-0018	06-Oct-2017	Issued	240	T		2522.33	
1071706449	01-4-2500-000	PAYABLES - TRADE			-275.52		
Invoice Description --> BWS - CREDIT WATER SYSTEM SUPPLIES							
10716108387	01-4-2500-000	PAYABLES - TRADE			2797.85		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES							
Total :					2522.33	0.00	2522.33
Supplier Total :					2522.33	0.00	2522.33
1559	CORMIER, JANETTE						
41017	10-Oct-2017	Issued	242	C		250.00	
2017-1039	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - CORMIER							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00
1611	CRAIG, SHAWN						
41018	10-Oct-2017	Issued	242	C		250.00	
2017-1041	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - SHAWN							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00
1650	CUPE - LOCAL 118						
000200-0019	06-Oct-2017	Issued	240	T		2873.44	
DUESAUG17-2	01-4-2500-000	PAYABLES - TRADE			1029.25		
Invoice Description --> AUGUST 2017 UNION DUES - PP16							
DUESSEP17	01-4-2500-000	PAYABLES - TRADE			1844.19		
Invoice Description --> SEPTEMBER 2017 UNION DUES							
Total :					2873.44	0.00	2873.44
000202-0023	27-Oct-2017	Issued	252	T		1783.55	
DUESOCT17	01-4-2500-000	PAYABLES - TRADE			1783.55		
Invoice Description --> OCTOBER 2017 UNION DUES							
Total :					1783.55	0.00	1783.55
Supplier Total :					4656.99	0.00	4656.99
1688	D BAR R CONTRACTING						
41039	25-Oct-2017	Issued	251	C		120.75	
975	01-4-2500-000	PAYABLES - TRADE			120.75		

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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	
Invoice Description --> AVLF - BAMFIELD TRANSFER STATION MAINTENANCE							
Total :					120.75	0.00	120.75
Supplier Total :					120.75	0.00	120.75

1672	D.A.S.T WELDING INC.						
41038	25-Oct-2017		Issued	251	C	219.67	
5742	01-4-2500-000	PAYABLES - TRADE			219.67		
Invoice Description --> BCWS - DUMPTRUCK REPAIR							
Total :					219.67	0.00	219.67
Supplier Total :					219.67	0.00	219.67

1848	D.R.CLOUGH CONSULTING						
40996	03-Oct-2017		Issued	236	C	357.00	
ACRD17-5AVRA	01-4-2500-000	PAYABLES - TRADE			357.00		
Invoice Description --> AVRA - EXTENSION - CAPITAL							
Total :					357.00	0.00	357.00
Supplier Total :					357.00	0.00	357.00

1709	DEER BAY CONTRACTING						
00202-0024	27-Oct-2017		Issued	252	T	1984.50	
5047	01-4-2500-000	PAYABLES - TRADE			1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING							
Total :					1984.50	0.00	1984.50
Supplier Total :					1984.50	0.00	1984.50

1780	DOLANS CONCRETE LTD.						
00200-0020	06-Oct-2017		Issued	240	T	38.71	
81140	01-4-2500-000	PAYABLES - TRADE			38.71		
Invoice Description --> BCWS - AIR VALVE MAINTENANCE - CAPITAL							
Total :					38.71	0.00	38.71
00202-0025	27-Oct-2017		Issued	252	T	105.20	
G45007	01-4-2500-000	PAYABLES - TRADE			42.34		
Invoice Description --> BCWS - SERVICE REPAIR							
G44982	01-4-2500-000	PAYABLES - TRADE			62.86		
Invoice Description --> BCWS - AIR VALVE - CAPITAL							
Total :					105.20	0.00	105.20
Supplier Total :					143.91	0.00	143.91

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
1847	DUPERE, JOHANNE						
00200-0021	06-Oct-2017		Issued	240	T	200.00	
DUP181204	01-4-2500-000	PAYABLES - TRADE			200.00		
Invoice Description -->		SPROAT PARKS CARETAKER					
Total :					200.00	0.00	200.00
Supplier Total :					200.00	0.00	200.00
0940	DUVALL, EDITH						
00200-0022	06-Oct-2017		Issued	240	T	1750.00	
EDUVALL81206	01-4-2500-000	PAYABLES - TRADE			1750.00		
Invoice Description -->		ACRD OFFICE - MONTHLY JANITORIAL					
Total :					1750.00	0.00	1750.00
Supplier Total :					1750.00	0.00	1750.00
1999	E-Z SEE REFLECTIVE ADDRESS SYSTEMS						
00202-0026	27-Oct-2017		Issued	252	T	369.60	
373	01-4-2500-000	PAYABLES - TRADE			44.10		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION					
380	01-4-2500-000	PAYABLES - TRADE			44.10		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION					
375	01-4-2500-000	PAYABLES - TRADE			48.30		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION					
371	01-4-2500-000	PAYABLES - TRADE			96.60		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION					
381	01-4-2500-000	PAYABLES - TRADE			136.50		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION					
Total :					369.60	0.00	369.60
Supplier Total :					369.60	0.00	369.60
1934	EDEN TREE FARM AND GARDENING						
00200-0023	06-Oct-2017		Issued	240	T	3787.87	
ARMYWORM17	01-4-2500-000	PAYABLES - TRADE			809.74		
Invoice Description -->		PLANNING - ARMY WORM PHEROMONE TRAPPING PROGRAM					
#8AUG17	01-4-2500-000	PAYABLES - TRADE			2978.13		
Invoice Description -->		PLANNING - AG SUPPORT \$2650, GROW LOCAL \$187.50					
Total :					3787.87	0.00	3787.87
00202-0027	27-Oct-2017		Issued	252	T	4773.51	
#9SEPT17	01-4-2500-000	PAYABLES - TRADE			4773.51		
Invoice Description -->		PLANNING - AG SUPPORT \$3,412.50, GROW LOCAL \$1,050					
Total :					4773.51	0.00	4773.51

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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	
Supplier Total :					8561.38	0.00	8561.38

1950	ENEX FUELS						
41019	10-Oct-2017		Issued	242	C	19356.53	
238978	01-4-2500-000	PAYABLES - TRADE			19356.53		
Invoice Description -->		AVRA - FUEL					
Total :					19356.53	0.00	19356.53
Supplier Total :					19356.53	0.00	19356.53

1970	EQUIFAX CANADA INC.						
41041	25-Oct-2017		Issued	251	C	26.25	
4478647	01-4-2500-000	PAYABLES - TRADE			26.25		
Invoice Description -->		AVLF & WCLF - CREDIT CHECK FEES					
Total :					26.25	0.00	26.25
Supplier Total :					26.25	0.00	26.25

1979	ERIK LARSEN DIESEL CO. LTD.						
00202-0028	27-Oct-2017		Issued	252	T	238.28	
715323	01-4-2500-000	PAYABLES - TRADE			238.28		
Invoice Description -->		LBA - TRUCK INSPECTION					
Total :					238.28	0.00	238.28
Supplier Total :					238.28	0.00	238.28

1990	EVITT ELECTRIC						
00200-0024	06-Oct-2017		Issued	240	T	462.11	
07731C	01-4-2500-000	PAYABLES - TRADE			124.15		
Invoice Description -->		SL PARKS - COUGAR SMITH PARK - SUPPLIES					
07501C	01-4-2500-000	PAYABLES - TRADE			337.96		
Invoice Description -->		AVRA - SUPPLIES					
Total :					462.11	0.00	462.11
Supplier Total :					462.11	0.00	462.11

2044	FINELINE ROAD MARKING						
40998	03-Oct-2017		Issued	236	C	1455.30	
15005	01-4-2500-000	PAYABLES - TRADE			1455.30		
Invoice Description -->		AVLF - ACCESS RD - CAPITAL					
Total :					1455.30	0.00	1455.30
Supplier Total :					1455.30	0.00	1455.30

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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	
2043	FISHER'S REGALIA						
40997	03-Oct-2017		Issued	236	C	575.87	
37045	01-4-2500-000	PAYABLES - TRADE			575.87		
Invoice Description --> BCVFD - BADGES							
Total :					575.87	0.00	575.87
Supplier Total :					575.87	0.00	575.87
2099	FOOTPRINTS SECURITY PATROL INC.						
00202-0029	27-Oct-2017		Issued	252	T	231.00	
74942	01-4-2500-000	PAYABLES - TRADE			231.00		
Invoice Description --> SL PARKS - DICKSON PARK - SECURITY							
Total :					231.00	0.00	231.00
Supplier Total :					231.00	0.00	231.00
2067	FORTISBC						
41042	25-Oct-2017		Issued	251	C	23.41	
SEP21/17	01-4-2500-000	PAYABLES - TRADE			23.41		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL							
Total :					23.41	0.00	23.41
Supplier Total :					23.41	0.00	23.41
2140	GEDDES, RICHARD D.						
00200-0025	06-Oct-2017		Issued	240	T	55.00	
RG-SLVFD0181207	01-4-2500-000	PAYABLES - TRADE			55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT							
Total :					55.00	0.00	55.00
Supplier Total :					55.00	0.00	55.00
2322	GUILLEVIN INTERNATIONAL CO.						
00200-0026	06-Oct-2017		Issued	240	T	551.16	
0428-512213	01-4-2500-000	PAYABLES - TRADE			551.16		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					551.16	0.00	551.16
00202-0030	27-Oct-2017		Issued	252	T	411.96	
0428-513771	01-4-2500-000	PAYABLES - TRADE			69.85		
Invoice Description --> SLVFD - EQUIPMENT							
0428-513251	01-4-2500-000	PAYABLES - TRADE			342.11		
Invoice Description --> SLVFD - EQUIPMENT							

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

Supplier	Supplier Name								
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount				
Invoice No.	Account No.	Account Description		Debit	Credit				
Total :							411.96	0.00	411.96
Supplier Total :							963.12	0.00	963.12

3511	HARRIS & COMPANY LLP								
41004	03-Oct-2017	Issued	236	C		1527.32			
008282001-AUG31/1	01-4-2500-000	PAYABLES - TRADE		1527.32					
Invoice Description --> CAO RECRUITING									
Total :							1527.32	0.00	1527.32
Supplier Total :							1527.32	0.00	1527.32

2465	HETHERINGTON INDUSTRIES LTD								
00202-0031	27-Oct-2017	Issued	252	T		91.35			
E-68725	01-4-2500-000	PAYABLES - TRADE		91.35					
Invoice Description --> AVLF - WASTE FUEL - DIESEL									
Total :							91.35	0.00	91.35
Supplier Total :							91.35	0.00	91.35

2466	HIGGINS, LINDA								
41021	10-Oct-2017	Issued	242	C		250.00			
2017-1040	01-4-2500-000	PAYABLES - TRADE		250.00					
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - HIGGINGS									
Total :							250.00	0.00	250.00
Supplier Total :							250.00	0.00	250.00

2521	HORNET EXCAVATING								
40999	03-Oct-2017	Issued	236	C		485.63			
537	01-4-2500-000	PAYABLES - TRADE		485.63					
Invoice Description --> BCWS - AIR VALVE MAINTENANCE - CAPITAL									
Total :							485.63	0.00	485.63
Supplier Total :							485.63	0.00	485.63

2560	HOULE PRINTING								
00200-0027	06-Oct-2017	Issued	240	T		485.77			
16629	01-4-2500-000	PAYABLES - TRADE		152.32					
Invoice Description --> BCWS - DOOR HANGER RE: WATER USAGE									
16671	01-4-2500-000	PAYABLES - TRADE		333.45					
Invoice Description --> WCLF - GARBAGE TAGS - RESIDENTIAL COLLECTION									
Total :							485.77	0.00	485.77

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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	
00202-0032	27-Oct-2017	Issued	252	T		300.16
16715	01-4-2500-000	PAYABLES - TRADE		300.16		
Invoice Description --> S.L. - FALL 2017 NEWSLETTER						
Total :					300.16	0.00
Supplier Total :					785.93	0.00

2580	HUB FIRE ENGINES & EQUIPMENT LTD.					
41045	25-Oct-2017	Issued	251	C		106.92
IN00033765	01-4-2500-000	PAYABLES - TRADE		106.92		
Invoice Description --> BCVFD - EQUIPMENT						
Total :					106.92	0.00
Supplier Total :					106.92	0.00

2642	INEO EMPLOYMENT SERVICES					
41022	10-Oct-2017	Issued	242	C		3903.43
3012	01-4-2500-000	PAYABLES - TRADE		3903.43		
Invoice Description --> ACHN - HOUSING FORUM - CONFERENCE ROOM RENTAL						
Total :					3903.43	0.00
Supplier Total :					3903.43	0.00

2651	INSIGHT CANADA INC.					
00200-0028	06-Oct-2017	Issued	240	T		675.21
720674832	01-4-2500-000	PAYABLES - TRADE		675.21		
Invoice Description --> PLANNING - COMPUTER EXPENSE						
Total :					675.21	0.00

00202-0033	27-Oct-2017	Issued	252	T		909.63
720680785	01-4-2500-000	PAYABLES - TRADE		14.49		
Invoice Description --> ACRD - COMPUTER EXPENSE						
720692744	01-4-2500-000	PAYABLES - TRADE		231.16		
Invoice Description --> ACRD - COMPUTER EXPENSE, PLANNING - PLOTTER						
720684634	01-4-2500-000	PAYABLES - TRADE		663.98		
Invoice Description --> ACRD - TONER - PLANNNG - PLOTTER						
Total :					909.63	0.00
Supplier Total :					1584.84	0.00

2751	IRG, HAZEL					
41023	10-Oct-2017	Issued	242	C		250.00
2017-1034	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - IRG						

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Trans. Date : 01-Oct-2017 To 31-Oct-2017
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Batch No. : All

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

2748	ISLAND BEVERAGE SERVICES							
41048	25-Oct-2017		Issued	251	C			217.56
16464	01-4-2500-000	PAYABLES - TRADE				217.56		
Invoice Description --> ACRD - OFFICE SUPPLIES								
Total :						217.56	0.00	217.56
Supplier Total :						217.56	0.00	217.56

2743	ISLAND OVERHEAD DOOR (1979) LTD.							
41047	25-Oct-2017		Issued	251	C			276.16
56868	01-4-2500-000	PAYABLES - TRADE				276.16		
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE								
Total :						276.16	0.00	276.16
Supplier Total :						276.16	0.00	276.16

1075	J&D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)							
00200-0029	06-Oct-2017		Issued	240	T			215.46
526949	01-4-2500-000	PAYABLES - TRADE				39.15		
Invoice Description --> ACRD - VEHICLE SAFETY TOTES								
909615	01-4-2500-000	PAYABLES - TRADE				176.31		
Invoice Description --> BCWS - SMALL TOOLS & BUILD MAINT								
Total :						215.46	0.00	215.46
Supplier Total :						215.46	0.00	215.46

2816	J.W.BERRY TRUCKING LTD.							
41000	03-Oct-2017		Issued	236	C			2310.00
12376	01-4-2500-000	PAYABLES - TRADE				2310.00		
Invoice Description --> AVLF - WOOD WASTE MAINTENANCE								
Total :						2310.00	0.00	2310.00
41050	25-Oct-2017		Issued	251	C			2091.60
12382	01-4-2500-000	PAYABLES - TRADE				2091.60		
Invoice Description --> AVLF - WOOD WASTE GRINDING								
Total :						2091.60	0.00	2091.60
Supplier Total :						4401.60	0.00	4401.60

2785	JACK'S EXCEL TIRE CENTRE							

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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	
41049	25-Oct-2017	Issued	251	C		26.88
159598	01-4-2500-000	PAYABLES - TRADE		26.88		
Invoice Description --> BUILDING INSPECTION - JEEP CHEROKEE - FLAT TIRE REPAIR						
Total :				26.88	0.00	26.88
Supplier Total :				26.88	0.00	26.88

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2787	06-Oct-2017	Issued	240	T		77.65
00200-0030	01-4-2500-000	PAYABLES - TRADE		77.65		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
Total :				77.65	0.00	77.65
Supplier Total :				77.65	0.00	77.65

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2910	03-Oct-2017	Issued	236	C		250.00
41002	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - JANSSON						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2840	03-Oct-2017	Issued	236	C		10.00
41001	01-4-2500-000	PAYABLES - TRADE		10.00		
Invoice Description --> SLVFD - TRAINING						
Total :				10.00	0.00	10.00
Supplier Total :				10.00	0.00	10.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2338	10-Oct-2017	Issued	242	C		250.00
41020	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - KENNEDY						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2337	25-Oct-2017	Issued	251	C		5000.00
41044	01-4-2500-000	PAYABLES - TRADE		5000.00		
Invoice Description --> WC MULTIPLEX - CONSULTING SERVICES FINAL BILLING						

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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 :				5000.00	0.00	5000.00
Supplier Total :				5000.00	0.00	5000.00

2890 L.B. WOODCHOPPERS LTD.							
00200-0031	06-Oct-2017		Issued	240	T 118.72		
277301	01-4-2500-000	PAYABLES - TRADE			118.72		
Invoice Description --> BCWS - NEW WATER SERVICE							
Total :					118.72	0.00	118.72
00202-0034	27-Oct-2017		Issued	252	T 1884.91		
280058	01-4-2500-000	PAYABLES - TRADE			16.80		
Invoice Description --> SLVFD - EQUIPMENT							
279637	01-4-2500-000	PAYABLES - TRADE			25.31		
Invoice Description --> SLVFD - EQUIPMENT							
279722	01-4-2500-000	PAYABLES - TRADE			55.33		
Invoice Description --> REGIONAL PARKS - MAINTANANCE SUPPLIES							
279330	01-4-2500-000	PAYABLES - TRADE			103.04		
Invoice Description --> SLVFD - EQUIPMENT							
278614	01-4-2500-000	PAYABLES - TRADE			143.36		
Invoice Description --> BCWS - SERVICE REPAIRS							
278348	01-4-2500-000	PAYABLES - TRADE			249.75		
Invoice Description --> BUILDING INSPECTION - RAIN GEAR - STEFANI							
279780	01-4-2500-000	PAYABLES - TRADE			1291.32		
Invoice Description --> BCWS - SMALL TOOLS							
Total :					1884.91	0.00	1884.91
Supplier Total :					2003.63	0.00	2003.63

3025 LADY ROSE MARINE SERVICES					
00200-0032	06-Oct-2017		Issued	240	T 4398.74
2010-25601	01-4-2500-000	PAYABLES - TRADE			12.60
Invoice Description --> BWS - ENVELOPE					
2010-25821	01-4-2500-000	PAYABLES - TRADE			32.63
Invoice Description --> BWS - WATER SYSTEM SUPPLIES					
2010-25824	01-4-2500-000	PAYABLES - TRADE			190.26
Invoice Description --> BWS - WATER SYSTEM SUPPLIES					
2010-25464	01-4-2500-000	PAYABLES - TRADE			320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSFER					
2010-25545	01-4-2500-000	PAYABLES - TRADE			320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSFER					
2010-25550	01-4-2500-000	PAYABLES - TRADE			320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSFER					
2010-25628	01-4-2500-000	PAYABLES - TRADE			320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSFER					
2010-25669	01-4-2500-000	PAYABLES - TRADE			320.25

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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 -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25708	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25751	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25782	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25786	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25859	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25885	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25915	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25952	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
Total :						4398.74	0.00	4398.74
00202-0035	27-Oct-2017			Issued	252	T		3199.85
2010-26250	01-4-2500-000	PAYABLES - TRADE				12.60		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES							
2010-26055	01-4-2500-000	PAYABLES - TRADE				305.00		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25990	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26025	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26090	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26144	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26167	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26210	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-26264	01-4-2500-000	PAYABLES - TRADE				320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
2010-25973	01-4-2500-000	PAYABLES - TRADE				640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSFER							
Total :						3199.85	0.00	3199.85
Supplier Total :						7598.59	0.00	7598.59

00201-0005	MARCIE DEWITT	13-Oct-2017		Issued	243	T		6250.00
SEPT30/17			01-4-2500-000					6250.00

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> ACHN - COORDINATOR - SEPT 2017						
Total :				6250.00	0.00	6250.00
Supplier Total :				6250.00	0.00	6250.00

3270 MCCOY LAKE EXCAVATING LTD							
00200-0033	06-Oct-2017		Issued	240	T	2500.96	
4082	01-4-2500-000	PAYABLES - TRADE			548.80		
Invoice Description --> SLVFD - DRY HYDRANTS							
4091	01-4-2500-000	PAYABLES - TRADE			1952.16		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS - \$853.00, NEW SERVICE \$975							
Total :					2500.96	0.00	2500.96
00202-0036		27-Oct-2017	Issued	252	T	1149.75	
4126	01-4-2500-000	PAYABLES - TRADE			1149.75		
Invoice Description --> BCWS - NEW METER CONNECTION - POPLAR RD							
Total :					1149.75	0.00	1149.75
Supplier Total :					3650.71	0.00	3650.71

3273 MCDOUGALL'S LANDSCAPING							
41051	25-Oct-2017		Issued	251	C	682.76	
4678	01-4-2500-000	PAYABLES - TRADE			682.76		
Invoice Description --> ACRD - OFFICE JULY - SEPT OUTSIDE MAINTENANCE							
Total :					682.76	0.00	682.76
Supplier Total :					682.76	0.00	682.76

3280 MCGILL & ASSOCIATES ENGINEERING							
00200-0034	06-Oct-2017		Issued	240	T	467.26	
16283	01-4-2500-000	PAYABLES - TRADE			60.38		
Invoice Description --> WC MULTIPLEX - CONSULTING ON SITE SERVICING							
16255	01-4-2500-000	PAYABLES - TRADE			406.88		
Invoice Description --> CCCP - CHERRY CREEK TRAIL							
Total :					467.26	0.00	467.26
00202-0037		27-Oct-2017	Issued	252	T	1914.95	
16308	01-4-2500-000	PAYABLES - TRADE			165.38		
Invoice Description --> AVLF - N.E. EXPANSION - CAPITAL							
16309	01-4-2500-000	PAYABLES - TRADE			413.44		
Invoice Description --> AVLF - GYPROC RECYCLING - CAPITAL							
16332	01-4-2500-000	PAYABLES - TRADE			1336.13		
Invoice Description --> CCCP - WATERMAIN DESIGN							
Total :					1914.95	0.00	1914.95

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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 :						2382.21	0.00	2382.21

3287	McLEAN & HIGGINS LTD.							
41052	25-Oct-2017		Issued	251	C	5.31		
45640	01-4-2500-000	PAYABLES - TRADE			5.31			
Invoice Description -->		BCWS - PUMPHOUSE MAINTENANCE - NORTH RESERVOIR						
Total :						5.31	0.00	5.31
Supplier Total :						5.31	0.00	5.31

3340	MINISTER OF FINANCE							
41053	25-Oct-2017		Issued	251	C	2175.00		
MSPOCT/17	01-4-2500-000	PAYABLES - TRADE			2175.00			
Invoice Description -->		MSP PREMIUMS FOR OCT 2017						
Total :						2175.00	0.00	2175.00
Supplier Total :						2175.00	0.00	2175.00

3375	MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)							
41054	25-Oct-2017		Issued	251	C	278.98		
93964631	01-4-2500-000	PAYABLES - TRADE			278.98			
Invoice Description -->		SLVFD - MEDICAL SUPPLIES						
Total :						278.98	0.00	278.98
Supplier Total :						278.98	0.00	278.98

3436	MOLLON, GREG							
41003	03-Oct-2017		Issued	236	C	250.00		
2017-1043	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - MOLLON						
Total :						250.00	0.00	250.00
Supplier Total :						250.00	0.00	250.00

3492	MORRISON, MYLES							
41024	10-Oct-2017		Issued	242	C	250.00		
2017-1038	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description -->		WOOSTOVE EXCHANGE PROGRAM - MORRISON						
Total :						250.00	0.00	250.00
Supplier Total :						250.00	0.00	250.00

3500	MUNICIPAL FINANCE AUTHORITY OF BC							

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
EFT-25	03-Oct-2017	Issued	234	E		8492.95
AVRA10/17	01-4-2500-000	PAYABLES - TRADE		8492.95		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST						
Total :				8492.95	0.00	8492.95
EFT-26	08-Oct-2017	Issued	260	E		32032.00
131-2/17	01-4-2500-000	PAYABLES - TRADE		32032.00		
Invoice Description --> DEBENTURE DEBT						
Total :				32032.00	0.00	32032.00
EFT-27	14-Oct-2017	Issued	260	E		188773.07
130-2/17	01-4-2500-000	PAYABLES - TRADE		188773.07		
Invoice Description --> DEBENTURE DEBT						
Total :				188773.07	0.00	188773.07
EFT-29	12-Oct-2017	Issued	260	E		125262.18
117-2/17	01-4-2500-000	PAYABLES - TRADE		125262.18		
Invoice Description --> DEBENTURE DEBT						
Total :				125262.18	0.00	125262.18
EFT-31	06-Oct-2017	Issued	260	E		5647524.01
AVRASTB	01-4-2500-000	PAYABLES - TRADE		5647524.01		
Invoice Description --> AVRA SHORT TERM DEBT PYMT AS DEBENTURE SECURED						
Total :				5647524.01	0.00	5647524.01
Supplier Total :				6002084.21	0.00	6002084.21

3490 MUNICIPAL PENSION PLAN						
EFT-21	05-Oct-2017	Issued	225	E		10631.67
PP#19 - 2017	01-4-2500-000	PAYABLES - TRADE		10631.67		
Invoice Description --> PP # 19 - 2017 PENSION REMITTANCE						
Total :				10631.67	0.00	10631.67
EFT-22	19-Oct-2017	Issued	238	E		10652.47
PP#20 - 2017	01-4-2500-000	PAYABLES - TRADE		10652.47		
Invoice Description --> PP # 20 - 2017 PENSION REMITTANCE						
Total :				10652.47	0.00	10652.47
Supplier Total :				21284.14	0.00	21284.14

3551 MYRES, LINDA						
00202-0038	27-Oct-2017	Issued	252	T		372.00
2017.32	01-4-2500-000	PAYABLES - TRADE		372.00		
Invoice Description --> BCEP - SHAKE OUT T-SHIRTS						

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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	
Total :				372.00	0.00	372.00
Supplier Total :				372.00	0.00	372.00

3600 NEOPOST

00200-0035	06-Oct-2017		Issued	240	T	442.33
8000202700170831	01-4-2500-000	PAYABLES - TRADE				442.33
Invoice Description --> ACRD - POSTAGE						
Total :						442.33
00202-0039	27-Oct-2017		Issued	252	T	1057.70
2331066	01-4-2500-000	PAYABLES - TRADE				76.82
Invoice Description --> ACRD - OFFICE SUPPLIES						
8000202700179093C	01-4-2500-000	PAYABLES - TRADE				980.88
Invoice Description --> ACRD - POSTAGE \$401.06, PLANNING \$579.82						
Total :						1057.70
Supplier Total :						1500.03

