



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 11, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – September 13, 2017	9-19
<i>THAT the minutes of the Board of Directors meeting held on September 13, 2017 be adopted.</i>	
b. Electoral Area Directors Committee Meeting – September 19, 2017	20-23
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on September 19, 2017 be adopted.</i>	
c. Alberni Valley & Bamfield Services Committee Meeting – September 19, 2017	24-28
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on September 19, 2017 be adopted.</i>	
d. Appointment of Fire Chiefs Committee Meeting – September 20, 2017	29-30
<i>THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on September 20, 2017 be adopted.</i>	
e. Bamfield Water Committee Meeting – October 2, 2017	31-33
<i>THAT the minutes of the Bamfield Water Committee meeting held on October 2, 2017 be adopted.</i>	

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

- a. **Deborah Philipp, regarding Short Term Vacation Rentals at Sproat Lake**

6. **CORRESPONDENCE FOR ACTION**

- a. **INVITATION** **34-41**
District of Tofino Correspondence dated October 5, 2017 inviting the Alberni-Clayoquot Regional District to participate in the District of Tofino's 2018 Official Community Plan process.

Possible Motion:

THAT the Board of Directors direct planning staff to participate in the District of Tofino's 2018 Official Community Plan process.

7. **CORRESPONDENCE FOR INFORMATION**

- a. **TERRY SHANNON** **42**
Thank you to Agricultural Support Workers Funded by Alberni-Clayoquot Regional District with regards to the Army Worm Invasion in the Alberni Valley.
- b. **ISLAND COASTAL ECONMIC TRUST** **43-44**
Tourism Vancouver Island To Develop New Tourism Investment Attraction Tools
- c. **YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY** **45**
Youth Parliament Session – December 27-31, 2017
- d. **BC PARKS, MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE** **46-47**
STRATEGY WEST COAST REGION
Sproat Lake Boat Launch
- e. **HONOURABLE MARK GARNEAU, MINISTER OF TRANSPORT** **48-49**
Divestiture of the Bamfield West Public Port Facility, Bamfield, BC

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **50-53**
Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures
Bylaw Amendment, 2017

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

- b. **REQUEST FOR DECISION** **54-63**
Policy, Procedures, Job Descriptions & Qualifications – Alberni-Clayoquot Regional District Volunteer Fire Departments.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following as presented for the Regional District’s Volunteer Fire Departments:

- *Appointment of Fire Chiefs Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief/Training Officer Job Description*
- *Firefighter Qualifications*

- c. **REQUEST FOR DECISION** **64-82**
Automatic Aid Agreement – City of Port Alberni, Alberni-Clayoquot Regional District and Cherry Creek Waterworks District

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Automatic Aid Agreement as presented with the City of Port Alberni and Cherry Creek Waterworks District AND FURTHER the Chair and Chief Administrative Officer be authorized to enter into the Agreement on behalf of the Regional District.

- d. **REQUEST FOR DECISION** **83-111**
Finance Warrant No. 581

THAT the Board of Directors approve Finance Warrant Number 581 in the amount of \$553,197.53 dated September 30, 2017.

- e. **REQUEST FOR DECISION** **112-120**
Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as “2018 Tax Exemption Bylaw No. F1134.”

THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

- f. **REQUEST FOR DECISION** **121-122**
 Coulson Aircrane Land Lease – Alberni Valley Regional Airport

THAT the Board of Directors authorize the Chairperson and Chief Administrative Officer to sign the lease for PART OF BLOCK F, OF BLOCK 209, DISTRICT LOTS 130,157, 171, 172, AND 204, ALBERNI DISTRICT as shown on PLAN EPP61119 on behalf of the Alberni-Clayoquot Regional District and instruct staff to submit the land lease to the Provincial Subdivision Approving Officer for approval.

- g. **REQUEST FOR DECISION** **123-124**
 Alberni Valley Regional Airport – Request for Community Works Funding

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the City of Port Alberni to request the allocation of \$70,000 of Community Works Funding in 2018 to the Alberni Valley Regional Airport expansion project.

THAT the Alberni-Clayoquot Regional District Board of Directors 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.

- h. **REQUEST FOR DECISION** **125-127**
 Community/Institutional Crown Land Application for a Portion of District Lot 950. Clayoquot District – Sproat Lake

THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to apply for a Crown Lease for a portion of District Lot 950, Clayoquot District for park purposes.

- i. **REQUEST FOR DECISION** **128**
 Telus Lease Renewal – Long Beach Airport

THAT the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing December 1, 2017, in the amount of \$2,145, plus applicable taxes per year; with annual increases for CPI

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RD17004, 1077514 BC LTD, DL 197, KATHERINE DRIVE (SPROAT LAKE)** **142-144**
Rezoning Application – Memorandum and Bylaw P1348

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1348 be adopted.

- b. **DVE17009, BRUESSLER, 5957 SAUNDERS ROAD N (BEAVER CREEK)** **145-147**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVE17009.

- c. **MISC17015, BLAKEY, LOT 8, KAREN PLACE (BEAVER CREEK)** **148-156**
Discharge of Covenant FA43286 – Memorandum

THAT the Board of Directors receive the public meeting report.

THAT the Board of Directors receive the public meeting minutes.

THAT the Board of Directors proceed with the discharge of Restrictive Covenant FA43286 from LOT 8, PLAN VIP82844, DISTRICT LOT 40, ALBERNI DISTRICT to facilitate a subdivision application.

- d. **DVF17008, PEARSON, 5915 STRATHCONA STREET (CHERRY CREEK)** **157-159**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVF17008.

9.2 ALL DIRECTORS

- a. **LD17007, HUPACASATH FIRST NATION, NW OF ALBERNI VALLEY REGIONAL AIRPORT (SPROAT LAKE)** **160-184**
Crown Land Referral – Report

THAT ACRD staff notify the Ministry of Forests, Lands, Natural Resource Operations & Rural Development that the proposal is supported subject to:

Height restriction clause being added to Crown tenure documents that indicate that all obstacles that penetrate the 2.5% approach surface and associated transitional surfaces for runway 12 Obstacle Limitation Surface (OLS) be removed. OLS surface calculated as pre Transport Canada Document TP312 5th Edition Aerodrome Standards and Recommended Practices, Chapter 4, table 4-1 a through e; and

Consultation with the Tseshaht First Nation.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|---|----------------|
| a. | Planning & Development Manager Report – October 5, 2017 | 185-186 |
| b. | Financial Manager Report – October 2, 2017 | 187 |
| c. | Environmental Services Department Report – October 11, 2017 | 188-190 |
| d. | Staff Action Items Report – October 5, 2017 | 191-196 |
| e. | Ingenuous Software Report – (T. Fong) – October 5, 2017 | 197 |

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

10.2 COMMITTEE REPORTS

- a. **West Coast Committee Meeting – October 4, 2017 (verbal) – D. St. Jacques**

THAT this verbal report be received.

10.3 OTHER REPORTS

- | | | |
|----|---|----------------|
| a. | Vancouver Island Regional Library | 198-202 |
| | <ul style="list-style-type: none">Adopted 2018 Budget Letter, News Release, Quick Reference (2018-2022 Financial Plan to be presented during 2018 budget discussions) | |
| b. | Alberni Valley Heritage Commission | 203-204 |
| | <ul style="list-style-type: none">Notes for September 5, 2017 City Council MeetingNotes for September 18, 2017 City Council Meeting | |

THAT reports a-b be received.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

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

15. RECONVENE

16. IN CAMERA

Motion to close the meeting to the public as per section

- i. 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages and that, in the view of the Board could reasonably be expected to harm the interest of the Regional District if they were held in public.*

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

**Next Board of Directors Meeting: Wednesday, October 25, 2017, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 13, 2017, 1:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

PRESENT:

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

STAFF PRESENT:

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

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:31 pm

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

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

11a. Invitation from the Department of Fisheries and Oceans for an Alberni-Clayoquot Regional District Representative to attend the September 20, 2017 Inaugural meeting for the offshore Pacific Area of Interest

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – August 23, 2017

MOVED: Director Ruttan

SECONDED: Director Osborne

THAT the minutes of the Board of Directors meeting held on August 23, 2017 be adopted.

CARRIED

b. Salmon Beach Committee Meeting – August 30, 2017

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Salmon Beach Committee Meeting held on August 30, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Dr. Paul Hasselback, Medical Health Officer, Central Vancouver Island, Vancouver Island Health Authority regarding 2015 Local Health Profile.

Dr. Paul Hasselback provided a report of the state of well-being in the area.

b. Penn Thrasher, Director, Circles of Cedar, Debra Hamilton, Child and Youth Mental Health and Substance Abuse Collaborative, regarding the Child and Youth Mental Health and Substance Abuse Collaborative hosting several First Nations' culturally grounded workshops this fall information and invitation to attend.

Ms. Thrasher and Ms. Hamilton extended an invitation to the Board to the First Nations' culturally grounded workshops being held on September 28 and October 13th at the Friendship Centre.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated August 21, 2017 from the Port Alberni Port Authority requesting the Alberni-Clayoquot Regional District submit a mutually agreeable candidate represent Other Port Related Business on the Port Advisory Nominating Committee.**

MOVED: Director Ruttan

SECONDED: Director Wyton

THAT Douglas Holmes, CAO represent the ACRD on the Port Advisory Nominating Committee.

CARRIED

- b. **Correspondence dated August 28, 2017 from the Long Beach Recreation Co-op requesting a tax exemption for Long Beach Recreation Co-op for the year 2018.**

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the Alberni Clayoquot Regional District Board of Directors instruct staff to prepare a 2018 property tax exemption bylaw for the Long Beach Recreation Cooperative and the Alberni Valley Golf Club for consideration by the Board.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **TOQUAHT NATION**
Salmon Beach Sewage Field Updates
- b. **SHEILA MALCOLMSON, MEMBER OF PARLIAMENT – NANAIMO- LADYSMITH**
Bill C-352 – Federal Legislation To Protect Our Coasts

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Alberni Clayoquot Regional District Board of Directors send a letter of support for Bill C-352.

CARRIED

- c. **BC HYDRO**
Municipal Beautification Projects
- d. **ISLAND COASTAL ECONOMIC TRUST**
New Backcountry Shelter in Strathcona Park Highlights Park History
Economic Development Cowichan Launches Project to Identify, Improve and Promote Industrial Lands to Attract New Business

- e. **OMBUDSPERSON**
Quarterly Report April 1 – June 30, 2017
- f. **GREEN COMMUNITIES COMMITTEE**
Congratulations to Alberni-Clayoquot Regional District
- g. **CITY OF PORT ALBERNI**
ACRD Request for Funding from the Community Forest Legacy Fund

MOVED: Director Osborne

SECONDED: Director Cote

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Finance Warrant No. 580.**

MOVED: Director Kokura

SECONDED: Director Ruttan

THAT the Board of Directors approve Finance Warrant Number 580 in the amount of \$1,148,649.96 dated August 31, 2017.

CARRIED

- b. **Request for Decision regarding Contract Award – Audit Services.**

MOVED: Director Wyton

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors appoint KPMG LLP as the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District auditors and enter into an agreement to provide audit services for the period of 2017 to 2021 for a total cost of \$98,700.

CARRIED

- c. **Request for Decision regarding Application for Funding – Community Wildfire Protection Plan Update.**

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District apply for funding in the amount of \$67,500.00 through the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan Update Grant Program in order to update the Alberni-

Clayoquot Regional District Community Wildfire Protection Plan for the Alberni Valley and Bamfield area.

CARRIED

Director Banton declared a conflict and left the meeting at 2:28 pm.

d. Request for Decision regarding Cherry Creek Waterworks District – Community Works Fund Contribution Agreement.

MOVED: Director Kokura

SECONDED: Director Wyton

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Contribution Agreement with the Cherry Creek Waterworks District to provide the organization with Community Works Funding for the replacement of aging water mainline pipe.

CARRIED

Director Banton re-entered the meeting at 2:34 pm.

e. Request for Decision regarding Update on the Alberni Valley Regional Airport.

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors receive the update on the Alberni Valley Regional Airport Expansion Project and direct staff to develop an internal borrowing policy to allow for the borrowing of funds from another Alberni-Clayoquot Regional District capital reserve fund.

CARRIED

f. Request for Decision regarding Alberni Valley Regional Airport GPS Project – Service Agreement.

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Services Agreement with Direct Approach Consulting for the Design and submission to Nav Canada, the development of GPS approaches at the Alberni Valley Regional Airport for the total budget of \$18,250.00.

CARRIED

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District enter into a Service Agreement with Direct Approach Consulting for a 4-year ongoing maintenance component under the "Designated Sponsor" requirements of Nav Canada for \$5,500.00.

CARRIED

9. PLANNING MATTERS

- a. DVE17009, BRUESSLER, 5957 SAUNDERS ROAD N (BEAVER CREEK)**
Development Variance Permit Application – Report

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Board of Directors consider issuing development variance permit DVE17009.

CARRIED

- b. DVF17008, PEARSON, 5915 STRATHCONA STREET (CHERRY CREEK)**
Development Variance Permit Application – Report

MOVED: Director Banton

SECONDED: Director Wyton

THAT the Board of Directors consider issuing development variance permit DVF17008.

CARRIED

- c. RD17004, 1077514 BC LTD, DL 197, KATHERINE DRIVE (SPROAT LAKE)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1348

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote

SECONDED: Director Banton

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1348 be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1348 be read a third time.

CARRIED

- d. RD16004, GREAT CENTRAL HOLDINGS LTD (SPROAT LAKE)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1355, P1356 and P1357.

MOVED: Director Cote
SECONDED: Director Banton

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Bylaw P1355, Regional District of Alberni-Clayoquot Official Community Plan Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Bylaw P1355, Regional District of Alberni-Clayoquot Official Community Plan Amendment Bylaw be read a third time.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Bylaw P1356, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a third time.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Bylaw P1357, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Cote
SECONDED: Director Banton

THAT Bylaw P1357, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

- e. MISC17015, BLAKEY, LOT 8, KAREN PLACE (BEAVER CREEK)**
Discharge of Covenant FA43286 – Memorandum

MOVED: Director McNabb
SECONDED: Director Wyton

THAT the Board of Directors direct staff to hold a public meeting to gather input on the discharge of Restrictive Covenant FA43286 to facilitate the subdivision of Lot 8, Plan VIP82844.

CARRIED

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

MOVED: Director Bennett
SECONDED: Director Cote

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

CARRIED

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the public hearing for Bylaw P1360 be delegated to the Director for Electoral Area 'C' or the Chairperson of the Regional District.

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Board of Directors confirm that adoption of Bylaw P1360 is subject to: Meeting technical referral agency requirements.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Planning & Development Manager Report – September 2017**
- b. Staff Action Items Report – September 7, 2017**
- c. Meeting Schedule – October 2017**

MOVED: Director Kokura
SECONDED: Director McCarthy

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

CARRIED

10.2 COMMITTEE REPORTS

- a. 2017 Advisory Planning Commission Appointment**
 - i. Long Beach*

MOVED: Director Benneett
SECONDED: Director Osborne

THAT the following individual be appointed to the Long Beach Advisory Planning Commission from September 2017 to May 2019:

Ashley Hawks-Ireland

CARRIED

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb – No report**
- b. Vancouver Island Regional Library - L. Banton – No report.**
Meeting is scheduled for Saturday, September 16th

- 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.**
- f. **West Island Woodlands Advisory Group – M. Kokura – No report**
- g. **Island Coastal Economic Trust –J. Jack – No report**
- h. **Air Quality Council, Port Alberni – K. Wyton – meeting tomorrow**
- i. **West Coast Aquatic Board – T. Bennett/K. Wyton – No report**
Next meeting is Nov. 2nd
- j. **Association of Vancouver Island & Coastal Communities – P. Cote – No report.** Next meeting is Sept. 15th
- k. **Beaver Creek Water Advisory Committee – J. McNabb – No report**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

- a. **September 12, 2017, Department of Fisheries and Oceans, Invitations for an Alberni-Clayoquot Regional District representative to attend the September 20, 2017 Inaugural Meeting for the Offshore Pacific Area of Interest.**

MOVED: Director Cote

SECONDED: Director St. Jacques

THAT the Board of Directors appoint Director Bennett to represent the ACRD on the Offshore Pacific Advisory Committee.

CARRIED

12. LATE BUSINESS

- a. **Director Cote and the Community of Sproat Lake request the Alberni-Clayoquot Regional District forward a letter to Catalyst Paper requesting they manage the Sproat River Weir by removing the weir plates this fall.**

MOVED: Director Cote

SECONDED: Director Ruttan

THAT the Board of Directors allow Mr. Cole to speak on the request to Catalyst to remove the Sproat Lake Weir plates.

CARRIED

MOVED: Director Ruttan

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Catalyst Paper requesting they manage the Sproat River Weir by removing the weir plates this fall and they replace them in the spring and clean up the debris around the weir.

CARRIED

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director McLeman

SECONDED: Director Kokura

THAT this meeting be adjourned at 3:21 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Douglas Holmes,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 19, 2017, 10:30 AM

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

DIRECTORS PRESENT: Keith Wyton, Director, Chairperson, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

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

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:35 am.

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

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – May 23, 2017.**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the minutes of the Electoral Area Directors Committee meeting held on May 23, 2017 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Geo Monrufet, Sproat Lake Community Association, request for funding from Gas Tax Funds for the Sproat Lake Hall property.**

Mr. Monrufet spoke to the letter from Mr. Greg Steel, President of the Sproat Lake Community Association requesting the Regional District consider allocating \$100,000 of gas tax funds for required upgrades to the Sproat Lake Community Hall. He provided an update on the various types of users and events held at the hall and required upgrades to the hall, including new washrooms.