3627 NEXCAR SALES LTD.

00200-0036	06-Oct-2017		Issued	240	T	224.13
E10199	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> BUILDING INSPECTION - CHEROKEE - MAINTENANCE						
E10201	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> ACRD - 2008 TOYOTA YARIS - MAINTENANCE						
E10202	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> ACRD/PLANNING - SPLIT - 2011 DODGE RAM						
E10203	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						
E10200	01-4-2500-000	PAYABLES - TRADE				67.33
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE						
Total :						224.13
00202-0040	27-Oct-2017		Issued	252	T	3698.01
E10329	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE						
E10330	01-4-2500-000	PAYABLES - TRADE				39.20
Invoice Description --> BUILDING INSPECTION - CHEROKEE - MAINTENANCE						
E10331	01-4-2500-000	PAYABLES - TRADE				43.63
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE						
E10328	01-4-2500-000	PAYABLES - TRADE				95.15
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						
E10309	01-4-2500-000	PAYABLES - TRADE				3480.83
Invoice Description --> LBA - SB - 2007 JEEP LIBERTY - MAINTENANCE						
Total :						3698.01

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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	
Supplier Total :				3922.14	0.00	3922.14

3622 NICKLIN WASTE DISPOSAL						
00202-0041	27-Oct-2017		Issued	252	T	469.35
9995	01-4-2500-000	PAYABLES - TRADE				91.35
Invoice Description --> SLCP - COUGAR SMITH PARK - GARB PICK UP - OCT TO DEC 2017						
10553	01-4-2500-000	PAYABLES - TRADE				189.00
Invoice Description --> BCVFD - GARBAGE DISPOSAL - JULY - SEPT						
10554	01-4-2500-000	PAYABLES - TRADE				189.00
Invoice Description --> SLVFD - GARBAGE DISPOSAL - JULY - SEPT 2017						
Total :						469.35
Supplier Total :						469.35

3792 PACIFIC BLUE CROSS						
EFT-10	01-Oct-2017		Issued	261	E	10562.00
5184278	01-4-2500-000	PAYABLES - TRADE				10562.00
Invoice Description --> OCTOBER 2017 - HEALTH, DENTAL & DISABILTY PREMIUMS						
Total :						10562.00
Supplier Total :						10562.00

1712 PACIFIC SAFETY CENTER LTD						
41040	25-Oct-2017		Issued	251	C	267.75
33998	01-4-2500-000	PAYABLES - TRADE				267.75
Invoice Description --> ACRD - SAFETY COMMITTEE TRAINING - STEFANI						
Total :						267.75
Supplier Total :						267.75

3797 PITEAU ASSOCIATES						
00200-0037	06-Oct-2017		Issued	240	T	3030.56
18620	01-4-2500-000	PAYABLES - TRADE				241.50
Invoice Description --> AVLF - GENERAL CONSULTING						
18619	01-4-2500-000	PAYABLES - TRADE				2789.06
Invoice Description --> AVLF - S.E. EXPANSION - CAPITAL						
Total :						3030.56
Supplier Total :						3030.56

4115 PRICE'S ALARM SYSTEM LTD						
00200-0038	06-Oct-2017		Issued	240	T	157.50
2625011	01-4-2500-000	PAYABLES - TRADE				157.50
Invoice Description --> BCVFD - ALARM MONITORING - OCT TO DEC						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				157.50	0.00	157.50
Supplier Total :				157.50	0.00	157.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4131	PRIMAL COMMUNICATIONS LTD					
00202-0042	27-Oct-2017		Issued	252	T	5610.00
6974	01-4-2500-000	PAYABLES - TRADE			5610.00	
Invoice Description --> LBA - MARKETING PLAN						
Total :				5610.00	0.00	5610.00
Supplier Total :				5610.00	0.00	5610.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4187	QUALITY FOODS - PORT ALBERNI					
00200-0039	06-Oct-2017		Issued	240	T	103.82
66 318900	01-4-2500-000	PAYABLES - TRADE			26.91	
Invoice Description --> ACRD - OFFICE SUPPLIES						
66 306422	01-4-2500-000	PAYABLES - TRADE			36.63	
Invoice Description --> SLVFD - SAFETY SUPPLIES						
61 339346	01-4-2500-000	PAYABLES - TRADE			40.28	
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				103.82	0.00	103.82
Supplier Total :				103.82	0.00	103.82
00202-0043	27-Oct-2017		Issued	252	T	18.43
CREDIT-61-339346	01-4-2500-000	PAYABLES - TRADE			-47.10	
Invoice Description --> ACRD - CREDIT OFFICE SUPPLIES						
62 #201481	01-4-2500-000	PAYABLES - TRADE			65.53	
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				18.43	0.00	18.43
Supplier Total :				122.25	0.00	122.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4250	RAYLEC POWER LTD.					
41012	04-Oct-2017		Issued	241	C	24240.76
20179377	01-4-2500-000	PAYABLES - TRADE			24240.76	
Invoice Description --> AVRA - AIRFIELD LIGHTING PROJECT - PROGRESS 6 - CAPITAL						
Total :				24240.76	0.00	24240.76
Supplier Total :				24240.76	0.00	24240.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4220	RAYNER & BRACHT LTD					
41056	25-Oct-2017		Issued	251	C	2685.20
2017199	01-4-2500-000	PAYABLES - TRADE			2685.20	
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - SEPT 2017						

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Trans. Date : 01-Oct-2017 To 31-Oct-2017
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Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				2685.20	0.00	2685.20
Supplier Total :				2685.20	0.00	2685.20

4218 RAYNER BRACHT CONSTRUCTION INC.

41055	25-Oct-2017		Issued	251	C	26153.82
37939695	01-4-2500-000	PAYABLES - TRADE			26153.82	
Invoice Description --> BCVFD - PARKING LOT - CAPITAL						
Total :				26153.82	0.00	26153.82
Supplier Total :				26153.82	0.00	26153.82

4280 RECEIVER GENERAL FOR CANADA

41025	10-Oct-2017		Issued	242	C	16780.00
PP#20 - 2017	01-4-2500-000	PAYABLES - TRADE			16780.00	
Invoice Description --> TAX REMITTANCE FOR PP # 20 - 2017						
Total :				16780.00	0.00	16780.00
41057	25-Oct-2017		Issued	251	C	18406.64
PP#21 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE			1625.59	
Invoice Description --> TAX REMITTANCE FOR PP # 21 - 2017 - DIRECTORS						
PP#21 - 2017	01-4-2500-000	PAYABLES - TRADE			16781.05	
Invoice Description --> TAX REMITTANCE FOR PP # 21 - 2017						
Total :				18406.64	0.00	18406.64
Supplier Total :				35186.64	0.00	35186.64

4445 ROBINSON, MARGARET

41058	25-Oct-2017		Issued	251	C	132.00
235127	01-4-2500-000	PAYABLES - TRADE			132.00	
Invoice Description --> ACRD - TSESHAHT WORKING GROUP - LUNCH						
Total :				132.00	0.00	132.00
Supplier Total :				132.00	0.00	132.00

4475 ROCKY MOUNTAIN PHOENIX

00202-0044	27-Oct-2017		Issued	252	T	1848.00
IN0105906	01-4-2500-000	PAYABLES - TRADE			1848.00	
Invoice Description --> BCVFD - EQUIPMENT						
Total :				1848.00	0.00	1848.00
Supplier Total :				1848.00	0.00	1848.00

4477 ROSS, ED

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Batch No. : All

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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	
41026	10-Oct-2017	Issued	242	C		500.00
OCT/04/17	01-4-2500-000	PAYABLES - TRADE		500.00		
Invoice Description --> REGIONAL PARKS - INTERPRETIVE SIGN AT THE OLD BOY SCOUT CAMP AND MAINTENANCE						
Total :				500.00	0.00	500.00
Supplier Total :				500.00	0.00	500.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41005	03-Oct-2017	Issued	236	C		420.00
170910	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> LBA - VIDEO OF AWARD ACCEPTANCE						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00202-0045	27-Oct-2017	Issued	252	T		1316.15
120-00587621	01-4-2500-000	PAYABLES - TRADE		1316.15		
Invoice Description --> ALVF - POLY BAGS						
Total :				1316.15	0.00	1316.15
Supplier Total :				1316.15	0.00	1316.15

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00200-0040	06-Oct-2017	Issued	240	T		365.00
SEPT/2017	01-4-2500-000	PAYABLES - TRADE		365.00		
Invoice Description --> SLVFD - OFFICE ADMIN						
Total :				365.00	0.00	365.00
Supplier Total :				365.00	0.00	365.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00202-0046	27-Oct-2017	Issued	252	T		1552.72
NOV/17-FABER RD	01-4-2500-000	PAYABLES - TRADE		72.69		
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD						
NOV/17-LAKESHOR	01-4-2500-000	PAYABLES - TRADE		72.69		
Invoice Description --> SLVFD - ACCOUNT#012-8269-3473 - LAKESHORE RD						
OCT/17-FABER RD	01-4-2500-000	PAYABLES - TRADE		72.69		
Invoice Description --> SLVFD - ACCT#012-8269-3504 - FABER RD						
OCT/17-LAKESHOR	01-4-2500-000	PAYABLES - TRADE		72.69		
Invoice Description --> SLVFD - ACCOUNT#012-8269-3473 - LAKESHORE RD						
NOV/17-PACIFIC RII	01-4-2500-000	PAYABLES - TRADE		141.50		
Invoice Description --> SLVFD - ACCT#012-8186-3376 - PACIFIC RIM HWY						
OCT/17-PACIFIC RII	01-4-2500-000	PAYABLES - TRADE		141.50		
Invoice Description --> SLVFD - ACCT#012-8186-3376 - PACIFIC RIM HWY						

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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	
BCVFD - NOV01/17	01-4-2500-000	PAYABLES - TRADE			209.76		
Invoice Description --> BCVFD - ACCT #012-7703-7133							
ACRD-01-NOV-17	01-4-2500-000	PAYABLES - TRADE			265.48		
Invoice Description --> ACRD - ACCT #012-3529-6377							
BCWS - 01-NOV-17	01-4-2500-000	PAYABLES - TRADE			503.72		
Invoice Description --> BCWS - ACCT #012-8095-8259							
Total :					1552.72	0.00	1552.72
Supplier Total :					1552.72	0.00	1552.72
4610 SIGNWORKS							
41059	25-Oct-2017		Issued	251	C	336.00	
5369	01-4-2500-000	PAYABLES - TRADE			336.00		
Invoice Description --> SLVFD - SUPPLIES							
Total :					336.00	0.00	336.00
Supplier Total :					336.00	0.00	336.00
4654 SIMISTER, CHRIS							
41060	25-Oct-2017		Issued	251	C	927.50	
OCT06/17	01-4-2500-000	PAYABLES - TRADE			927.50		
Invoice Description --> AVLF - REFUND DRYWAL CHARGES PROCESSED AS ASBESTOS							
Total :					927.50	0.00	927.50
Supplier Total :					927.50	0.00	927.50
4717 SMITH, RYAN							
00201-0006	13-Oct-2017		Issued	243	T	5638.47	
PCSEPT/17	01-4-2500-000	PAYABLES - TRADE			88.78		
Invoice Description --> SALMON BEACH SEWAGE							
SEPT30/17	01-4-2500-000	PAYABLES - TRADE			5549.69		
Invoice Description --> SALMON BEACH SEWAGE							
Total :					5638.47	0.00	5638.47
Supplier Total :					5638.47	0.00	5638.47
4728 SONBIRD REFUSE & RECYCLING LTD.							
00201-0007	13-Oct-2017		Issued	243	T	15821.80	
29622	01-4-2500-000	PAYABLES - TRADE			15821.80		
Invoice Description --> SEPT 2017 WC GARBAGE & RECYCLING							
Total :					15821.80	0.00	15821.80
Supplier Total :					15821.80	0.00	15821.80

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 Medium :
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2732	SOUTHWEST BINDINGS					
41046	25-Oct-2017		Issued	251	727.96	
752365	01-4-2500-000	PAYABLES - TRADE		352.29		
Invoice Description --> LAMINATING SUPPLIES						
752247	01-4-2500-000	PAYABLES - TRADE		375.67		
Invoice Description --> LAMINATING SUPPLIES						
Total :				727.96	0.00	727.96
Supplier Total :				727.96	0.00	727.96

4760	SPROAT LAKE VOL. FIRE DEPARTMENT					
00200-0041	06-Oct-2017		Issued	240	18550.92	
SLVFD - AUG - 2017	01-4-2500-000	PAYABLES - TRADE		18550.92		
Invoice Description --> SLVFD - AUG REIMBURSEMENT						
Total :				18550.92	0.00	18550.92
Supplier Total :				18550.92	0.00	18550.92

4788	STAPLES ADVANTAGE					
41007	03-Oct-2017		Issued	236	281.94	
45348841	01-4-2500-000	PAYABLES - TRADE		281.94		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				281.94	0.00	281.94

41062	25-Oct-2017		Issued	251	716.97	
45561016	01-4-2500-000	PAYABLES - TRADE		-49.28		
Invoice Description --> PLANNING - CREDIT SUPPLIES						
45512060	01-4-2500-000	PAYABLES - TRADE		17.02		
Invoice Description --> BUILDING INSPECTION - OFFICE SUPPLIES						
45514465	01-4-2500-000	PAYABLES - TRADE		66.18		
Invoice Description --> PLANNING - SUPPLIES						
45456216	01-4-2500-000	PAYABLES - TRADE		78.11		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45501241	01-4-2500-000	PAYABLES - TRADE		104.81		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45609650	01-4-2500-000	PAYABLES - TRADE		124.47		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45486820	01-4-2500-000	PAYABLES - TRADE		171.93		
Invoice Description --> ACRD - OFFICE SUPPLIES \$92.01, PLANNING - \$61.49						
45464480	01-4-2500-000	PAYABLES - TRADE		203.73		
Invoice Description --> PLANNING - SUPPLIES						
Total :				716.97	0.00	716.97
Supplier Total :				998.91	0.00	998.91

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
4845	STAPLES BUSINESS DEPOT #321					
41008	03-Oct-2017	Issued	236	C		369.70
2263989	01-4-2500-000	PAYABLES - TRADE		52.87		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2265271	01-4-2500-000	PAYABLES - TRADE		316.83		
Invoice Description --> SLVFD - EQUIPMENT						
Total :					369.70	0.00
						369.70
41063	25-Oct-2017	Issued	251	C		433.56
2250691	01-4-2500-000	PAYABLES - TRADE		10.92		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2280417	01-4-2500-000	PAYABLES - TRADE		44.79		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2278896	01-4-2500-000	PAYABLES - TRADE		377.85		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
Total :					433.56	0.00
						433.56
Supplier Total :					803.26	0.00
						803.26
4655	STEPHENS, CADEN					
41061	25-Oct-2017	Issued	251	C		250.00
2017-1051	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - STEPHENS						
Total :					250.00	0.00
						250.00
Supplier Total :					250.00	0.00
						250.00
5001	STERICYCLE COMMUNICATION SOLUTIONS					
00200-0042	06-Oct-2017	Issued	240	T		236.55
10000226057	01-4-2500-000	PAYABLES - TRADE		236.55		
Invoice Description --> ACRD - CALL -IN-SERVICE - EMPLOYEE SAFETY - SEPTEMBER 2017						
Total :					236.55	0.00
						236.55
00202-0047	27-Oct-2017	Issued	252	T		232.43
10000239218	01-4-2500-000	PAYABLES - TRADE		232.43		
Invoice Description --> ACRD - CALL -IN-SERVICE - EMPLOYEE SAFETY - OCTOBER 2017						
Total :					232.43	0.00
						232.43
Supplier Total :					468.98	0.00
						468.98
4653	STEVENS, TODD					
41006	03-Oct-2017	Issued	236	C		250.00
2017-1036	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - STEVENS						

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Cheque Date : 01-Oct-2017 To 31-Oct-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				
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4885	SUN COAST WASTE SERVICES					
00201-0008	13-Oct-2017		Issued	243	T	24118.56
166186	01-4-2500-000	PAYABLES - TRADE		24118.56		
Invoice Description --> SEPT 2017- AV RECYCLING CONTRACT						
Total :				24118.56	0.00	24118.56
Supplier Total :				24118.56	0.00	24118.56

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
5410	TD VISA					
41071	25-Oct-2017		Issued	251	C	2407.76
OCT05/17	01-4-2500-000	PAYABLES - TRADE		2407.76		
Invoice Description --> ACRD - CREDIT\$1438.23, WCLF \$275.93, AVLF \$582.54, BUILD INSPECTION\$2245.28, LOGTRAI						
Total :				2407.76	0.00	2407.76
Supplier Total :				2407.76	0.00	2407.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
5402	TD VISA (BCVFD)C. STARRATT					
41070	25-Oct-2017		Issued	251	C	376.68
OCT05/17	01-4-2500-000	PAYABLES - TRADE		376.68		
Invoice Description --> BCVFD - EQUIPMENT \$301.78, INTERNET\$5.60, TRAINING\$69.30						
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
5401	TD VISA (BCVFD)M. KOBUS					
41069	25-Oct-2017		Issued	251	C	93.16
OCT05/17	01-4-2500-000	PAYABLES - TRADE		93.16		
Invoice Description --> BCVFD - TRAINING \$93.16						
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Supplier Total :				93.16	0.00	93.16

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
5397	TD VISA (CANN)					
41068	25-Oct-2017		Issued	251	C	496.40
OCT05/17	01-4-2500-000	PAYABLES - TRADE		496.40		
Invoice Description --> SLVFD - TRAINING\$75. - FOOD \$125.44, PHONE\$125.44, OFFICER'S EXPENSE\$276.52						
Total :				496.40	0.00	496.40

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



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 Date : Nov 03, 2017

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Supplier : 0002 To Z4209
 Trans. Date : 01-Oct-2017 To 31-Oct-2017
 Cheque Date : 01-Oct-2017 To 31-Oct-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		
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41067	25-Oct-2017		Issued	251	C	615.85		
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Invoice Description -->		SLVFD - TRAINING\$196.46, PICTURES\$137.03, FOOD\$282.36						
Total :						615.85	0.00	615.85
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4984	TELUS							
41064	25-Oct-2017		Issued	251	C	2469.07		
OCT07/17	01-4-2500-000	PAYABLES - TRADE			2469.07			
Invoice Description -->		ACRD CONSOLIDATED						
Total :						2469.07	0.00	2469.07
Supplier Total :						2469.07	0.00	2469.07

1890	TETRA TECH EBA INC.							
00202-0048	27-Oct-2017		Issued	252	T	12127.06		
60539873	01-4-2500-000	PAYABLES - TRADE			303.85			
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL						
60539875	01-4-2500-000	PAYABLES - TRADE			5237.40			
Invoice Description -->		AVRA - RUNWAY EXTENSION - CAPITAL						
60539874	01-4-2500-000	PAYABLES - TRADE			6585.81			
Invoice Description -->		AVRA - LIGHTING - CAPITAL						
Total :						12127.06	0.00	12127.06
Supplier Total :						12127.06	0.00	12127.06

2320	THE GRAPHICS FACTORY							
41043	25-Oct-2017		Issued	251	C	54.88		
24870	01-4-2500-000	PAYABLES - TRADE			54.88			
Invoice Description -->		PLANNING - CARDS - ANAKA						
Total :						54.88	0.00	54.88
Supplier Total :						54.88	0.00	54.88

4996	TIM'S TRIMMING							
41009	03-Oct-2017		Issued	236	C	367.50		
725	01-4-2500-000	PAYABLES - TRADE			367.50			
Invoice Description -->		BC PARKS - GROUNDSKEEPING - EVERGREEN						
Total :						367.50	0.00	367.50

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



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Supplier : 0002 To Z4209
Trans. Date : 01-Oct-2017 To 31-Oct-2017
Cheque Date : 01-Oct-2017 To 31-Oct-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					
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Chq/Ref #	Cheque Date					
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
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Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				1550.12	0.00	1550.12

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Date : Nov 03, 2017

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

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

Supplier	Supplier Name							
Chq/Ref #	Cheque Date		Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description						
Supplier Total :						1550.12	0.00	1550.12

5180	UNION OF B.C. MUNICIPALITIES							
41065	25-Oct-2017		Issued	251	C			399.00
ASSETMGN-FONG	01-4-2500-000	PAYABLES - TRADE				399.00		
Invoice Description -->		ACRD - ASSET MGMT - NOV 9-10 - FONG						
Total :						399.00	0.00	399.00
Supplier Total :						399.00	0.00	399.00

5367	VDA ARCHITECTURE LIMITED							
41066	25-Oct-2017		Issued	251	C			4067.25
17-192	01-4-2500-000	PAYABLES - TRADE				4067.25		
Invoice Description -->		WC MULTIPLEX - PRE-DESIGN AND PROGRAMMING & SCHEMATIC DESIGN						
Total :						4067.25	0.00	4067.25
Supplier Total :						4067.25	0.00	4067.25

5314	VISSERS SALES CORP							
00200-0043	06-Oct-2017		Issued	240	T			622.65
IN00077408	01-4-2500-000	PAYABLES - TRADE				622.65		
Invoice Description -->		BCWS - PUMPHOUSE MAINTENANCE - STRICK RD						
Total :						622.65	0.00	622.65
Supplier Total :						622.65	0.00	622.65

5432	WALLACE TECHNICAL LTD.							
00200-0044	06-Oct-2017		Issued	240	T			330.75
20170902	01-4-2500-000	PAYABLES - TRADE				330.75		
Invoice Description -->		BCWS - VIBRATION ANALYSIS - PUMPUHOUSE - SPLITS						
Total :						330.75	0.00	330.75
Supplier Total :						330.75	0.00	330.75

5481	WESTCOAST HOME HARDWARE LTD							
41011	03-Oct-2017		Issued	236	C			61.76
103747	01-4-2500-000	PAYABLES - TRADE				61.76		
Invoice Description -->		GIA - LOG TRAIN TRAIL - SUPPLIES						
Total :						61.76	0.00	61.76
Supplier Total :						61.76	0.00	61.76

5620	WORKSAFE BC							



Supplier : 0002 To Z4209
Trans. Date : 01-Oct-2017 To 31-Oct-2017
Cheque Date : 01-Oct-2017 To 31-Oct-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						
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Invoice No.	Account No.	Account Description			Debit	Credit	
41027	11-Oct-2017		Issued	245	C	7842.31	
3RDQTR2017	01-4-2500-000	PAYABLES - TRADE			7842.31		
Invoice Description -->		3RD QTR WCB PREMIUMS					
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Total Computer Paid :	<u>248,014.25</u>	Total EFT PAP :	<u>6,033,930.35</u>	Total Paid :	<u>6,968,598.70</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>686,654.10</u>		



REQUEST FOR DECISION

To: Board of Directors

From: Beaver Creek Water Advisory Committee,
Andrew McGifford, CPA, CGA Manager of Environmental Services

Meeting Date: November 8, 2017

Subject: Beaver Creek Water System - Bylaw to Impose Development Cost Charges

Recommendation:

THAT the Board of Directors give first reading to “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”.

THAT the Board of Directors give second reading to “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”.

THAT staff advertise and hold the public consultation session on November 21st 2017 at the Alberni-Clayoquot Regional District office, as recommended within the “Development Cost Charge - Best Practices Guide” by the Ministry of Municipal Affairs & Housing.

THAT the public meeting for Bylaws F1133, 2017 be delegated to the Director for Electoral Area ‘E’, the Alternate Director or the Chairperson of the Regional District

THAT the Board of Directors direct staff to submit “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017” and supporting information to the Ministry of Municipal Affairs & Housing.

Desired Outcome:

To have a fair Development Cost Charge (DCC) applied on newly developed lands and improved properties within the Beaver Creek Water System Service Area (BCWS).

Summary:

Koers & Associates Engineering Ltd. provided the attached technical report to support the submission to the Ministry of Municipal Affairs & Housing ensuring the best practice are followed.

The ACRD does not currently have a water system DCC for the BCWS and has a Capital Cost Charge (CCC) of \$1,000 per subdivided parcel or additional development on a parcel of land; the CCC rate has not changed since 1988. The Koers report reviews current applicable projects for the applicable functions to the build-out of the total serviceable land within present BCWS boundaries with up-to-date cost estimates, estimates growth in each of the various development types, and calculates required amended charges in each DCC category. It should be noted that a development in one area of the BCWS may contribute to the need for upgrading, expanding or construction of new infrastructure in another area of the system.

DCCs represent a part of the funding required to construct the capital projects. The remainder of the required

funding will come from the Regional District at large (tax payers) and from senior government's by way of infrastructure grant funding programs, if available and granted. The Regional District's contribution portion takes into account the benefit to the existing users of the local government systems, also provides an additional assistance factor to the development's share of the project costs as per the provincial government DCC Best Practice Guide.

Grants for areas new development are unlikely. The Clean Water and Waste Fund is an example of a program that will contribute to the **rehabilitation** of both water treatment and distribution infrastructure. Senior levels of government are currently focusing efforts to assist local governments with their infrastructure deficits. Eventually local governments will be expected to have their "house in order" and the asset management process will provide the structure for this.

Section 559 (2) of the Local Government Act allows local governments to use DCC to assist in the payment of capital projects associated with providing, constructing, altering, or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and for providing and improving parkland. The engineer and staff have put forth the assist factor at 1%, this position has been supported at the committee level. To promote development in areas often the local government will increase the assist factor, with a very healthy development climate, a low assist fact, such as 1% is considered appropriate.


The DCC Best Practices Guide has two primary objectives – link ([DCC elected officials guide](#)). To encourage local governments to standardize the establishment and administration of development cost charge programs; and to provide some flexibility to accommodate the local governments specific circumstances.

Staff recommend that the board give first and second reading to the bylaw and there be a public consultation session held on November 21, 2017 in order to receive public feedback and to forward this proposed bylaw to the Ministry of Municipal Affairs & Housing for approval. The inspector will review and Koers will amend if required.

This is the proposed table of charges within the draft report – link ([BCWAC agenda - June 7th](#))

Type of Development	Upon Subdivision
Residential Dwelling, Single Family	\$5,023 per parcel created for one dwelling unit
Residential Dwelling, Single Family (duplex)	\$10,046 per parcel created for two dwelling units
Residential Dwelling, Single Family (triplex)	\$15,069 per parcel created for three dwelling units
Residential Dwelling, Single Family (four plex)	\$20,092 per parcel created for four dwelling units
Residential Dwelling, Multi Family	\$4,186 per dwelling unit permitted to be constructed under zoning; or
Commercial	\$18.80 per gross floor area, m2
Institutional	\$23.00 per gross floor area, m2
Industrial	\$94,188 per ha of gross site area

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

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



Alberni-Clayoquot
Regional District

BEAVER CREEK WATER SYSTEM

DEVELOPMENT COST CHARGE BYLAW

TECHNICAL REPORT

June 2017



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

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PARKSVILLE, BC. V9P 2G8
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www.koers-eng.com

June 1, 2017
1666-01 (Draft Report)

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

Attention: Mr. Andrew McGifford
Manager of Environmental Services

Re: Beaver Creek Water System
Development Cost Charge Bylaw - Draft Technical Report Rev 1

We are pleased to submit a pdf copy our draft report entitled Beaver Creek Water System, Development Cost Charge Bylaw, Technical Report.

The ACRD does not currently have a DCC Bylaw for the Beaver Creek Water System and this technical report will help form the basis of the new bylaw. This report has been prepared in accordance with the Development Cost Charge Best Practise Guide published by the BC government.

The DCC land-use categories identified under the DCC study are as follows;

- Single Family,
- Multi-Family,
- Commercial/Institutional, and
- Industrial & Public Use

The capital projects are derived from the Beaver Creek Water System Infrastructure Assessment, May 2017 by Koers & Associates Engineering Ltd. The DCCs are based on the development growth projections to municipal build-out based on the current OCP.

The development of this technical report is the beginning of the process in the passage of an updated DCC Bylaw. The other steps in the process include; public and development community notifications and input; bylaw readings by the Board; and bylaw approval from the provincial government.

We would be pleased to meet with you, at your convenience after your review, to discuss the findings in detail. The final report will be issued upon receipt of your comments.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Mitchell Brook, P. Eng
Project Engineer

Chris Downey, P. Eng
Project Manager



Alberni-Clayoquot
Regional District

**BEAVER CREEK WATER SYSTEM
DEVELOPMENT COST CHARGE
BYLAW**

**TECHNICAL REPORT
-DRAFT-**

June 2017

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APPENDICES

- A Ministry Submission Summary Checklist (to be include with the final report)

1 INTRODUCTION

1.1 Background

The Beaver Creek Water System (BCWS) is owned and operated by the Alberni Clayoquot Regional District (ACRD). The water system is supplied from the City of Port Alberni through an interconnection between the systems at the Strick Road Pump Station.

The infrastructure owned and maintained by the ACRD includes:

- i) transmissions mains,
- ii) booster pump stations,
- iii) reservoirs,
- iv) residential water meters,
- v) valves, hydrants, flushouts, air valves, and other system appurtenances,
- vi) Supervisory Control and Data Acquisition (SCADA) system

The ACRD does not currently have a water system Development Cost Charge (DCC) for the BCWS. Findings detailed in this report result from the ACRD's need to establish a new DCC Bylaw for the BCWS. This report reviews current applicable projects for the applicable functions to the build-out of the total serviceable land within present BCWS boundaries with up-to-date cost estimates, estimates growth in each of the various development types, and calculates required amended charges in each DCC category. It should be noted that a development in one area of the BCWS may contribute to the need for upgrading, expanding or construction of new infrastructure in another area of the system.

DCCs represent a part of the funding required to construct the capital projects. The remainder of the required funding will come from the Regional District at large (tax payers) and possibly from senior government by way of infrastructure grant funding programs, if or when they are available and for which the Regional District's project(s) qualify for and are approved. The Regional District's contribution portion takes into account the benefit to the existing users of the municipal systems and also provides an additional assistance factor to the development's share of the project costs as per the provincial government DCC Best Practise Guide.

The proposed DCCs are to be based on growth to build-out and the resulting capital works required as identified in the infrastructure and planning documents listed in **Table 1**.

Table 1 - Relevant Infrastructure & Planning Documents

Document	Date
BCWS Infrastructure Assessment – Koers & Associates	2017

1.2 Acknowledgements

We gratefully acknowledge with thanks the assistance provided by the following Regional District staff during the course of data collection, analyses, and report preparation:

- Mr. Andrew McGifford

2 BYLAW DEVELOPMENT & IMPLEMENTATION OVERVIEW

2.1 Purpose of DCCs

Development Cost Charges (DCCs) are intended to facilitate development by providing a method to finance capital projects related to roads, drainage, sewerage systems, waterworks, and parks. They are enacted by local government bylaw, pursuant to the *Local Government Act*, RSBC 2015, c. 1. Sections 558 through 570 which are under Part 14 – Planning and Land Use Management and Division 19 – Development Cost Recovery.

Section 559 (2) of the Local Government Act allows local governments to use DCC to assist in the payment of capital projects associated with providing, constructing, altering, or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and for providing and improving parkland.

DCCs are monies collected from developments to offset some of the infrastructure expenditures incurred to service the needs of the development while not adversely affecting existing users. The remainder of the required funding will come from the District users (tax payers) and possibly from senior government by way of infrastructure grant funding programs, if or when they are available and for which District project(s) qualify for and are approved.

DCCs allow monies to be pooled from many developments so funds can be raised to construct the necessary services in an equitable manner. Those who will use and benefit from the projects should pay infrastructure costs. Recognizing that costs should be shared amongst benefiting parties, a breakdown between existing users and new development should be provided.

The 'Development Cost Charge - Best Practices Guide' (BPG), 3rd Edition 2005 is a publication by the BC Ministry of Community Services. The objective of the BPG is to standardize general practices in the formation and administration of DCC bylaws, while allowing flexibility to meet specific needs as allowed by the Local Government Act. The BPG consists of the following two sections:

Section 1 A guidebook for councillors and administration staff responsible for developing and adopting policies.

Section 2 A technical manual detailing procedures and calculations for the technical personnel who will carry out the DCC calculations and prepare the bylaw.

DCC bylaws must be approved by the provincial government's Ministry of Community, Sport and Cultural Development. The Ministry has indicated that expedient approval of DCC bylaws will be received when prepared in accordance with the BPG. To assist Ministry staff in the review of the proposed DCC bylaw, a Ministry Submission Summary Checklist is included in the BPG. A copy of the checklist is included in this report in Appendix A. It requires finalization before attaching it to the bylaw approval package to be submitted to the Inspector of Municipalities.

DCCs are to be developed in accordance with the LGA. The BPG is based on six principles which are recommended to be followed in the development of a DCC Bylaw:

- 1) **Integration** – A DCC program is subordinate to the broader goals of a community.
- 2) **Benefiter Pays** – Infrastructure costs should be paid by those who will use and benefit from the installation of such systems.
- 3) **Fairness and Equity** – Costs should be distributed between existing users and new development in a fair manner.
- 4) **Accountability** – All information on which DCC's are based on should be accessible and understandable by stakeholders.
- 5) **Certainty** – The DCC program should provide both stable charges and orderly construction of infrastructure
- 6) **Consultative Input** – Must provide adequate opportunity for meaningful and informed input from the public and other interested parties.

Maintenance & Rehabilitation Projects

Maintenance and rehabilitation of existing infrastructure (e.g., street repairs; watermain flushing; and storm and sanitary main cleaning or repairs), and replacement due to age are not included in DCCs as per the BPG.

2.2 Exemptions, Waivers & Reductions

The LGA describes circumstances when a development can be exempt from paying (Section 561) or can have DCCs waived or reduced (Section 563). A brief overview of each is presented below.

2.2.1 Sample Exemptions

Section 561 of the Local Government Act describes circumstances when development is exempt from paying DCCs. These specific cases are:

1. Where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely for public worship, such as a church.
2. If a development cost charge has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the municipality.
3. If the development does not impose new capital cost burdens on the municipality, with the exception of a development cost charge imposed for the purpose referred to in section 559 (3) [*resort region employee housing*].
4. A development authorized by a building permit that authorizes the construction, alteration or extension of a building that will, contain fewer than 4 self-contained dwelling units, and be put to no other use other than the residential use in those dwelling units. It should be noted that a **local government may**, in a development cost charge bylaw, provide that a development costs charge is payable under these circumstances.
5. The construction, alteration or extension of self-contained dwelling units in a building authorized under a building permit if
 - a. each unit is no larger in area than 29 square metres, and

- b. each unit is to be put to no other use other than the residential use in those dwelling units.
6. Where the value of the work covered by the building permit does not exceed \$50,000.

It should be noted that under Section 563 the local government has the ability to modify the minimum area and costs associated with the items listed above in the DCC bylaw, pending ministry approval.

2.2.2 Sample Waivers & Reductions

In 2008 with the passage of Bill 27 (Local Government – Green Communities), the provincial government enacted legislation that allowed for the waiver or reduction of DCCs. This is now Section 563 of the LGA which provides municipal governments with the ability to waive or reduce DCCs within a broad range of one or more of the following classes of “eligible developments”:

- i. not-for-profit rental housing, including supportive living housing
- ii. for-profit affordable rental housing
- iii. a subdivision of small lots that is designed to result in low greenhouse gas emissions
- iv. a development that is designed to result in a low environmental impact

Council may adopt further bylaw(s) that provide specific detail of the type of development that qualify(s), the amount of the waiver or reduction, and requirements that must be met in order to obtain a waiver or reduction.

The BPG states “the intent of the legislation is that the cases where the DCC is waived or reduced, the amount waived is to be entirely supported by the existing development.” By providing a waiver or reduction, council is signaling that this specific type of development is encouraged and financially supported by the local community.

2.3 Bylaw Approval Process & Stakeholder Input

When a DCC bylaw is implemented or amended, developers or those parties paying DCCs will be affected by the new charges. The BPG recommends a suitable period of notification before the new or amended DCC bylaw is in effect. This is known as a “Grace Period” (see Section 2.8 for further discussion). Newspaper articles and notices, information circulars, and verbal communications should be provided to the residents, taxpayers, and land developers, so they are aware of the proposed update, the anticipated charges, and the approximate timing of the new/amended bylaw’s implementation.

The BPG recommends opportunities for stakeholder input be provided at two points during DCC bylaw development:

- i. before first reading by the Council
- ii. before third reading by the Council

In addition, a public information meeting is recommended between the second and third readings of the bylaw, such that stakeholders can be involved in any revision(s) of the bylaw, and concerns arising from the public meeting can be considered in any revision(s).

2.4 Service Area & Time Frame

DCC are to be charged on either a ‘**municipal wide**’ or ‘**area specific**’ basis. The composition of the DCC program and the resulting charges can vary significantly between the two options, which can be summarized as follows:

- i. A **municipal wide** DCC applies the same rate for a particular type of land use regardless of the location of any specific development.
- ii. An **area specific** DCC divides the District into separate areas based on specific features such as geographic boundaries or a municipal service boundary.

When developing the bylaw, an appropriate time frame for the DCC program has to be considered. The DCC can be established on either a “**build out**” or “**revolving**” basis. These are defined as:

- i. **Build out** applies to the construction of all necessary infrastructure to accommodate development to the full extent of the Official Community Plan, which generally has a long-term time horizon of 20 to 25 years.
- ii. **Revolving** applies to construction of the necessary infrastructure to accommodate development for a defined period of time, such as five, 10 or 15 years. A number of revolving time windows would be required to reach the OCP build-out.

2.5 Recoverable Costs

The BPG states recoverable DCC costs should be clearly identified in the DCC documentation and must be consistent with Ministry provisions.

Ministry policy does not consider inflation and long term debt financing eligible for DCC recovery. However, Section 566(2)(d) of the Local Government Act does allow funds in DCC reserve accounts to be used to pay for the interest and principal on a debt resulting from DCC project costs.

2.6 Municipal Assist Factor

Section 559 (2) of the Local Government Act states the purpose of DCCs is to provide funds to “assist” local government in paying the costs of infrastructure. By not allowing 100% of the growth related costs to be charged to new developments, the legislation implicitly requires an “assist factor”. This assist factor is separate from the allocation of project costs between new development and existing users, which is considered on a project specific basis.

The assist factor chosen reflects the District’s desire to encourage development, and is largely a political decision. Most DCC bylaws use assist factors in the 1% to 10% range. The Local Government Act requires a minimum 1% assist.

2.7 Bylaw Administration

Once the Inspector of Municipalities has granted statutory approval of the DCC bylaw and the Board has adopted it, ongoing administration will be required. This will involve collection of charges, monitoring and accounting, credits and rebates, and the process for bylaw amendment.

2.7.1 Time of Collection

Section 559 (1) of the Local Government Act states DCCs are payable at either the time of subdivision approval or at issuance of building permit. The BPG recommends charges be applied as follows:

- i. **Single Family** – at the subdivision approval stage, per building parcel being created, and upon the issue of building permit authorizing the construction, alteration or extension of a building that will contain fewer than four residential units.
- ii. **Multi-Family** - either at the subdivision approval stage for each dwelling unit permitted to be constructed pursuant to zoning, or upon issue of building permit per dwelling being built.
- iii. **Commercial/Institutional** - upon issue of building permit based on square metre of gross building area.
- iv. **Industrial** - upon issue of building permit based on hectares of lot area under development.

2.7.2 Separate Accounts

Section 566 (1) of the Act stipulates DCCs shall be deposited in a separate special DCC reserve fund. The monies collected (together with reserve fund interest) shall then be used to pay for the capital projects within the DCC program. DCC accounts should be set up in a manner that allows easy reporting of:

- i. how much money has been collected from DCCs
- ii. the amount of government grants, if any, received towards the capital DCC projects
- iii. amounts designated as DCC “credits” or “rebates”
- iv. the amount of funds representing the District’s share of project costs in the DCC program
- v. interest earned
- vi. under/overages
- vii. identification of completed projects

2.8 Grace Period & In-Stream Applications

When a DCC bylaw is implemented or amended, it affects those parties paying DCCs. The BPG recommends a suitable period of notification before a new DCC bylaw is in effect. This is known as a “Grace Period”.

The “Grace Period” should not be confused with “In-Stream Protection”. The “Grace Period” serves to allow enough time for people to be notified of the new DCC rates as

related to building permit applications. “In-Stream Protection” seeks to provide stability for developers with an application in process during the introduction or amendment of DCCs provided the application meets certain time criteria as noted below.

2.8.1 Subdivision Applications

Section 511 of the Local Government Act provides “In-Stream Protection” for a subdivision application for a 12 month period after the DCC Bylaw is adopted if:

- i. An application for a subdivision of land within a municipality has been submitted to a designated municipal officer and the applicable subdivision fee has been paid before the bylaw was adopted.

unless the applicant agrees in writing that the bylaw should have effect.

2.8.2 Building Permit, Development Permit, and Rezoning Applications

Section 568 of the LGA provides “In-Stream Protection” for building permits as well as for “precursor applications” for a building permit, a development permit and a rezoning application if:

- i. A building permit authorizing that construction, alteration or extension is issued within 12 months of the date the DCC bylaw is adopted.
- ii. A precursor application to that building permit is in-stream on the date the DCC bylaw is adopted.

unless the applicant for that building permit agrees in writing that the bylaw should have effect.

2.9 Credits, Rebates & Latecomers Agreement

There are no specific references to “DCC credits” or “DCC rebates” in the Local Government Act. The intent of Section 565 is that developers providing trunk services beyond the local servicing needs of the development shall have those costs deducted from the applicable DCCs payable. To implement the provisions of the legislation, the concepts of a “DCC Credit” and a “DCC Rebate” are introduced. Policies regarding when the Regional District should offer a credit versus a rebate should be carefully considered. In either case, the DCC accounting system should allow credits and rebates to be monitored and tracked.

2.9.1 Credits

The DCC program is compiled to service new development in an orderly manner. A situation is likely to arise where a developer desires to proceed with a development before the required trunk services are installed in that area. This type of development can be considered to be “out of sequence”. If the Regional District cannot afford the financial burden of additional infrastructure requirements, the Approving Officer would decline the development for the present time. Alternatively, the developer can construct the necessary trunk services, in advance of the proposed timing. In this case, the “out of sequence” development would be offered a DCC credit, where the cost of constructing the required trunk works is deducted from the amount of DCCs that would have otherwise been payable. The DCC credit cannot exceed the amount of DCC payable. Should the developer submit a development by phases, each phase will be reviewed independently.

2.9.2 Rebates

The DCC program allows for facility oversizing for cost recovery, that is the difference in the capital cost between a local service and a trunk service that is 'oversized' to service lands/facilities beyond the services for each phase required for the local development area(s). Should a developer wish to proceed with a development before the trunk services fronting his property are installed, the Regional District may allow the developer to construct the necessary portion of the works to a trunk. The Regional District would then offer a DCC rebate for the incremental portion of the cost beyond the local requirement. The incremental cost portion is the cost for the 'oversizing' of the service. The rebate cannot exceed the amount of the DCC payable. Should the developer submit a development by phases, each phase will be reviewed independently.

2.9.3 Latecomers Agreement

Where a development constructs trunk works which benefit other development(s), the oversizing costs may be considered for inclusion in a Latecomers Agreement if the project is not a DCC project because it is not within the service area for which DCCs are applied. The agreement would be in accordance with the provisions of the Local Government Act. In this scenario, the development would be responsible for setting up the agreement and the costs associated to do so. The agreement would be administered by the Regional District.

2.10 Amendment Process (Minor vs Major)

The average cost of a typical unit of development should not change significantly over time except for the effects of inflation or changes in standards, provided development projections are accurate. However, periodic revision(s) of the OCP, the Regional District's financial situation, changing infrastructure needs, and other factors affecting new development that are beyond the Regional District's control, will require amendments to the DCC Bylaw. In general there are two levels of amendments; **minor** and **major**.

A **minor amendment** is generally associated with an updating based on changes in construction costs and inflationary effects. This type of bylaw amendment requires provincial statutory approval, but due to its nature is anticipated to receive expeditious Ministry approval. This amendment should be carried out no more than once a year and perhaps once every two to three years.

A **major amendment** involves a full review of the DCC methodology, including:

- ii. Underlying DCC assumptions
- iii. Broad policy considerations
- iv. Updated development projections
- v. DCC program costs
- vi. Timing of proposed capital works
- vii. Addition of new projects to the DCC program, when necessary
- viii. Removal of completed projects or that are no longer required

In accordance with the BPG recommendation, the major amendment to the DCC bylaw should be completed once every five years.

3 DEVELOPMENT GROWTH PROJECTION

3.1 Service Area & Time Frame

3.1.1 Service Area

The Regional District's current DCC Bylaw applies DCCs to water infrastructure projects on a '**municipal wide**' basis, which means the same rate for a particular type of land is applied regardless of the location of the development in the system.

3.1.2 Time Frame

The proposed Bylaw will be based on a '**build-out**' basis for this DCC update. This means DCCs are based on the construction of the infrastructure needed to accommodate development the full extent of the Official Community Plan

3.2 Growth Projections By Land-Use

Non-residential land uses are categorized separately from residential land use for DCC bylaws. In order to keep the number of designated land uses at a practical level, it is normal practice to consider the groupings under residential, commercial/industrial, and institutional categories.

3.2.1 Residential

The current bylaw has three residential categories (Single Family and Multi-Family). Listed below is a brief description of the anticipated growth for the areas serviced by the BCWS.

Table 2 summarizes the projected unit increase for the BCWS based on current population projections identified in the 2017 Beaver Creek Water System Infrastructure Assessment of an additional 190 service connections.

Table 2 - Projected Residential Units

Service Area	Number of Units
Single Family	165
Multi Family	25
Total	190

3.2.2 Commercial & Institutional

The BPG recommends commercial and institutional development be charged on the basis of building floor space expressed in square metres. The Regional District has selected to charge on the basis of gross building area expressed in square metres.

Commercial land use includes the following:

- service commercial
- office commercial

- mixed commercial/residential development

Institutional use includes the following:

- government offices
- recreational facilities
- public and private schools
- colleges and universities
- hospitals including private care facilities.

Where land uses on a site are mixed, it is intended that applicable DCCs be charged on the basis of all actual uses on a site. This may include a residential and a commercial component or some other combination.

Given the limited areas zoned for commercial and institutional use in the BCWS it has been assumed that all existing commercial and institutional lands will be redeveloped prior to build out. The floor area shown in **Table 3** is based on an assumed 70% lot coverage for the land use

Table 3 - Projected Growth of Commercial and Institutional Development

Commercial Development	Institutional Development
Total Gross Floor Area (m ²)	Total Gross Floor Area (m ²)
24,540	54,600

3.2.3 Industrial

For industrial and public utility uses, which are predominantly single storey development, the BPG prefers charging on the basis of gross site area measured in hectares, which the Regional District has selected. As charges are based on single storey development, they would be increased for any additional storeys in direct proportion to the ratios of the additional floor area to the ground level floor area. It is assumed industrial/public utility developments would have an average site coverage of 60% by building area.

Industrial use includes:

- light, medium or heavy industrial uses
- warehouses
- mini-storage
- minor repair
- fabrication and storage facilities or space
- fuel storage areas.

Public utility use includes:

- BC Hydro, Fortis BC Gas, telephone, cable, and similar utility storage, distribution and plant facilities.

Given the limited areas zoned for industrial use in the BCWS it has been assumed that all existing industrial lands will be redeveloped prior to build out. The anticipated industrial development growth is shown in **Table 4**.

Table 4 – Projected Growth of Industrial Development

Industrial Development, ha
Total
3.7

A summary of the projected growth for each land use category for build out is presented in **Table 5**.

Table 5 - Projected Growth by Land-Use

Land Use	Anticipated Growth
	Total
Single Family	165
Multi Family	25
Total Dwellings	190
Commercial/Institutional/Industrial	
Commercial	24,540 m ²
Institutional	54,600 m ²
Industrial	3.7 ha

4 PROJECT COST ALLOCATION

4.1 Introduction

With the establishment of a list of capital projects and their estimated construction costs, the portion of the project cost attributed to development is calculated using the equation:

$$\text{DCP} = \text{PC} - \text{GG} - \text{BEU} - \text{AF} - \text{RF}$$

Where:

DCP	=	Development Cost Portion
PC	=	Project Cost
GG	=	Government Grants
BEU	=	Benefit to Existing Users
AF	=	Assist Factor
RF	=	Reserve Funds

A discussion on each category and the amounts used in this study is presented below. The Regional District's contribution to the DCC projects consists of:

- i) total capital cost attributed to existing users (BEU)
- ii) assist factor (AF)
- iii) portion of costs associated with developments exempt from DCCs (see previous discussion under Section 2.2)

4.2 Project Costs

Project construction costs in this report are preliminary, order of magnitude, estimates based on the 2017 Beaver Creek Water System Infrastructure Assessment.

No preliminary or detail engineering design work has been completed, and as such, the costs are Class D estimates. They are suitable for project control budgets, for program planning, and to obtain approval in principle. The estimates include allowances for engineering design, tendering and construction services and construction contingencies.

No allowance has been made for Regional District internal management or legal costs. There is no allowance for long-term financing or future inflation as this is not allowable under the Local Government Act. The impact of inflation should be reviewed regularly as time and projects proceed, and project costs adjusted accordingly as part of a minor amendment to DCCs.

Costs are Class D estimates and are exclusive of GST. They are in 2017 dollars as of when the Engineering News Record Construction Cost Index (ENR CCI) was 10,530.

4.3 Government Grants

Government grants, including Federal/Provincial infrastructure funding programs and Provincial revenue sharing programs, can no longer be relied upon to provide significant funding for all types of capital improvement projects. Some grants are available for projects, particularly those which contribute towards improved public health and water

quality considerations, but sporadically for other priorities. When awarded, senior government grants can provide:

- A significant portion of study cost recovery.
- Provincial government funding up to 80% of a project cost.
- A total of 2/3rds combined assistance under Infrastructure Funding Programs supported through joint Federal/Provincial agreements.

For the purposes of this report it has been assumed that **no grant funding** will be available. In recent years given the financial constraints of the federal and provincial government and the demand on the gas tax revenue program administered by the Union of BC Municipalities these grants are becoming more difficult to obtain. However, the Regional District should continue to make every effort to obtain financial assistance toward key eligible projects as funding programs become available.

4.4 Benefit to Existing Users

Capital costs for DCC calculations must be net costs. It is recognized that most improvements within the system provide a benefit to the existing residents and users.

The percentage benefit to existing users estimated for each project has been made. The cost for each project applicable to existing users is then deducted from the project cost, after government grants are deducted, to calculate the allowable DCC recoverable portion of the project.

4.5 Municipal Assist Factor

Section 559 (2) of the Local Government Act states the purpose of DCCs is to provide funds to “assist” local government in paying the costs of infrastructure. By not allowing 100% of the growth related costs to be charged to new developments, the legislation implicitly requires an “assist factor”. This assist factor is separate from the allocation of project costs between new development and existing users, which is considered on a project specific basis.

Most DCC bylaws use assist factors in the 1% to 10% range. Under certain conditions, the assist factor is adjusted to maintain DCC rates within a perceived affordable level. When the economy is slow, a higher assist factor, such as 10%, can be used to encourage new development. With a very healthy development climate, a low assist fact, such as 1% is considered appropriate.

A 1% assist factor has been chosen for all projects.

4.6 DCC Reserve Funds

The reserve funds are the total amounts that have been collected from development and not yet spent on DCC projects. As the ACRD currently does not have a DCC program, the reserve fund is zero.

5 DCC CALCULATION

5.1 Common Unit Calculation Method

The BPG recommends DCCs be calculated using a common unit basis for each municipal service. To meet this requirement, the following common unit was applied to each land use for each municipal service:

Water Works - Costs are related using an equivalent population demand, which is based on average densities and usage for each land-use category.

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6 WATER SYSTEM DCCs

6.1 Proposed Water System Works

The proposed water work projects are taken from the findings of the:

- Beaver Creek Water System Infrastructure Assessment 2017 by Koers & Associates Engineering Ltd.

Water system DCCs are to be imposed on a municipal wide basis, in keeping with the BPG.

6.2 Calculation Unit

Water system DCCs were calculated based on the common unit of equivalent population served for each land-use category. The equivalent population factors are based on the Ministry's BPG.

Table 6 shows the equivalent population data used for the water system DCC calculations.

Table 6 – Water System Equivalent Population Summary

Land Use Category	Anticipated Growth	Equivalent Population Factor	Equivalent Population
Single Family (lots)	165	2.4	396
Multi Family (units)	25	2.0	50
Commercial (m ²)	24,540	0.0090	221
Institutional (m ²)	54,600	0.011	601
Industrial (ha)	3.7	45	166
Total Equivalent Population			1,434

6.3 Cost Charge Calculations

Table 7 - Water DCCs lists all applicable projects and costs, and the resulting net DCC recoverable amount after subtraction of the DCC Reserve fund balance.

The DCC per water system Equivalent Population Demand (EPD) is calculated by dividing the DCC recoverable amount by the Total Equivalent Population of **1,434**.

The Water System DCC per land-use is arrived at by multiplying the DCC unit cost per EPD by the Equivalent Population Demand for each land-use.