Director Bennett entered the meeting at 10:42 am.

The Manager of Finance provided an overview of the eligibility requirements for gas tax funds.

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to move forward with the request from the Sproat Lake Community Association to allocate \$100,000 of gas tax funds for required upgrades to the community hall and investigate what renovations can be completed under the gas tax criteria and report back to the ACRD Board of Directors.

CARRIED

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni Valley Regional Airport – Request for Community Works Funding.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT staff be instructed to develop a plan allocated by population for the contribution of gas tax funds in 2018 for the Alberni Valley Regional Airport expansion project and bring forward for consideration at the Alberni Valley and Bamfield Services Committee which will allow gas tax funds to flow from the rural areas and be supported by the City of Port Alberni.

CARRIED

b. Request for Decision regarding Community Works Fund Update & Policy.

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receive the Community Works Fund Update and recommend that the Board of Directors direct staff to draft a Community Works Funding Use policy for consideration at the next Electoral Area Directors Committee meeting.

CARRIED

c. Request for Decision regarding Development Variance Permit Procedures.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the staff memorandum.

CARRIED

d. Administrative Memorandum regarding Keeping of Animals.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the report.

CARRIED

e. Administrative Memorandum regarding Rural Planning Projects.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Electoral Area Directors Committee support the additional staff time to work on rural planning projects.

CARRIED

7. REPORTS

a. Building Inspection Report – M. Irg (verbal)

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receives this verbal report.

CARRIED

8. UNFINISHED BUSINESS

9. LATE BUSINESS

10. ADJOURN

MOVED: Director Osborne

SECONDED: Director McNabb

THAT this meeting be adjourned 12:17 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Douglas Holmes,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 19, 2017, 1:30 PM

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

DIRECTORS PRESENT: John McNabb, Chair, Electoral Area "E" (Beaver Creek)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS: John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager, Planning & Development
Wendy Thomson, Manager of Administrative Services
Janice Hill, Environmental Services Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:34 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late items: Gas Tax Request for the AVRA Expansion Project from the Electoral Area Directors Committee and helicopters running late at the night at the Alberni Valley Regional Airport.

CARRIED

3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Meeting held May 17, 2017**

MOVED: Director Cote
SECONDED: Director McNabb

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on May 17, 2017 be adopted.

CARRIED

4. CORRESPONDENCE FOR ACTION/INFORMATION

- a. **City of Port Alberni, August 15, 2017, requesting that the ACRD take a leadership role in examining the potential for development of a new aquatic centre and the provision of aquatic services for the region. (referred from the August 23, 2017 Board of Directors Meeting)**

Tim Pley, Chief Administrative Officer, City of Port Alberni introduced Willa Thorpe, the new Parks and Recreation Director for the City of Port Alberni and spoke to their request for the Regional District to consider taking the lead role in examining the potential for the development of a new aquatic centre in the Alberni Valley.

MOVED: Director Ruttan
SECONDED: Director McLeman

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD 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.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Long Term Ground Leases at Alberni Valley Regional Airport.**

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors provide direction to staff to investigate establishing long-term lease lots at the Alberni Valley Regional Airport.

MOVED: Director Wyton
SECONDED: Director Ruttan

THAT the main motion be amended as follows: AND THAT any costs incurred for site preparation be considered during 2018 budget discussions.

CARRIED

The main motion as amended was

CARRIED

b. Request for Decision regarding Alberni Valley Waste – Organics – Next Steps.

MOVED: Director Wyton

SECONDED: Director Banton

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors request staff to prepare an organics diversion report that provides various options to address the City of Port Alberni's proposed implementation of an organic diversion pickup program within their solid waste collection services and the need to reduce landfill gas creation at the Alberni Valley Landfill.

CARRIED

6. REPORTS

a. Future Delivery of Emergency Coordinator Services & Fire Coordinator Services – D. Holmes/W. Thomson (verbal)

The Chief Administrative Officer provided the Committee with an update on ACRD Emergency Coordinator and Fire Coordinator services. Staff are exploring options and opportunities for future delivery of both these services and will report back to the Committee.

b. Alberni Valley Regional Airport Expansion Project Update – M. Fortune

c. Development Update - Alberni Valley Regional Airport Advisory Committee - W. Thomson (verbal)

The Manager of Administrative services provided a brief update on the creation of an advisory committee at the Alberni Valley Regional Airport. A draft Terms of Reference will be presented at the next Committee meeting planned for November 2017.

d. Alberni Valley Landfill Diversion Update – A. McGifford (verbal)

The Manager of Environmental Services provided an update on Alberni Valley Landfill diversion initiatives.

MOVED: Director Ruttan

SECONDED: Director Cootes

THAT the Alberni Valley & Bamfield Services Committee receives reports a-d.

CARRIED

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- a. **New Business – Request from the Electoral Area Directors Committee regarding use of Gas Tax Request for the AVRA Expansion Project – Allocation on the basis of population – Discussion brought forward from the Electoral Area Directors’ Committee.**

MOVED: Director Banton

SECONDED: Director Kokura

THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors request the City of Port Alberni to allocate \$70,000 of gas tax funding to the Alberni Valley Regional Airport expansion project and that the rural areas contribute gas tax as follows: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000.

CARRIED

- b. **Director Cote – Concern with Helicopter testing - Sproat Lake and Great Central Lake**

Director Cote reported she has received several complaints regarding helicopter testing being conducted late at night in the Sproat Lake and Great Central lake areas.

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Alberni Valley and Bamfield Services Committee send a letter to local aeronautic companies requesting that when they are planning to conduct air testing which could disrupt the community, they notify the community and Regional District prior to conducting the testing.

CARRIED

9. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the meeting be adjourned at 3:05 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Douglas Holmes,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE APPOINTMENT OF FIRE CHIEFS COMMITTEE MEETING HELD ON THURSDAY, SEPTEMBER 20, 2017 @ 6:00 PM

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

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

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: C. Starratt

THAT the agenda of the Appointment of Fire Chiefs Committee meeting be approved.

CARRIED

3. ADOPTION OF MINUTES

a. Appointment of Fire Chiefs Committee Meeting – June 14, 2017

MOVED: P. Cote

SECONDED: K. Wyton

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

CARRIED

4. DELEGATIONS

**a. Sproat Lake Firefighters Association - L. Ransom, T. Blight, W. Fenske,
B. Bingham Re: Chief Officer Selection Process**

L. Ransom submitted a petition to the Committee from members of the Sproat Lake Firefighters Association insisting the traditional and historical time honoured practice of selecting their choice of Fire Chief to the Sproat Lake Volunteer Fire Department through secret ballot process be continued. The delegation requested the Committee to consider continuing the process of allowing them to elect their own chief officer through a vote of the membership as they have done for the past 52 years.

The CAO and members of the Committee provided the delegation with an overview of the reasons for changes to the selection process for appointment of fire chiefs to the ACRD's volunteer fire departments including how the process significantly incorporates the objectives presented by Sproat Lake Firefighters Association.

5. REQUEST FOR DECISIONS

a. Request for Decision

Draft – Policy, Procedures, Job Descriptions and Qualifications – ACRD Volunteer Fire Departments

MOVED: K. Wyton

SECONDED: P. Cote

THAT the Appointment of Fire Chiefs' Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the following for the Regional District's volunteer fire departments:

- *Appointment of Fire Chiefs Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief Job Description*
- *Firefighter Qualifications*

CARRIED

6. ADJOURN

MOVED: R. Geddes

SECONDED: P. Cote

THAT this meeting be adjourned at 6:48 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Doug Holmes,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER COMMITTEE MEETING HELD ON MONDAY, OCTOBER 2, 2017, 5:00 PM

Bamfield Marine Science Centre, Rix Boardroom, 100 Pachena Road, Bamfield, BC

- MEMBERS** Keith Wyton, Director, Area "A" Bamfield
- PRESENT:** J.P. Hastey, Member at Large
John Mass, Advisory Planning Committee Chair
Phil Lavoie, Bamfield Volunteer Fire Department Fire Chief
- REGRETS:** Brad Anholt, Bamfield Marine Science Centre
Lisa Herbig, Member at Large
Barry Otterson, Bamfield Chamber of Commerce
- STAFF PRESENT:** Andrew McGifford, Manager of Environmental Services
Janice Hill, Environmental Services Coordinator

1. CALL TO ORDER

The Chairperson called the meeting to order at 5:03 pm.

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

2. APPROVAL OF AGENDA

MOVED: J. Mass

SECONDED: P. Lavoie

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

- a. **Bamfield Water Advisory Committee Meeting held June 19, 2017**

MOVED: J. Mass

SECONDED: P. Lavoie

THAT the minutes of the Bamfield Water Advisory Committee meeting held on June 19, 2017 be adopted.

CARRIED

4. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Bamfield Water Treatment Plant Construction Tender Award

MOVED: J. Mass
SECONDED: J.P. Hastey

THAT the Bamfield Water Advisory Committee recommend that the Board of Directors of the Alberni-Clayoquot Regional District award the Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. In the amount of \$1,888,710.25, plus applicable taxes (GST).

CARRIED

MOVED: J. Mass
SECONDED: J.P. Hastey

THAT the Bamfield Water Advisory Committee recommend that staff hold an Electoral Area Directors meeting prior to the October 11th Board of Directors meeting to request the Electoral Area Directors assign \$400,000 of Community Works Funds (Gas Tax) to Bamfield Water System for eligible capital projects to recognize the financial impact the water treatment plant has had on the reserve fund.

CARRIED

b. Request for Decision regarding Bamfield Water System – Water Treatment Plan Borrowing.

MOVED: J. Mass
SECONDED: J.P. Hastey

THAT the Bamfield Water Committee recommend that the Board of Directors instruct staff to conduct a commutation or prepayment opportunity in the spring of 2018 for the Bamfield Water System treatment plant construction prior to securing long-term borrowing with the Municipal Finance Authority.

CARRIED

MOVED: J. Mass
SECONDED: J.P. Hastey

THAT the Bamfield Water Committee recommend that the Board of Directors authorize the borrowing of \$600,000 for a term of 20 years as approved by Loan Authorization Bylaw F1126, for the construction of the water treatment plant, from the Municipal Finance Authority in the Fall 2018 Long Term Borrowing session.

CARRIED

c. Request for Decision regarding Bamfield Water System Rate Increase.

MOVED: Director
SECONDED: Director

THAT the Bamfield Water Committee instruct staff to draft a bylaw to amend the Bamfield Water System Specified Area Rate and Regulations Bylaw F1089, 2010 to reflect the new rates as a result of the water treatment plant for consideration by the Board of Directors.

CARRIED

5. ADJOURN

MOVED: J. Mass
SECONDED: P. Lavoie

THAT this meeting be adjourned at 6:55 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Andrew McGifford,
Manager of Environmental Services

From: Aaron Rodgers [<mailto:aaron@tofino.ca>]
Sent: October-05-17 11:00 AM
To: Douglas Holmes <dholmes@acrd.bc.ca>
Subject: Tofino's 2018 OCP

Hi Doug,
Nice to meet you by email and welcome to the west coast!

Tofino is beginning to undertake our 2018 OCP process and as part of that work I have a letter for your board inviting them to participate if they so wish. I have attached it to this email and you will also be receiving the original by mail.

Let me know if you have any questions or concerns.

Regards,

Aaron Rodgers RPP MCIP | Manager of Community Sustainability | **District of Tofino**
121 3rd Street | **Box 9** | Tofino BC V0R 2Z0
T 250.725.3229 ext 701 | F 250.725.3775 | E arodgers@tofino.ca | Tw @tofinoplanning

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DISTRICT OF TOFINO

P.O. Box 9, 121 Third Street, Tofino, B.C. V0R 2Z0

T: 250.725.3229 e701 | F: 250.725.3775 | Email: arodgers@tofino.ca | Website: tofino.ca

October 6, 2017

District Board

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

File No. 6480 – 2018 OCP

Dear District Board Members

Re: Tofino Official Community Plan 2018

The District of Tofino is embarking on the development of a new Official Community Plan (OCP). As you may be aware, one of the legislative requirements of writing an OCP is to specifically consider consultation with the board of our local Regional District. At the September 12th, 2017 regular Council meeting, the following resolution was made:

“AND THAT Council provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected; and whether that consultation should be early and ongoing;

- Alberni Clayoquot Regional District;
- District of Ucluelet;
- Tla-o-qui-aht Nation;
- Ahousaht Nation;
- Hesquiaht Nation;
- Yuułuʔiłʔatḥ Government;
- School District 70;
- Island Health;
- Ministry of Transportation and Infrastructure;
- Pacific Rim National Park Reserve;
- Clayoquot Biosphere Trust; and,
- Department of Fisheries and Oceans, and Small Craft Harbour.”

Although required by law, it is in the spirit of a good neighbour that I would like to take this opportunity to invite your organization to be involved in our 2018 Official Community Plan process.

Opportunities to ask questions or provide input will be available from November 2017 through March 2018 and include a variety of options such as a dedicated website page tofino.ca/official-community-plan which will be updated regularly with information about the process; social media posts; community events; through our stakeholder email list; or by contacting myself (arodgers@tofino.ca) or Dana Hawkins (dhawkins@tofino.ca). We expect to be introducing first reading of the bylaw in Spring of 2018.

If you have any questions or concerns, please do not hesitate to contact me at 250-725-3229 local 701 or by email at arodgers@tofino.ca

Regards,

Aaron Rodgers
Manager of Community Sustainability

Appendices:
Appendix 1 – September 6th, 2017 Staff Report



The Corporation of the District of Tofino
REPORT TO COMMITTEE OF THE WHOLE

MEETING DATE 12/09/2017

TO Mayor & Council File #:6780-2018 OCP

FROM Community Sustainability

SUBJECT **2018 OCP Process**

RECOMMENDATION

THAT the report “2017-09-12 2018 OCP Process” be received for information and discussion.

AND THAT Council identify persons, organizations and authorities it considers will be affected by the development of the Official Community Plan.

AND THAT Council provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected; and whether that consultation should be early and ongoing.

AND THAT Council specifically consider whether consultation is required with the following:

- Alberni Clayoquot Regional District;
- Ucluelet;
- Tla-o-qui-aht Nation;
- Ahousaht Nation;
- Hesquait Nation;
- School Division 70;
- Island Health;
- Ministry of Transportation and Infrastructure; and,
- Pacific Rim National Park.

CAO’S COMMENTS

I concur with the recommendation of the Manager of Community Sustainability.

PURPOSE

This report presents a rough outline of the 2018 Official Community Plan (OCP) process for Council’s consideration. As per s.471 (1) of the *Local Government Act (LGA)*, “an official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.” At its core an OCP is a land use planning document.

The comprehensive 2014 Vision to Action (V2A) Plan is an overarching strategic plan that lays out a high level vision for the community. The V2A was developed in part as a plan in which to house the strategic level policies currently found in the OCP. In fact, many of the high level ‘intent’ directions in the V2A were

adopted from the 2012 OCP. The V2A provides a good description of its function;

“V2A is an Integrated Community Sustainability Plan (ICSP): a broad, long-term community vision and strategic action plan that expresses what environmental, social and cultural sustainability looks like for Tofino and identifies some of the first steps for getting there. It is broader than any of Tofino’s existing plans, which each focus on a specific area such as planning (Official Community Plan), recreation (Recreation Master Plan), arts and culture (draft Arts and Culture Master Plan), or tourism (Tourism Master Plan) – and will guide all future planning process in the future.”

The proposed 2018 OCP process would follow through on the directions outlined in the V2A and concentrate on developing a narrower land use focused plan. This leaner OCP will allow the community, Council, and staff the opportunity to focus our attention on growth related challenges such as servicing capacity, comfortable carrying capacity housing, and transportation. Such an approach would be significantly different than the OCP processes undertaken in 2002 and 2012.

A second purpose of this report is for Council to consider consultation with persons, organizations and authorities it considers will be affected by the OCP and specifically whether there should be early and ongoing consultation with;

- The Alberni Clayoquot Regional District;
- District of Ucluelet;
- Tla-o-qui-aht First Nation (TFN);
- Ahousaht First Nation (AFN);
- Hesquait First Nation (HFN);
- School Division 70;
- Island Health;
- Ministry of Transportation and Infrastructure; and,
- Pacific Rim National Park.

TOP 6 COUNCIL GOALS

Top 6 - #1 Homes and Neighborhoods

Strategic Priority: Plan for long-term community land-use needs and protection from natural hazards such as climate change

FINANCIAL IMPACTS

OCP policies impact Financial Plans. At this early stage in the 2018 OCP process it is difficult to determine what those impacts may be and what if any value would be assigned to those impacts. The LGA provides for formal consideration of the OCP in conjunction with the Financial Plan following first reading of the proposed bylaw. The Financial Plan and the OCP must line up in order to ensure relevancy and accuracy of both documents. For example: The District can plan for growth in the OCP but that growth cannot happen if the funds to support infrastructure does not exist (ie. size of WWTP or water supply). During the 2018 process, planning staff will be working closely with finance staff.

In addition, staff will be working closely together to ensure that the forthcoming review of the Development Cost Charge (DCC) Technical Report is also considered.

BACKGROUND

The Official Community Plan project is identified in the Financial Plan as a 2018 project.

Staff are proposing on completing this project by summer of 2018 in order to avoid both the busy summer season and the run-up to the municipal elections. The report in front of Council today represents a rough draft of staff's proposal to complete this work by summer of 2018.

For Council's information, an official community plan **must** include statements and map designations for the following;

- the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
- the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
- the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
- restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
- the approximate location and phasing of any major road, sewer and water systems;
- the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
- other matters that may, in respect of any plan, be required or authorized by the minister.