TABLE 7
Beaver Creek Water System
Water Project List and Land-Use DCC Calculation

June 1, 2017

Project No.	Project Description	Project Cost Estimate A	Benefit to		New Development D= (A-C)	Municipal Assist Factor 1% E= (D*%)	Existing User Costs F= (C+E)	Recoverable DCC G = (A-F)
			Existing Users					
			% B	\$ C = (A*B)				
W-1	Beaver Creek Rd – 7874 Beaver Creek Rd to the west end	360,000	80%	288,000	72,000	720	288,720	71,280
W-2	Drinkwater Rd	382,250	80%	305,800	76,450	765	306,565	75,686
W-3	Lamarque Rd – Wadena Rd to Kellow Rd	448,250	80%	358,600	89,650	897	359,497	88,754
W-4	Walker Rd	442,750	80%	354,200	88,550	886	355,086	87,665
W-5	Smith Rd – Lothian Rd to Lamarque Rd	385,000	80%	308,000	77,000	770	308,770	76,230
W-6	Fayette Rd – Beaver Creek Rd to Swanson Rd	437,250	80%	349,800	87,450	875	350,675	86,576
W-7	Falls St – Malabar Rd to Lugin Rd	222,750	80%	178,200	44,550	446	178,646	44,105
W-8	Falls St – Lugin Rd to Georgia Rd	260,000	80%	208,000	52,000	520	208,520	51,480
W-9	Georgia Rd	310,750	80%	248,600	62,150	622	249,222	61,529
W-10	Hills Rd – 6099 Hills Rd to Beaver Creek Rd	121,000	95%	114,950	6,050	61	115,011	5,990
W-11	Karen Pl – 6303 Karen Pl to Withers Rd	434,500	95%	412,775	21,725	217	412,992	21,508
W-12	Withers Rd – Karen Pl to Falls St	96,250	95%	91,438	4,813	48	91,486	4,764
W-13	Kitsuksis St, Poplar Rd and Dayton Rd	285,000	95%	270,750	14,250	143	270,893	14,108
W-14	Bainbridge Rd and Cameron Rd	171,000	95%	162,450	8,550	86	162,536	8,465
W-15	Tomswood Rd	137,500	95%	130,625	6,875	69	130,694	6,806
W-16	Holly Ave – Poplar Rd to Willow Rd	506,000	75%	379,500	126,500	1,265	380,765	125,235
W-17	Dashwood Rd – Beaver Creek Rd to Thompson Rd	236,500	75%	177,375	59,125	591	177,966	58,534
TOTAL SHORT TERM PROJECTS		5,236,750					4,348,039	888,711
DA-1	Maple Street, Bigwood Road, McEachren Road Area	1,500,000	50%	750,000	750,000	7,500	757,500	742,500
DA-2	Sefton Road and Nelson Avenue Area	1,200,000	50%	600,000	600,000	6,000	606,000	594,000
DA-3	Upland Road Area	540,000	50%	270,000	270,000	2,700	272,700	267,300
DA-4	Kirkpatrick Avenue Area	330,000	50%	165,000	165,000	1,650	166,650	163,350
DA-5	Donahue Road and Traves Road Area	450,000	50%	225,000	225,000	2,250	227,250	222,750
DA-6	Georgia Road Area	247,500	50%	123,750	123,750	1,238	124,988	122,513
TOTAL LONG TERM PROJECTS		4,267,500					2,155,088	2,112,413
TOTALS		\$9,504,250		\$6,472,813	\$3,031,438	\$30,314	\$6,503,127	\$3,001,123

Notes:
 Cost Estimates are based on the 2017 BCWS Infrastructure Assessment Report

Development Cost Charge per Equivalent Person	
Total DCC Recoverable Costs	\$3,001,123
DCC Reserves	\$0
Net Development Costs	\$3,001,123
Total Equivalent Population	1,434
DCC per Equivalent Person	\$2,093.06

Development Growth Projection			
Land-Use Category	Total	Equivalent Population Density	Total Equivalent Population
Single Family Residential, units	165	2.4	396
Multi-Family Residential, units	25	2.00	50
Commercial, m ²	24,540	0.0090	221
Institutional, m ²	54,600	0.011	601
Industrial / Public Utility, ha	3.7	45	166
Total Equivalent Population			1,434

DCC Charge Calculation				
Land-Use Category	Equiv. Pop Density	DCC per Equiv Pop Density	DCC Charge	DCC Unit
SF Res	2.4	\$2,093.06	\$5,023	per residential unit
MF Res	2	\$2,093.06	\$4,186	per residential unit
Commercial	0.0090	\$2,093.06	\$18.80	per m2 of gross building area
Institutional	0.0110	\$2,093.06	\$23.00	per m2 of gross building area
Indus/Public Util	45	\$2,093.06	\$94,188	per ha of gross site area

Equivalent Populations as per the DCC BPG

6.4 Costs to Existing Users

Table 8 provides a summary of the annual cost of the DCC program to existing system users. This covers the capital works projects' percentage benefit to existing users plus the 1% municipal assist factor applied against the developers' portion of the costs. These are the total funds the Regional District needs to provide in order to carry out the DCC projects listed in the tables.

Table 8 – Existing User & Development Charges

Year	Project Costs	
	Existing Users	Development
Total Cost	\$6,503,127	\$3,001,123

6.5 Comparison to Current DCC Rates

Table 9 details of the proposed DCC rates by land-use

Table 9 – Summary of DCCs by Land-use

Land-Use	Proposed DCCs
Single Family	\$5,023 per unit
Multi-Family	\$4,186 per unit
Commercial	\$18.80 per gross floor area, m ²
Institutional	\$23.00 per gross floor area, m ²
Industrial	\$94,188 per gross site area, m ²

7 SUMMARY OF DCCs

7.1 Summary

To receive expedient approval of the amended DCC bylaw, the Ministry of Community Services publication *Development Cost Charge - Best Practices Guide* should be followed in amending the bylaw preparation, including stakeholder consultation and public notifications.

The completed 'Ministry Submission Summary Checklist' a copy of which is presented in Appendix A, should be completed and forwarded with the amended bylaw for the Ministry's review and approval.

The DCCs are established on a "Build Out" basis.

A major bylaw amendment with a full review of the DCC methodology should be completed once every five years. This report and the proposed DCC are a major amendment.

A minor bylaw amendment should be carried out once every two to three years to accommodate inflationary costs and changes in construction costs.

In-stream protection is to be provided to a completed subdivision application, and for "precursor applications" for a building permit, a development permit and rezoning applications.

Section 563 of the LGA provides municipal governments with the ability to waive or reduce DCCs within a broad range of "eligible developments".

When a DCC bylaw is implemented or amended, those parties paying DCCs will be affected by the new or amended charges. As project funding is generally arranged in the early stages of a development, sometimes even in advance of obtaining rezoning, cost increases can have a significant impact on a project's viability. As such a "grace period" is recommended before new or amended DCCs are brought in. The "grace period" is a length of time providing notification before the new or amended DCCs are adopted. The "grace period" is provided by the municipality as an acknowledgement to the development industry the impact DCCs may have on their business.

Table 7 provides a summary of the proposed DCC for each land-use category.

Table 8 provides a summary of the cost of the DCC program to existing system users.

APPENDIX A

Ministry Submission Summary Checklist

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Regional District of Alberni-Clayoquot

BYLAW NO. F1133

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES WITHIN THE BEAVER CREEK WATER SYSTEM SERVICE AREA

WHEREAS the Board may, pursuant to the *Local Government Act*, impose, by bylaw, development cost charges;

AND WHEREAS Bylaw No. E1054 being “A bylaw to establish a local service area within a portion of Electoral Area “E” (Beaver Creek) to provide for the supply, conveyance, storage and distribution of water to the Beaver Creek Community” was adopted by the Regional District Board on the 13th day of June 2012;

AND WHEREAS the development cost charges imposed by this Bylaw are for the purpose of providing funds to assist the Regional District to pay the capital cost of providing, altering or expanding water facilities to service directly or indirectly, development in respect of which the charges are imposed;

AND WHEREAS the Board is of the opinion that the development cost charges imposed by this Bylaw:

- a) are not excessive in relation to the capital cost of prevailing standards of service,
- b) will not deter development; and
- c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land

in the Beaver Creek Water System Service Area;

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

1. INTERPRETATION

Definitions:

“Dwelling, Single Family” means a detached building or mobile home containing one dwelling unit used or intended for residential use.

“Dwelling Unit” means a self-contained unit consisting of one or more rooms designed occupied or intended for occupancy as a separate household with sleeping, sanitary and cooking facilities.

“Service Area” means that local service area within a portion of Electoral Area “E” (Beaver Creek) of the Regional District of Alberni-Clayoquot located within the local service area created under Bylaw No. E1054 being “A Bylaw to Impose Development Cost Charges for the Beaver Creek Water System Local Service Area Bylaw No. F1133, 2017” as amended from time to time.

2. APPLICABLE SERVICE AREAS

This Bylaw applies to subdivisions and development in the Beaver Creek Water System Service Area.

3. CHARGES

Every person who obtains:

- a) approval of the subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* which creates fee simple or bare land strata lots which are zoned to permit no more than two dwelling units, or
- b) a building permit, whose value of the work authorized by the permit exceeds fifty thousand dollars (\$50,000), authorizing the construction, alteration or extension of a building that will, after the construction, alteration or extension, be put to no other use other than the residential use in those dwelling units;

shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charges as set out in Schedule ‘A’ attached to and forming part of this bylaw.

4. EXCEPTIONS

Section 3 does not apply to a subdivision or building in respect of which the imposition of a development cost charge is prohibited by statute.

5. EFFECTIVE DATE

This bylaw will come into full force and effect 60 days from the adoption of the bylaw.

6. SEVERABILITY

In the event that any portion of this bylaw is declared invalid it shall be severed and the remainder of the bylaw shall continue in full force and effect.

7. CITATION

This bylaw may be cited as **the “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”**

Read a first time this day of 2017
Read a second time this day of 2017
Read a third time this day of 2017
APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS day of 2017
ADOPTED this day of 2017

Certified true and correct copy of **“A Bylaw to Impose Development Cost Charges for the Beaver Creek Water System Local Service Area Bylaw No. F1133, 2017”**

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

Chief Administrative Officer

Chairperson

Schedule 'A'

Development cost charges payable under this bylaw are:

Type of Development	Upon Subdivision
Residential Dwelling, Single Family	\$5,023 per parcel created for one dwelling unit
Residential Dwelling, Single Family (duplex)	\$10,046 per parcel created for two dwelling units
Residential Dwelling, Single Family (triplex)	\$15,069 per parcel created for three dwelling units
Residential Dwelling, Single Family (four plex)	\$20,092 per parcel created for four dwelling units
Residential Dwelling, Multi Family	\$4,186 per dwelling unit permitted to be constructed under zoning; or
Commercial	\$18.80 per gross floor area, m2
Institutional	\$23.00 per gross floor area, m2
Industrial	\$94,188 per ha of gross site area



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Alex Dyer, Planner

DATE: November 02, 2017

RE: Public Hearing Report for Rezoning Bylaws P1358, P1359 and P1360
(Island Timberlands GP Ltd / BC Hydro and Alberni-Clayoquot Regional District)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

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

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

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

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

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1360 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1360 be read a third time.

A Public Hearing for Bylaws P1358, P1359 and P1360 was held on Tuesday, October 24, 2017 at the Ucluelet Community Centre. The hearing was chaired by Vice Chairperson of the ACRD Board Josie Osborne and attended by ACRD planning staff Alex Dyer and Charity Hallberg Dodds, the applicants Randy Orr and Helen Sims representing Island Timberlands GP Ltd and BC Hydro, and 2 members of the public.


RC17007 & RT17008

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


Referral agency responses for both applications were printed and copies made available at the public hearing, the agency referral responses are attached to the public hearing minutes as Appendices 'A' and 'D'. One written submission from the public regarding the BC Hydro proposal was received at the hearing. The written comments are attached to the minutes as Appendix 'C'.

A presentation was made by the applicant's agent Helen Sims outlining the proposed BC Hydro field office and works yard. A visual rendering of the proposal was presented at the hearing and is attached to the minutes as Appendix 'B'. Concerns and questions raised by members of the public at the hearing and in the written correspondence included waterlines, traffic, light pollution, noise, runoff, contamination, creek protection, wildlife habitat, buffering, tree retention, access in the event of a tsunami, safety of public access areas and general location of the facility.


Planning staff member Alex Dyer introduced the text amendment application under Bylaw P1360. The text amendment would change the title of the zone from Marine Recreation (MR) District to Salmon Beach (SB) District. A question was raised by a member of the public about the impact on taxes and cost of road maintenance.

Prepared by: 

Alex Dyer
Planner

Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: 

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

RC17007 & RT17008



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES OCTOBER 24, 2017 – ELECTORAL AREA 'C'

Minutes of a Public Hearing held on Tuesday, October 24, 2017 at 6:00 pm at the Ucluelet Community Centre, 500 Matterson Drive, Ucluelet BC.

Present: Josie Osborne, Vice Chair of the Board of Directors
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant
Applicant: Randy Orr and Helen Sims (agent)
Members of the Public: 2

1. The meeting was called to order at 6:00 pm.
2. Vice Chair Osborne introduces herself and planning staff. She explains the purpose of the public hearing and asks staff to read out Notice of Public Hearing.
3. The notice is read by A. Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area 'C' will be held in Activity Room #2 in the Ucluelet Community Centre, 500 Matterson Drive, Ucluelet BC, at 6:00 pm on Tuesday, October 24th, 2017. The purpose of this hearing is to consider Bylaws P1358, P1359 and P1360.

Bylaws P1358 and P1359, applicable to a part of District Lot 479, Port Albion Road, are necessary to facilitate a subdivision proposal to create a 2-hectare parcel on which BC Hydro would like to construct a field office to service the West Coast.

Bylaw P1358 to amend the South Long Beach Official Community Plan Bylaw P1166 by redesignating part of LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from "Resource - Private Forestry" to "Community Service".

Bylaw P1359 to amend the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 by rezoning part of LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from Forest Reserve (A4) District to Park and Public Use (P2) District.

Island Timberlands GP Ltd, Property Owner - District Lot 479, Port Albion Road

Bylaw P1360, applicable to the Salmon Beach Recreational Development, amends the title only of the current zone for the area.

Bylaw P1360 to amend the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 Section 143 by replacing MARINE RECREATION (MR) DISTRICT with SALMON BEACH (SB) DISTRICT.

Alberni-Clayoquot Regional District – Salmon Beach

Anyone who feels their interest in property will be affected by the proposed bylaws will be given an opportunity to speak on matters contained in the bylaws.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES OCTOBER 24, 2017 – ELECTORAL AREA 'C'

The Public Hearing will be held by the Director for Electoral Area 'C' or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public review.

If you would like more information on these proposals, the bylaws and relevant background documents are available for public review at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from October 11, 2017 to October 24, 2017 inclusive.

Any correspondence submitted prior to the Public Hearing should be addressed to the following:
Mike Irg, Manager of Planning and Development

4. Vice Chair Osborne explains that there are procedural rules and regulations, that written minutes are being taken, and that the Board of Directors will receive a copy of the minutes before voting on the bylaw. She introduces application RC17007/Bylaws P1358 and P1359 and asks staff to read out any written submissions.
5. A. Dyer says no correspondence was received and that copies of the referral agency comments (Appendix 'A') are available.
6. Vice Chair Osborne invites the applicant to explain the proposal.
7. Helen Sims, agent, presents the proposal. She provides a visual rendering (Appendix 'B') to show the proposed full build-out of the development and explains that it may take several years to complete. Project details that were discussed in the presentation included the following: approval from the District of Ucluelet to install a water main and connect to their water system; on-site septic design and installation; professional reports that have been prepared to address and make recommendations regarding protection of watercourses, riparian areas, and environment including wildlife; professional geotechnical reports addressing site stability and soil assessment; the site's elevation in relation to the tsunami inundation zone; and the site's historical use as forestry only. H. Sims then asks if anyone has any questions.
8. Don Howieson asks about the waterline. He wonders who can connect to it and who will own it.
9. H. Sims explains that the District of Ucluelet will own the line but BC Hydro will be paying to install it.
10. D. Howieson asks if it will be a storage facility and will there be daily use by BC Hydro employees.
11. H. Sims explains that there will be some storage but not sure exactly what and how much. She describes the use as a potential daily use field office and a post disaster site for crews.
12. D. Howieson asks why the site at the junction is not being used.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
OCTOBER 24, 2017 – ELECTORAL AREA 'C'

13. Alex Dyer explains that the junction site did not meet the necessary criteria that BC Hydro was looking for regarding site conditions.
14. Alex Marshall said that she is completely surprised that the plan is to connect with District of Ucluelet's water system. She had been informed that they were proposing onsite water.
15. H. Sims explains that onsite wells were explored but BC Hydro has decided to go with the community water supply instead. She explains that the initial request to hook up to Ucluelet's water was denied by council but was later approved following revisions to the design to include two waterlines.
16. A. Marshall asks when this was approved. She says that none of the neighbours have been informed. That the correspondence she was provided by her neighbour, as an Advisory Planning Commission member, stated that it would be onsite water.
17. H. Sims said that at the time of the APC meeting, the intention was onsite water. It wasn't until later that the approval was granted. She also explained that connection to services was not part of her contract for this project although she had been advised of the approval for water connection.
18. A. Marshall states her concerns of the impact of the waterline to the local neighbours and wonders how and where the line will be installed.
19. H. Sims says she has not been a part of the waterline installation design and engineering.
20. D. Howieson asks why two waterlines.
21. H. Sims says one line is for fire flows and the other for office use.
22. Vice Chair Osborne requests at this point, that official comments and questions be raised formally by beginning with your name and address.
23. A. Marshall reiterates her concerns with the waterline. She feels that she is not prepared and that other members of the neighbourhood may have wanted to attend and make comments if they had known. She then presents her comments (Appendix 'C').
24. Vice Chair Osborne thanks and asks if there are more questions.
25. D. Howieson introduces himself and raises his concerns with light pollution, noise pollution, site drainage and runoff, possible contamination from dripping trucks and leaking transformers, river and creek protection, and water source protection. He also seconds A. Marshall's light pollution concerns and requests lighting options be explored.
26. Vice Chair Osborne thanks and asks if there are more questions.
27. A. Dyer discusses results and recommendations from the environmental assessment. Details included forest maintenance, preventative development practices, protection for amphibians and their habitat,



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
OCTOBER 24, 2017 – ELECTORAL AREA 'C'

management plans to be followed, buffer requirements, and hazard tree assessments. Recommendations of the management plan will be monitored and regulated through the building permit.

28. D. Howieson says he would like to see no negative impact during construction and ongoing into the future.
29. The 10 metre vegetative buffer along the adjacent roads was discussed. Light pollution and waterline concerns were reiterated.
30. A. Marshall asked if during the site assessment, was the overall site, including access across bridges and culverts, considered. She referred to an OCP map that she has that shows Port Albion Road as marginally above the tsunami inundation zone and wondered if access could be maintained if this roadway was compromised.
31. H. Sims said that she was not sure of the extent of the assessment. It was hard to determine all of the possibilities in the event of a natural disaster.
32. Vice Chair Osborne said that those were questions that could not be answered at this public hearing.
33. Randy Orr mentioned that the site is desirable as it has three separate road accesses.
34. Vice Chair Osborne introduces the next application RT17008/Bylaw P1360. She then asks staff to read out any written correspondence that was received.
35. A. Dyer states that no written correspondence was received and that copies of the referral comments (Appendix 'D') are available. He describes the proposal and explains the request from the Salmon Beach Committee to change the zone title from Marine Recreation District to Salmon Beach District. The Salmon Beach Recreation Village is an old subdivision that was created as marine access only. Due to the actual site conditions, marine access has never been an option and access by road has always been in place. Members of the committee are hoping that a change in the zone title may help lead them to increased road maintenance by Provincial authorities. He then notes that the Ministry of Transportation and Infrastructure's referral response stated that "the change in title will not change the maintenance level/classification for roads in this area".
36. Vice Chair Osborne asks if anyone has any comments on this proposal.
37. D. Howieson asks if this will increase his taxes and who would have to pay for the road maintenance.
38. A. Dyer explains that it will not affect his taxes and there is no increase to road maintenance.
39. Vice Chair Osborne explains that the Board of Directors cannot receive any new information between the end of the hearing and the November 8th Board meeting. She calls for the first time for further representations on the bylaws.
40. A. Marshall reiterates her concerns over the waterline.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
OCTOBER 24, 2017 – ELECTORAL AREA 'C'

41. Vice Chair Osborne explains that the waterline approval is not within the scope of this public hearing.
42. A. Dyer confirms that. He suggests that the neighbourhood asks to meet with BC Hydro and/or the District of Ucluelet to discuss the waterline.
43. Vice Chair Osborne calls for the second time for further representations on the bylaws.
44. D. Howieson reiterates his concerns with the waterline. He discusses a 1998 agreement with the local residents and a fee they paid for a reserved hook up to the waterline in the future. He worries that the agreement could be compromised and that Island Timberlands and BC Hydro are getting an unfair advantage.
45. Vice Chair Osborne reiterates that the waterline approval is not within the scope of this public hearing. She calls for the third time for further representations on the bylaws. Hearing none, she declares the hearing terminated at 7:53 pm.

Certified Correct:

Josie Osborne, Vice Chair of the Board of Directors

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

BYLAWS: P1358 & P1359 ACRD FILE NO.: RC17007

APPLICANT NAME: Island Timberlands GP Ltd/BC Hydro

ACRD CONTACT: Mike Irg

Date of Referral: August 15, 2017

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

That I see this proposal through the referral process outlined in our Subdivision Standards from the Min. of Transportation and Infrastructure.

Thank You

Agency (please print):

VIHA

Name (please print):

Glenn J. Gibson

Title:

EHO

Signature:

Date:

Aug 31/17

Charity Hallberg

From: Hallworth, Jeff FLNR:EX <Jeff.Hallworth@gov.bc.ca>
Sent: October-02-17 11:19 AM
To: Charity Hallberg
Subject: RE: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

Hi Charity – Our interests are unaffected (it is private land). Thanks.

Jeff Hallworth, P.Ag. Licensed Authorizations Officer
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
South Island Natural Resource District
4885 Cherry Creek Road, Port Alberni, BC, V9Y-8E9
Ph: 250-731-3022, Em: Jeff.Hallworth@gov.bc.ca

From: Charity Hallberg [mailto:challberg@acrd.bc.ca]
Sent: Monday, October 2, 2017 10:27 AM
To: 'John Towgood (jtowgood@ucluelet.ca)'; Hallworth, Jeff FLNR:EX; 'amelia.robinson@ufn.ca'; Cragg, Jenna FLNR:EX; 'lcheetham@sd70.bc.ca'; Luc Stefani; Dylan Todd
Cc: XT:Irg, Mike Alberni-Clyoquot Regional District EAO:IN; Alex Dyer
Subject: FW: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

Below is an email for a referral response request that was sent August 15th. We are planning the public hearing for this application for October 24th. Please provide your input (even if unaffected) as soon as possible.

Thanks in advance!

Charity Hallberg Dodds
Planning Assistant
Alberni-Clayoquot Regional District

From: Charity Hallberg
Sent: August-15-17 9:40 AM
To: glenn.gibson@viha.ca; John Towgood (jtowgood@ucluelet.ca) <jtowgood@ucluelet.ca>; 'Hallworth, Jeff FLNR:EX' <Jeff.Hallworth@gov.bc.ca>; amelia.robinson@ufn.ca; morganne.franssen@gov.bc.ca; Jenna Cragg <jenna.cragg@gov.bc.ca>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; Luc Stefani <lstefani@acrd.bc.ca>; Dylan Todd <dtodd@acrd.bc.ca>
Cc: Mike Irg <mirg@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>
Subject: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

Attached please find the referral package for the above bylaws as well as a response sheet. We would appreciate your response by August 31st, 2017. If you have any questions, please contact Mike Irg by phone at 250-720-2710 or by email at mirg@acrd.bc.ca.

Charity Hallberg Dodds
Planning Assistant
Alberni-Clayoquot Regional District
Phone: (250) 720-2701

Charity Hallberg

From: Lindsay Cheetham <LCheetham@sd70.bc.ca>
Sent: October-10-17 9:31 AM
To: Charity Hallberg
Subject: RE: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

Interests unaffected by the Bylaw.

Mr. Lindsay Cheetham, CPA, CGA
Secretary-Treasurer
School District 70 (Alberni)
Tel: (250)-720-2756
Fax: (250)-723-0318
Email: lcheetham@sd70.bc.ca

From: Charity Hallberg [mailto:challberg@acrd.bc.ca]
Sent: October 2, 2017 10:27 AM
To: 'John Towgood (jtowgood@ucluelet.ca)' <jtowgood@ucluelet.ca>; 'Hallworth, Jeff FLNR:EX' <Jeff.Hallworth@gov.bc.ca>; 'amelia.robinson@ufn.ca' <amelia.robinson@ufn.ca>; 'Jenna Cragg' <jenna.cragg@gov.bc.ca>; Lindsay Cheetham <LCheetham@sd70.bc.ca>; Luc Stefani <lstefani@acrd.bc.ca>; Dylan Todd <dtodd@acrd.bc.ca>
Cc: Mike Irg <mirc@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>
Subject: FW: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

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Thanks in advance!

Charity Hallberg Dodds

Planning Assistant

Alberni-Clayoquot Regional District

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Sent: August-15-17 9:40 AM
To: glenn.gibson@viha.ca; John Towgood (jtowgood@ucluelet.ca) <jtowgood@ucluelet.ca>; 'Hallworth, Jeff FLNR:EX' <Jeff.Hallworth@gov.bc.ca>; amelia.robinson@ufn.ca; morganne.franssen@gov.bc.ca; Jenna Cragg <jenna.cragg@gov.bc.ca>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; Luc Stefani <lstefani@acrd.bc.ca>; Dylan Todd <dtodd@acrd.bc.ca>
Cc: Mike Irg <mirc@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>
Subject: Bylaw Referral Response Request - P1358 & P1359 Island Timberlands/BC Hydro

Attached please find the referral package for the above bylaws as well as a response sheet. We would appreciate your response by August 31st, 2017. If you have any questions, please contact Mike Irg by phone at 250-720-2710 or by email at mirc@acrd.bc.ca.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAWS: P1358 & P1359 ACRD FILE NO.: RC17007

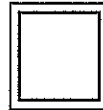
APPLICANT NAME: Island Timberlands GP Ltd/BC Hydro

ACRD CONTACT: Mike Irg

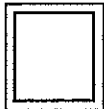
Date of Referral: August 15, 2017



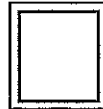
Approval Recommended for Reasons
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to
Conditions Below



Approval NOT Recommended Due to
Reasons Outlined Below

The Ministry has no objections to the bylaw amendment.