It also **must** include housing policies of the local government respecting affordable housing, rental housing and special needs housing; and, targets for the reduction of greenhouse gas emissions, and policies and actions of the local government proposed with respect to achieving those targets.

An OCP **may** include the following;

- policies of the local government relating to social needs, social well-being and social development;
- policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

Staff are proposing that within the Tofino context, the "may" policies above belong in either the V2A or in subject specific standalone plans.

DISCUSSION

The 2018 OCP timeline is aggressive, the current goal is to complete the OCP by the end of June, 2018. In order to meet the proposed timeline and stay within the project budget, staff are designing a lean OCP within the constraints of water and housing capacity; the V2A; and deep consultation with neighboring First Nations.

Structure

A lean OCP in the context of Tofino is a land use plan of limited scope constrained by real world concerns such as availability of potable water to support new and existing development. It is less inspirational document than it is a roadmap for development over a short to medium term time frame (5-10 years). This is not to say the larger vision has been discarded, but rather it has been relocated to the V2A which at its heart is the voice of the community vision.

"V2A incorporates the vision and goals previously articulated by the community through existing plans, and synthesizes them into a set of common, clear, outcome-based goal statements for the community. All organizations and citizens in the community should be able to recognize their own

desired outcomes amongst this list as well as outcomes they might be able to further support through collective action.”

Staff propose a neighbourhood based approach to the OCP making use of the existing neighbourhood structure. The V2A land use goals/policies would be nested within each neighbourhood. In addition to the existing neighbourhoods, staff are aware of at least three new areas identified for consideration; Cox Bay; the east end of Industrial Way; and Tla-o-qui-aht lands plan between Helleson and Mackenzie Roads including DL 124. The OCP review would also address the Tourism Focus designation, Clayoquot View Estates, Local Area Plans and the Neighbourhood Node concept.

Consultation/Engagement

The consultation and process is will be framed primarily by V2A policies, water capacity, and in the context of the work of the Truth and Reconciliation Commission. Initial discussions have been undertaken with local First Nations, MOTI, and SD 70 with respect to legislative requirements organizational interests. Staff are planning to roll out an education and awareness component for late 2017. The main part of consultation with stakeholders and the community is tentatively scheduled for spring of 2018. Ideas for the 2017 education and awareness consultation include;

- OCP primer (presentations)
- Movies about growth
- Dissemination of the consultation schedule
- Presentation of the Ekonics water report
- Speakers on growth, housing
- Poetry
- Presentation on the Natural Step Framework (sustainability base)

Consultation may include the following in 2018:

- Home visits (with questions, surveys)
- Scheduled OCP office time for community members
- Presentations to stakeholders (Chamber of Commerce, Tourism Tofino)

The 2018 consultation activities are proposed to involve review of existing neighbourhood areas, policy development in the form of new plans, mapping (of growth), and topics introduced from the community and stakeholders.

Consultation will include engagement with the Ahousaht, Hesquait, and Tla-o-qui-aht Nations, provincial agencies, stakeholders such as the Chamber of Commerce, and the community at large.

CONCLUSION

At this early stage in the OCP process staff are looking to Council for overall direction and feedback on the general approach to the 2018 OCP; and Council consideration of legislatively required consultation questions. Following presentation of this report to Council, staff would expect to receive feedback from Council with the aim of returning to Council in early fall with a timeline and process.

Respectfully submitted,



Aaron Rodgers, Manager of Community Sustainability

Appendices:

Alberni Clayquot Regional District
3008 5th Ave.,
Port Alberni, BC, V9Y 2E3



Terry Shannon,
Shannon Dairy 1988 Ltd.,
8991 Marlowe Rd.
Port Alberni, BC V9Y 8N7

Sept. 15, 2017

Dear Directors,

I would like to recognize the assistance of the Agricultural Support Workers, funded by the ACRD, with the army worm invasion in the Alberni Valley. As you are aware the Valley was ground zero for the pests. Their presence was soon noted in other areas of the Island and more recently in the Fraser Valley and areas of northern Washington, where they have also been damaging crops.

Heather Stobe, a support worker, got involved almost immediately, circulating information about the army worms to the farm community. She liaised with the Ministry of Agriculture and organised several meetings for local producers with Ministry staff and their entomologist, assisting in the identification of the particular species with photos and specimen samples. She then circulated the entomologist's suggestions and methods of controlling or limiting the damage from the army worms.

More recently she assisted in a pheromone monitoring program in conjunction with the Ministry, which may assist in the future with early detection of the army worms. As well she did an interview with CHEK TV as the army worm has been identified in other areas of the province doing damage to crops and generated wider interest.

Her interest, involvement and work on this issue are commendable. It has been of value to all of us and is much appreciated.

Sincerely Yours

Terry Shannon



FOR IMMEDIATE RELEASE

September 18, 2017

TOURISM VANCOUVER ISLAND TO DEVELOP NEW TOURISM INVESTMENT ATTRACTION TOOLS

COURTENAY – Tourism’s positive impact on the economy is evolving, and that means the tools that support the industry must keep pace with change. A new project, supported by the Island Coastal Economic Trust, will help Tourism Vancouver Island (TVI) as they create new web-based and social media investment attraction tools.

“Over the past few years, people, communities, and companies in the Island and Sunshine Coast regions have been at the forefront of emerging trends in tourism, including Aboriginal and cultural tourism,” said ICET Chair Phil Kent. “By helping Tourism Vancouver Island create new materials to support stakeholders and partners, we can ensure that local communities are maximizing and benefitting from the opportunities created by increasing tourism.”

The project includes a repurposing of the TVI Value of Tourism website, with a focus on creating new content to support new business attraction and sustainable tourism-related community and business development practices. This will include an investment attraction portal with information about tourism investment opportunities and the key industry data required by potential investors. New materials will also include business and community development information designed to highlight best practices and address some of the Industry’s key challenges.

“Tourism continues to be a strong contributor to the Vancouver Island and Sunshine Coast areas, but there are even greater opportunities through providing tools that support investment, workforce and resident attraction,” said Dave Petryk, President and CEO of Tourism Vancouver Island. “After all, most of us came to this area as tourists first.”

Along with the incremental web presence, this project will create new social media tools and workshops, highlighting new trends and best practice approaches to collaboration between tourism businesses, residents, and the broader community. TVI plans to deliver more than 15 workshops over the coming year, to audiences including First Nations, young professionals, local governments, as well as resident and tourism stakeholders.

This initiative is being supported through ICET’s Economic Development Readiness Program - Investment Attraction Tools stream. The program is designed to build community economic development capacity through a wide range of supports. Specifically, the Investment Attraction Tools stream provides up to \$30,000 to eligible applicants to support and accelerate targeted attraction of new investment to the region.

The project is expected to begin in fall of 2017, with completion anticipated by spring of 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

Dave Petryk, President & CEO
Tourism Vancouver Island
Tel. 250-740-1211
dave@tourismvi.ca

Youth Parliament of British Columbia



Alumni Society

509 – 1383 Marinaside Cr
Vancouver, BC V6Z 2W9



(604) 604-646-6623
registrar@bcyp.org

18 September 2017

Dear Sir or Madam:

Re: British Columbia Youth Parliament, 89th Parliament

The British Columbia Youth Parliament's 89th Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2017. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$350** registration fee. Thanks to fundraising efforts, a portion of the cost of transportation and accommodation is reduced but we encourage your municipality to contribute to the fees for those applicants in need. If you are not able to provide assistance, financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see www.bcyp.org/joinus.html).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Coast Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at www.bcyp.org/joinus.html, along with soft copies of the brochure and a promotional poster.

All applications must be received by October 24, 2017. Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at www.bcyp.org.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhonda Vanderfluit".

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society

Andrew McGifford

To: Janice Hill
Subject: RE: some additional info

From: Grandbois, Michael ENV:EX [<mailto:Michael.Grandbois@gov.bc.ca>]
Sent: Wednesday, September 27, 2017 3:20 PM
To: Janice Hill <jhill@acrd.bc.ca>
Subject: RE: some additional info

Hello Janice,

Thanks very much for sending me the information supporting the discussion that we had regarding the state of the boat launch at Sproat Lake Provincial Park. Having been at this job for only 6 weeks it is very helpful to have these documents and photos to better understand the issue.

I spoke with my supervisor at length yesterday and discussed the future of Sproat Lake and the complaints that have been received regarding the boat launch. BC Parks can appreciate the concern for the boat launch and is always looking to provide the best possible service to park users. From what I understand, the Sproat Lake boat launch is the only free launch sites on the lake and there is an enormous pressure on the facility in light of this. When BC Parks was recently evaluating the needs for the park, the decision was made that the next large capital investment would be to develop a water treatment facility to provide clean water to campers and park users. This large financial investment has been identified as the most pressing priority. The boat launch repairs remain a concern and BC Parks will continue to investigate long term solutions in the upcoming budget. Please know that I intend to pursue this issue and have the support of my supervisor. I will make sure to keep in touch with you when I receive news.

Thank you again for your concern with the facility.

Kind regards,

Michael Grandbois
Clayoquot Area Supervisor
BC Parks
Ministry of Environment and Climate Change Strategy
West Coast Region
(250) 725-2149



From: Janice Hill [<mailto:jhill@acrd.bc.ca>]
Sent: Monday, September 18, 2017 12:04 PM

To: Grandbois, Michael ENV:EX

Subject: some additional info

Hi Mike

I have attached a MOU that Kathryn and I worked on just last spring. Just in case you weren't aware of it. Also a list of Boat Launch concerns we sent last year too.

I will send the current pictures to you in a separate email. The letter will come in a bit.

Thank you

Janice Hill

Environmental Services Coordinator

Alberni-Clayoquot Regional District

3008 Fifth Avenue, Port Alberni, BC

V9Y 2E3

Phone: 250-720-2714

Email: jhill@acrd.bc.ca



Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

SEP 29 2017

Mr. John Jack
Chair
Alberni–Clayoquot Regional District
3008 Fifth Avenue
Port Alberni BC V9Y 2E3



Dear Mr. Jack:

Thank you for your correspondence of September 1, 2017, regarding the divestiture of the Bamfield West Public Port Facility in Bamfield, British Columbia.

Established in 1995, Transport Canada's National Marine Policy seeks to improve the efficiency of Canadian marine transportation by rationalizing the port system and placing decision-making and operations in the hands of users and other local interests. The Port Asset Transfer Program has been developed within this framework to have these port facilities maintained and operated in a manner that is more efficient and responsive to local needs.

With respect to the ports still under the responsibility of Transport Canada, including the Bamfield West Public Port Facility, the department maintains that new owners would be best placed to meet the growing needs of their communities, including those in your area. I would like to reassure you that the program set up by the department is very diligent that the potential purchaser is subject to certain requirements, including the transmission of proof of the support within the local community. Without these elements, the proposal would not be considered complete for analysis and acceptance.

Providing all Canadians with a safe and efficient marine transportation system is a priority for Transport Canada. Accordingly, the department will continue to operate and maintain its ports in a safe manner until they are divested or closed. Any successful divestiture will require that the new port owner continue to operate the port facility as a port. Should Transport Canada not successfully divest the Bamfield West Public Port Facility, an assessment of remaining port facilities will be made at the conclusion of the Divestiture Phase in 2018–2019.

Thank you for taking the time to write.

Yours sincerely,



The Honourable Marc Garneau, P.C., M.P.
Minister of Transport

c.c. Mr. Gord Johns, M.P.
Courtenay-Alberni



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: October 11, 2017

Subject: **Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment.

Desired Outcome:

To amend the Alberni-Clayoquot Regional District (ACRD) procedures bylaw in order to hold the inaugural meeting and conduct election of Chair and Vice-Chair in November of each year.

Background:

Section 215 (1) of the *Local Government Act* has been amended whereby election of Chair and Vice-Chair of a regional district must be held after November 1 in each year.

In order to reflect this, an amendment to the ACRD's Procedures Bylaw (A1075 and A1075-1) is required. In the current Bylaw, the ACRD inaugural meeting and election of Chair and Vice Chair is the first Friday after the first Monday in December.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to amend the bylaw and update the ACRD meeting schedules.

Financial:

n/a

Policy or Legislation:

Local Government Act and *Community Charter* applies.



Submitted by:

Wendy Thomson, Manager of Administrative Services



Approved by:

Douglas Holmes, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw No. A1075-2

A bylaw to amend Bylaw A1075, procedures of the Board of the Alberni-Clayoquot Regional District

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

1. **CITATION**

This bylaw may be cited for all purposes as "*Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.*"

2. **AMENDMENT**

Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 is hereby amended as follows:

4. Inaugural Meeting

- a. The inaugural meeting of the Board shall be held at the first meeting of the board following November 1 in each year where the Board shall elect a Chair and Vice Chair from amongst its members present.

6. Time and Location of Meetings

- b. Regular Board meetings must:
 - i. Be held twice per month on the second and fourth Wednesday, except:
 1. July and August, one meeting on the fourth Wednesday
 2. December, one meeting held on the second Wednesday.

3. **REPEALED**

Bylaw A1075-1, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2012 is hereby repealed.

Bylaw A1075-2

Read a first time this day of , 2017.
Read a second time this day of , 2017.
Read a third time this day of , 2017.

Adopted this day of , 2017.

John Jack,
Chairperson

Douglas Holmes,
Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Appointment of Fire Chiefs Committee
Wendy Thomson, Manager of Administrative Services

Meeting Date: October 11, 2017

Subject: **Policy, Procedures, Job Descriptions & Qualifications – ACRD
Volunteer Fire Departments**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following as presented for the Regional District's volunteer fire departments:

- *Appointment of Fire Chiefs Policy and Procedures*
- *Fire Chief Job Description*
- *Deputy Fire Chief/Training Officer Job Description*
- *Firefighter Qualifications*

Summary:

To implement a policy and related procedures for the appointment of fire chiefs to the Alberni-Clayoquot Regional District's (ACRD) volunteer fire departments and to adopt job descriptions and qualifications for fire chief, deputy and officers.

Background:

In October 2016, the ACRD Board of Directors appointed a special committee with the purpose of bringing forward recommendations on appointment of Fire Chiefs to the ACRD's volunteer fire departments. The Committee was also tasked with developing officer job descriptions and firefighter qualifications.

Representation on the Committee included:

- Elected Officials for Beaver Creek, Bamfield and Sproat Lake
- Fire Chiefs and Deputy Fire Chiefs from Beaver Creek, Bamfield and Sproat Lake Volunteer Fire Departments
- ACRD Fire Services Coordinator

The Appointment of Fire Chiefs Committee has met on three occasions to review and develop the following for consideration by the ACRD Board:

- Procedures for the position of fire chiefs.
- Establish vetting process and develop criteria for appointment of Fire Chiefs to the Volunteer Fire

Appointment of Fire Chiefs Committee Recommendations

- Departments with minimum standards and qualifications.
- Criteria for what is required to become a fire chief.
- Benefits of developing a job description for the fire and deputy chief positions.
- Challenges faced by each of the three fire departments including lack of volunteers, recruitment, training, responsibility and time commitment.

At the request of the Fire Chief of the Sproat Lake Volunteer Department, the Committee met with their membership on July 18, 2017 and provided an overview of the proposed changes to the selection of Fire Chief process.

With the assistance of the ACRD Fire Services Coordinator and ACRD staff, the Committee has developed the following for consideration by the ACRD Board of Directors: Policy/Procedures for Appointment of Fire Chiefs, Job Descriptions for Fire Chief and Deputy Fire Chief and firefighter qualifications. The Committee and staff recommend that the ACRD Board of Directors adopt the documents as presented.

Time Requirements – Staff & Elected Officials

Some staff and committee time will be required when undertaking a recruitment process. Staff will also need to work with the fire departments and fire service coordinator to keep the job descriptions and qualifications up to date.

Financial

Any associated costs come out of the applicable fire department’s budget.

Policy or Legislation:

Bylaw R1023, Fire Department Operational Criteria Bylaw applies. It should be noted that this Bylaw supersedes any policies or procedures adopted by the ACRD Board, including the Appointment of Fire Chiefs policy.

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

Approved by: Douglas Holmes
Douglas Holmes, Chief Administrative Officer



TITLE:	APPOINTMENT of FIRE CHIEFS – Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments	
Policy Issued by:	ACRD Board of Directors	
Date Adopted:		
Date Amended:		Page: 1 of 2
Applicable Bylaws:	Bylaw R1023, Fire Department Operational Criteria Bylaw	

Rationale

The position of Fire Chief has significant responsibility for the safe and effective delivery of fire services. Rising standards for equipment and training, growing risk management concerns, stricter occupational health and safety regulations, and an increased potential risk for liability are some of the factors that identify the importance for the Alberni-Clayoquot Regional District (ACRD) to appoint the most qualified candidate available for the position of Fire Chief from each of the respective ACRD’s volunteer fire departments.

Input from the fire department officers and members, ACRD elected officials and Chief Administrative Officer (CAO) are important in the selection of a Fire Chief, as well as the candidate’s level of training, education, experience, leadership, communication skills, availability, and other factors.

Purpose

The purpose of this policy is to establish procedures for appointing a Fire Chief to the the following ACRD Volunteer Fire Departments: Bamfield, Beaver Creek and Sproat Lake.

Procedures

1. The ACRD Board of Directors shall appoint the Fire Chiefs of the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments by way of resolution.
2. The Fire Chief shall be appointed for a term not to exceed three (3) years.
3. Upon completion of the three (3) year term and after consultation with the members of the relevant Fire Department and ACRD CAO, appointment of Fire Chief may be reconsidered for an additional three (3) year term by way of resolution by the ACRD Board of Directors.
4. When a Fire Chiefs’ position becomes vacant, the position will be posted by the ACRD for a minimum of three (3) weeks.