Applicant to obtain an access permit from the Ministry of Transportation and Infrastructure prior to any usage as a field office.

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

Agency (please print): Ministry of Transportation and Infrastructure

Name (please print): Morganne Franssen

Title: District Development Technician

Signature: 

Date: August 23, 2017



Hi, my name is Alex Marshall, address at 90 Thornton Road, Ucluelet BC. I am speaking in regard to Bylaw #'s P1358 and P1359. I own rural residential acreage property in very close proximity to this proposed subject site. I appreciate the opportunity to speak.

1. If the property in question is going to be used as a BC Hydro Field Office/Service Centre, potentially storing transformers, equipment, treated poles, materials, vehicles, fuel etc., potential contamination and leaching over time concerns me.
 - This site has environmentally sensitive areas on it's doorstep. Smith Creek, to which the proposed site is adjacent, has the largest run of chum and coho salmon, of any stream flowing into Ucluelet Inlet. It also supports Cut-throat Trout and Dolly Varden Char.
 - On the site itself, and, including close proximity properties, are active amphibian and wildlife habitat and corridors.
 - Close by, residential wells and other watercourses, are a source of drinking water, and also, the base of Ucluelet Inlet.
 - What safety measures and contingency plans are and will be in place to safeguard against contamination of the site itself and/or surrounding areas.
2. During development, will timelines be synchronized accordingly with nesting requirements for local and migrating birds, breeding seasons for species at risk and other local wildlife, and, times of seasonal peak activity or intense foraging?
3. Has there been a Canadian Environment Assessment Act screening (CEAA)?
4. We have heavy winds channelized up West Main that would justify a wider tree and vegetative green buffer around the perimeter of the site than ordinarily stipulated in the ACRD regulations, for aesthetics and environmental benefit, to secure that buffers integrity remains intact. After land clearing and decades beyond.
5. Are your internal plans to protect important features within the landscape, taking in consideration all of the entire site, or just the small area of mature forest in the north central portion identified?
6. Is this site's zoning to park and Public Use P2 requested, which then facilitates due diligence, to ensure green space area is maintained and preserved as untouched on site during development and unoccupied, or altered afterwards, or do you also plan to create a public park with actual access. Opening up area in this location inviting people on site within a park setting I believe problematic for several key reasons.
 - As previously mentioned, both on and off site near this location are extensive habitat and wildlife corridors, highly frequented by bears, wolves and cougars. More development bringing human interaction will displace and/or potentially habituate wildlife and create more challenges and risks for neighbouring residential properties.
 - Also, public access areas create unsafe vehicle parking, illegal camping, dumping of garbage, human defecation and trespassing onto private property, all of which already proven to be occurring locally, creating negative impact.
 - Another example, Thornton Creek Hatchery, also in close proximity to this site, is experiencing yearly increasing chaos due to public access issues.

7. I politely request, if approved, that BC Hydro, out of respect for the existing neighbouring residential properties in close proximity to the subject location, recognize the importance of preserving the dark night sky integrity, outdoors at it's facility.
 - Several alternative lighting options for buildings, site, etc would be greatly appreciated. Some with low impact positioning, accordingly, and less brightness, less quantity, able to be shut off at night, including yard lights etc, thereby able to facilitate varying degrees of the field office and site's usage requirements, compared to peak emergency times.
 - Also, really appreciated by your residential neighbours and, all the active wildlife that travel within the area in the evening and a t night, no street lights mounted on the roads, and, that there is no 24hr day noise pollution emitted from the facility or site, unless of course a natural disaster emergency requires different procedure.
8. After looking at the South Long OCP maps, I'm curious as to why BC Hydro doesn't accommodate the field office on the property it already occupies just outside the Tofino Ucluelet junction. That land has already been extensively logged, cleared and developed with a road in, etc. It is within the area choices we are told to evacuate to, in a time of major disaster like earthquake or tsunami, therefore I assume has excellent accessibility as an emergency post disaster facility location, and, I was under the impression, that is where this facility was going to be positioned initially. Why go through that process now on a different piece of property, why a second site?

Thank you.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1360 ACRD FILE NO.: RT17008

APPLICANT NAME: Alberni-Clayoquot Regional District

ACRD CONTACT: Mike Irg, Manager of Planning

Date of Referral: September 15, 2017

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

The ministry has no objections to this proposal.
Please note: Change in title will not change the
maintenance level/classification for roads in this area.

Agency (please
print):

Ministry of Transportation

Name (please print):

Morganne Franssen

Title: Development Technician

Signature:

Morganne Franssen

Date: September 25, 2017

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1358

**A BYLAW TO AMEND BYLAW NO. P1166
SOUTH LONG BEACH OFFICIAL COMMUNITY PLAN**

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

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

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

1. TITLE
This bylaw may be cited as the South Long Beach Official Community Plan Amendment Bylaw No. P1358.
2. Schedule B, the plan map, is hereby amended by redesignating PART OF LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from "Resource - Private Forestry" to "Community Service" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26th day of July, 2017
Public Hearing held this 24th day of October, 2017
Read a second time this day of , 2017
Read a third time this day of , 2017

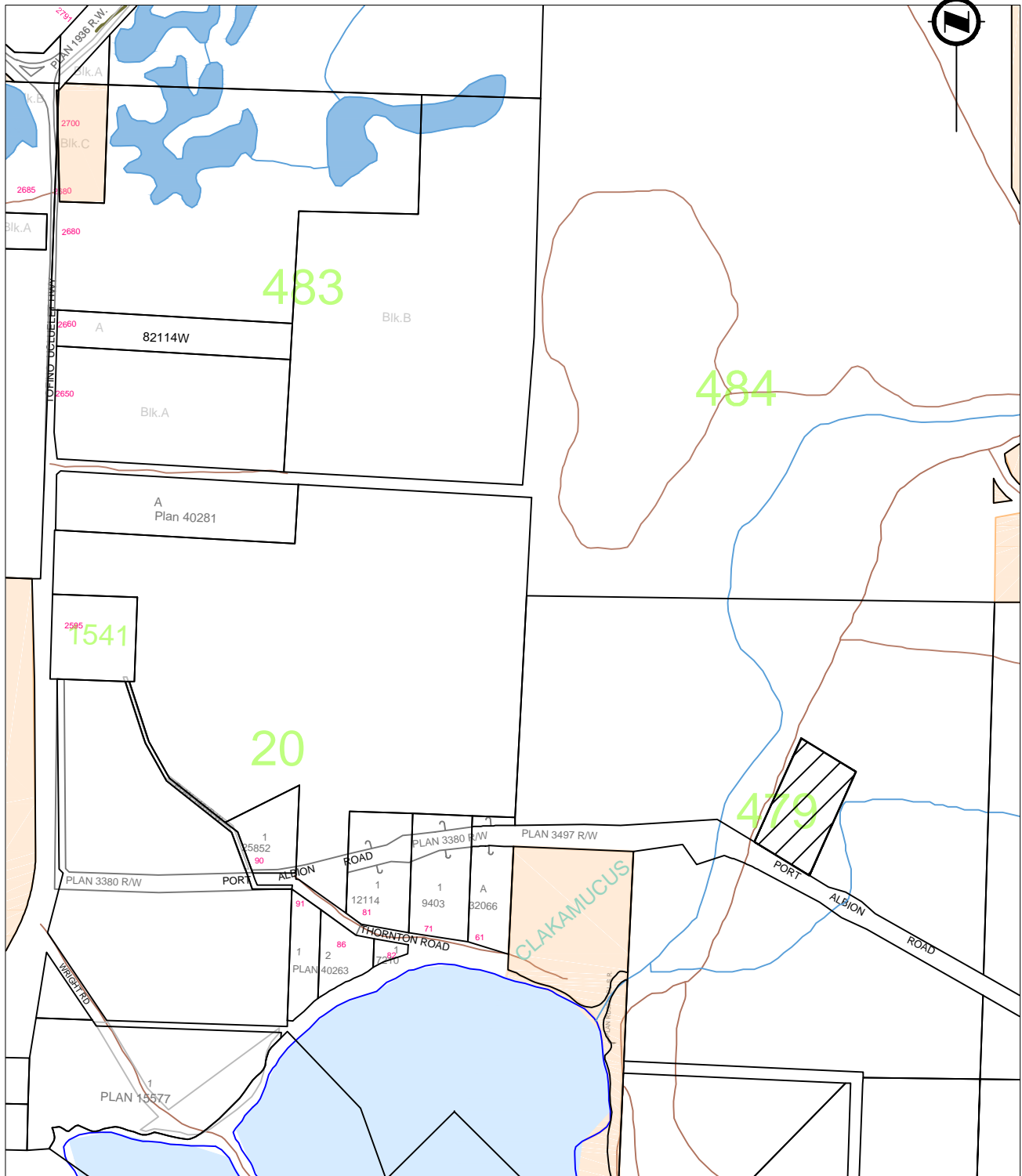
Adopted this day of , 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1358



Legal Description: Part of DISTRICT LOT 479, CLAYOQUOT DISTRICT EXCEPT PARTS IN PLANS 7027 AND 3497 RW



To be redesignated from Resource - Private Forestry to Community Service



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1359

OFFICIAL ZONING ATLAS AMENDMENT NO. 698

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

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1359.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning Part of LOT 479, CLAYOQUOT DISTRICT, EXCEPT PARTS IN PLANS 7027 AND 3497 RW from Forest Reserve (A4) District to Park and Public Use (P2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 26th day of July, 2017
Public Hearing held this 24th day of October, 2017
Read a second time this day of , 2017
Read a third time this day of , 2017

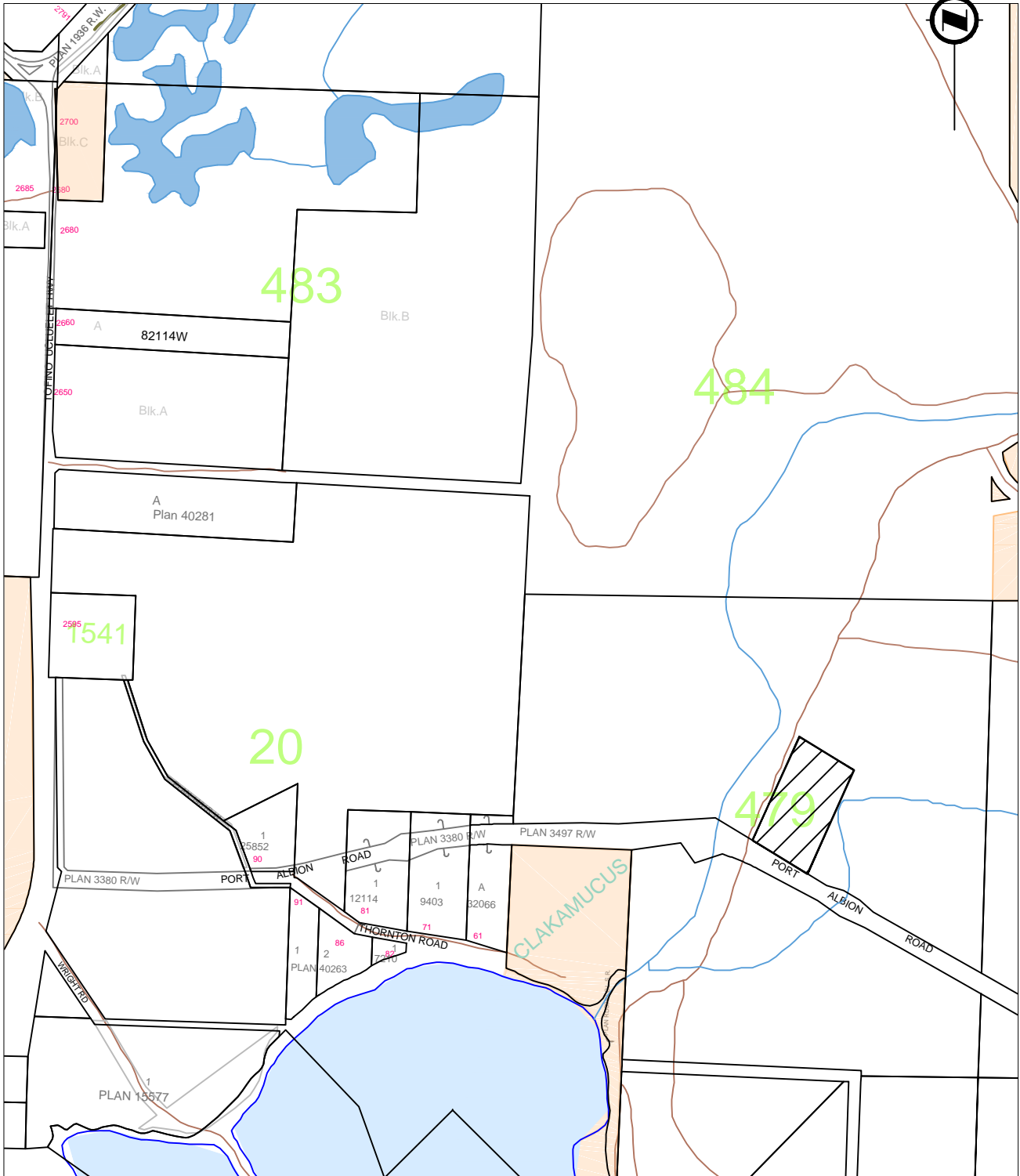
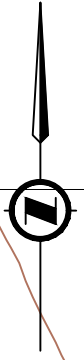
Adopted this day of , 2017

Wendy Thomson, Acting CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1359



Legal Description: Part of DISTRICT LOT 479, CLAYOQUOT DISTRICT EXCEPT PARTS IN PLANS 7027 AND 3497 RW



To be rezoned from Forest Reserve (A4) District to Park and Public Use (P2) District.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BY-LAW NO. P1360

OFFICIAL ZONING TEXT AMENDMENT

A by-law of the Regional District of Alberni-Clayoquot to amend By-Law 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 by-law 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 by-law may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment By-Law No. P1360.

2. Bylaw No. 15 section 143 of the Regional District of Alberni-Clayoquot is hereby amended by:
Replacing MARINE RECREATION (MR) DISTRICT with SALMON BEACH (SB) DISTRICT

3. This by-law shall come into force and take effect upon the adoption thereof.

Read a first time this 13TH day of September, 2017

Public hearing held this 24th day of October, 2017

Read a second time this day of , 2017

Read a third time this day of , 2017

Adopted this day of , 2017

Chief Administrative Officer

Chairperson

RT17008



Rezoning Application

TO: ACRD Board of Directors

DATE: November 02, 2017

FROM: Alex Dyer, Planner

ACRD FILE NO: RD17006

APPLICANTS: 655570 BC Ltd. (c/o Craig Casavant)

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387; and A portion of unsurveyed foreshore of Sproat Lake extending from the natural boundary of the lake.

LOCATION: 10412 Lakeshore Road

ELECTORAL AREA: "D" Sproat Lake

Applicants Intention: The applicant intends to rezone a portion of their property, amend the zoning on the water adjacent to their property and amend the existing restrictive covenants to allow for the following:

- i. Extend the MAR2 District zoning to encompass a portion of their commercial marina that lies outside the current zoning boundaries and to extend the zoning to allow for a future expansion that would increase the number of boat moorage slips from +/- 75 to 130.
- ii. Allow for twenty (20) dwelling units on the upland portion of the property with a mix of attached building strata units and detached strata cottage units.
- iii. Retain boat fueling and small convenience store retail space associated with the marina.
- iv. Construction of public amenities including parking, parkland, picnic and lake access with swimming and non-motorized boat launch area within the unbuilt portion of the Aldan Road right-of-way fronting the lake.

Recommendation:

The following are recommendations of the staff report:

- THAT restrictive covenant FB194076 be modified to allow for a maximum of twenty (20) sleeping units or dwelling units with a maximum floor area of 1,400 ft² excluding any garage or carport, after a public meeting which may be held in conjunction with the

RD17006

public hearing for Bylaws P1361, P1362 and P1363.

- THAT Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment Bylaw P1361 be read a first time.
- THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1362 be read a first time.
- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1363 be read a first time.
- THAT the public hearing for Bylaws P1361, P1362 and P1363 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1361, P1362 and P1363 are subject to:
 - i. Approval from the Ministry of Transportation and Infrastructure for the development of a public use area within Aldan Road;
 - ii. Washroom facilities provided for marina patrons with approved on-site upland sewage disposal or a suitable letter of credit confirming the amenity prior to any expansion of the marina; and
 - iii. Meeting all technical referral agency requirements.

Note: If the Board is considering denying the application or a portion of the application, it is the Board's policy to defer a decision on the application and invite the applicant to make a delegation at the following Board meeting. The appropriate motion would be:

“THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.”

Advisory Planning Commission Input: The Sproat Lake Advisory Planning Commission has considered the application in some form at three meetings:

- 1) June 26, 2017 – The APC was introduced to preliminary plans for the upland development and marina expansion in keeping with past practice for complex commercial developments. The APC did not pass a recommendation at this meeting.

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- 2) October 2, 2017 – The APC considered the planning staff report, public input received to date, applicant submission and bylaws for a first time. The applicant proposed a marina expansion that would result in 150 boat slips and the upland development of a 10 unit multi-family building and 10 units of detached cabins. The APC passed a recommendation to support the upland development of 20 units and not support the marina expansion as presented.
- 3) October 23, 2017 – The applicant amended their proposal by reducing the number of proposed boat slips from 150 to 130 and by reducing the proposed extension of the marina area into the lake by 92 feet. The APC considered the amended marina proposal and any additional public input received to date. The APC passed a recommendation to not support the amended marina expansion proposal.

Public input: There has been a significant amount of public input received regarding this application. Due to the volume of feedback received, all correspondence received to date has been compiled into an Appendix that is included with the agenda for the November 8th Board meeting.

Observations:

i) **Status of Property:** The 0.85 hectare (2.1 acre) property is located at 10412 Lakeshore Road approximately 600 metres east of the western intersection of Lakeshore Road and the Pacific Rim Highway. The property is split by Lakeshore Road. The northern portion of the property, comprising +/- 1.5 acres, is vacant with a gravel parking lot developed adjacent to the road. This portion of the property is cleared and increases in slope from south to the north, away from the lake. The southern portion of the property, comprising +/- 0.5 acre, is developed into a two tier graveled parking area to support the marina. The lower tier parking area is located on the building area of the proposed future multi-family strata building. Historically there was a general store and house located on this portion of the property with the buildings demolished in 2008.

There is a commercial marina operated from the lakefront portion of the property with +/- 75 boat slips with a raised walkway connecting the parking area to the docks. The docks include a central floating structure that acts as the office and seasonal convenience store. A boat fuel facility is located on the docks connected to an upland fuel storage tank installed adjacent to the parking area. The dock facilities located below the natural boundary of the lake are located on a portion of the lakebed owned by Timberwest Forest Corporation.

The property to the north was subdivided by the same property owners into 10 bare land strata lots in 2012 with their own communal sewer system and a private water system. The Tall Timbers campground and Sproat Lake Mobile Home Park lies directly to the east of the subject property.

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ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. There is no existing sewage disposal system on the property. The applicants have provided a preliminary opinion from H2O Environmental Ltd. on potential wastewater volume. The letter indicates that given the soil conditions and slope of the property that the site will be able to safely disperse up to 19,000 litres per day with a type 3 effluent treatment system.
- b. **Water Supply:** The property is serviced by a private water system managed by the property owners. The water system currently services the bare land strata development to the north and will be scaled up to provide potable water to the remainder of the development. The property owners have engaged an engineering firm to determine the requirements to provide water for the full build out of the development.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department
- d. **Access:** Cleared and graveled access is provided along the full width of the property on both the north and south sides of Lakeshore Road. There is the option of access to the northern portion of the property from Aldan Road which is directly adjacent to the east however currently no access exists. For safety reasons, the applicants intent is to have access to the north portion of the property come off Aldan Road rather than directly off Lakeshore Road.

iii) Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates the property and adjacent waterfront area a mix of Commercial Use and Marina Use under the general heading of Marine Use.

The Commercial Use designation supports a wide range of commercial uses including local, highway, service, recreation and campground commercial uses as specified by the Zoning Bylaw. This designation also supports short term vacation rental accommodation.

The Marine Use designation provides specific areas for marina use, float home use and conservation with a primary objective to “distinguish between the levels and types of uses than can be supported by different areas of the lakes” (Objective 18.1.4). While there are no policies specific to the development or expansion of commercial marinas there is an advocacy policy to “discourage any increase in the number of houseboats, wakeboard and wake-surfing boats, oversized motorboats and ocean-going motorboats on Sproat Lake to minimize damage to the foreshore and to shoreline improvements” (Policy 18.2.21). The proposal could effectively increase the number of boats that have access to the

RD17006

lake by increasing the number of seasonal boat slips available for rent.

The Sproat Lake OCP also designates two Development Permit Areas that impact development on the subject properties: "DPA I – Riparian Areas Protection" and "DPA III – Objectives for Form and Character".

DPA I – Riparian Areas Protection

DPA I includes all lands within 15 metres of the natural boundary of Sproat Lake. This designation is used to ensure that the ecological values of sensitive riparian and wetland habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems. An assessment by a Professional Biologist accompanying a development permit application will be required prior to any alteration of land within 15 metres of the natural boundary or any development within the foreshore area.

The property owners worked with the Department of Fisheries and Oceans in 2008 to install a rip rap shoreline replacement structure on the east side of the property to improve fish habitat at the developed site. DFO also recommended the 40 foot building setback from the existing shoreline in a letter dated July 7, 2008.

DPA III – Objectives for Form and Character

DPA III includes any industrial, commercial and multi-family development within the highway corridor area and establishes guidelines for form and character of development, parking, screening, landscaping, lighting, access/egress, signage. The designation covers the entire property. Prior to the issuance of a building permit for any multi-family or commercial development at the site the proponent will be required to apply for a development permit and submit a plan addressing the form and character guidelines.

C. **Zoning:** The property is split-zoned Tourist Commercial (C6) District and Marina Two (MAR2) District. The C6 District permits motels and motor hotels, accessory buildings and uses and one single family dwelling per lot. The MAR2 District permits marina use which under the definition provided in the Zoning Bylaw includes:

- i. commercial moorage, floats and boat ramps, boat houses or shelters, rental of watercraft, marine fuel sales, pump-out facilities for sewage disposal, facilities for disposal of waste oil and bilge water, public washrooms, accessory off-street parking, accessory boat repair, commercial retail uses, office space accessory to the above uses and incidental transient overnight accommodation on a vessel or watercraft.

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It does not include watercraft sales, transient commercial overnight accommodation in a watercraft or vessel or permanent or seasonal residential use in a float home or vessel.

The MAR2 District does distinguish itself from the MAR1 District and the Marina Use definition by not permitting the “moorage of float homes and transient overnight accommodation in float homes.” Marine fueling operations are permitted but shall not be located less than 60.96 metres (200 feet) from any residence or from any A, R, RA, RMH, P or W2 District.

	Tourist Commercial (C6) District	Marina Two (MAR2) District
Minimum Lot Size:	15,000 ft ²	-
Minimum Lot Width:	120 feet	-
Lot Coverage:	-	-
Minimum Setbacks		
Front:	20 feet	10 feet
Rear:	20 feet	10 feet
Side:	15 feet	10 feet

The property owners are applying to rezone a portion of the foreshore fronting their property from Waterfront (WF1) District to Marina Two (MAR2) District in order to allow for the continued operation of a portion of their marina located outside the MAR2 zone and to allow for a future expansion of the marina. The MAR2 zoning would also be expanded on the upland property to allow for an increase in parking required for the marina users.

Comments:

1. The upland portion of the property was rezoned to a mix of Tourist Commercial (C6) District and Marina Two (MAR2) District in 2008. The MAR2 zoning on the lake was adopted in 2003 which established the current zoning boundaries that exist today. At the time the MAR2 boundaries were established in 2003, the boundaries did not match the extent of the existing commercial marina operation. The eastern most dock within the marina was located outside the MAR2 boundaries and one of the applicant’s goals of this rezoning application is to establish new MAR2 boundaries that better reflect the historic extent of their marina operation.
2. The majority of the upland portion of the property is zoned Tourist Commercial (C6) District however the uses are restricted by covenant registered to the property title. The covenant limits the uses to one motel/hotel with not more than 10 sleeping units or dwelling units. The useable floor space of each hotel/motel sleeping unit or dwelling unit shall not exceed 1,200 square feet of living area excluding any garage or carport. Through this rezoning

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process, the applicants are requesting that the restrictive covenant be amended to allow for additional density and flexibility of uses. The applicant's intention is to allow for 8-10 attached building strata units south of the road and 10-12 detached building strata units north of the road in the form of smaller cottages or cabins. The total number of dwelling units would be limited to no more than 20 units. The C6 District zoning would allow for the units to be utilized as residences or as short term vacation rental units. Planning staff is supportive of the proposed increase to the maximum number of units permitted on the upland property. Technical requirements for water supply, on-site sewage disposal, form and character, landscaping, screening and parking would be dealt with through the building permit and development permit process.

3. The applicant has proposed to construct a public use space within a portion of the unbuilt Aldan Road right-of-way directly to the east of the subject property. The public use area would include public parking, a small park and picnic area and lake access within the road allowance. This would be an amenity to benefit the public by creating a safe and accessible area for the public to connect with the lake while also benefitting the adjacent commercial uses. Planning staff is supportive of the proposed public use area subject to approval from the Ministry of Transportation and Infrastructure. Staff had preliminary discussions with the Sproat Lake Parks Commission on a long term maintenance plan for the public use area. The initial feedback from the Commission was that their support for the proposal would be conditional on improved public access to the lake in that area.
4. The applicant has proposed a significant expansion to the existing commercial marina. At present there are +/- 75 boat slips available for rent. The applicant has proposed expanding the marina over multiple phases to allow for up to 130 moorage slips. The MAR2 zoning currently extends about 45 metres into the lake while the proposed extension to the MAR2 zoning would extend up to 70-75 metres into the lake.

Planning staff is recommending that the Marina Two (MAR2) District zoning text be amended to allow a maximum number of boat moorage slips to 130 and that the zoning map atlas be amended to allow for an expansion of the marina. The proposed eastern extent of the MAR2 area would be 30 feet east of the existing wharf finger on that side of the marina.


5. While planning staff is not opposed to an expansion of the existing commercial marina there are a number of technical matters that need to be considered. The proposal has been referred to the Transport Canada Navigation Protection Program so they may evaluate impacts to navigation and minimize risk to navigation on the water. A letter was received from Transport Canada dated July 24, 2017 noting that the proposed works fall outside the mandate of the Navigation Protection Program.

The proposal also requires support from Timberwest as the legal owner of the lakebed under this portion of Sproat Lake. Correspondence from Timberwest received on September 6, 2017 indicates that the applicant does not require authorization from


RD17006

Timberwest to apply to rezone the surface of the lake. The letter also notes that notwithstanding the zoning of the lake surface, any encroachment on the lakebed by the applicant will require a licence agreement with Timberwest or acquisition of the lakebed.