5. Interested applicants for the position shall apply in writing to the ACRD CAO.
6. Qualifications for the position of Fire Chief shall be those that have been adopted by the ACRD Board of Directors.
7. A Selection Committee shall be created by the ACRD Board comprised of the following:
 - ACRD CAO
 - Deputy Fire Chief or Senior Officer
 - Three Elected Representatives from the Membership of the Department
 - A Fire Chief from an outside Department
 - ACRD Fire Services Coordinator
8. The Selection Committee shall shortlist the candidates, interview the short listed candidates and select the most qualified candidate for the position for consideration of appointment by the ACRD Board of Directors.
9. When, in the opinion of the Selection Committee, all factors for promotion are equal, seniority of service in the department will govern.
10. From time to time, at the ACRD Board's discretion, the performance of the Fire Chief may be evaluated.



The Fire Chief is responsible for the operation of the fire department. Reporting to the Alberni-Clayoquot Regional District (ACRD) Chief Administrative Officer (CAO), he/she leads fire department personnel during emergency and non-emergency situations.

The Fire Chief shall be responsible for the overall management of fire department personnel, and will work in conjunction with the Deputy Fire Chief to conduct recruitment and, where required, dismissal of volunteers.

Duties of the Fire Chief include the following:

- Meets on a weekly basis with the Deputy Fire Chief and the Captains of the Fire Department.
- Carries a pager and responds to emergency calls 24 hours per day when available. May assume or support Command as required.
- Part of a Duty Officer rotation schedule.
- Plans, coordinates and directs the overall activities of the fire department.
- Organizes volunteers to fulfill duties such as equipment maintenance and inventory logs.
- Acts as Local Assistant to the Fire Commissioner and may preform the duties of a Fire Investigator.
- Maintains discipline, promotes the good morale of the fire department and fosters a positive public opinion of the fire department.
- Directs and inspects the maintenance and repair of all firefighting equipment and apparatus.
- Provides information to the Board of Directors to support the preparation and maintenance of all reports necessary to maintain an efficient fire department.
- In consultation with the Area Director and the Director of Finance develops an annual and capital budget for approval by the Board.
- Provides, upon request, the necessary information to the Board of Directors to support the consideration of the annual fire department budget.
- Sets department objectives and strategies to address policy as set by the Board of Directors.
- Ensures that training of members meets or exceeds the recommendations and requirements referenced in the British Columbia Fire Service Minimum Training Standards as referenced in the B.C. Structure Firefighting Competency and Training Playbook.
- Oversees the keeping of inventories of firefighting equipment.
- Is responsible to approve and code all invoices that are relevant to the department.
- Sits as an active member of the fire department's Occupational Health and Safety Committee.
- Ensures that the department and members operate and conform to all Standards identified in the Workers Compensation Act including maintaining documentation required by WorkSafe BC and ACRD regulations and policies.



FIRE CHIEF JOB DESCRIPTION

- Is responsible for the general condition and effective operation of the fire department.
- Is responsible to oversee all Capital Projects.
- Has a thorough understanding of the duties of a firefighter.
- Shall provide an annual report to the Board.
- Attend monthly meetings of the AMA Committee.
- Attend quarterly meetings of the Regional Chiefs' meetings.
- Plans and coordinates objectives and strategies to ensure that the department meets all mandatory policies as per the Office of the Fire Commissioners Playbook, Bylaws, and Policies that the ACRD Board approves.
- Other duties defined in Bylaw R1023, Fire Department Operational Criteria, 2012.



DEPUTY FIRE CHIEF/TRAINING OFFICER JOB DESCRIPTION

The Deputy Fire Chief is responsible for training of fire department personnel. Reporting to the Fire Chief, he/she will act for the Fire Chief in all aspects during the absence of the Fire Chief.

The Deputy Fire Chief is expected to work closely with and support the Fire Chief, assuming the lead role with regard to division of labour duties assigned to him/her by the Fire Chief.

Duties of the Deputy Fire Chief include the following:

- Plans and supervises the training of all fire department personnel.
- Meets on a weekly basis with the Fire Chief and the Captains of the Fire Department.
- Acts in all regards for the fire chief during his/her absence.
- Carries a pager and responds to emergency calls 24 hours per day when available. May assume or support Command as required.
- Part of on call rotation for weekend coverage.
- Assists the Fire Chief in planning, coordinating and directing activities of the fire department.
- Assists Fire Chief to organize volunteers to fulfill duties such as equipment maintenance and inventory logs.
- Assists Fire Chief to ensure that the department and members operate and conform to all Standards identified in the Workers Compensation Act including maintaining documentation required by WorkSafe BC and ACRD regulations and policies.
- Acts as Local Assistant to the Fire Commissioner.
- Supports the Fire Chief in maintaining discipline, promoting the good morale of the fire department and fostering a positive public opinion of the fire department.
- Supports the Fire Chief in directing and inspecting the maintenance and repair of all firefighting equipment and apparatus.
- Assists the Fire Chief in implementing strategies and tactics through department Officers.
- Sits as an active member of the fire department's Occupational Health and Safety Committee.
- Is capable of performing all duties of a volunteer firefighter.



Rank	Helmet	Acct. Tag	AMA	Prerequisites	First Year	Second Year
Junior FF	Orange	Green	No	Complete Application Package	Completion of Exterior FF Program	
Recruit FF	Yellow	Green	No	Complete Application Package	Completion of Exterior FF Program	Begin Interior FF Program
Exterior FF	Yellow	Green	Yes	Completion of Exterior FF Program	ESTC S-100	Air Brakes Driver Training Begin Interior FF
Driver	Yellow	Green	Yes	Completion of all previous requirements	Pumps & Pumping	
Interior FF	Yellow with "Firefighter" Crescent Decal	Yellow	Yes	Completion of Interior FF Program & all previous requirements	RIT or START Training	Rope Rescue
Company Officer	Red	Red	Yes	Completion of all previous requirements 3 years of FD experience	Team Leader FSI 1	Begin Fire Officer 1 Program
Deputy Chief	White	White	Yes	Completion of all previous requirements 4 years of FD experience	Fire Officer 1 LAFC Risk Management Officer	Begin Fire Officer 2 FF Evaluator EOC Level 1
Fire Chief	White	White	Yes	Completion of all previous requirements 5 years of FD experience	EOC Level 2	Fire Officer 2

Exterior FF Requirements

- Emergency Scene Traffic NFPA 1001 5.3.3
- Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18
- PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1
- Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1
- Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2
- Ventilation NFPA 1001 5.3.11, 5.5.1
- Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2
- Ladders NFPA 1001 5.3.6, 5.5.1
- Rehabilitation Area NFPA 1001 5.1.1, NFPA 1500, NFPA 1584
- Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000
- Dangerous Goods or Hazmat Awareness *(from NFPA 472)*¹
- Gas & Electrical Safety for Firefighters *(supplied by a BC Utility utilizing an evaluation mechanism)*²
- Incident Command System 100 *(from BCERMS curriculum)*³



Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present.

Interior FF Requirements

All of Exterior Operations Firefighter plus completion of the following Competencies from NFPA 1001

– FF1:

- Organization, Safety and Communications NFPA 1001 5.2.4
- RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500
- Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9
- Search and Rescue NFPA 1001 5.3.9
- Fire Behavior NFPA 1001
- Fire Extinguishers NFPA 1001 5.3.16
- Building Construction NFPA 1001 5.3.11, 5.3.12
- Forcible Entry NFPA 1001 5.3.4
- Ventilation NFPA 1001 5.3.12
- Loss Control NFPA 1001 5.3.13, 5.3.14
- Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters.

Team Leader Requirements

Completion of the Operational Firefighter requirements for either the Exterior or Interior Service Level PLUS the following Competencies from NFPA 1021: 4

- Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3
- Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2
- Fire ground Accountability NFPA 1021 4.6.1, 4.6.2
- Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10



Risk Management Officer Requirements

Completion of the Team Leader requirements for the Exterior Operations level PLUS the following courses (1 from each area)

Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) Or	of One
Incident Safety Officer NFPA 1521 6.1 – 6.7.2	

And

FCABC/LGMA: Effective Fire Service Administration Or	of One
Beyond Hoses and Helmets, or equivalent	

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

[References](#)

BC Fire Service Minimum Training Standards Playbook - BC Office of the Fire Commissioner



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: October 11, 2017

Subject: **Automatic Aid Agreement – City of Port Alberni, ACRD & Cherry Creek Waterworks District**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Automatic Aid Agreement as presented with the City of Port Alberni and Cherry Creek Waterworks District AND FURTHER the Chair and Chief Administrative Officer be authorized to enter into the Agreement on behalf of the Regional District.

Desired Outcome:

To enter into an automatic aid agreement between the Alberni-Clayoquot Regional District (ACRD), City of Port Alberni (CPA) and Cherry Creek Waterworks District (CCWD).

Background:

In 2010, the ACRD retained the services of Dave Mitchell and Associates to undertake a fire strategic plan for the Alberni Valley and Bamfield fire departments. The Mitchell Report recommended that an Automatic Aid Agreement would be beneficial for the Alberni Valley Fire Departments (CPA, Sproat Lake, Beaver Creek, Cherry Creek) in the delivery of fire protection.

It has become more common for adjoining jurisdictions to enter into automatic aid agreements. Under automatic aid agreements, emergency response from neighbouring fire departments is predetermined and occurs automatically when a predetermined magnitude of emergency occurs. Automatic aid enables to provision of assistance in a more timely manner. Resources accessed via automatic aid are recognized by insurance underwriters, thus bolstering a community's fire response resources and enhancing the fire protection rating enjoyed by that community.

In January 2012, an Automatic Agreement was executed between the City of Port Alberni Fire Department, Beaver Creek Volunteer Fire Department and Sproat Lake Volunteer Fire Department (ACRD). Cherry Creek Volunteer Fire Department chose not to be part of the Agreement at that time.

Since the inception of the Automatic Aid agreement all the Fire Departments recognize the value in the Agreement in terms of proving additional support, improved response times and training amongst departments. The working relationship between all the departments has become a very improved and positive effort in providing fire protection within their jurisdictions.

The ACRD received a letter in May 2017 from the Fire Chief of the Cherry Creek Volunteer Fire Department requesting to become a partner in the Automatic Aid Agreement. The Fire Chiefs from all the partners in the current Agreement are in strong support to have the Cherry Creek Volunteer Fire Department become a participant in the Agreement.

The attached new Automatic Aid Agreement which includes the Cherry Creek Volunteer Fire Department has been reviewed by all three organizations. The Cherry Creek Water District passed a resolution to enter into the Agreement at their Board of Trustees meeting on September 13, 2017. The Agreement is now submitted for consideration endorsement by the ACRD Board of Directors. Port Alberni City Council will consider the Agreement at their regular Council meeting on October 12, 2017.

Once executed by all three parties, this Agreement will enable the Alberni Valley fire departments to respond automatically to emergency incidents within the boundaries of the City of Port Alberni and the fire service areas of the Beaver Creek Volunteer Fire Department, Sproat Lake Volunteer Fire Department and Cherry Creek Volunteer Fire Department.

Time Requirements – Staff & Elected Officials:

Minimal staff time to execute the Agreement and advise Fire Departments.

Financial:

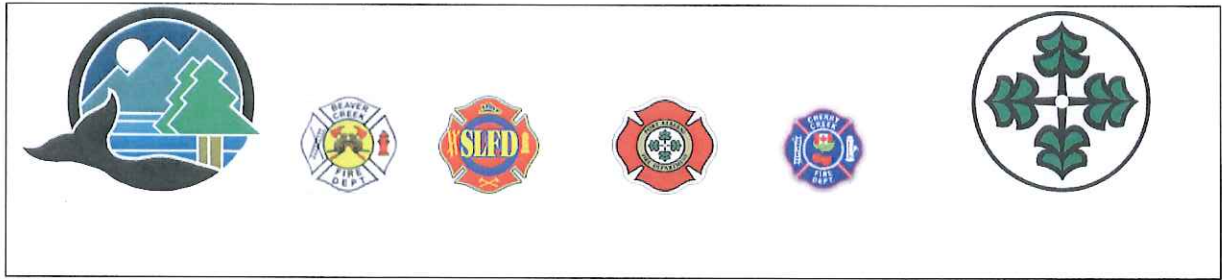
There is no financial compensation for the organizations for attending events outside their jurisdictions.

Policy or Legislation:

Local Government Act and Community Charter applies.

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

Approved by: Douglas Holmes
Douglas Holmes, Chief Administrative Officer



AUTOMATIC AID AGREEMENT

BETWEEN THE JURISDICTIONS OF

THE CITY OF PORT ALBERNI
(Port Alberni Fire Department)

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
(Sproat Lake Volunteer Fire Department)
(Beaver Creek Volunteer Fire Department)

THE CHERRY CREEK WATERWORKS DISTRICT
(Cherry Creek Volunteer Fire Department)

June 28, 2017

ALBERNI VALLEY AUTOMATIC AID AGREEMENT

THIS AGREEMENT made as of this ____ day of _____

BETWEEN

THE CITY OF PORT ALBERNI AND

THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT

And

THE CHERRY CREEK WATERWORKS DISTRICT

WHEREAS the City of Port Alberni operates and maintains the Port Alberni Fire Department to provide fire protection and emergency response to the City of Port Alberni;

AND WHEREAS the Alberni-Clayoquot Regional District operates and maintains the Sproat Lake Volunteer Fire Department and the Beaver Creek Volunteer Fire Department to provide fire protection and emergency response to portions of Electoral Areas D (Sproat Lake) and E (Beaver Creek), respectively;

AND WHEREAS the Cherry Creek Waterworks District operates and maintains the Cherry Creek Volunteer Fire Department to provide fire protection and emergency response to portions of Electoral Area F (Cherry Creek), respectively;

AND WHEREAS the Parties consider it to be of mutual benefit to respond automatically to Emergency Incidents within boundaries of the City of Port Alberni and the Fire Service Areas of the Beaver Creek Volunteer Fire Department, Sproat Lake Volunteer Fire Department, and the Cherry Creek Volunteer Fire Department;

NOW THEREFORE, in consideration of the mutual covenants and premises herein contained and other good and valuable consideration, the Parties agree as follows:

Definitions

1. In this Agreement, including in the recitals hereto, the following capitalized terms shall have the following respective meanings:
 - a. **"Agreement"** means this agreement, including the recitals and Schedules attached hereto, as same may be amended from time to time by the Parties in accordance with section 25, and references to

sections or subsections, means sections or subsections of this Agreement;

- b. **"Automatic Aid"** means the immediate and simultaneous dispatching of fire and emergency response to Emergency Incidents, as more particularly defined in this Agreement and the Schedules hereto, by each of the Fire Departments;
- c. **"Automatic Aid Committee"** means the committee of Fire Chiefs or designates created under section 8, responsible for establishing, reviewing and revising specified operational aspects of Automatic Aid activations and responses, and issues affecting joint operations at Emergency Incidents;
- d. **"Consumables"** means firefighting agents, including foam, absorbents, and similar expendables, but excluding fuel costs, used by a Responding Department at or in connection with an Emergency Incident;
- e. **"Dispatch Centre"** means North Island 9-1-1 Corporation, or any entity or organization replacing or succeeding same;
- f. **"Emergency Incident"** means that class or category of events which the Automatic Aid Committee has determined will trigger an Automatic Aid activation and response in a particular Fire Service Area or portion thereof, as set out in Schedule A to this Agreement;
- g. **"Fire Chief"** means the fire chief of any of the Fire Departments;
- h. **"Fire Departments"** means, collectively, the Beaver Creek Volunteer Fire Department, the Port Alberni Fire Department, the Sproat Lake Volunteer Fire Department and the Cherry Creek Volunteer Fire Department, and "Fire Department" means any one of them;
- i. **"Firefighter"** means a member in good standing of any of the Fire Departments (and includes the Fire Chief and other officers);
- j. **"Fire Service Area"** means, in relation to any Fire Department, the response coverage area for that Fire Department as set forth in Schedule B, as same may be amended or modified from time to time;
- k. **"Incident Command System"** means the system of operational control at the scene of an Emergency Incident, as set forth in the B.C. Emergency Response Management System, as supplemented or amended by this Agreement and the Uniform Operational Guidelines;
- l. **"Incident Commander"** means the Firefighter in charge at the scene in accordance with the Incident Command System;
- m. **"Mutual Aid Agreement"** means the mutual aid agreement dated January 2012 of even date herewith, entered into between the Parties and the Cherry Creek Waterworks District, covering the provision of

mutual aid between the Port Alberni Fire Department, the Beaver Creek Fire Department, the Sproat Lake Fire Department and the Cherry Creek Fire Department, as same may be amended or replaced from time to time;

- n. "**Parties**" means, collectively, the City of Port Alberni and the Alberni-Clayoquot Regional District, Cherry Creek Waterworks District and "Party" means any one of them;
- o. "**Requesting Department**" means the Fire Department receiving Automatic Aid assistance from the other Fire Departments;
- p. "**Responding Department**" means a Fire Department responding to an Automatic Aid activation for another Fire Department's Fire Service Area;
- q. "**Uniform Operational Guidelines**" means the operational guidelines agreed upon by the Automatic Aid Committee as applicable to Automatic Aid activations and responses, and adopted by each Fire Department in accordance with this Agreement; and
- r. "**Workers Compensation Claim**" means any claim by or on behalf of any Firefighter in relation to a workplace injury or death suffered in connection with any Automatic Aid activation or response.

Schedules

- 2. The following Schedules are attached to and form part of this Agreement. In the event of a conflict between the body of this Agreement and any Schedule, the terms in the body of the Agreement shall prevail:
 - a. Schedule A: Emergency Incidents And Responses
 - b. Schedule B: Current Fire Service Areas
 - c. Schedule C: Uniform Operational Guidelines
 - d. Schedule D: Change Management Form.

Automatic Aid

- 3. The Parties agree to provide Automatic Aid on the following basis:
 - a. The Parties agree that each of the Fire Departments shall provide Automatic Aid to Emergency Incidents in the other Fire Departments' Fire Service Areas.
 - b. Subject to section 4 and the Uniform Operational Guidelines, Fire Departments shall respond to Automatic Aid call outs on the same basis as call outs within their own Fire Service Area.
 - c. The categories and types of Emergency Incidents that trigger an Automatic Aid activation, the responses to those Emergency Incidents, and the portions of each Fire Department's Fire Service Area covered

by this Agreement, shall be determined by the Automatic Aid Committee and set out in Schedule A to this Agreement. Schedule A may be revised from time to time by the Automatic Aid Committee in accordance with section 11.

- d. The Automatic Aid Committee shall establish and agree upon Uniform Operational Guidelines governing Automatic Aid activations and responses, attached as Schedule C to this Agreement, and each Fire Department shall adopt and train its Firefighters to the standards specified in such guidelines.
 - e. The Parties shall provide a copy of this Agreement (including the defined Emergency Incidents) to the Dispatch Centre, to enable appropriate dispatching of Automatic Aid. The Automatic Aid Committee shall be responsible for ensuring that the Dispatch Centre is informed, in writing, of any changes to this Agreement.
4. Notwithstanding anything contained in section 3, in relation to Responding Departments:
- a. A Fire Chief (or designate) may elect that his or her Fire Department shall not respond to a particular call out for Automatic Aid, or shall provide a lower level of response than is contemplated by the Uniform Operational Guidelines based on operational, safety or other concerns, including that the Fire Department's resources is or may be required in its own Fire Service Area.
 - b. Where a decision has been made not to respond to an Automatic Aid call out, or to modify the level of response, the Fire Chief (or designate) must, by telephone or radio, inform the Requesting Department and the Dispatch Centre as soon as reasonably possible.
 - c. A Fire Chief (or designate) may, at any time during the continuation of an Emergency Incident, recall all or any portion of his or her Responding Department's Firefighters, apparatus or equipment if such resources are required, or may be required, to respond to another incident or matter, or for reasons of safety.
5. The Incident Command System will be used at all emergencies involving the activation of Automatic Aid. The following principles shall apply:
- a. Firefighters, apparatus, and equipment provided by a Responding Department shall be under the direction of the Incident Commander of the Requesting Department for the duration of the Emergency Incident. The Incident Commander shall adhere to recognized principles of the Incident Command System, including accountability for personnel safety, in accordance with the Uniform Operational Guidelines.
 - b. In the event that a Responding Department is first to arrive at an Emergency Incident, the senior ranking member of the first arriving crew will assume the role of Incident Commander. The role of Incident

Commander will be transferred, as soon as practicable, to the first qualified officer arriving from the Requesting Department.

- c. At any Emergency Incident, the Requesting Department shall release the resources of the Responding Departments before releasing its own resources, except as otherwise may be provided for in the Uniform Operational Guidelines.
 - d. An Incident Commander shall, as quickly as practicable in the circumstances, release any resources recalled by a Fire Chief (or designate) of a Responding Department under subsection 4(c).
6. Firefighters of a Responding Department shall have all of the powers and authority granted to Firefighters of the Requesting Department under the relevant bylaw(s) governing the operations of the Requesting Department, to operate at and control the scene of an Emergency Incident. Each Party and each Fire Chief is hereby deemed to have provided all necessary designations or authorities to grant such powers and authority to the Firefighters of each Responding Department in connection with their operations at the scene of an Emergency Incident.
 7. Responding Departments shall not be entitled to any payment for responding to an Emergency Incident. Responding Departments shall, however, be entitled to be reimbursed by the Requesting Department for the actual cost of any Consumables used in connection with an Emergency Incident. Invoices for reimbursement shall be submitted to the Automatic Aid Committee within 30 days of the end of each calendar quarter, which shall determine the net amount owing between the Fire Departments. Invoices shall identify the Emergency Incident, the Consumables expended and the total amount of reimbursement sought.

Automatic Aid Committee

8. The Parties shall establish the Automatic Aid Committee, which shall be composed of the Fire Chiefs (or their respective designates). The Automatic Aid Committee shall be entitled to request assistance from other Firefighters within the Fire Departments, or representatives from the Dispatch Centre, as it considers necessary or appropriate, for the purposes of addressing any issue before it.
9. The Chair of the Automatic Aid Committee shall rotate annually between the participating Fire Departments. The Chair shall be responsible for calling and managing meetings, and shall act as the primary contact for matters relating to this Agreement. The Automatic Aid Committee shall meet not less than four times each year and shall meet at such other times as may reasonably be requested by either Party or any of the Fire Chiefs. The Automatic Aid Committee shall operate on a consensus basis.
10. The Automatic Aid Committee shall be responsible for establishing the operational requirements and processes for Automatic Aid activations

and responses, including:

- a. identifying what constitutes an Emergency Incident;
- b. establishing the appropriate responses from the Requesting Department and Responding Departments to each Emergency Incident;
- c. expanding or limiting the coverage area for Automatic Aid;
- d. establishing the necessary Uniform Operational Guidelines to cover Automatic Aid activations and responses;
- e. working with the Dispatch Centre to ensure appropriate dispatching of Automatic Aid to Emergency Incidents;
- f. setting training standards and requirements, including a reliable method for rapidly identifying the training levels of personnel from each of the Responding Departments;
- g. organizing regular joint training exercises among the Fire Departments and with the Dispatch Centre;
- h. establishing or confirming communication protocols at the scenes of Emergency Incidents;
- i. annually collating the insurance policies and certificates of insurance of each of the Fire Departments and circulating same in accordance with section 19;
- j. recommending revisions to the governing bylaws of each Fire Department to ensure that the objects of this Agreement can be fully realized;
- k. making recommendations to update or amend the Mutual Aid Agreement to correspond with this Agreement and vice versa; and
- l. reviewing and analysing Automatic Aid activations and responses and any issues arising in connection with such responses.

11. The Automatic Aid Committee is authorized to revise Schedules A, B and C to this Agreement. Each decision to revise any of the Schedules must be unanimous and written notice thereof given to each of the Parties, each of the Fire Departments and the Dispatch Centre. Such notice shall include the terms of the revision and a brief explanation of its purpose and intended effect, utilizing the Change Management Form in Schedule D. Where any proposed revision would affect emergency dispatching, it shall not be implemented until the Dispatch Centre confirms that it is able to put such amendment into effect.

Liability and Indemnity

12. Notwithstanding anything in this Agreement, no Party and no Responding Department (including its Firefighters, volunteers, agents or representatives)

shall be liable for failing to respond to an Automatic Aid request or for providing a level of response that is different from that contemplated by this Agreement, regardless of the reasons for not responding, or providing a different level of response.

13. In sections 14 and 15, the term "**Indemnitee**" shall mean the Party who controls any Responding Department, and shall include its Fire Department, Firefighters, elected officials, servants, employees, volunteers, agents or representatives, or any of them.
14. The Party responsible for a Requesting Department hereby indemnifies and saves harmless the Indemnitee from and against any and all claims, causes of action, suits, and demands whatsoever, and related expenses, arising out of or related to the Automatic Aid rendered by the Indemnitee or its failure to respond to a request for Automatic Aid pursuant to this Agreement or its failure to render adequate assistance or assistance as contemplated by this Agreement.
15. The indemnity provided for in section 14 shall not apply:
 - a. to gross negligence or willful misconduct by an Indemnitee in connection with operations at the scene of an Emergency Incident; or
 - b. in connection with any damage caused or injury suffered mustering Firefighters to a Responding Department's fire hall(s) in connection with an Automatic Aid activation, or caused by the Responding Department travelling to the scene of an Emergency Incident; or
 - c. any costs associated with Workers Compensation Claims, which shall be dealt with in accordance with section 16.
16. This Agreement does not constitute a Requesting Department as the employer of any Firefighter of a Responding Department. Any Workers Compensation Claims by any Firefighters of a Responding Department arising out of or related to an Automatic Aid activation or response, shall be the responsibility of the Responding Department and the Party who controls such Responding Department, and made under that Responding Department's policies with WorkSafe BC.

No Third Party Rights

17. This Agreement is not intended to and does not create any rights or confer any benefits on any person other than the Parties and their respective Fire Departments.

Insurance

18. Each Party shall ensure that each Fire Department for which it is responsible:
 - a. keeps in force commercial general liability insurance coverage, insuring against damage or injury to persons or property, with limits of not less than \$5,000,000 per occurrence. Such insurance policy will:

- i. include the other Party as an additional named insured; and
 - ii. contain a cross-liability/severability of interests clause;
- b. standard form insurance coverage with the Insurance Corporation of British Columbia, having an inclusive limit of not less than \$5,000,000, covering operation and use of its vehicles;
- c. appropriate multi-peril property insurance coverage for any loss or damage to any equipment or property used in connection with an Automatic Aid activation or response; and
- d. workers compensation coverage under WorkSafe BC for each of its employees, servants, agents or volunteers who participate in any Automatic Aid activation or response.

19. Each Fire Department shall annually supply evidence that it has complied with section 18, including copies of each Fire Department's insurance policies (or, where relevant, the insurance policies of the Party controlling such Fire Department) to the Automatic Aid Committee. The Automatic Aid Committee shall review such insurance coverage annually, and circulate copies of same to each Party and Fire Department.

Term and Termination

20. This Agreement shall have an initial term of one year, and shall renew automatically for one year terms thereafter unless terminated in accordance with section 21.
21. A Party may terminate its participation in this Agreement at any time after the initial term of this Agreement, by giving not less than six months' notice in writing to the other Party.

Dispute Resolution

22. In the event of any dispute (a "Dispute") arising under or in connection with this Agreement, or any assistance rendered or not rendered pursuant hereto, the parties shall seek to resolve such dispute amicably and professionally, with a view to ensuring the effective delivery of emergency services and the safety of Firefighters and the public. A Dispute may be raised by a Fire Chief and shall be put in writing and sent to each of the other Fire Chiefs and each of the Parties, identifying in reasonable detail the matters at issue. Where a Dispute arises:
- a. the Fire Chiefs shall use their reasonable best efforts to settle the Dispute within 30 days of receiving written notice of it; and
 - b. where the Fire Chiefs are unable to resolve the Dispute, it shall be referred to a committee composed of the CAO of the Alberni-Clayoquot Regional District, the CAO of the City of Port Alberni, and the Chair of the Cherry Creek Waterworks District.
23. Notwithstanding section 22, nothing in this Agreement shall prevent a Party

from taking such actions as it deems necessary or advisable to protect its legal position or interests in relation to any Dispute.

Notices

24. Unless otherwise provided in this Agreement, all notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Notices may also be sent by e-mail to the e-mail addresses given below. Any notice delivered or sent by facsimile or e-mail shall be deemed to have been given and received at the time of delivery, provided that if the time of delivery is not a business day, it shall be deemed to have been given and received on the next following business day. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

a. City of Port Alberni

City Clerk

4850 Argyle Street

Port Alberni, BC V9Y 1V8

E-mail: davina_hartwell@portalberni.ca

Telephone: 250.720.2810

With a copy to the Port Alberni Fire Department:

Attention: Fire Chief

3699 10th Avenue Port Alberni, BC V9Y 4W3

E-mail: kelly_gilday@portalberni.ca

Telephone: 250.724.1351

b. Alberni-Clayoquot Regional District CAO

3008 5th Avenue

Port Alberni, BC V9Y 2E3

E-mail: wthomson@acrd.bc.ca

Telephone: 250.720.2706

With a copy to each of:

Beaver Creek Volunteer Fire Department

Attention: Fire Chief

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

E-mail: firechief@bcvfd.ca

Telephone: 250.735.1598

Sproat Lake Volunteer Fire Department

Attention: Fire Chief
3008 5th Avenue, Port Alberni, BC V9Y 2E3
E-mail firechief@sproatlakefire.ca
Telephone: 250.731.0936

c. Cherry Creek Waterworks District

Chair of Board
5920-A Cherry Creek Road, Port Alberni BC V9Y 8R7
Email: ccww@shaw.ca
Telephone: 250.723.0416

With a copy to:

Cherry Creek Volunteer Fire Department

Attention: Fire Chief
5920-A Cherry Creek Road, Port Alberni BC V9Y 8R7
Email: firechief@cherrycreekfire.ca
Telephone: 250.723.2254

General

- 25. This Agreement may be amended by written agreement of the Parties, or by the Automatic Aid Committee in accordance with section 11.
- 26. This Agreement is in addition to the Mutual Aid Agreement. Notwithstanding this Agreement, a Party may make a request for assistance under the Mutual Aid Agreement for any incident covered by such agreement.
- 27. This Agreement shall ensure to the benefit of and be binding upon the Parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 28. The waiver by a Party of any failure on the part of the other Party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 29. The headings in this Agreement are inserted for convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 30. This Agreement shall be construed in accordance with and governed by the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first set out above.

The Corporate Seal of the REGIONAL DISTRICT of ALBERNI CLAYOQUOT was hereunto affixed in the presence of:

Chair

CAO

The Corporate Seal of the CITY of PORT ALBERNI was hereunto affixed in the presence of:

Mayor

CAO

The Corporate Seal of the CHERRY CREEK WATERWORKS DISTRICT was hereunto affixed in the presence of:



Chair



Schedule A: Emergency Incidents and Responses Guideline

Automatic Mutual Aid Responses;

In addition to the provisions in Section 4(b) of the Automatic Aid Agreement, in the event that the requested department cannot fully staff the response apparatus as per the Schedule A the incident commander will be notified.

Beaver Creek Volunteer Fire Department Fire Protection Area:

Any Structure that is reported as a “Working Structural Fire”

City of Port Alberni FD	1 Engine - Minimum crew of 4
Sproat Lake VFD	1 Engine – Minimum crew of 4
Cherry Creek VFD	1 Engine – Minimum crew of 4

Sproat Lake Volunteer Fire Department Fire Protection Area:

Any Structure that is reported as a “Working Structural Fire”

City of Port Alberni FD	1 Engine - Minimum crew of 4
Beaver Creek VFD	1 Engine - Minimum crew of 4
Cherry Creek VFD	1 Engine – Minimum crew of 4

Cherry Creek Volunteer Fire Department Fire Protection Area:

Any Structure that is reported as a “Working Structural Fire”

City of Port Alberni FD	1 Engine - Minimum crew of 4
Beaver Creek VFD	1 Engine - Minimum crew of 4
Sproat Lake VFD	1 Engine – Minimum crew of 4

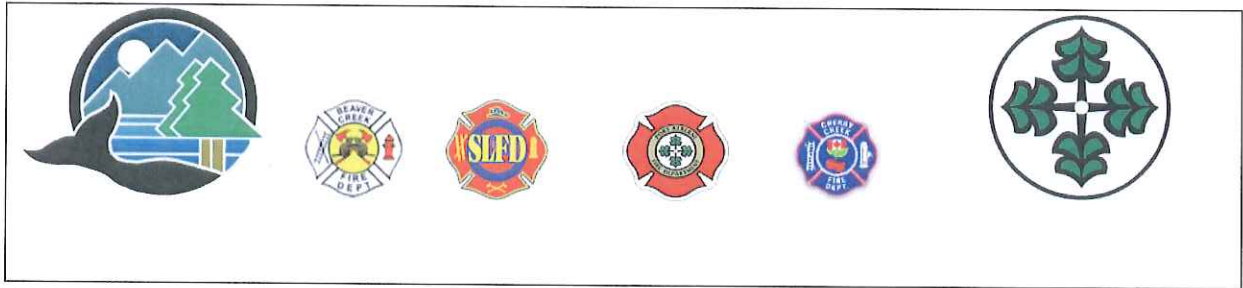
*The Incident Commander may request a different Resource depending on the Incident requirements. EXAMPLE; A tender may be requested in non-hydranted areas.

City of Port Alberni Fire Department Fire Protection Area:

Any Structure that is reported as a "Working Structural Fire" as Identified on Map

Sproat Lake VFD	1 Engine - Minimum crew of 4
Beaver Creek VFD	1 Engine - Minimum crew of 4
Cherry Creek VFD	1 Engine – Minimum crew of 4

*The Incident Commander may request a different Resource depending on the Incident requirements. EXAMPLE; A tender may be requested in non-hydranted areas.



Schedule B: Current Fire Service Areas

Include Maps of all Fire Protection Areas:

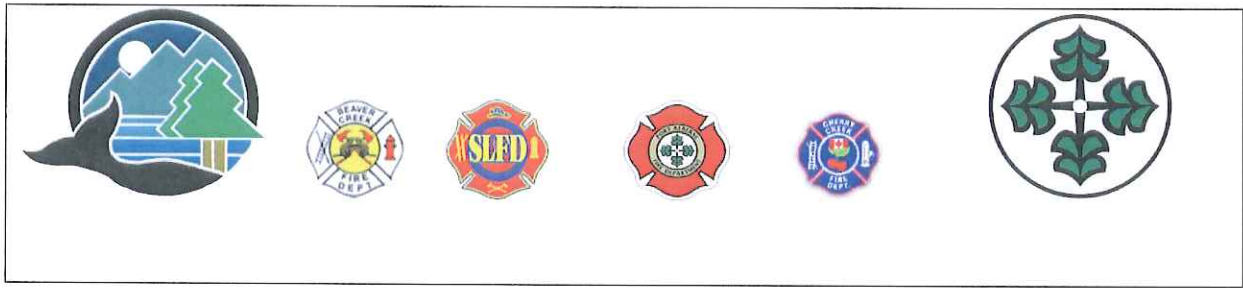
Beaver Creek Electoral Area E

Sproat Lake Electoral Area D

Cherry Creek Electoral Area F

City of Port Alberni

It is the responsibility of each department to provide the map of the fire protection areas.