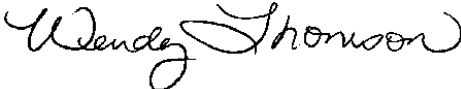
6. The protected swim area indicated on the applicant's drawings shaded pink would not be rezoned and would remain Waterfront (WF1) District with the intention that it be left as an unimpeded public access area outside of the footprint of the expanded marina. One option that was discussed was for the Regional District to seek a long term lease from Timberwest for the remaining lakebed fronting the Aldan Road right-of-way outside of the MAR2 zone. The ACRD would have increased ability to enforce the use of that area although there would be liability considerations to investigate.
7. Planning staff is recommending that the Board proceed with first reading of the bylaws and proceed with the formal public input process. There has been significant public feedback received to date, both positive and negative, regarding the proposed development. From a land use perspective, staff are supportive of the expansion of the marina as presented but this should be considered in the context of the needs of both the Sproat Lake community and the region as a whole. The marina provides the only regulated boat fuelling service and retail convenience store on Sproat Lake and not only provides service to residents of Sproat Lake but also residents of the Alberni Valley and patrons coming in from outside the community.

Submitted by: 

Alex Dyer
Planner

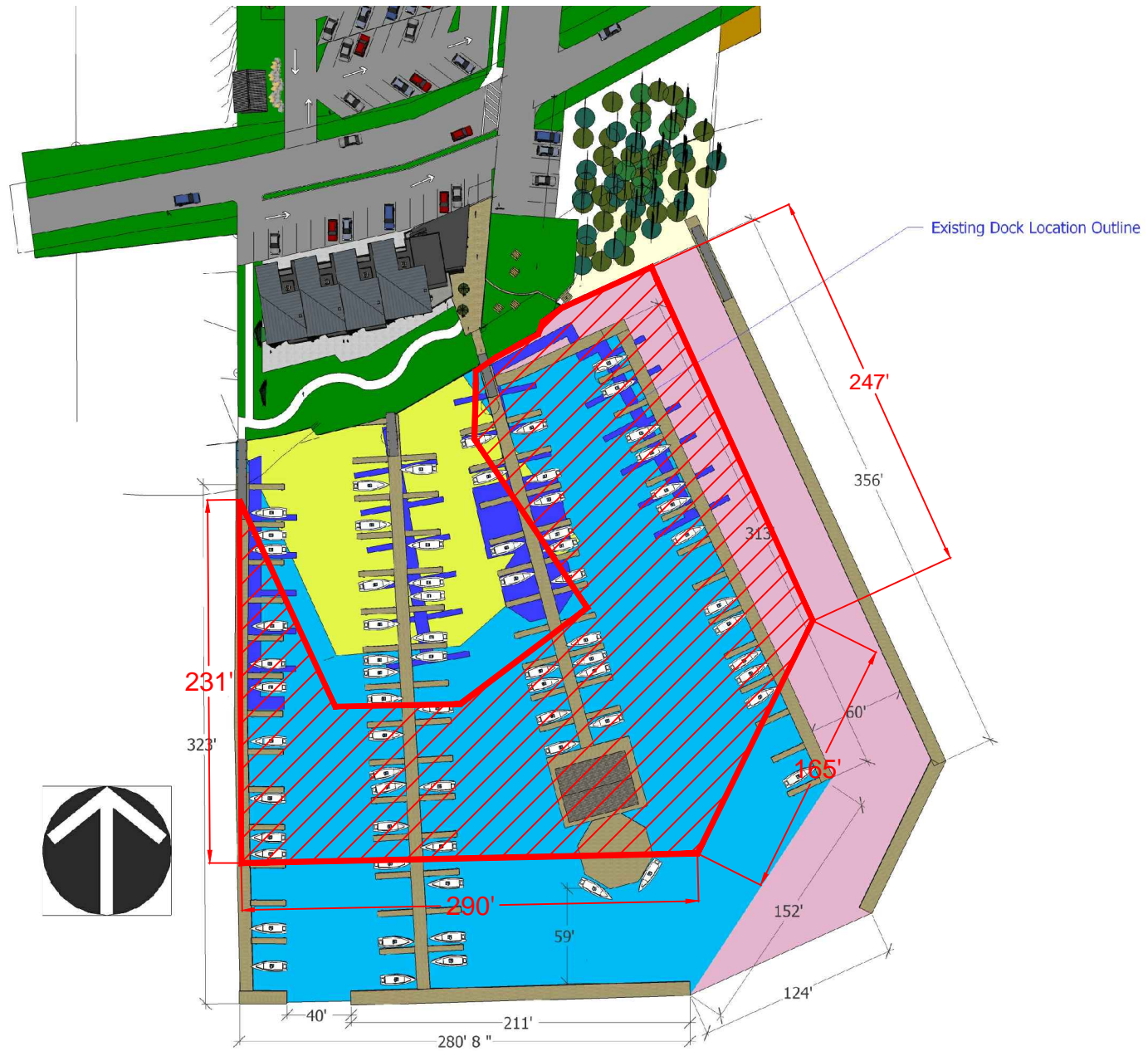
Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: 

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

RD17006



Proposed Marina Expansion Area



Locations are approximate for discussion purposes only

0 100 m 400 m

September 22, 2017

Alex Dyer
Planning & Development
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, B.C. V9Y 2E3

RE: Rezoning Klehkoot Marina MAR2, Amendment of C6 Covenants

Dear Alex,

Please find enclosed various documents in support of my recent application to re-zone the MAR2 area and make amendments to the current C6 covenants related to my property at 10412 Lakeshore Road in Port Alberni B.C. V9Y 8Z7.

The supporting materials include:

- Historical Perspective
 - Historic Marina Footprint takes up same space as current footprint
 - Un-surveyed MAR2 Zone 2003
 - Removal of docks from historical footprint/subsequent Marina Closure
- Project visuals
 - Google Map perspective
 - Illustrative overview of entire project
 - Comparative Marina plans with dimensions
 - Illustrations of proposed low sight-line condos and cabins
 - Sample picture of proposed walk-out cabins
 - Proposed pump out facility
- Marina Stewardship of Sproat Lake
 - Shoreline Rehabilitation & Fish Habitat
 - Pre-empted fuel system upgrades and replacement
- Importance to the Community
 - Marina History & Our Story
 - Survey results of 1,594 Marina visitors proving the majority of customers the Marina serves are Sproat Lake and Alberni Valley residents and property owners
 - Analysis of current and past moorage customers proving the majority of moorage customers are Sproat Lake property owners and Alberni Valley residents

- Community benefits
- Excerpt from original application report outlining 39 Official Community Plan policies and objectives the proposal addresses
- Community letters of support
- Frequently asked questions

I want to thank the ACRD staff, the Advisory Planning Commission and the Board of Directors for their time and attention to this proposal. The attached design concepts were conceived with an enormous amount of local input then professionally designed and subsequently has received a very positive response from the community. We hope the APC and the ACRD will agree and recommend the project move forward.

Sincerely,

Craig Casavant
Klehkoot Marina

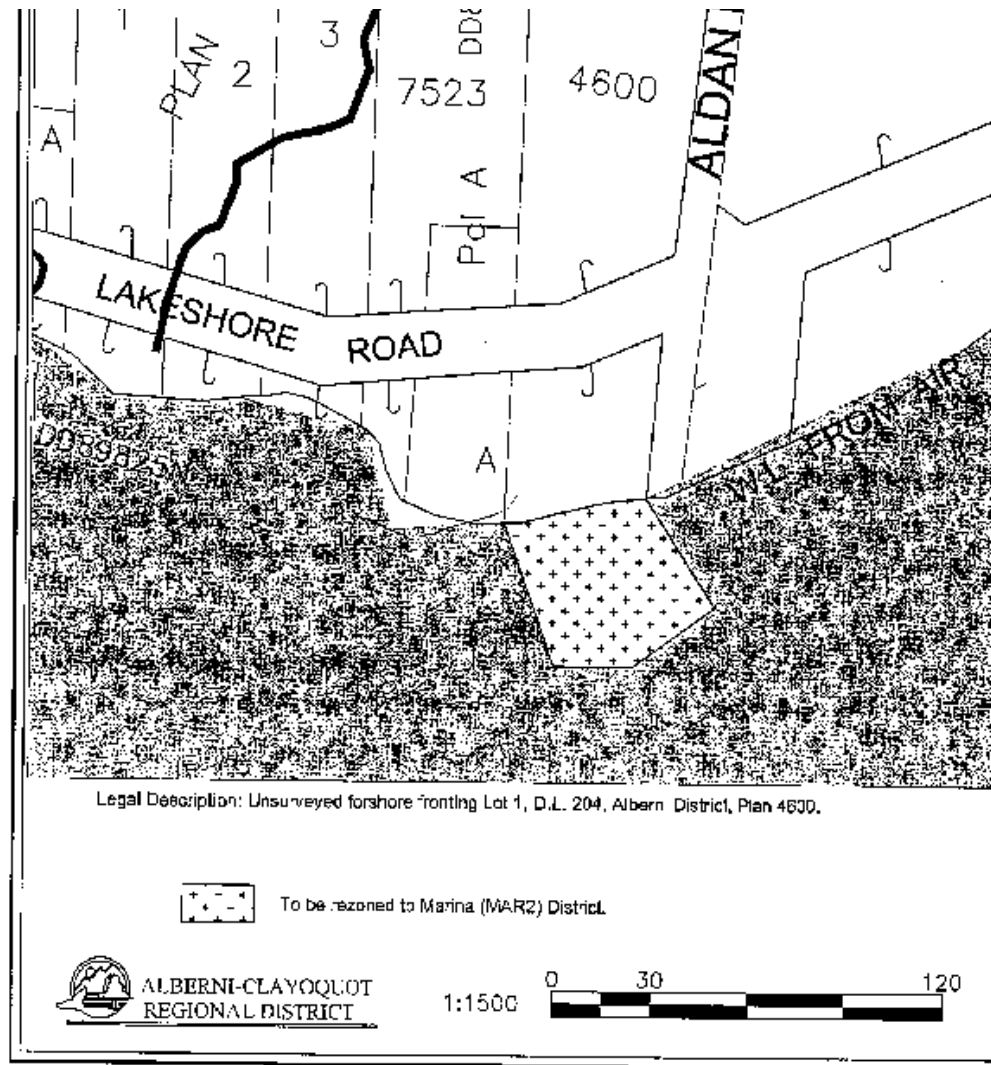
Aerial View Circa 2003 Showing No Material Change in Marina Footprint Compared to Current Footprint



Current Footprint

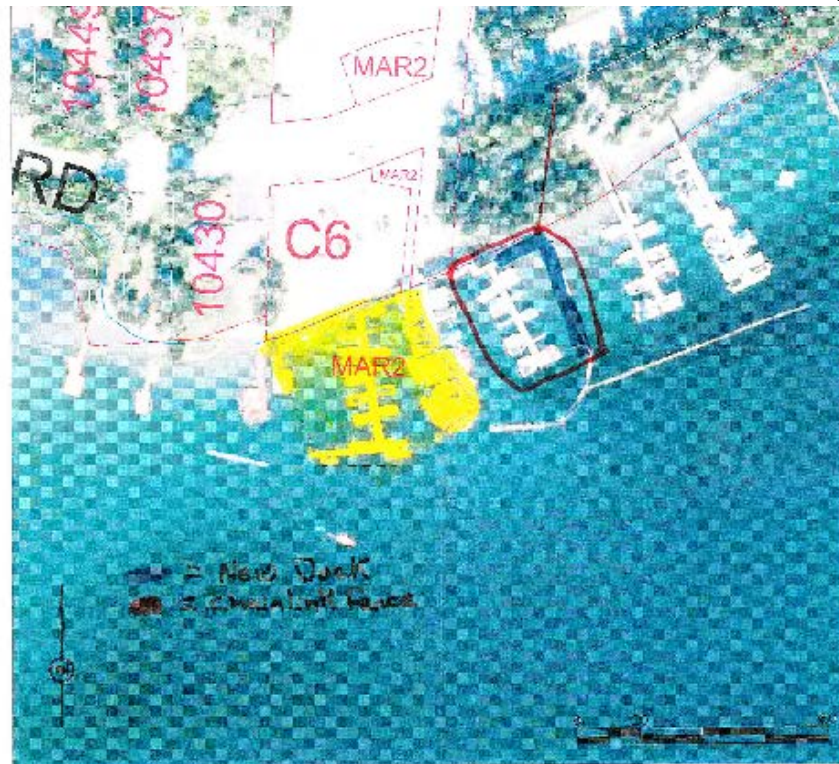


MAR2 Zone Established ~50 years after the Marina.
 Specifically “Un-surveyed” intended to designate an area
 restricting houseboats. Not to specify Marina footprint.



The ACRD's suggested removal of the two docks positioned as early as the 1950's will take away 42% of our moorage revenue and cause the closure/privatization of this family business.

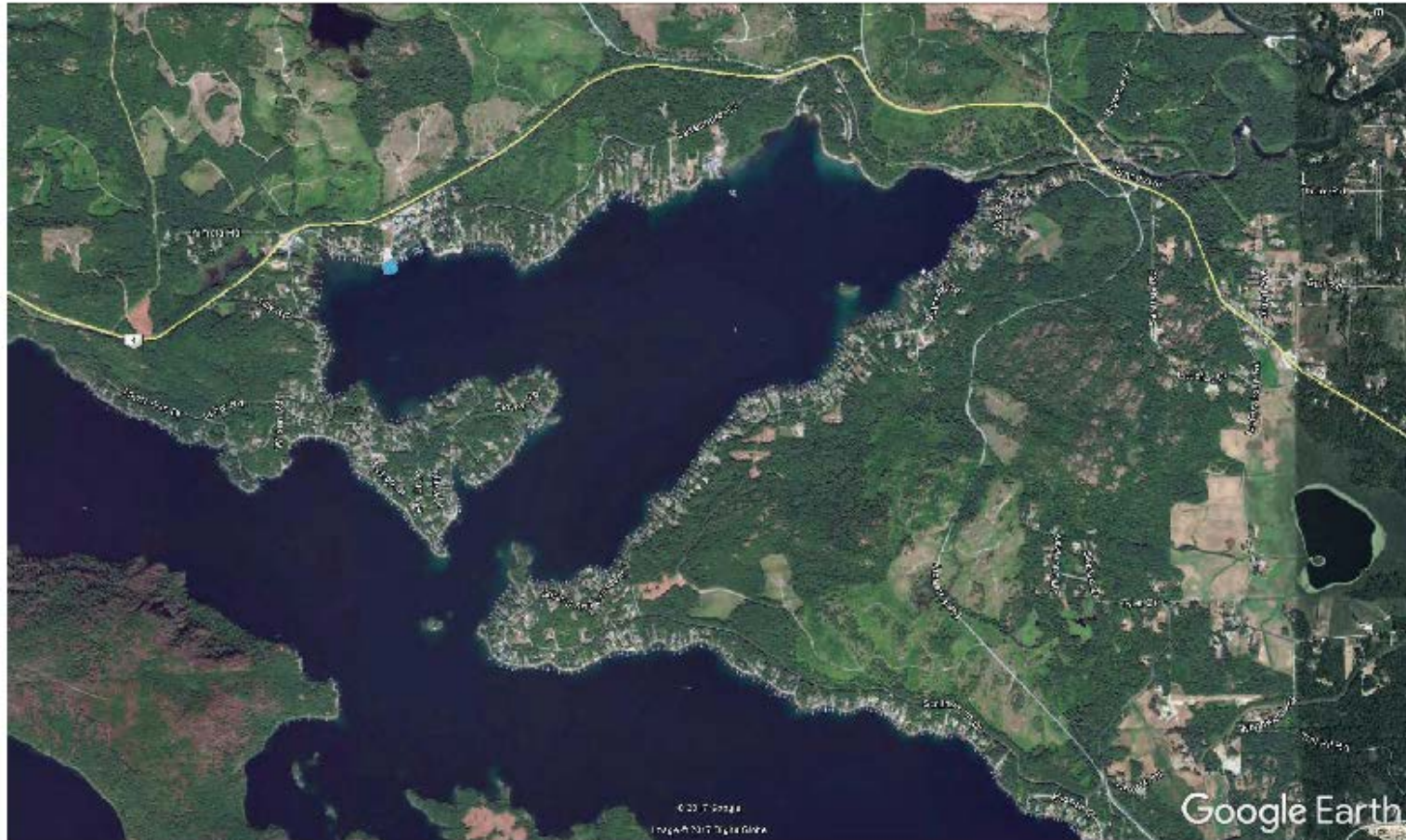
APPLICANT SUBMISSION



What if the Marina Does Close?

- We believe there will be a big gap in the market. The needs of the community will be seriously lacking and eventually the hole will be filled.
- The question is; by whom and in what location?
- We doubt a small family business will have the financial strength to install a new fuel & dock system.
- We also think the current location is the best location for the Marina and it predates almost every home on this bay.

Proposed Expansion Details

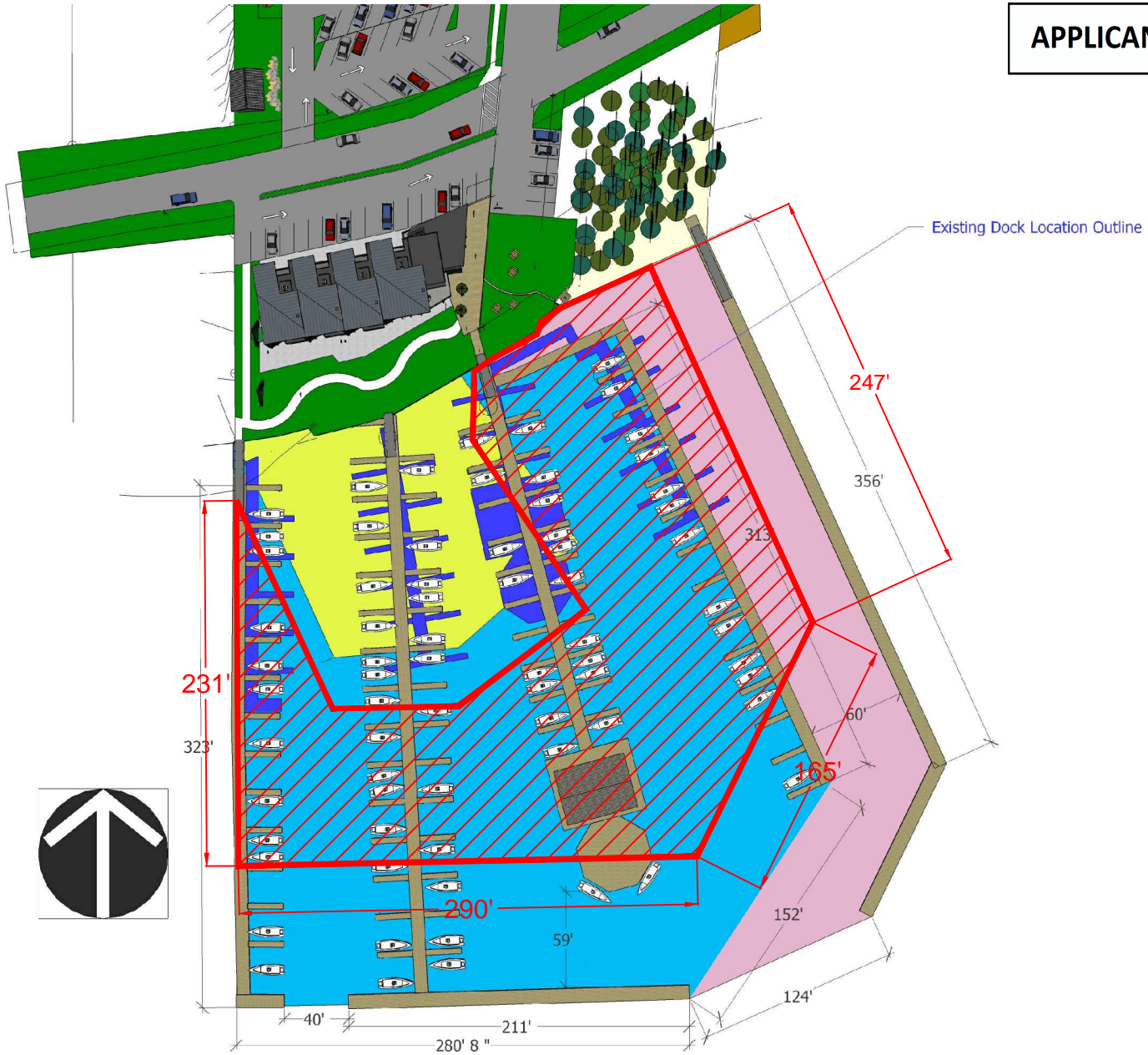


Klehkoot Marina

Measurements are Approximate
July 11, 2017

Blue shaded area represents the proposed Marina Footprint

APPLICANT SUBMISSION



Proposed Marina Expansion Area

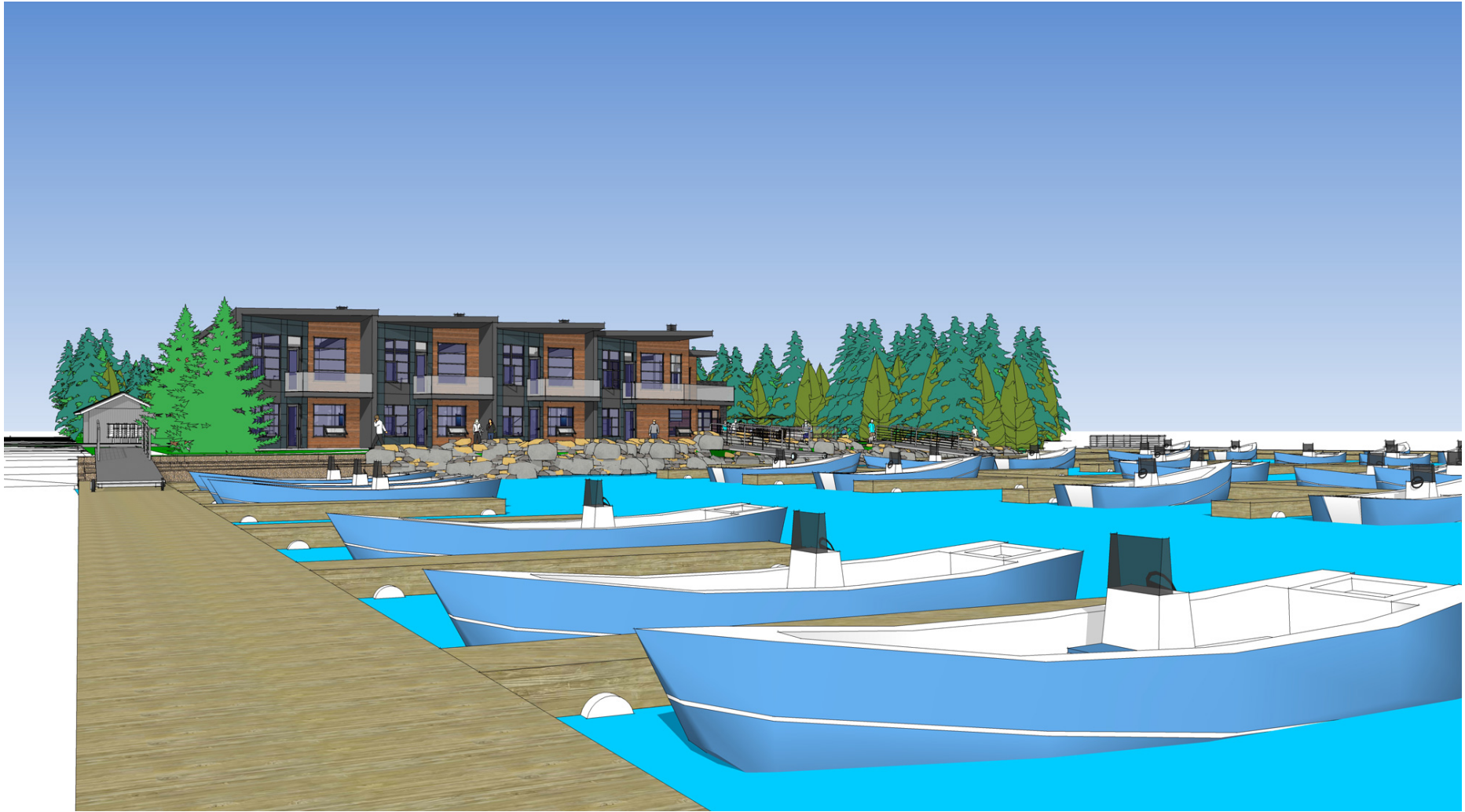
Bird's Eye View



Shorefront



From the Docks



Provisioning/Convenience Store & Public Washrooms



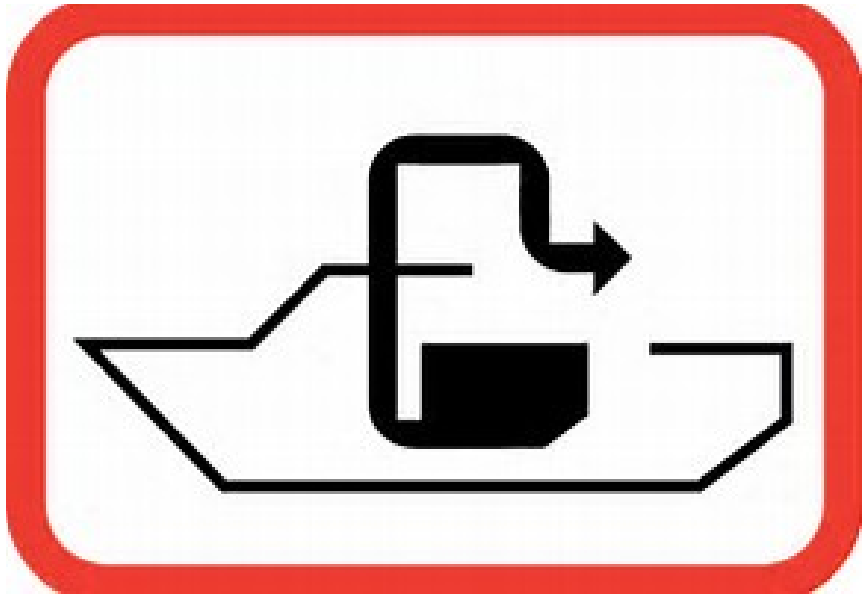
Small Walk-Out Cabins With a Rural Atmosphere



Sample of Walk-Out Cabins



New pump out facilities are necessary for the Lake



PARKING

- 1 Parking spot for every 3 slips is to Code and standard for a Marina. This requirement more than suits the Marina parking needs even on busy summer weekends.
- In addition, the Klehkoot Marina issues one Parking Permit per boat. Customers can get an additional guest pass if there is space available. Other vehicles will be towed at owners expense.
- We also have room for public parking and unit parking over and above the Code requirements.