Schedule C: Uniform Operational Guidelines

Operational guidelines will be developed and amended by the AMA Committee from time to time and as required.

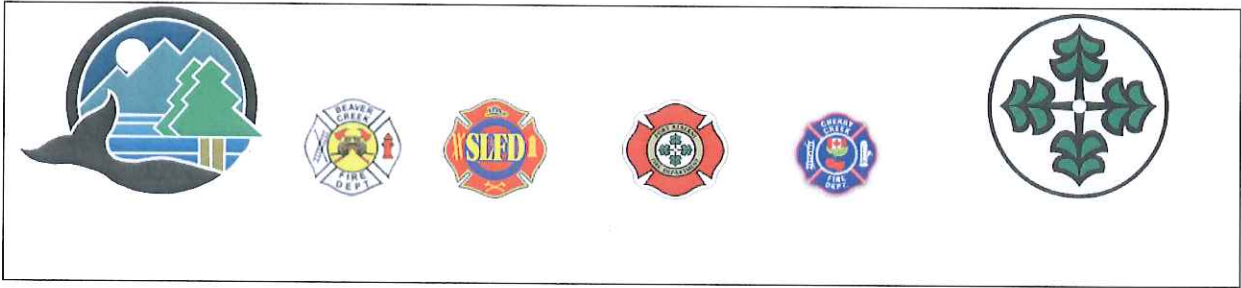
OG# 1.01 - Firefighter Training Standards and Identification

OG# 1.02 Apparatus Response

OG# 1.03 Training Frequencies

OG# 1.04 Incident Command System

OG#1.05 Automatic Mutual Aid Committee



Schedule D: Change Management Form

Date	Change	Date Approved by AMA Committee



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: October 11, 2017
Subject: Finance Warrant No. 581

Recommendation:

THAT the Board of Directors approve Finance Warrant Number 581 in the amount of \$553,197.53 dated September 30, 2017.

Summary:

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

Time Requirements – Staff & Elected Officials:

Minimal

Policy or Legislation:

None

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

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



AP5100

Date : Oct 03, 2017

Page : 1

Time : 1:41 pm

Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
Cheque Date : 01-Sep-2017 To 30-Sep-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	
00019	0946982 BC LTD (DBA - ACE FLAGGING)					
000196-0001	01-Sep-2017	Issued	209	T		753.90
102-2847	01-4-2500-000	PAYABLES - TRADE		753.90		
Invoice Description --> BCWS - WATERMAIN REPAIR						
Total :				753.90	0.00	753.90
000197-0001	15-Sep-2017	Issued	217	T		985.03
102-2846	01-4-2500-000	PAYABLES - TRADE		248.85		
Invoice Description --> BCWS - WATER SYSTEM REPAIR						
102-2867	01-4-2500-000	PAYABLES - TRADE		259.22		
Invoice Description --> BCWS - NEW SERVICE - GORDON RD						
102-2863	01-4-2500-000	PAYABLES - TRADE		476.96		
Invoice Description --> BCWS - WATER MAIN BREAK - REPAIR						
Total :				985.03	0.00	985.03
Supplier Total :				1738.93	0.00	1738.93

00012	ABELL PEST CONTROL INC					
000197-0002	15-Sep-2017	Issued	217	T		93.27
A0490413	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

00016	ACE COURIER SERVICES					
000197-0003	15-Sep-2017	Issued	217	T		157.91
14205452	01-4-2500-000	PAYABLES - TRADE		157.91		
Invoice Description --> BCWS - FREIGHT - SUPPLIES						
Total :				157.91	0.00	157.91
Supplier Total :				157.91	0.00	157.91

00030	ACKLANDS-GRAINGER INC.					
000196-0002	01-Sep-2017	Issued	209	T		243.09
9490345056	01-4-2500-000	PAYABLES - TRADE		243.09		
Invoice Description --> LBA - TERMINAL SUPPLIES						
Total :				243.09	0.00	243.09
Supplier Total :				243.09	0.00	243.09

00031	AGAT LABORATORIES					
000196-0003	01-Sep-2017	Issued	209	T		389.03
17391071E	01-4-2500-000	PAYABLES - TRADE		389.03		
Invoice Description --> AVLF - WATER MONITORING						

Cheque Register - Detail - Supp.



AP5100

Date : Oct 03, 2017

Page : 2

Time : 1:41 pm

Supplier : 0002 To Z4209
 Trans. Date : 01-Sep-2017 To 30-Sep-2017
 Cheque Date : 01-Sep-2017 To 30-Sep-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	
Total :				389.03	0.00	389.03
000197-0004	15-Sep-2017	Issued	217	T		850.24
17402299E	01-4-2500-000	PAYABLES - TRADE		850.24		
Invoice Description --> WCLF - WATER MONITORING						
Total :				850.24	0.00	850.24
Supplier Total :				1239.27	0.00	1239.27

00056	AIR LIQUIDE CANADA					
000196-0004	01-Sep-2017	Issued	209	T		91.31
67158187	01-4-2500-000	PAYABLES - TRADE		30.55		
Invoice Description --> SLVFD - EQUIPMENT						
67158197	01-4-2500-000	PAYABLES - TRADE		60.76		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				91.31	0.00	91.31
000197-0005	15-Sep-2017	Issued	217	T		60.76
67279255	01-4-2500-000	PAYABLES - TRADE		60.76		
Invoice Description --> BCVFD - EQUIPMENT						
Total :				60.76	0.00	60.76
Supplier Total :				152.07	0.00	152.07

00060	ALBERNI COMMUNICATIONS & ELECTRONICS					
000196-0005	01-Sep-2017	Issued	209	T		54.74
23873	01-4-2500-000	PAYABLES - TRADE		54.74		
Invoice Description --> SLVFD - EQUIPMENT MAINTENANCE						
Total :				54.74	0.00	54.74
Supplier Total :				54.74	0.00	54.74

00021	ALBERNI DISTRICT CO-OP ASSOCIATION					
000197-0006	15-Sep-2017	Issued	217	T		99.34
SLVFD- JUL/17	01-4-2500-000	PAYABLES - TRADE		99.34		
Invoice Description --> SLVF D- 0064337 - JULY FUEL						
Total :				99.34	0.00	99.34
000198-0001	22-Sep-2017	Issued	221	T		1834.13
BCVFD - AUG/17	01-4-2500-000	PAYABLES - TRADE		318.66		
Invoice Description --> BCVFD - 0133967 - AUG FUEL						
BCWS - AUG/17	01-4-2500-000	PAYABLES - TRADE		691.96		
Invoice Description --> BCWS - 0104372 - AUG FUEL						
ACRD - AUG/17	01-4-2500-000	PAYABLES - TRADE		823.51		
Invoice Description --> ACRD - 0141614 - AUG FUEL						
Total :				1834.13	0.00	1834.13

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



AP5100

Date : Oct 03, 2017

Page : 3

Time : 1:41 pm

Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
Cheque Date : 01-Sep-2017 To 30-Sep-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	
000199-0001	28-Sep-2017	Issued	230	T		183.30
SLVFD - AUG/17	01-4-2500-000	PAYABLES - TRADE		183.30		
Invoice Description --> SLVFD - 0064337 - AUG FUEL						
Total :				183.30	0.00	183.30
Supplier Total :				2116.77	0.00	2116.77

0032 ALBERNI LANDSCAPING						
000197-0007	15-Sep-2017	Issued	217	T		918.75
6551	01-4-2500-000	PAYABLES - TRADE		918.75		
Invoice Description --> AVLF - KNOT WEED MAINTENANCE						
Total :				918.75	0.00	918.75
Supplier Total :				918.75	0.00	918.75

0380 ALBERNI SEPTIC TANK SERVICE						
040940	12-Sep-2017	Issued	218	C		145.60
1421	01-4-2500-000	PAYABLES - TRADE		145.60		
Invoice Description --> SLCP - SEPTEMBER TOILET RENTAL - DICKSON PARK						
Total :				145.60	0.00	145.60
Supplier Total :				145.60	0.00	145.60

0455 ALBERNI VALLEY REFRIGERATION LTD.						
000196-0006	01-Sep-2017	Issued	209	T		426.30
20171615	01-4-2500-000	PAYABLES - TRADE		426.30		
Invoice Description --> LBA - HEAT PUMP MAINTENANCE						
Total :				426.30	0.00	426.30
Supplier Total :				426.30	0.00	426.30

0270 ANDREW SHERET LTD.						
000196-0007	01-Sep-2017	Issued	209	T		1102.36
03-042497	01-4-2500-000	PAYABLES - TRADE		69.50		
Invoice Description --> BCWS - SERVICE REPAIR - SAUNDERS						
20-031851	01-4-2500-000	PAYABLES - TRADE		213.93		
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
03-043282	01-4-2500-000	PAYABLES - TRADE		818.93		
Invoice Description --> BCWS - WATERMAIN REPAIR						
Total :				1102.36	0.00	1102.36

000197-0008	15-Sep-2017	Issued	217	T		2583.51
03-041256	01-4-2500-000	PAYABLES - TRADE		35.97		
Invoice Description --> BCWS - WATER SYSTEM REPAIR						
03-044934	01-4-2500-000	PAYABLES - TRADE		362.05		
Invoice Description --> BCWS - SMALL TOOLS						

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Cheque Register - Detail - Supp.



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

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
03-045470	01-4-2500-000	PAYABLES - TRADE			897.95		
Invoice Description --> BCWS - WATER MAIN REPAIR							
03-044392	01-4-2500-000	PAYABLES - TRADE			1287.54		
Invoice Description --> BCWS - NEW SERVICE							
Total :					2583.51	0.00	2583.51
Supplier Total :					3685.87	0.00	3685.87
0402	ASHBEE, PETER						
40941	12-Sep-2017	Issued	218	C		250.00	
2017-1007	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - ASHBEE							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00
0394	ASSOCIATED FIRE SAFETY EQUIPMENT						
00197-0009	15-Sep-2017	Issued	217	T		1020.32	
17466	01-4-2500-000	PAYABLES - TRADE			1020.32		
Invoice Description --> BCVFD - EQUIPMENT							
Total :					1020.32	0.00	1020.32
Supplier Total :					1020.32	0.00	1020.32
0405	ASTON, BOB						
40942	12-Sep-2017	Issued	218	C		80.18	
AUG12/17	01-4-2500-000	PAYABLES - TRADE			80.18		
Invoice Description --> SLCP - COUGAR SMITH PARK - CHAINS AND LOCKS							
Total :					80.18	0.00	80.18
Supplier Total :					80.18	0.00	80.18
1050	BAMFIELD VOLUNTEER FIRE DEPARTMENT						
00197-0010	15-Sep-2017	Issued	217	T		3565.16	
BVFD - JULY3-31/17	01-4-2500-000	PAYABLES - TRADE			3565.16		
Invoice Description --> BVFD - JULY/17 - EXPENSE REIMBURSEMENT TO IMPREST FUND							
Total :					3565.16	0.00	3565.16
Supplier Total :					3565.16	0.00	3565.16
0660	BC HYDRO						
40943	12-Sep-2017	Issued	218	C		11660.46	
400002870680	01-4-2500-000	PAYABLES - TRADE			11660.46		
Invoice Description --> ACRD - HYDRO CONSOLIDATED							
Total :					11660.46	0.00	11660.46

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40979	26-Sep-2017	Issued	229	C		528.86
10001030604	01-4-2500-000	PAYABLES - TRADE		528.86		
Invoice Description --> BVFD - HYDRO						
Total :				528.86	0.00	528.86
Supplier Total :				12189.32	0.00	12189.32

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000198-0002	22-Sep-2017	Issued	221	T		18120.00
717602	01-4-2500-000	PAYABLES - TRADE		18120.00		
Invoice Description --> JULY 2017 CUSTOM TRANSIT						
Total :				18120.00	0.00	18120.00
Supplier Total :				18120.00	0.00	18120.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000196-0008	01-Sep-2017	Issued	209	T		557.81
1708-181671	01-4-2500-000	PAYABLES - TRADE		0.23		
Invoice Description --> SLVFD - FINANCE CHARGE						
1708-181506	01-4-2500-000	PAYABLES - TRADE		6.78		
Invoice Description --> BCWS - FINANCE CHARGE						
1707-709730	01-4-2500-000	PAYABLES - TRADE		30.91		
Invoice Description --> SLVFD- EQUIPMENT						
1708-719360	01-4-2500-000	PAYABLES - TRADE		60.69		
Invoice Description --> ACRD - OFFICE RENO - CAPITAL						
1707-703111	01-4-2500-000	PAYABLES - TRADE		459.20		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				557.81	0.00	557.81
Supplier Total :				557.81	0.00	557.81

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000197-0011	15-Sep-2017	Issued	217	T		125862.62
22248	01-4-2500-000	PAYABLES - TRADE		2638.27		
Invoice Description --> AVLF - GYROC RECYCLING - CAPITAL						
22253	01-4-2500-000	PAYABLES - TRADE		44000.88		
Invoice Description --> WCLF - AUG CONTRACT \$35,521.60, FREON\$144, DIVERSION SPOTTER\$6240						
22254	01-4-2500-000	PAYABLES - TRADE		79223.47		
Invoice Description --> AVLF - AUG CONTRACT \$63,495.41, MMBC\$806.18, FREON\$576, DIVERSION SPOTTER\$10573.						
Total :				125862.62	0.00	125862.62
Supplier Total :				125862.62	0.00	125862.62

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
40944	12-Sep-2017	Issued	218	C		144.46
91573	01-4-2500-000	PAYABLES - TRADE		144.46		
Invoice Description --> BCWS - BUILDING MAINTENANCE						

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

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit			
Total :						144.46	0.00	144.46
Supplier Total :						144.46	0.00	144.46
<hr/>								
0950	BRETT, KENNETH							
00197-0012	15-Sep-2017			Issued	217	T		1000.00
BRE180789	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
<hr/>								
1035	BUTLER, LES							
00197-0013	15-Sep-2017			Issued	217	T		3501.25
2017-08	01-4-2500-000	PAYABLES - TRADE				3501.25		
Invoice Description -->		BWS - AUG 2017 CONTRACTOR						
Total :						3501.25	0.00	3501.25
Supplier Total :						3501.25	0.00	3501.25
<hr/>								
1197	CARVELLO LAW CORPORATION							
40945	12-Sep-2017			Issued	218	C		457.19
120007	01-4-2500-000	PAYABLES - TRADE				457.19		
Invoice Description -->		LEGAL FEES						
Total :						457.19	0.00	457.19
Supplier Total :						457.19	0.00	457.19
<hr/>								
1316	CERTITECH IT SERVICES							
00197-0014	15-Sep-2017			Issued	217	T		7560.00
00214	01-4-2500-000	PAYABLES - TRADE				7560.00		
Invoice Description -->		AUG 2017 - IT SUPPORT \$6,660 - WCLF \$150 AVLF \$1150, BCWS \$240						
Total :						7560.00	0.00	7560.00
Supplier Total :						7560.00	0.00	7560.00
<hr/>								
1342	CITY OF PORT ALBERNI							
00198-0003	22-Sep-2017			Issued	221	T		53846.08
AUG31/17-BCWS	01-4-2500-000	PAYABLES - TRADE				53846.08		
Invoice Description -->		BCWS- BULK WATER PURCHASE - MAY 01 - AUG 31/17						
Total :						53846.08	0.00	53846.08
Supplier Total :						53846.08	0.00	53846.08

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
000197-0015	15-Sep-2017	Issued	217	T		1202.88
10716105705	01-4-2500-000	PAYABLES - TRADE		1202.88		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
Total :				1202.88	0.00	1202.88
Supplier Total :				1202.88	0.00	1202.88

1595 COWICHAN VALLEY REGIONAL DISTRICT						
000197-0016	15-Sep-2017	Issued	217	T		772.00
2017.19	01-4-2500-000	PAYABLES - TRADE		141.91		
Invoice Description --> BCEP - PROJECT# 12 PUBLIC SAFETY EP						
17894	01-4-2500-000	PAYABLES - TRADE		630.09		
Invoice Description --> BCEP - EMERGENCY PROGRAM TRAVEL EXPENSES						
Total :				772.00	0.00	772.00
Supplier Total :				772.00	0.00	772.00

1672 D.A.S.T WELDING INC.						
40946	12-Sep-2017	Issued	218	C		127.01
5667	01-4-2500-000	PAYABLES - TRADE		127.01		
Invoice Description --> AVLF - LAND DEVELOPMENT - DL 105- CAPITAL						
Total :				127.01	0.00	127.01
Supplier Total :				127.01	0.00	127.01

1703 DALEY, D.J.						
000198-0004	22-Sep-2017	Issued	221	T		2419.97
274419	01-4-2500-000	PAYABLES - TRADE		975.00		
Invoice Description --> AUG 2017 - MWS CONTRACTOR						
274420	01-4-2500-000	PAYABLES - TRADE		1444.97		
Invoice Description --> AUG 2017 - LBA CONTRACTOR						
Total :				2419.97	0.00	2419.97
Supplier Total :				2419.97	0.00	2419.97

1709 DEER BAY CONTRACTING						
000197-0017	15-Sep-2017	Issued	217	T		1984.50
5039	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

1847 DUPERE, JOHANNE						
000197-0018	15-Sep-2017	Issued	217	T		200.00
DUP180790	01-4-2500-000	PAYABLES - TRADE		200.00		

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0002 To Z4209
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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	Debit	Credit	
Invoice No.	Account No.	Account Description					Amount	
Invoice Description --> SPROAT PARKS CARETAKER								
Total :						200.00	0.00	200.00
Supplier Total :						200.00	0.00	200.00

0940	DUVALL, EDITH							
000196-0009	01-Sep-2017		Issued	209	T		1750.00	
EDUVALL80636	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

1979	ERIK LARSEN DIESEL CO. LTD.							
000196-0010	01-Sep-2017		Issued	209	T		313.49	
715039	01-4-2500-000	PAYABLES - TRADE				313.49		
Invoice Description --> LBA- MAINTENANCE								
Total :						313.49	0.00	313.49
Supplier Total :						313.49	0.00	313.49

1990	EVITT ELECTRIC							
000196-0011	01-Sep-2017		Issued	209	T		1063.67	
07219A	01-4-2500-000	PAYABLES - TRADE				13.67		
Invoice Description --> AVRA - KEYS								
36244	01-4-2500-000	PAYABLES - TRADE				1050.00		
Invoice Description --> SLVFD - DRY HYDRANT MAINTENANCE								
Total :						1063.67	0.00	1063.67
Supplier Total :						1063.67	0.00	1063.67

2034	FIVE STAR UNIFORMS							
000197-0019	15-Sep-2017		Issued	217	T		692.90	
2819	01-4-2500-000	PAYABLES - TRADE				692.90		
Invoice Description --> BCFVD - UNIFORMS								
Total :						692.90	0.00	692.90
Supplier Total :						692.90	0.00	692.90

2099	FOOTPRINTS SECURITY PATROL INC.							
000197-0020	15-Sep-2017		Issued	217	T		1365.00	
74277	01-4-2500-000	PAYABLES - TRADE				1365.00		
Invoice Description --> SL PARKS - DICKSON PARK - SECURITY								
Total :						1365.00	0.00	1365.00

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Supplier : 0002 To Z4209
 Trans. Date : 01-Sep-2017 To 30-Sep-2017
 Cheque Date : 01-Sep-2017 To 30-Sep-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		
2067 FORTISBC								
40947	12-Sep-2017		Issued	218	C	30.47		
AUG24/17	01-4-2500-000	PAYABLES - TRADE			30.47			
Invoice Description --> BCFVD - MONTHLY NATURAL GAS FOR HALL								
Total :						30.47	0.00	30.47
Supplier Total :						30.47	0.00	30.47
2140 GEDDES, RICHARD D.								
00197-0021	15-Sep-2017		Issued	217	T	55.00		
RG-SLVFD0180792	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
2123 GEEKS ON THE BEACH WEB AGENCY								
40948	12-Sep-2017		Issued	218	C	829.08		
000549	01-4-2500-000	PAYABLES - TRADE			829.08			
Invoice Description --> ACHN - WEBSITE MAINTENANCE								
Total :						829.08	0.00	829.08
Supplier Total :						829.08	0.00	829.08
2300 GRAND & TOY								
40949	12-Sep-2017		Issued	218	C	930.41		
L419389	01-4-2500-000	PAYABLES - TRADE			930.41			
Invoice Description --> OFFICE SUPPLIES								
Total :						930.41	0.00	930.41
Supplier Total :						930.41	0.00	930.41
2322 GUILLEVIN INTERNATIONAL CO.								
00197-0022	15-Sep-2017		Issued	217	T	1754.14		
0428-511966	01-4-2500-000	PAYABLES - TRADE			100.07			
Invoice Description --> SLVFD - EQUIPMENT								
0428-512618	01-4-2500-000	PAYABLES - TRADE			209.61			
Invoice Description --> SLVFD - EQUIPMENT								
0428-511334	01-4-2500-000	PAYABLES - TRADE			696.74			
Invoice Description --> SLVFD- EQUIPMENT								
0428-511626	01-4-2500-000	PAYABLES - TRADE			747.72			
Invoice Description --> SLVFD - TRUCK #40 - CAPITAL								
Total :						1754.14	0.00	1754.14

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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 :						1754.14	0.00	1754.14
<hr/>								
2395	HARSTAD PAINTING & DECORATING LTD							
40973	13-Sep-2017		Issued	219	C	5066.25		
CHP1744	01-4-2500-000	PAYABLES - TRADE			2493.75			
Invoice Description -->		AVLF - 3RD AVE DEPOT - EXTERIOR PAINTING - CAPITAL						
CHP1736	01-4-2500-000	PAYABLES - TRADE			2572.50			
Invoice Description -->		AVRA - BUILDING PAINTING						
Total :						5066.25	0.00	5066.25
Supplier Total :						5066.25	0.00	5066.25
<hr/>								
2465	HETHERINGTON INDUSTRIES LTD							
00196-0012	01-Sep-2017		Issued	209	T	145.60		
14482	01-4-2500-000	PAYABLES - TRADE			145.60			
Invoice Description -->		SL PARKS - TOILET RENTAL DIXON PARK						
Total :						145.60	0.00	145.60
Supplier Total :						145.60	0.00	145.60
<hr/>								
2485	HOLDER, DAN							
40951	12-Sep-2017		Issued	218	C	3465.00		
AUG31/17-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00			
Invoice Description -->		EMERGENCY SERVICES - AUG 2017						
Total :						3465.00	0.00	3465.00
Supplier Total :						3465.00	0.00	3465.00
<hr/>								
2521	HORNET EXCAVATING							
40952	12-Sep-2017		Issued	218	C	585.38		
762440	01-4-2500-000	PAYABLES - TRADE			585.38			
Invoice Description -->		BCWS - SERVICE REPAIR						
Total :						585.38	0.00	585.38
Supplier Total :						585.38	0.00	585.38
<hr/>								
2560	HOULE PRINTING							
00196-0013	01-Sep-2017		Issued	209	T	843.36		
16618	01-4-2500-000	PAYABLES - TRADE			152.32			
Invoice Description -->		BCWS - WATER SHUT OFF NOTICES						
16497	01-4-2500-000	PAYABLES - TRADE			691.04			
Invoice Description -->		AVLF - RECYCLING STICKERS						
Total :						843.36	0.00	843.36

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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			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				843.36	0.00	843.36

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2584	HUDSON, ROBERT					
40953	12-Sep-2017		Issued	218	C	250.00
2017-1029	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - HUDSON						
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				
2651	INSIGHT CANADA INC.					
000196-0014	01-Sep-2017		Issued	209	T	2434.37
720664948	01-4-2500-000	PAYABLES - TRADE		627.39		
Invoice Description --> ACRD - COMPUTER EXPENSE						
720659980	01-4-2500-000	PAYABLES - TRADE		698.01		
Invoice Description --> ACRD - COMPUTER EXPENSE						
720664943	01-4-2500-000	PAYABLES - TRADE		1108.97		
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				2434.37	0.00	2434.37

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
000197-0023	15-Sep-2017		Issued	217	T	295.27
720669954	01-4-2500-000	PAYABLES - TRADE		45.92		
Invoice Description --> ACRD - COMPUTER EXPENSE						
720672739	01-4-2500-000	PAYABLES - TRADE		249.35		
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				295.27	0.00	295.27
Supplier Total :				2729.64	0.00	2729.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2253	IRIDIA MEDICAL					
000196-0015	01-Sep-2017		Issued	209	T	550.48
17-1319	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> BCVFD - AED MEDICAL						
17-1369	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> SLVFD - AED MEDICAL						
17-1384	01-4-2500-000	PAYABLES - TRADE		340.48		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				550.48	0.00	550.48
Supplier Total :				550.48	0.00	550.48

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2748	ISLAND BEVERAGE SERVICES					
40954	12-Sep-2017		Issued	218	C	108.78
16426	01-4-2500-000	PAYABLES - TRADE		108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES						

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				108.78	0.00	108.78
Supplier Total :				108.78	0.00	108.78

2772 ISLAND FIRE PROTECTION LTD.

40955	12-Sep-2017		Issued	218	C	183.38
11832	01-4-2500-000	PAYABLES - TRADE			183.38	
Invoice Description --> BCVFD - EQUIPMENT						
Total :				183.38	0.00	183.38
Supplier Total :				183.38	0.00	183.38

2761 ISLAND RADIO LTD.

00196-0016	01-Sep-2017		Issued	209	T	957.60
203335-2	01-4-2500-000	PAYABLES - TRADE			957.60	
Invoice Description --> AVLF - ADVERTISING						
Total :				957.60	0.00	957.60
Supplier Total :				957.60	0.00	957.60

2816 J.W.BERRY TRUCKING LTD.

40956	12-Sep-2017		Issued	218	C	8128.51
12363	01-4-2500-000	PAYABLES - TRADE			1741.49	
Invoice Description --> AVLF - WOOD WASTE MAINTENANCE						
12356	01-4-2500-000	PAYABLES - TRADE			6387.02	
Invoice Description --> AVLF - WOOD WASTE MAINTENANCE						
Total :				8128.51	0.00	8128.51
Supplier Total :				8128.51	0.00	8128.51

2787 JACKSON, ROBERT

00197-0024	15-Sep-2017		Issued	217	T	77.65
CSPNOV1280791	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

2893 KLEHKOOT MARINA

00197-0025	15-Sep-2017		Issued	217	T	287.63
JUN & AUG 2017	01-4-2500-000	PAYABLES - TRADE			287.63	
Invoice Description --> SLMP - JUNE AND AUG FUEL						
Total :				287.63	0.00	287.63

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

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

Supplier Total : 287.63 0.00 287.63

2877 KOERS & ASSOCIATES ENGINEERING LTD.

000198-0005	22-Sep-2017		Issued	221	T	18008.95
1634-016	01-4-2500-000	PAYABLES - TRADE				18008.95
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
Total :						18008.95 0.00 18008.95
Supplier Total :						18008.95 0.00 18008.95

2890 L.B. WOODCHOPPERS LTD.

000196-0017	01-Sep-2017		Issued	209	T	41.69
274191	01-4-2500-000	PAYABLES - TRADE				20.05
Invoice Description --> BCVFD - EQUIPMENT						
275441	01-4-2500-000	PAYABLES - TRADE				21.64
Invoice Description --> SLVDF - EQUIPMENT						
Total :						41.69 0.00 41.69
Supplier Total :						41.69 0.00 41.69

3025 LADY ROSE MARINE SERVICES

000196-0018	01-Sep-2017		Issued	209	T	6889.84
2010-24558	01-4-2500-000	PAYABLES - TRADE				12.60
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-24596	01-4-2500-000	PAYABLES - TRADE				12.60
Invoice Description --> BCEP - FREIGHT						
2010-24642	01-4-2500-000	PAYABLES - TRADE				32.63
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-25222	01-4-2500-000	PAYABLES - TRADE				32.63
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-25232	01-4-2500-000	PAYABLES - TRADE				189.50
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-24647	01-4-2500-000	PAYABLES - TRADE				204.88
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
2010-24607	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF- BAMFIELD GARBAGE BIN TRANSPORT						
2010-24641	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24692	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24731	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24794	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24824	01-4-2500-000	PAYABLES - TRADE				320.25
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-24888	01-4-2500-000	PAYABLES - TRADE				320.25

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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	
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-24921	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-24995	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25025	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25061	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25091	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-25191	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-25224	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-25271	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25334	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25394	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25418	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25121	01-4-2500-000	PAYABLES - TRADE		640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
Total :				6889.84	0.00	6889.84
Supplier Total :				6889.84	0.00	6889.84

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 TRANSPORT					
2010-25224	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-25271	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25334	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25394	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25418	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25121	01-4-2500-000	PAYABLES - TRADE		640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
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	
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-25224	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25334	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25394	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25418	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25121	01-4-2500-000	PAYABLES - TRADE		640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
Total :				176.56	0.00	176.56
Supplier Total :				176.56	0.00	176.56

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 TRANSPORT					
2010-25224	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25334	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25394	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25418	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25121	01-4-2500-000	PAYABLES - TRADE		640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
Total :				176.56	0.00	176.56
Supplier Total :				176.56	0.00	176.56

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 TRANSPORT					
2010-25224	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25334	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25394	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25418	01-4-2500-000	PAYABLES - TRADE		320.25		
Invoice Description -->	AVLF - BAMFIELD GRABAGE BIN TRANSPORT					
2010-25121	01-4-2500-000	PAYABLES - TRADE		640.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
Total :				176.56	0.00	176.56
Supplier Total :				176.56	0.00	176.56

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Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
Cheque Date : 01-Sep-2017 To 30-Sep-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	
P-595	01-4-2500-000	PAYABLES - TRADE		125.69		
Invoice Description --> 2017 LGMA MEMBERSHIP - HOLMES						
Total :				125.69	0.00	125.69
Supplier Total :				125.69	0.00	125.69

3117 LORDCO							
000196-0021	01-Sep-2017		Issued	209	T	23.16	
388642	01-4-2500-000	PAYABLES - TRADE				23.16	
Invoice Description --> SLVFD - EQUIPMENT							
Total :					23.16	0.00	23.16
Supplier Total :							23.16
000197-0026							
15-Sep-2017			Issued	217	T	56.97	
391413	01-4-2500-000	PAYABLES - TRADE				56.97	
Invoice Description --> SLVFD - EQUIPMENT							
Total :					56.97	0.00	56.97
Supplier Total :							80.13

3214 MARCIE DEWITT							
000197-0027	15-Sep-2017		Issued	217	T	6848.00	
AUG29/17	01-4-2500-000	PAYABLES - TRADE				348.00	
Invoice Description --> ACHN - GO MEETING - REIMBURSEMENT							
AUG31/17	01-4-2500-000	PAYABLES - TRADE				6500.00	
Invoice Description --> ACHN - COORDINATOR - AUG 2017							
Total :					6848.00	0.00	6848.00
Supplier Total :							6848.00

1210 MAXXAM ANALYTICS							
000196-0022	01-Sep-2017		Issued	209	T	504.00	
VA1080679	01-4-2500-000	PAYABLES - TRADE				504.00	
Invoice Description --> SB - WATER MONITORING							
Total :					504.00	0.00	504.00
Supplier Total :							504.00
000197-0028							
15-Sep-2017			Issued	217	T	1045.80	
VA1084392	01-4-2500-000	PAYABLES - TRADE				1045.80	
Invoice Description --> BWS - WATER MONITORING							
Total :					1045.80	0.00	1045.80
Supplier Total :							1549.80

3280 MCGILL & ASSOCIATES ENGINEERING						
000198-0006	22-Sep-2017		Issued	221	T	12547.01
16251	01-4-2500-000	PAYABLES - TRADE				106.31
Invoice Description --> WCLF - GENERAL CONSULTING						

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Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
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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	
16285	01-4-2500-000	PAYABLES - TRADE		965.81		
Invoice Description --> AVLF - CLEANING LEACHATE PIPELINE - CAPITAL						
16282	01-4-2500-000	PAYABLES - TRADE		1078.19		
Invoice Description --> SL PARKS - LAKESHORE TRAIL - CAPITAL						
16253	01-4-2500-000	PAYABLES - TRADE		1085.44		
Invoice Description --> AVLF - GYPROC RECYCLING - CAPITAL						
16254	01-4-2500-000	PAYABLES - TRADE		1774.41		
Invoice Description --> AVLF - WASTE DIVERSION INFRASTRUCTURE- CAPITAL						
16252	01-4-2500-000	PAYABLES - TRADE		2045.81		
Invoice Description --> AVLF - N.E. EXPANSION - CAPITAL						
16284	01-4-2500-000	PAYABLES - TRADE		2143.84		
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
16250	01-4-2500-000	PAYABLES - TRADE		3347.20		
Invoice Description --> AVLF - GENERAL CONSULTING						
Total :				12547.01	0.00	12547.01
Supplier Total :				12547.01	0.00	12547.01

3287	McLEAN & HIGGINS LTD.					
40957	12-Sep-2017	Issued	218	C		8.18
45005	01-4-2500-000	PAYABLES - TRADE		8.18		
Invoice Description --> BCWS - SERVICE REPAIR						
Total :				8.18	0.00	8.18
Supplier Total :				8.18	0.00	8.18

3370	MINISTER OF FINANCE					
40975	20-Sep-2017	Issued	220	C		250.00
AVRA - 250.00	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> AVRA - SUBDIVISION APPLICATION FEE						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

3340	MINISTER OF FINANCE					
40980	26-Sep-2017	Issued	229	C		2250.00
MSPSEPT/17	01-4-2500-000	PAYABLES - TRADE		2250.00		
Invoice Description --> MSP PREMIUMS FOR SEPT 2017						
Total :				2250.00	0.00	2250.00
Supplier Total :				2250.00	0.00	2250.00

3500	MUNICIPAL FINANCE AUTHORITY OF BC					
EFT-23	05-Sep-2017	Issued	232	E		1467.81
LBATRACSEP17	01-4-2500-000	PAYABLES - TRADE		1467.81		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING						

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Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
Cheque Date : 01-Sep-2017 To 30-Sep-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 :				1467.81	0.00	1467.81
EFT-24	05-Sep-2017	Issued	232	E	8336.59	
AVRA09/17	01-4-2500-000	PAYABLES - TRADE		8336.59		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST						
Total :				8336.59	0.00	8336.59
Supplier Total :				9804.40	0.00	9804.40

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				10291.90	0.00	10291.90
EFT-19	07-Sep-2017	Issued	195	E	10291.90	
PP#17 - 2017	01-4-2500-000	PAYABLES - TRADE		10291.90		
Invoice Description --> PP # 17 - 2017 PENSION REMITTANCE						
Total :				10291.90	0.00	10291.90
EFT-20	21-Sep-2017	Issued	212	E	9768.03	
PP#18 - 2017	01-4-2500-000	PAYABLES - TRADE		9768.03		
Invoice Description --> PP # 18 - 2017 PENSION REMITTANCE						
Total :				9768.03	0.00	9768.03
Supplier Total :				20059.93	0.00	20059.93