SEPTIC CAPACITY

- We will not be tying-in to an existing system.
- There will be a new septic system built and it will be built to Code.
- There is talk that VIHA does not regulate septic systems very well. This may be true regarding the many septic systems that were purposely built below Sproat Lake's high water mark but it is categorically untrue when building new septic systems. Particularly community septic systems.
- The system will be regulated and built to Code.

WASHROOM FACILITIES

- There is no realistic way to build washrooms as stand-alone units on the site as it currently is. With the global economic down turn in 2008 and the Marina's struggles in the subsequent years there has been no ability to build dwelling or commercial space with permanent washrooms on site.
- Before 2008, I incurred considerable personal expense to build multiple washroom units allowing the public to gain access to them from outside the store.
- This is a basic need for any business and you can be assured there will be public washrooms onsite.

SAFETY FUELING VESSELS

- The fuel system is 100% new as of 2009
- Among other safety features the system includes
 - A leak containment system throughout
 - Multiple electronic vapor and moisture sensors
 - Emergency shut off system
 - 8 manual emergency shut off valves
 - Ongoing evaluation and testing
- We comply with all safety standards based on a professional Marine Survey and much scrutiny from our insurance carriers.
- We exceed fire suppression recommendations and have spill response materials in place at all times.

Portable vs. Commercial Fueling

There are so many problems associated with fueling boats with portable containers that...

PORT ALBERNI PORT AUTHORITY PROHIBITS THE FUELING OF VESSELS WITH PORTABLE CONTAINERS ON THEIR DOCKS...

as does the Klehkoot Marina

From the Port Authority Moorage Contract:

“No fueling of vessels is permitted while at berth. Vessel fueling must occur at designated fuel floats.”

In some cases this is also an insurance requirement.

Public Access

- We continue to improve access to the Lake. Which includes the building of new ramps, walkways and retaining walls. Nothing we have done restricts access to the water or the greater parts of Sproat Lake.
- The fact is there are numerous public access points around the Lake that are purposely blocked by private fences, docks and planted vegetation.
- We aren't addressing the abuse of these access points and instead are focused on the intended use of the area's next to our business where we can improve public services and business commerce.

10 LARGE UNITS ARE APPROVED

- 10 Large units are already designed and the engineered waterfront plans are complete.
- We are practically ready to build.
- No re-zoning or amendments needed.
- The units are designed to maximum size and height with plenty of yard space for cars, trucks, trailers and powered water craft.
- Each unit owner will be able to independently rent their home out on a short term, nightly basis.

UP TO 20 SMALLER UNITS

- Up to 20 smaller units will have low sightlines and blend in well with the surrounding landscape.
 - Up to 20' lower sightlines on the smaller units.
 - Up to 10' lower sightlines on the waterfront units.
- A walk-in community will not allow for cluttered yards of vehicles, trailers, jet skis, etc.
- Rental of units (where applicable) will be professionally managed and abide by rental rules and regulations.

Is the Lake being taken care of?

- The following pages are just some of the work we've done (that didn't have to be done) so the Lake is safer, cleaner and has better access.
- Everything in our future plans takes the Lake's sensitive environment into consideration.

Proven stewardship of the Lake and its sensitive environment



Remediated rotted, creosote logs and soil



Shored up collapsed embankments



Repaired/replaced unsafe walkways and ramps



Repaired/replaced unsafe walkways and ramps
208



Created a stabilized environmentally friendly shoreline



Created an eco-friendly natural-material
fish habitat

210



Created a natural safer shoreline
transition to the Lake



Preemptive \$200,000 + invested in a all new
212 environmentally safe fuel system

Our Story...

Lake & Marina History*

This lake has always been a central feature in the region. The Kleh-koot-aht people, who inhabited the area prior to European contact, called the lake Kleh-koot, meaning wide open spaces. That name is still preserved on some maps as Klehkoot arm.

The Kleh-koot-aht people, along with the Muh-uulth-aht and the Cuu-ma-as-aht, are known as the Hupacaseth First Nations. The ancestors of these First Nations people are responsible for one of British Columbia's best petroglyphs. Overlooking the eastern end of the lake is an ancient rock carving called K'ak'awin which is believed to represent a mythical lake creature.

Originally Mac's Shack, and then Lakeshore Service, the Lakeshore Store & Marina was built circa 1955 on the Shore of Sproat Lake on Klee-Coot arm. The Klee-Coot arm is between 1 and 1/5 km wide and 3km long with one branch leading into the rest of Sproat Lake with its 4 arms and 232km of shoreline. Land attached to the store and marina is approximately 2.5 acres with about 1/3 of the property across Lakeshore Road where the family made their home.

The business was built during an era of change as some of the large logging operations were moving off the lake and organizing themselves in the Alberni Inlet. It was also the last stop before the wilderness trek to the west coast of Vancouver Island. Lakeshore has been a landmark for a brief but interesting part of the Alberni Valley history.

Since inception, the business has been family owned and operated. Our family, the Casavant's, purchased the Lakeshore Marina and Store in 2003 and in honor of the ancient inhabitants and the original lake name we renamed the Marina to its current name, Klehkoot Marina.

Today the Marina serves as many as 30,000 customers per year. We fuel as many as 3,000 vessels per season and we provide seasonal and transient moorage space for 75-80 marina users. Additionally multitudes of transient watercraft owners use the Marina for short term overnight docking.

*Some information/quotes from Sproat Lake Reflections Published by SLHBC, British Columbia, 2008.

Our Story...

Originally from Courtenay our stomping grounds were Comox Lake, Forbidden Plateau, the Cruikshank River and up to Dixon Lake. Relatives visiting us from other parts of Canada and the world would inevitably end up on a trip to Cathedral Grove and every once in a while we'd sojourn into Port Alberni. If we were really lucky we somehow made it to Sproat Lake for a warm summer swim.

After years of absence and longing to return to the Island, family considerations and a business opportunity enabled us to do just that. And through strong family ties we were drawn specifically

to the Alberni Valley. In 2003, we purchased the Marina and Store and since that time a new generation has grown up in the area and at the lake. Many family members currently live and work in the Alberni Valley and around the Lake.

Upon purchasing the business in 2003 we immediately started to improve the store's offerings. We introduced a coffee service and hot food service; we built out a café and eventually started the pizza business. While these efforts were positively received, revenues weren't at a level to sustain the business. We needed to think out of the box and establish a long term solution for the business, local residents and tourists alike.

We explored many concepts of re-developing the land and revitalizing the entire store and marina, eventually we came up with a plan that was well received by the public. We rezoned the land and were approved to build 10 larger homes and condos on the property.

There were significant delays during this process and the delays turned into extremely bad timing as the world went through a global economic crisis. The timing stalled all development and improvement activities.

Fast forward 8 years and we survived. It took another rezoning effort, a major shift in management and finally the sale of 10 lots adjacent to the marina property to keep everything going. In 2014 Sharon and Gerry Casavant took the helm on managing the marina and we began our revitalization projects.

Once again we began putting money into the marina and started planning the development. We repaired dilapidated and unstable docks and ramps and by the summer of 2017 all main docks had been repaired. The store foundation and flooring have been completely redone and we took some of the salvage material and created a moorage area and public walkway.

We recognized that as the lake has grown in popularity many people have been left without access and local residents and lakefront homeowners are looking for more and better services to meet their needs. Public access to the lake has been a longstanding priority of the family's redevelopment considerations.

When evaluating the marina business and the needs of the local residents and visitors we diligently investigated options that would provide maximum benefits to the public, positioning the Marina as a long term resource to the local community and economy.

Also, in re-evaluating the building of 10 large homes on the property we received considerable feedback on what the lake really needed and wanted. The ideas evolved into the concepts of smaller cabins and condos with a rural feel that has received enormous positive feedback in the community. By all accounts we think we have come up with a winning formula.

Klehkoot Marina 2017 Customer Survey

The Survey

In the summer of 2017 from July 28th to August 11th, 7 staff member’s surveyed 1,594 visitors to the Marina representing approximately ninety-five percent of the available participants. Our goal was to find out where our customers live and make note of why they visited the facility.

The survey consisted of two multiple choice questions (sample attached). Question number one; “Please tell us where you live” included four choices; Around or on Sproat Lake, In or close to the Alberni Valley, Other cities on Vancouver Island or the Lower Mainland and beyond. The second question, “Why are you visiting us today?” included three choices; Fuel for boat, snacks, drinks, ice cream and other. Where ‘other’ included but was not limited to, pick up-drop-off, safety or urgent repair, non-motorized water sports, information, view/sightseeing, picnicking, meeting family/friends, using WIFI, docking.

Our staff members approached the visitors and explained we were doing a quick survey to find out where the visitors to the Marina were coming from and why they were visiting. We asked them where they were from and in most cases we went through each individual question and checked the applicable answer. We then asked what brings them here today and then checked all that applied.

Survey Timing

We timed our survey to extend over 2 weeks and 3 weekends during what is traditionally the height of our season. This year the temperatures reached over 32 degrees on consecutive days, multiple times. We had sunny skies but smoke from the fires in the interior and very little winds. As has traditionally been our experience our sales volume peaked during this time. Eventually at the August 5th and 6th peak our sales and visitor count increased by 1,200% compared to shoulder times.

The Results

Where are visitors from?

Combined Sproat Lake and Alberni Valley	57%
Combined out of town visitors	43%
Around or on Sproat Lake	37%
In or close to the Alberni Valley	20%
Other Cities on Vancouver Island	25%
The lower mainland and beyond	18%

Why are you here?*

Fuel for boat	55%
Snacks/Drinks/Ice cream	24%
Other	36%
Combined Convenience & Other	60%

*Totals for question #2 are over 100% because multiple answers could be selected.

Analysis/Conclusions

We had a pre-conceived notion that because we were in the height of the season that our visitors were from places other than the local area. What we found was practically the opposite.

Visitors were over 2 times more likely to be local residents than to be from other cities on Vancouver Island and over 3 times more likely to be local than from places beyond Vancouver Island. While a significantly high 878 visits were to fuel their boats, 950 visits were for convenience and other items.

Lake Residents

The numbers indicate an average of 200 visits each week from lake residents, demonstrating very strong local support for the business. The population in Area D (Sproat Lake) is 2173. This would indicate that 27% of Sproat Lake residents supported our business in a 3 week period. We don't think many other businesses could boast this.

Port Residents

These residents have a choice of Alberni Inlet and Lake options close at hand. Potentially the lake would be the greatest distance for most. The lake also offers fresh water rather than salt water which is a preference for some.

Combining the 2 Alberni figures (57%) definitely shows the locals like our option and it's important for the Marina to respond to the local market needs.

A news article in the AV News from 2012 notes:

The port authority conducts an annual board waitlist for moorage at marinas. Seventy five per cent of the tenants at the marinas are locals while 25 per cent come from out of town, usually Alberta and the United States, Carter said.

In either case the importance of out of town visitors is highly valued as it tends to bring more money to the community to places like accommodation, restaurants etc.

The solid numbers from out of town (43%) along with fuel and convenience purchases tells us that people like amenities and convenience. They don't need to pack gas, which is dangerous, causes excessive pollutants in the lake and they are aware they can take care of personal needs while they are at the lake. Our convenience offerings add value which is obviously appreciated.

Overall our business supports the recreational boat industry both directly and indirectly. Alberni Valley and Sproat Lake residents use the Marina facility more than any other group validating its importance to the community.

Additional Supporting Statistics:

We also did some calculations as to where our moorage customers come from. We reviewed the addresses of present and past customers over the last three years. Once again the results supported the fact that Alberni Valley residents and Sproat Lake property owners represent the largest group using the Marina facility.

Combined Sproat Lake and Alberni Valley	58%
Combined out of town visitors	42%
Other cities on Vancouver Island	38%
The lower mainland and beyond	4%

Thank you for your attention to this survey. We think it is an important indication that the Marina is an essential asset to the Lake and the Alberni Valley community.

The Klehkoot Marina

KLEHKOOT MARINA CUSTOMER SURVEY

Name (optional): _____

Please tell us where you live

- Around or on Sproat Lake
- In or close to the Alberni Valley
- Other Cities on Vancouver Island
- The lower mainland and beyond

Why are you visiting us today?

- Fuel for boat
- Snacks/Drinks/Ice Cream
- Other

Name (optional): _____

Please tell us where you live

- Around or on Sproat Lake
- In or close to the Alberni Valley
- Other Cities on Vancouver Island
- The lower mainland and beyond

Why are you visiting us today?

- Fuel for boat
- Snacks/Drinks/Ice Cream
- Other

Name (optional): _____

Please tell us where you live

- Around or on Sproat Lake
- In or close to the Alberni Valley
- Other Cities on Vancouver Island
- The lower mainland and beyond

Why are you visiting us today?

- Fuel for boat
- Snacks/Drinks/Ice Cream
- Other

Name (optional): _____

Please tell us where you live

- Around or on Sproat Lake
- In or close to the Alberni Valley
- Other Cities on Vancouver Island
- The lower mainland and beyond

Why are you visiting us today?

- Fuel for boat
- Snacks/Drinks/Ice Cream
- Other

Name (optional): _____

Please tell us where you live

- Around or on Sproat Lake
- In or close to the Alberni Valley
- Other Cities on Vancouver Island
- The lower mainland and beyond

Why are you visiting us today?

- Fuel for boat
- Snacks/Drinks/Ice Cream
- Other

Some benefits the Project will have on the community

- Increased public access. The MAR2 Zone expansion will allow for more local residents and visitors to the Alberni Valley to enjoy Sproat Lake and other recreational activities the Valley has to offer.
- It will lessen the impact to the Provincial Park boat launch located approximately three kilometers east of the MAR2 Zone
- Facilitates a wide variety of opportunities for economic activity and employment within the Alberni Valley.
- Facilitates the establishment and operation of small-scale commercial development that is compatible with Sproat Lake's predominantly rural character.
- Provides for continued social and economic growth in the area.
- Facilitate the provision of safe, affordable rental housing within the area.
- Preserves the rural character of the area while minimizing conflict between different land uses.
- Provide a diverse economy, based on environmental and cultural tourism as well as more traditional resource activities.
- Encourage tourism and other economic development opportunities.
- Increase boat storage providing better and safer lake access to residents and visitors to Sproat Lake.
- Maintains the current fuel operational providing an essential service to all lake users.
- Potential creation of additional lake access points.
- Potential creation and maintenance of a small park & picnic area.
- Installation of bike racks encouraging various modes of transportation around the lake.
- Creation of designated Public parking area where none currently exists.
- Creation of a safe protected public swimming area separate from power boats and Marina operations.
- Potential improvement of the current access area to allow for the ingress and egress of small non-motorized navigational watercraft think kayaks, canoes, paddle boards etc.
- Allow for a range of housing options around the lake.
- Promotes the continued revitalization of the commercial area on the Lake.
- Encourages neighborhood parks in the vicinity of denser residential uses, nature parks adjacent to rivers and scenic areas.

Excerpt from report dated June 4, 2017

39 O.C.P. Goals, Policies & Objectives are supported

RE: Rezoning Klehkoot Marina MAR2, Amendment of C6 Covenants

O.C.P. Goals are supported by this proposal as follows;

- provide for continued social and economic growth in the area;
- protect water quality and areas adjacent to streams, water features and environmentally-sensitive areas;
- preserve the rural character of the area while minimizing conflict between different land uses.
- provide a diverse economy, based on environmental and cultural tourism as well as more traditional resource activities.

Objectives and Policies of note within O.C.P. Bylaw P1310 include the following;

Environmental Protection:

The proposed changes correspond to the Regional Districts general planning policies related to environmental protection including density averaging, density bonusing, and Section 219 of the Land Titles Act regarding covenants and other development agreements to facilitate conservation design, clustering, and environmental protection.

Planning Goals, Objectives and Policies

As outlined in the O.C.P.; “the ACRD wishes to maintain and, where appropriate and feasible, enhance the integrity of the environmental, social, economic, cultural and recreational values of the Plan area as development occurs.”

This proposal meets or exceeds these general planning directives and in addition various other planning objectives and policies outlined in the O.C.P. are supported by this proposal.

Objective 3.1.1 Employ and encourage property owners and developers to employ sustainability principles and best practices in all aspects of land-use planning, development and management.

Objective 3.1.2 Minimize the potential for land-use conflict and danger from natural hazards.

Objective 3.1.3 Support public access to all water features and public parks.

Objective 3.1.4 Facilitate a wide variety of opportunities for economic activity and employment within the Plan area.

Objective 3.1.5 Facilitate the provision of safe, affordable rental housing within the Plan area.

Policy 3.2.10 Permit parks, trails, roads and small-scale utilities in all designations as specified by the zoning bylaw.

Policy 3.2.17 Encourage development plans and site layouts incorporating site-adaptive planning and conservation design or clustering.

Commercial

As set out in the O.C. P.; “The growth of commercial development is expected to be of a smaller-scale, local-service type. The City of Port Alberni is and will continue to be the primary retail and service centre for the Alberni Valley...”

Objective 8.1.1 Facilitate the establishment and operation of small-scale commercial development that is compatible with Sproat Lake’s predominantly rural character.

Objective 8.1.2 Encourage tourism, specifically ecotourism, and other economic development opportunities.

Policy 8.2.1 Consider permitting the following principal uses on lands designated Commercial: local commercial, service commercial, highway commercial, tourist commercial, recreation commercial, and campground commercial, as specified by the zoning bylaw.

Policy 8.2.2 Permit residential developments above commercial establishments.

Policy 8.2.4 Support the expansion and location of highway and tourist commercial uses in the vicinity of Highway 4 and Stuart Avenue and tourist and neighbourhood services in the West Bay area.

Policy 8.2.5 Support existing commercial enterprises as well as new enterprises that wish to establish a small-scale, local-service business in commercially designated areas outside the main transportation corridor area.

Policy 8.2.6 Work with the Economic Development Office to promote economic development, tourism and recreational opportunities.

Policy 8.2.7 Permit short-term rental accommodation as specified by the zoning bylaw.

Residential

As set out in the O.C.P.

Objective 10.1.1 Allow a range of housing options within the Plan area.

Policy 10.2.3 Allow density bonusing for the conservation or protection of green space, sensitive ecosystems or wildlife and wildfowl habitat on a proportional basis.

Policy 10.2.11 Encourage natural areas and open space conserved by density bonusing or density averaging to be accessible to the general public.

Infrastructure

Objective 14.1.1 Require all development to be serviced with adequate potable water and sewerage

Policy 14.2.3 Consider the development and use of communal or community systems for the provision of water or sewerage.

Parks and Recreation

As outlined in the O.C.P. “the ACRD encourages neighbourhood parks in the vicinity of denser residential uses, nature parks adjacent to rivers and scenic areas...”, and “...other parks or cash in lieu of parkland may be considered by the ACRD in other areas in response to subdivision or development proposals in accordance with the principles and policies in this plan.”

Objective 17.1.2 Improve access to Sproat Lake and Great Central Lake.

Objective 17.1.3 Facilitate the development of a range of parks and trails.

Objective 17.1.4 Incorporate environmental protection in park design, management and use.

Policy 17.2.4 Through the subdivision process, collaborate with the relevant ministry to obtain public access to the foreshore and to streams when appropriate, through dedication in accordance with Section 941 of the LGA.

Policy 17.2.5 Work with residents, community groups, property owners and the Sproat Lake Parks Commission to ensure that local residents have adequate access to the lakes within their neighbourhoods.

Policy 17.2.6 Work with provincial authorities, local residents, property owners and the Sproat Lake Parks Commission to identify, improve and provide signage for public accesses in appropriate locations to the foreshore and streams.

Policy 17.2.9 Work with provincial and federal authorities, land owners, community groups and businesses to promote the development in Resource areas and in provincial parks of additional...picnic facilities...parking...access to the lakes... with maintenance and supervision, where appropriate...”

Policy 17.2.10 Encourage sustainable, environmentally-sensitive, respectful use of parks and trails.

Marine Use

Objective 18.1.2 Maintain the unique physical and biological characteristics of the shoreline environments.

Objective 18.1.3 Promote active, responsible stewardship of the lakes.

Policy 18.2.6 Work with provincial and federal authorities to increase public awareness, to provide information on safe and courteous boating and specific marine-use areas and to post signage at legitimate boat launch locations.

Policy 18.2.9 Support the continuation of the Sproat Lake Marine Patrol program.

Policy 18.2.14 Encourage the use of non-motorized navigational watercraft such as kayaks, canoes and sailboats and the minimization of noise from motorboats.

Policy 18.2.20 Encourage familiarization by both boaters and lakeshore residents with federal and provincial rules and regulations for safe, courteous and sensitive use of the water and the foreshore.

Natural Environment

Policy 19.2.10 Encourage the installation of bike racks at all commercial establishments in the Plan area.

Marina development and expansion frequently asked questions

How will parking of cars be addressed?

There is room for parking based on the current planning codes which apply to all businesses within the ACRD authority. There will be approximately 14 addition parking spots needed in the proposed plans compared to the current Marina size and current building plans.

What about boat trailer storage?

There will be no accommodations for boat trailer storage on site.

Will house boats and live-a-board vessels be allowed?

No. The current MAR2 zoning does not allow houseboats or live-a-board use. This zoning will not change.

Will there be areas for the general public to park?

Absolutely, we have included spaces around the convenience store for the public to stop and visit the Marina and the Lake.

Will there be a boat launch facility?

There will not be a motorized boat launch facility put in place. We envision future improvement of the public access areas to make it easier to launch non-motorized watercraft into the lake.

What will the convenience store be like?

We'd like to offer a small provisioning store carrying everyday products focusing on island suppliers. A place where people will able to shop for their stay at the lake or locals will be able to pick up items for convenience.

Are there going to be public washrooms?

Yes. We have plans for multiple washrooms to be accessible to the general public on site. In the past we have offered washroom facilities in the convenience store and in addition we built multiple washroom facilities for women and men which could be accessed from outside the convenience store.

The marina appears to extend quite far into the lake. What impact will that have on wave action and current land owners?

The proposed Marina extends an estimated 165 feet further into the lake for an approximately 353 feet total distance at the longest point. It's expected that improvement of the breakwater, the distance the proposed docks extend and the creation of a no wake zone will greatly reduce the wave action at the shorelines. Also, Transport Canada's Navigation Protection Program will approve all expansion plans.

Will the new development restrict public access to Sproat Lake?

Actually, the opposite is true. In the proposed development much attention has been given to increasing and improving public access and convenience.

Will there be a sewage pump out facility?

With the right support and planning we think a proper pump out facility on the lake is not only ideal but a necessary addition and we hope to be able to integrate one in our plans.

How have you addressed environmental concerns?

From the onset of our ownership we began addressing and mitigating potential environmental effects the commercial business would have on the Lake. Our efforts resulted in a preemptive complete replacement and upgrade of the entire fuel system to modern safety standards and the diligent monitoring and testing of the current system. We have removed old fuel tanks, abandoned grease pits and abandon fuel tanks from decades ago and have remediated the entire site.

In addition we replaced rotted creosote retaining walls along the shoreline and created a fish habitat within the new rip rap retaining walls. Also, new docks will be designed to improve lighting throughout to enhance the marine habitat underneath. The envisioned pump-out facility will add a long overdue component to the environmental stewardship of Sproat Lake.

What about the potential for fuel spills, accidents and fire?

These potential incidents should be the concern of every one of us. We have been in discussion with the local Fire Department authorities to assess current water supply and response techniques for a fueling facility. At the Marina we have spill response inventory and fire suppression devices which exceed required standards. With a properly managed commercial facility, trained staff and a conscientious approach to the stewardship of the lake we maintain that the marina fueling operation is far safer and monitored more closely than individual boaters fueling vessels with a variety of portable containers.

Will the condos and cabins be sold?

At this point we expect some units to be sold and some to be retained. There are no established price points at this time.

Are the units restricted to seasonal use, can they be rented?

There are no seasonal restrictions on the units. They may be occupied permanently or per the current C6 zoning, (which will not change) and they may be rented out on a short term or long term basis.

What happens if the increase in more units doesn't get approved?

The Casavant family has spent considerable time researching and communicating with people who share our love for the lake. We believe our development plan provides the look, ambiance and life style desired. If for some reason approval to proceed is not forthcoming we would likely need to consider larger, taller single family dwellings. This would not be our preferred choice or the direction our research suggested we take.

What happens if the Marina expansion is not approved?

The business of a marina is challenging to say the least. The current business model is barely sustainable and there is a strong chance the business will convert to a small private marina with restricted access, no fuel service, convenience store or public facilities.

L. 204

L. 126

A2

PACIFIC RIM HWY

RMH

C8

R1

RMH

Cr.

RA1

C2

C6

RA1

C6

C6

RA1

SUBJECT PROPERTY

WEST BOUNDARY OF E & N RAILWAY LAND GRANT

PEACOCK RD

LAKESHORE RD

LAKESHORE RD

ROAD

QUOT RD

QUOT RD

QUOT RD

QUOT RD

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L. 622

RA1

L. 192

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1361

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

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

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

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

1. TITLE
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1361.
2. Schedule A, Map No. 2 Land Use Designations, is hereby amended by redesignating a portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387 from “Commercial Use” to “Marina Use” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. Schedule A, Map No. 2 Land Use Designations, is hereby amended by designating a portion of unsurveyed foreshore of Sproat Lake extending from the natural boundary of the lake as “Marina Use” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2017
Public hearing held this day of , 2017
Read a second time this day of , 2017
Read a third time this day of , 2017

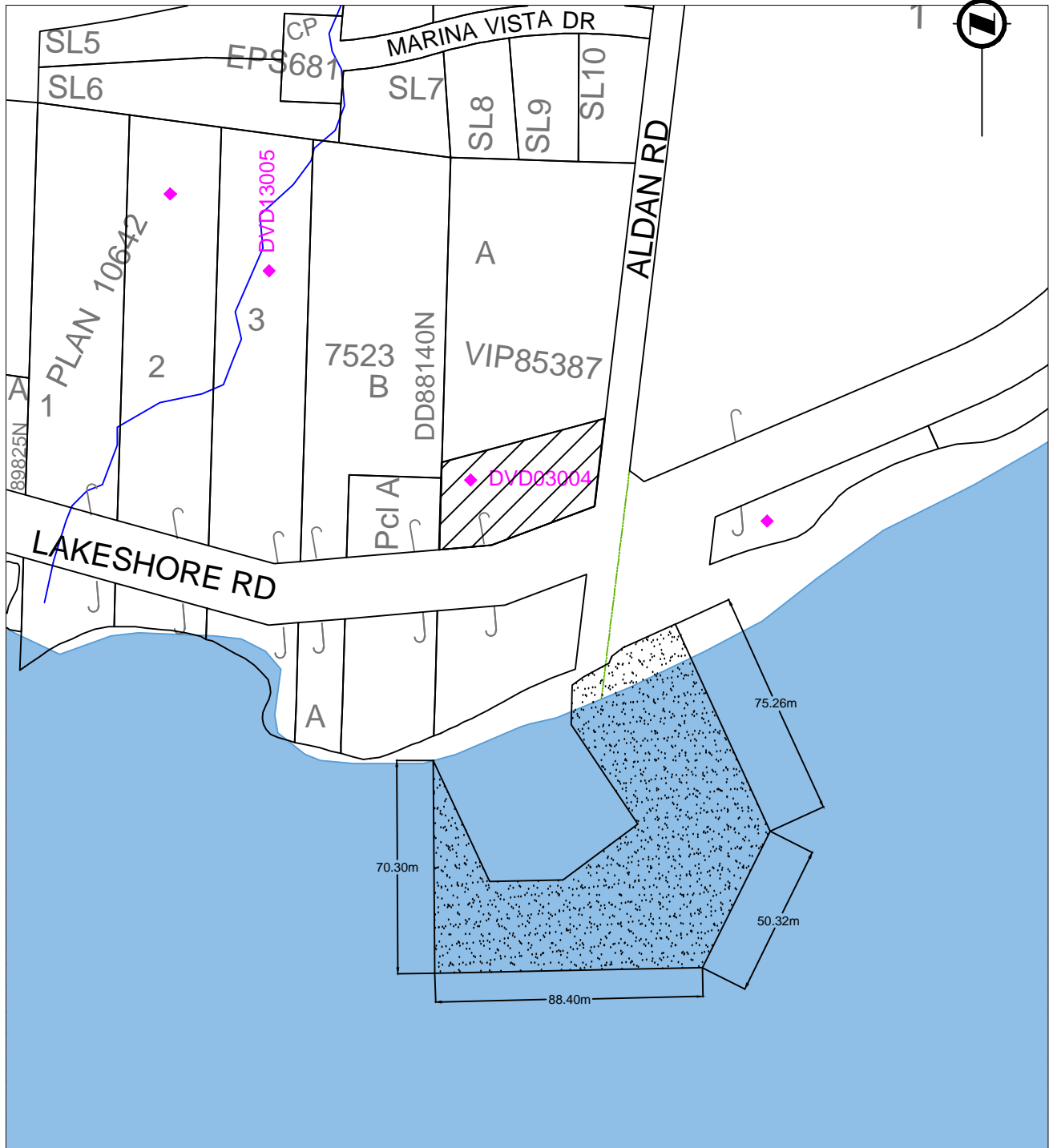
Adopted this day of , 2017

Douglas Holmes, CAO

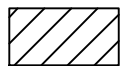
Chair of the Regional Board

Schedule 'A'

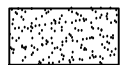
This schedule is attached to and forms part of Bylaw P1361



Legal Description: A portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387 AND a portion of unsurveyed foreshore of Sproat Lake extending from the natural boundary of the lake



To be redesignated from "Commercial Use" to "Marina Use"



To be designated as "Marina Use"



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1362

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. P1362.

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

- a. Amending section “160 Marina Two (MAR2) District” and subsections to read as follows:

160 Marina Two (MAR2) District

This district provides for a range of commercial services oriented to water users and water traffic in vessels with uses more limited than the Marina (MAR1) District.

160.1 Uses Permitted

Subject to Section 160.2, the following uses and no others are permitted in this zone:

- 1) Marina Use

160.2 Float Home Use Not Permitted

The moorage of float homes and transient overnight accommodation in float homes are not permitted uses in this District.

160.3 Conditions of Use

- 1) Maximum number of moorage berths for motorized boats shall be 130 within the MAR2 District;
- 2) Washroom facilities for marina patrons shall be provided within any commercial marina containing a minimum of 75 moorage berths for motorized boats.
- 3) No floating shelter for watercraft/vessels shall exceed a maximum height of 3.659 meters (12 feet) above the surface of the water nor shall any such shelter exceed a maximum length of 7.620 meters (25 feet);
- 4) Marine fueling operations shall be located not less than 60.96 meters (200 feet) from any residence or from any A, R, RA, RMH, P or W2 District;
- 5) Pump-out facilities for sewage disposal shall be located not less than 30.48 meters (100 feet) from any residence or from any residential zoning district;
- 6) Maximum collective retail commercial use floor area is 186 square meters (2,000 square feet);

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

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

Adopted this day of , 2017

Douglas Holmes, CAO

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1363

OFFICIAL ZONING ATLAS AMENDMENT NO. 697

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. P1363.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387 from Tourist Commercial (C6) District to Marina Two (MAR2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of unsurveyed foreshore of Sproat Lake extending from the natural boundary of the lake from Waterfront (WF1) District to Marina Two (MAR2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

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

Adopted this day of , 2017

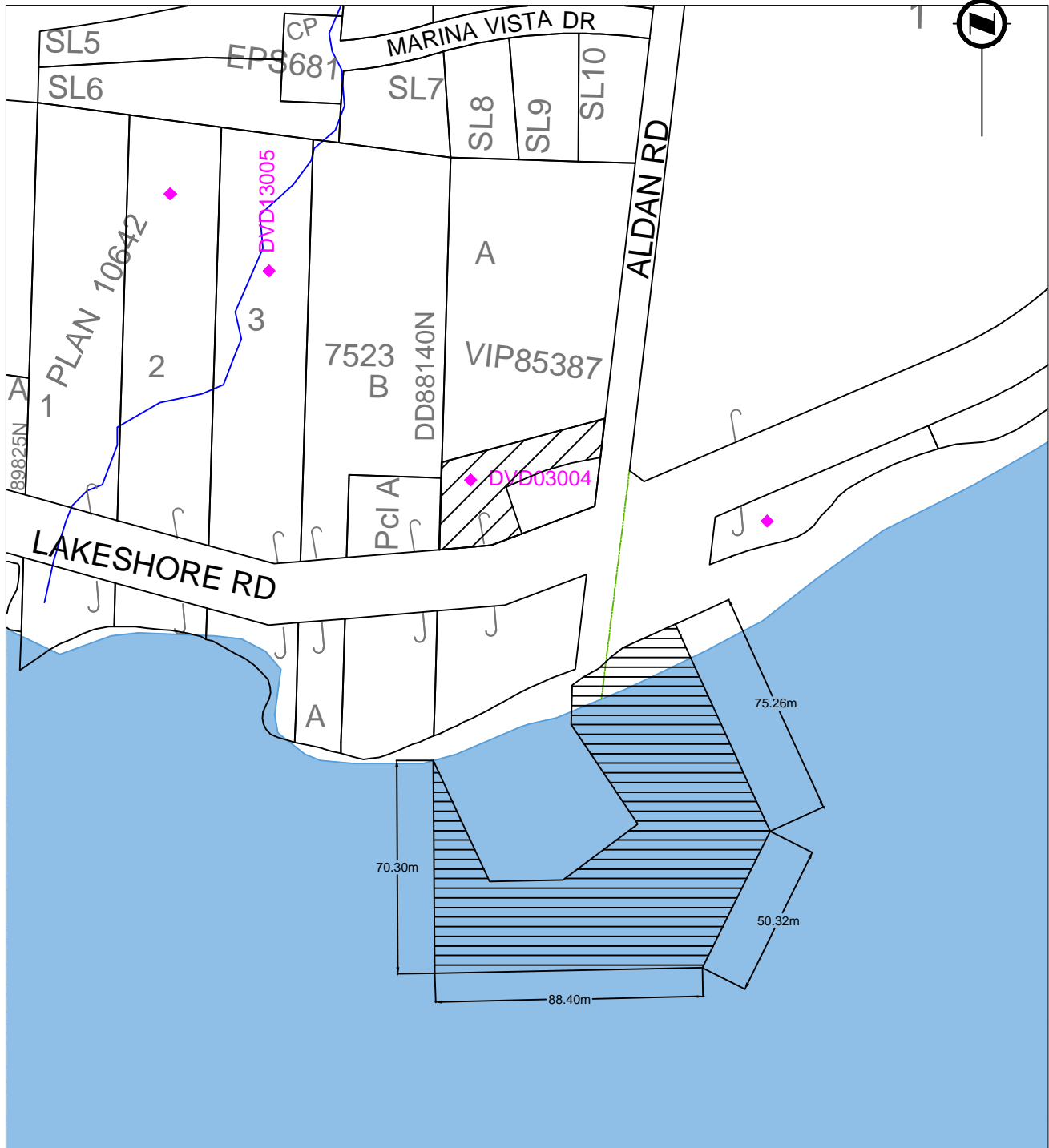
Douglas Holmes, CAO

Chair of the Regional Board

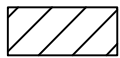
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Schedule 'A'

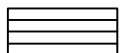
This schedule is attached to and forms part of Bylaw P1363



Legal Description: A portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387 AND a portion of unsurveyed foreshore of Sproat Lake extending from the natural boundary of the lake



To be rezoned from Tourist Commercial (C6) District to Marina Two (MAR2) District.



To be rezoned from Waterfront (WF1) District to Marina Two (MAR2) 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: ACRD Board of Directors

FROM: Amy Anaka, Junior Planner

DATE: October 31, 2017

RE: RF17005 – LOT 14, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637 – 6106 Cottam Road
(Baljinder Kaur)

Recommendation:

THAT Bylaw P1349, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

Background:

Bylaw P1349 was given second and third readings on August 23, 2017. All conditions of rezoning have now been met and planning staff is recommending that the zoning amendment be adopted.

Prepared by:

Amy Anaka, MCIP, RPP
Junior Planner

Reviewed by:

Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by:

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

RF17005

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1349

OFFICIAL ZONING ATLAS AMENDMENT NO. 696

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

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

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

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

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

Read a first time this 26th day of June, 2017
Public Hearing held this 10th day of August, 2017
Read a second time this 23rd day of August, 2017
Read a third time this 23rd day of August, 2017

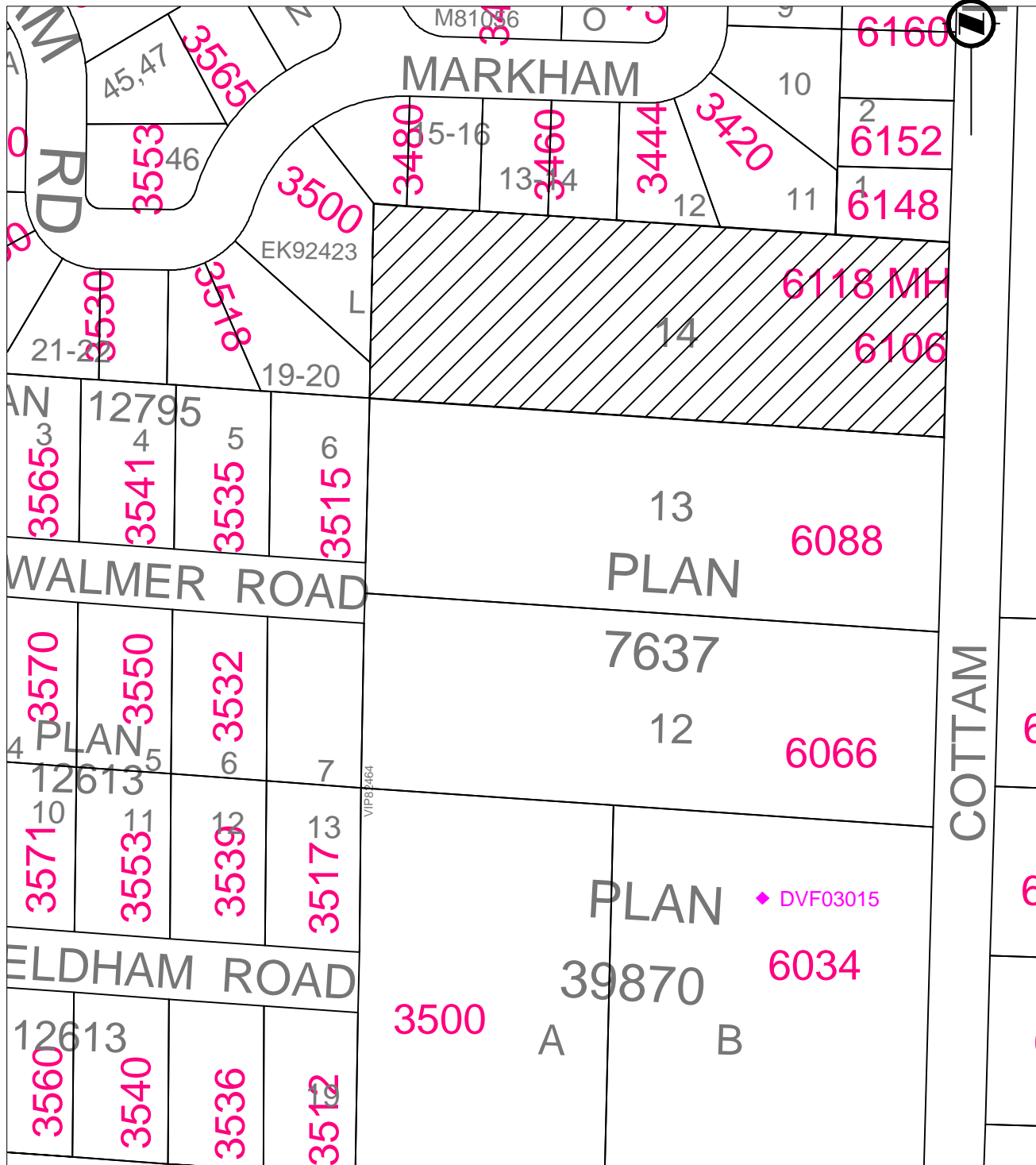
Adopted this day of , 2017

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

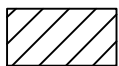
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1349



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



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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





TO: ACRD Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: November 2, 2017

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

2016 Total	2017 Total	APPLICATION
9	8	Rezoning
30	18	Development Permit and Development Variance Permit
10	5	Subdivisions
3	1	Agricultural Land Reserve
0	2	Board of Variance
5	9	Crown Leases
23	27	Bylaw Enforcement
21	15	Miscellaneous
101	85	TOTAL APPLICATION RECEIVED

Day to day planning applications and inquiries continue to be the focus of the department.

A public hearing was held in Long Beach.

Moving Beaver Creek water system plans to the new cadastral.

Submitted a Community Emergency Preparedness Fund grant application for flood mapping to UBCM.

Researching vacation rental options in preparation with three public meetings held in October (Sproat Lake, Bamfield and Long Beach). Report to Board with options November 22.

Staff involved in request to remove the Sproat Lake weir plates.

ACRD agricultural support worker will attend the District A Farmers Institute meeting with the Minister of Agriculture regarding the abattoir project.

A grant application has been submitted to update the ACRD Agricultural Plan to include the West Coast.

Mike Irg, MCIP, RPP
Manager of Planning and Development

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							2	535,172	1	208,786			3	743,958
Mobile Homes									1	169,232			1	169,232
Multi-Family													0	0
Adds&Rens	1	10,000									1	22,494	2	32,494
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellaneous									4	82,461			4	82,461
Totals	1	10,000	0	0	0	0	2	535,172	6	460,479	1	22,494	10	1,028,145

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
OCTOBER, 2017 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	347,702	2	142,556	13	4,198,272	12	3,336,928	4	981,806	32	9,007,264
Mobile Homes	0	0	0	0	0	0	3	122,917	3	325,232	0	0	6	448,149
Multi-Family	0	0	0	0	0	0	3	1,018,803	0	0	0	0	3	1,018,803
Adds&Rens	1	10,000	1	94,015	0	0	6	231,329	2	40,000	2	24,419	12	399,763
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	3	137,869	0	0	0	0	0	0	0	0	0	0	3	137,869
Industrial	0	0	1	74,697	0	0	1	131,203	0	0	2	23,602	4	229,502
Miscellaneous	2	2,000	0	0	3	55,228	12	369,069	15	455,561	3	161,926	35	1,043,784
Totals	6	149,869	3	516,414	5	197,784	38	6,071,594	32	4,157,721	11	1,191,752	95	12,285,134

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		4	1	2		7	32

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	72	10,035,462	82	10,545,063					
2015	76	6,368,780	89	8,577,170					
2014	65	6,085,200	73	7,121,200					
2013	71	7,476,551	81	8,208,948					
2012	81	7,852,682	92	9,011,700					
2011	111	8,678,998	120	9,221,498					
2010	137	20,809,024	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
ADMINISTRATION							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	2017	Chair to develop a strategy with the Board. ACRD was successful with their C2C Forum funding application.
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	MES	Oct. 2017	System supply and demand analysis underway.
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	MES/ Heather	Ongoing	Working Group met August 16 th , and Oct. 10 th , next meeting Dec. 5 th
4.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy	Sept. 2017	Ongoing – met BCEHS, options provided on training First Responders received & being reviewed
5.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All	Y/N	Fire Coordinator	Winter 2017	To proceed when new Fire Coordinator retained
6.	July 26/17	Explore: options for future delivery of Fire Coordinator services with the Alberni Valley Fire Departments and report to the AV Committee	All	Y/Y	Doug	Nov. 2017	Met Oct. 11/17 with most of the Fire Chiefs and Deputies to gain input – in progress
7.	July 26/17	Explore: options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the AV Committee.	All		Doug	Nov. 2017	Currently gathering input
8.	Oct. 11/17	Automatic Aid Agreement: Approved by ACRD (AV Vol. Fire Depts), & Cherry Creek Waterworks	D, E, F, CPA	N/Y	Wendy	Oct. 2017	City of Port Alberni – Oct. 23 rd Council Meeting Approved - Remove

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		District – Forwarded to approval by City of PA					
9.	Oct. 25/17	Adopted: Bylaw E1056-1 cited as “West Coast Multiplex Service Area Amendment, 2017 was adopted – Prepare for signatures and advise all participants	WC	N/Y	Wendy		Done – Remove
10.	Oct. 25/17	Organize: one-day Board strategic planning session in December 2017 for the purpose of reviewing the Board’s Strategic Priorities using internal resources	All	Y/Y	Wendy		Arranging
11.	Oct. 25/17	Adopted: Conflict of Interest Policy & Legal Advice for Potential Conflict of Interest Policy – Provide final copies to the Board and update policy manual etc.	All	N/Y	Wendy		Done – Remove
FINANCE							
12.	May 24/17	Investigate: How other regional districts fund their invasive plant management strategy programs and provide options to the Board for consideration.	All	Y/N	Teri	Nov 2017	In progress
13.	June 14/17	Draft: a cooperation agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for	F	Y/Y	Teri/ Doug	Spring 2018	

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		sharing information on Cherry Creek Water infrastructure upgrades					
14.	June 14/17	Use the Beaver Creek Water System Infrastructure Assessment (2017) report information to design the Asset Management plan for the service area	E		Teri	Winter 2017	
15.	Aug. 23/17	Proceed with the hiring of an Asset Management Implementation Coordinator for a 12 month term.	All	Y/Y	Teri		In progress – interviews to be conducted shortly
16.	Sept. 13/17	Develop: internal borrowing policy to allow for the borrowing of funds from another ACRD capital reserve fund	All	N/Y	Teri	Spring 2018	
17.	Oct. 11/17	Adopted: Bylaw “2018 Tax Exemption Bylaw No. F1134 – Advise the Alberni and Long Beach Golf Club and BC Assessment	F, C	N/Y	Teri	Oct. 31/17	Done- Remove
18.	Oct. 11/17	Letter: City of Port Alberni requesting the allocation of \$70,000 of Community Works Funding in 2018 to the Alberni Valley Regional Airport expansion project	AV	Y/Y	Teri	Oct. 31/17	In Progress
19.	Oct. 11/17	Allocate: Community Works Funding to the Alberni Valley Regional Airport expansion project from the following areas in 2018: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000	AV	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan
20.	Oct. 11/17	Allocate: \$400,000 of Community Works Funding to the Bamfield	A	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Water System for inclusion in the 2018-2022 Financial Plan					
21.	Oct. 11/17	Letter: FCM requesting support for the ability to stack grant funding for projects and use the Bamfield Water System treatment plant project as an example for the need to be able to stack funding programs	All	N/Y	Teri	Nov. 2017	
ENVIRONMENTAL SERVICES							
22.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	Dec 2017	Scheduled for Oct. 20 th
23.	Mar. 22/17	Prepare: Aircraft Operating Procedures for AVRA.			Mark/Janice		In progress Early 2018 completion
24.	Mar. 22/17	Investigate: funding opportunities for the ACRD through the Rural Dividend Fund.	All		Janice	2017	Waiting for next intake to open
25.	July 12/17	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.	AV		Heather		Awaiting next round of applications
26.	Sept. 13/17	Prepare for signatures: a Services Agreement with Direct Approach Consulting for the Design and submission to Nav Canada, the development of GPS approaches at the AVRA for the total budget of \$18,250.00.	AV		Mark/Janice		Done - Remove
27.	Sept. 13/17	Prepare for signatures: a Service Agreement with Direct Approach	AV		Mark/Janice		Will start once GPS Approach is completed

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Consulting for a 4-year ongoing maintenance component under the “Designated Sponsor” requirements of Nav Canada for \$5,500.00.					
28.	Oct. 11/17	Renew: Telus’ lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing	C	N/Y	MES/ Janice	Oct. 2017	Done - Remove
29.	Oct. 11/17	Lease Lot C – Blue Heron Aviation, Long Beach Airport – The Board of Directors approved entering into the long term lease up to 20 years with the subjects – Proceed with lease	C	N/Y	MES/ Janice	Oct. 2017	Next step is survey lot then subdivision
30.	Oct. 11/17	Investigate: establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and any costs incurred for site preparation be considered during 2018 budget discussions	C		MES/ Janice		Budget Process 2018
31.	Oct. 11/17	Award Contract: Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. in the amount of \$ 1,888,710.25 plus taxes	A	Y/Y	MES		Contract Awarded, Notice to Proceed in Progress
32.	Oct. 11/17	Amend Contract: monthly fee for the West Coast Recycling, Garbage Collection and Disposal Program contract: Garbage Collection - Curbside Collection Services: from \$8.20 to \$8.88, effective July 1, 2017	WC		Teri/ Janice		Letter of Understanding Required

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
33.	Oct. 11/17	Write back to Mr. Michael Grandbois, BC Parks requesting they reconsider repairs to the boat launch at Sproat Lake including possible liability issues	D	N/Y	MES/ Janice	Nov. 2017	
PLANNING							
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	Fall 2017	Part of OCP amendments
36.	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	Oct. 2017	October 2017
37.	Nov. 9/16	Sign: Climate Action Charter & include cost implications in 2017 Budget	All	Y/N	Mike	Nov. 2017	Signed – Staff report prepared for the Fall.
38.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike/Heather		In progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
39.	June 28/17	Submit: Coulson's land lease to the Provincial Subdivision Approving Officer for approval and once approved issue lease.			Mike		Sent to Approving Officer/ In Progress
40.	Oct. 11/17	Submit: Report to the Board on options for addressing short term vacation rentals for consideration by the Board at the November 22 nd meeting			Mike		Nov. 2017
41.	Oct. 11/17	Participate: Planning staff to participate in the District of Tofino's 2018 Official Community Plan process			Mike		Ongoing
42.	Oct. 11/17	Respond: Min. of Transportation acknowledging their letter dated Sept 29 th re: divestiture of the Bamfield Dock and request the Regional District be the conduit for local community engagement with respect to divestiture of the Bamfield Dock and that Regional District staff be directed to the appropriate staff within the Ministry to ensure this takes place			Mike	Oct. 2017	Done - Remove
43.	Oct. 11/17	Contact: DFO and Ministry responsible for water informing that there is with a sweep on Sproat River with debris being deposited and if it sweep breaks this could possibly do damage downstream and advise the cost to					Done - Remove

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of November 6, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		remove the debris is approximately \$5,000.00					
44.	Oct. 25/17	Letter: Supporting the extension of the City of Port Alberni boundaries to include 3376 Johnston Road and 3386 Johnston Road	F	N/Y	Mike		Done - Remove
45.	Oct. 25/17	Submit: Application to UBCM for the Community Emergency Preparedness Fund for \$150,000.00 to prepare flood mapping for the Stamp, Sproat, and Somass River system	AV	N/Y	Mike		Done – Remove

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



MEMORANDUM

To: Board of Directors

From: West Coast Committee
Mark Fortune, Airport Superintendent

Date: November 2, 2017

Subject: Transport Canada Program Validation Inspection

The attached memo was reviewed by the West Coast Committee and the Long Beach Advisory Committee at their November 1, 2017 meetings and is provided to the Board of Directors for information.



REQUEST FOR DECISION

To: West Coast Committee
From: Mark Fortune, Airport Superintendent
Meeting Date: November 1, 2017
Subject: Transport Canada Program Validation Inspection

Recommendation:

THAT the West Coast Committee receive this report for information.

Desired Outcome:

To ensure that the ACRD maintains compliance with the with Transport Canada with the Tofino Airport's Safety Management System.

Summary:

A Program Validation Inspection (PVI) of Tofino Airport was carried out by Transport Canada on August 14-15th, 2017. The PVI is conducted to verify that the airport is in compliance with the Canadian Aviation Regulations (CARs) and is required to comply with these regulatory requirements on an on-going basis.

The scope included an evaluation of the Tofino Airport's Quality Assurance Program. The airport was found non-compliant with "Establishing a Safety Management System". There is a Safety Management System (SMS) program approved for CYAZ but once approved the program was never implemented. The root cause analysis of the non-compliance was due to an increased workload and responsibilities. Physical airport deficiencies, including insufficient staff levels took precedence over the SMS implementation. This is due in part to major capital projects being carried out at both ACRD airport locations in recent years. Transport Canada staff have indicated that approximately 2.5 staff positions would be required to operate the CYAZ location alone. The current duties assigned to the Airport Superintendent exceed the position's capacity.

A corrective action plan has been submitted to Transport Canada and has been accepted. The ACRD must ensure that it submits the proposed manual amendment and applicable documents incorporated that make up the corrective action plan within the time frame specified. Transport Canada will perform follow up activities to verify that the corrections actions have been implemented as described in the corrective action plan and that they are effective.

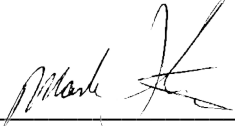
In order to ensure that the ACRD maintains compliance with Transport Canada, a review of staffing levels for airport operations is under way in association with the corrective action plan.

Time Requirements – Staff & Elected Officials:

Staff time to apply the corrective action plan.

Policy or Legislation:

As per Transport Canada Regulations

Submitted by: 
Mark Fortune, Airport Superintendent

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