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				32.76	0.00	32.76
000196-0023	01-Sep-2017	Issued	209	T	32.76	
2017.29	01-4-2500-000	PAYABLES - TRADE		32.76		
Invoice Description --> BCEP - VE7E0B CALL SIGN WINLINK EXPRESS REGISTRATION						
Total :				32.76	0.00	32.76
Supplier Total :				32.76	0.00	32.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				199.31	0.00	199.31
000196-0024	01-Sep-2017	Issued	209	T	199.31	
E9926	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> BUILDING INSPECTION - CHEROKEE - MAINTENANCE						
E9927	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> ACRD - 2008 TOYOTA YARIS - MAINTENANCE						
E9928	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> ACRD - 2011 FORD RANGER - MAINTENANCE						
E9933	01-4-2500-000	PAYABLES - TRADE		39.20		
Invoice Description --> ACRD - 2010 DODGE RAM - MAINTENANCE						
E9929	01-4-2500-000	PAYABLES - TRADE		42.51		
Invoice Description --> 2011 DODGE/RAM 1500 - MAINTENANCE						
Total :				199.31	0.00	199.31

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				156.75	0.00	156.75
000197-0029	15-Sep-2017	Issued	217	T	156.75	
E10043	01-4-2500-000	PAYABLES - TRADE		156.75		
Invoice Description --> BUILDING INSPECTION - CHEROKEE - MAINTENANCE						

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Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-2017
Cheque Date : 01-Sep-2017 To 30-Sep-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 :				156.75	0.00	156.75
Supplier Total :				356.06	0.00	356.06

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3622	NICKLIN WASTE DISPOSAL					
00196-0025	01-Sep-2017		Issued	209	T	106.05
9650	01-4-2500-000	PAYABLES - TRADE			106.05	
Invoice Description --> SLCP - COUGAR SMITH PARK - GARB PICK UP - JULY TO SEPT 2017						
Total :				106.05	0.00	106.05
Supplier Total :				106.05	0.00	106.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3705	NURNDY-FORFIRE EMERGENCY GRAPHICS LTD.					
40958	12-Sep-2017		Issued	218	C	420.04
21169	01-4-2500-000	PAYABLES - TRADE			420.04	
Invoice Description --> SLVFD - LICENCE PLATES						
Total :				420.04	0.00	420.04
Supplier Total :				420.04	0.00	420.04

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3792	PACIFIC BLUE CROSS					
EFT-9	01-Sep-2017		Issued	216	E	8691.63
509709	01-4-2500-000	PAYABLES - TRADE			8691.63	
Invoice Description --> SEPT 2017 - HEALTH, DENTAL & DISABILTY PREMIUMS						
Total :				8691.63	0.00	8691.63
Supplier Total :				8691.63	0.00	8691.63

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3797	PITEAU ASSOCIATES					
00196-0026	01-Sep-2017		Issued	209	T	2963.63
18566	01-4-2500-000	PAYABLES - TRADE			1134.00	
Invoice Description --> AVLF - WATER MONITORING						
18567	01-4-2500-000	PAYABLES - TRADE			1829.63	
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
Total :				2963.63	0.00	2963.63
Supplier Total :				2963.63	0.00	2963.63

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4115	PRICE'S ALARM SYSTEM LTD					
00196-0027	01-Sep-2017		Issued	209	T	566.82
2586765	01-4-2500-000	PAYABLES - TRADE			188.94	
Invoice Description --> SLVFD - HALL #3 ALARM MONITORING						
2586766	01-4-2500-000	PAYABLES - TRADE			188.94	
Invoice Description --> SLVFD - HALL #2 ALARM MONITORING						
2586767	01-4-2500-000	PAYABLES - TRADE			188.94	
Invoice Description --> SLVFD - HALL #1 ALARM MONITORING						

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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 :		566.82	0.00	566.82
000197-0030	15-Sep-2017		Issued	217	T		242.83
2599843	01-4-2500-000	PAYABLES - TRADE			242.83		
Invoice Description -->		ACRD - SERVICE CALL					
			Total :		242.83	0.00	242.83
			Supplier Total :		809.65	0.00	809.65
<hr/>							
4131	PRIMAL COMMUNICATIONS LTD						
000196-0028	01-Sep-2017		Issued	209	T		2625.00
6880	01-4-2500-000	PAYABLES - TRADE			2625.00		
Invoice Description -->		LBA - MARKETING PLAN					
			Total :		2625.00	0.00	2625.00
			Supplier Total :		2625.00	0.00	2625.00
<hr/>							
4151	PROLINE GLASS LTD.						
40976	20-Sep-2017		Issued	220	C		124.35
07714	01-4-2500-000	PAYABLES - TRADE			124.35		
Invoice Description -->		LBA - MAINTENANCE					
			Total :		124.35	0.00	124.35
			Supplier Total :		124.35	0.00	124.35
<hr/>							
4180	PUROLATOR COURIER SERVICE						
40959	12-Sep-2017		Issued	218	C		21.72
435623761	01-4-2500-000	PAYABLES - TRADE			21.72		
Invoice Description -->		E/A ADMIN - UBCM EXPENSE					
			Total :		21.72	0.00	21.72
			Supplier Total :		21.72	0.00	21.72
<hr/>							
4187	QUALITY FOODS - PORT ALBERNI						
000196-0029	01-Sep-2017		Issued	209	T		81.42
66 287521	01-4-2500-000	PAYABLES - TRADE			29.72		
Invoice Description -->		ACRD - OFFICE SUPPLIES					
66 291955	01-4-2500-000	PAYABLES - TRADE			51.70		
Invoice Description -->		SLVFD - TRAINING					
			Total :		81.42	0.00	81.42
000197-0031	15-Sep-2017		Issued	217	T		40.28
61-339346	01-4-2500-000	PAYABLES - TRADE			40.28		
Invoice Description -->		ACRD - OFFICE SUPPLIES					
			Total :		40.28	0.00	40.28

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Supplier : 0002 To Z4209
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				121.70	0.00	121.70
<hr/>						
4220	RAYNER & BRACHT LTD					
40960	12-Sep-2017		Issued	218	C	5079.20
2017173	01-4-2500-000	PAYABLES - TRADE				5079.20
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES - AUG 2017				
Total :				5079.20	0.00	5079.20
Supplier Total :				5079.20	0.00	5079.20
<hr/>						
4280	RECEIVER GENERAL FOR CANADA					
40961	12-Sep-2017		Issued	218	C	19939.64
PP#18 - 2017	01-4-2500-000	PAYABLES - TRADE				19939.64
Invoice Description -->		TAX REMITTANCE FOR PP # 18 - 2017				
Total :				19939.64	0.00	19939.64
40978	RECEIVER GENERAL FOR CANADA					
40978	20-Sep-2017		Issued	223	C	18409.57
PP#19 - 2017 - DIR	01-4-2500-000	PAYABLES - TRADE				1032.00
Invoice Description -->		TAX REMITTANCE FOR PP # 19 - 2017 - DIRECTORS				
PP#19 - 2017	01-4-2500-000	PAYABLES - TRADE				17377.57
Invoice Description -->		TAX REMITTANCE FOR PP # 19 - 2017				
Total :				18409.57	0.00	18409.57
Supplier Total :				38349.21	0.00	38349.21
<hr/>						
4491	ROMPRE, SUZANNE					
00196-0030	01-Sep-2017		Issued	209	T	850.00
JULY31/17	01-4-2500-000	PAYABLES - TRADE				850.00
Invoice Description -->		JULY BAMFIELD TRANSFER STATION CONTRACTOR				
Total :				850.00	0.00	850.00
00197-0032	ROMPRE, SUZANNE					
00197-0032	15-Sep-2017		Issued	217	T	950.00
AUG31/17	01-4-2500-000	PAYABLES - TRADE				950.00
Invoice Description -->		AUGUST BAMFIELD TRANSFER STATION CONTRACTOR				
Total :				950.00	0.00	950.00
Supplier Total :				1800.00	0.00	1800.00
<hr/>						
4144	SAFETY EXPRESS					
00196-0031	01-Sep-2017		Issued	209	T	1137.36
20-00579719	01-4-2500-000	PAYABLES - TRADE				1137.36
Invoice Description -->		AVLF - POLY BAGS				
Total :				1137.36	0.00	1137.36
Supplier Total :				1137.36	0.00	1137.36

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Supplier : 0002 To Z4209
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
4888	SEVIGNY, SHELLY						
00197-0033	15-Sep-2017		Issued	217	T	445.00	
AUG/2017	01-4-2500-000	PAYABLES - TRADE			445.00		
Invoice Description -->		SVLFD - OFFICE ADMIN					
Total :					445.00	0.00	445.00
Supplier Total :					445.00	0.00	445.00

4646	SHAW CABLESYSTEMS G.P.						
00199-0002	28-Sep-2017		Issued	230	T	1769.56	
SEPT/17-FABER RD	01-4-2500-000	PAYABLES - TRADE			72.69		
Invoice Description -->		SLVFD - 012-8269-3504 - FABER RD					
SEPT/17-LAKESHOI	01-4-2500-000	PAYABLES - TRADE			72.69		
Invoice Description -->		SLVFD - ACCOUNT#012-8269-3473 - LAKESHORE RD					
SEP/17-PACIFIC RIM	01-4-2500-000	PAYABLES - TRADE			141.50		
Invoice Description -->		SLVFD - ACCT #012-8186-3376					
BCVFD - OCT01/17	01-4-2500-000	PAYABLES - TRADE			209.76		
Invoice Description -->		BCVFD - ACCT #012-7703-7133					
ACRD - 01-OCT-17	01-4-2500-000	PAYABLES - TRADE			265.48		
Invoice Description -->		ACRD - ACCT #012-3529-6377					
BCWS - 01-OCT-17	01-4-2500-000	PAYABLES - TRADE			503.72		
Invoice Description -->		BCWS - ACCT #012-8095-8259					
BCWS - 01-SEP-17	01-4-2500-000	PAYABLES - TRADE			503.72		
Invoice Description -->		BCWS - ACCT #012-8095-8259					
Total :					1769.56	0.00	1769.56
Supplier Total :					1769.56	0.00	1769.56

4717	SMITH, RYAN						
00197-0034	15-Sep-2017		Issued	217	T	5637.75	
PCAUG/17	01-4-2500-000	PAYABLES - TRADE			88.06		
Invoice Description -->		SALMON BEACH SEWAGE					
AUG31/17	01-4-2500-000	PAYABLES - TRADE			5549.69		
Invoice Description -->		SALMON BEACH SEWAGE					
Total :					5637.75	0.00	5637.75
Supplier Total :					5637.75	0.00	5637.75

4729	SMOOD, PAUL						
40962	12-Sep-2017		Issued	218	C	523.19	
AUG29/17	01-4-2500-000	PAYABLES - TRADE			523.19		
Invoice Description -->		SB - REC - BOAT DOCK - MAINTENANCE					
Total :					523.19	0.00	523.19
Supplier Total :					523.19	0.00	523.19

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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	
4728	SONBIRD REFUSE & RECYCLING LTD.					
000197-0035	15-Sep-2017	Issued	217	T		15821.80
29350	01-4-2500-000	PAYABLES - TRADE		15821.80		
Invoice Description --> AUG 2017 WC GARBAGE & RECYCLING						
Total :				15821.80	0.00	15821.80
Supplier Total :				15821.80	0.00	15821.80
4760	SPROAT LAKE VOL. FIRE DEPARTMENT					
000196-0032	01-Sep-2017	Issued	209	T		655.30
SLVFD - JULY - 2017	01-4-2500-000	PAYABLES - TRADE		655.30		
Invoice Description --> SLVFD - JULY REIMBURSEMENT						
Total :				655.30	0.00	655.30
Supplier Total :				655.30	0.00	655.30
4788	STAPLES ADVANTAGE					
40963	12-Sep-2017	Issued	218	C		214.95
44473700	01-4-2500-000	PAYABLES - TRADE		65.46		
Invoice Description --> ACRD - OFFICE SUPPLIES						
45224894	01-4-2500-000	PAYABLES - TRADE		149.49		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				214.95	0.00	214.95
Supplier Total :				214.95	0.00	214.95
4845	STAPLES BUSINESS DEPOT #321					
40964	12-Sep-2017	Issued	218	C		68.80
2257475	01-4-2500-000	PAYABLES - TRADE		9.76		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2241380	01-4-2500-000	PAYABLES - TRADE		16.64		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2277996	01-4-2500-000	PAYABLES - TRADE		42.40		
Invoice Description --> AVLF - OFFICE SUPPLIES						
Total :				68.80	0.00	68.80
Supplier Total :				68.80	0.00	68.80
5001	STERICYCLE COMMUNICATION SOLUTIONS					
000196-0033	01-Sep-2017	Issued	209	T		253.77
10000212031	01-4-2500-000	PAYABLES - TRADE		253.77		
Invoice Description --> ACRD - CALL-IN-SERVICE- EMPLOYEE SAFETY - AUGUST 2017						
Total :				253.77	0.00	253.77
Supplier Total :				253.77	0.00	253.77

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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	
4785	STEWART MCDANNOLD STUART					
000198-0007	22-Sep-2017	Issued	221	T	5855.54	
777030	01-4-2500-000	PAYABLES - TRADE		94.08		
Invoice Description --> LEGAL FEES						
76803	01-4-2500-000	PAYABLES - TRADE		218.00		
Invoice Description --> LEGAL FEES						
76804	01-4-2500-000	PAYABLES - TRADE		412.53		
Invoice Description --> LEGAL FEES						
777023	01-4-2500-000	PAYABLES - TRADE		1056.19		
Invoice Description --> LEGAL FEES						
101197	01-4-2500-000	PAYABLES - TRADE		1332.00		
Invoice Description --> LEGAL FEES						
76805	01-4-2500-000	PAYABLES - TRADE		2742.74		
Invoice Description --> LEGAL FEES						
Total :				5855.54	0.00	5855.54
Supplier Total :				5855.54	0.00	5855.54
4885	SUN COAST WASTE SERVICES					
000197-0036	15-Sep-2017	Issued	217	T	24118.56	
165568	01-4-2500-000	PAYABLES - TRADE		24118.56		
Invoice Description --> AUG 2017- AV RECYCLING CONTRACT						
Total :				24118.56	0.00	24118.56
Supplier Total :				24118.56	0.00	24118.56
5410	TD VISA					
40985	26-Sep-2017	Issued	229	C	816.37	
SEPT06/17	01-4-2500-000	PAYABLES - TRADE		816.37		
Invoice Description --> ACRD - \$617.87, WCLF \$60.47, SLMP \$138.03						
Total :				816.37	0.00	816.37
Supplier Total :				816.37	0.00	816.37
5402	TD VISA (BCVFD)C. STARRATT					
40984	26-Sep-2017	Issued	229	C	126.54	
SEPT06/17	01-4-2500-000	PAYABLES - TRADE		126.54		
Invoice Description --> BCVFD - EQUIP \$120.94, INTERNET\$5.60						
Total :				126.54	0.00	126.54
Supplier Total :				126.54	0.00	126.54
5401	TD VISA (BCVFD)M. KOBUS					
40983	26-Sep-2017	Issued	229	C	101.19	
SEPT06/17	01-4-2500-000	PAYABLES - TRADE		101.19		
Invoice Description --> BCVFD - EQUIPMENT \$31.19, BANQUET \$70						

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Supplier : 0002 To Z4209
Trans. Date : 01-Sep-2017 To 30-Sep-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 :				101.19	0.00	101.19
Supplier Total :				101.19	0.00	101.19

5397	TD VISA (CANN)					
40982	26-Sep-2017		Issued	229	C	405.81
SEPT06/17	01-4-2500-000	PAYABLES - TRADE			405.81	
Invoice Description --> SLVFD - EQUIP\$55.97, COMP\$121.71, PHONE\$127.13, OFFICERS EXP\$26.00, SOFTWARE\$75.0						
Total :				405.81	0.00	405.81
Supplier Total :				405.81	0.00	405.81

4984	TELUS					
40981	26-Sep-2017		Issued	229	C	2452.98
SEP07/17	01-4-2500-000	PAYABLES - TRADE			2452.98	
Invoice Description --> ACRD CONSOLIDATED						
Total :				2452.98	0.00	2452.98
Supplier Total :				2452.98	0.00	2452.98

4983	TELUS MOBILITY (BC)					
40965	12-Sep-2017		Issued	218	C	1659.38
20322435199	01-4-2500-000	PAYABLES - TRADE			1659.38	
Invoice Description --> ACRD CELLPHONES						
Total :				1659.38	0.00	1659.38
Supplier Total :				1659.38	0.00	1659.38

1890	TETRA TECH EBA INC.					
00197-0037	15-Sep-2017		Issued	217	T	20362.91
60538890	01-4-2500-000	PAYABLES - TRADE			3517.62	
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
60538892	01-4-2500-000	PAYABLES - TRADE			5273.23	
Invoice Description --> AVRA - LIGHTING - CAPITAL						
60538893	01-4-2500-000	PAYABLES - TRADE			11572.06	
Invoice Description --> AVRA - NW ROAD - CAPITAL						
Total :				20362.91	0.00	20362.91

00198-0008	22-Sep-2017		Issued	221	T	15506.47
60542055	01-4-2500-000	PAYABLES - TRADE			2169.24	
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL						
60542102	01-4-2500-000	PAYABLES - TRADE			2625.00	
Invoice Description --> LBA - SMS QA AUDIT - CONSULTATION						
60542058	01-4-2500-000	PAYABLES - TRADE			5304.73	
Invoice Description --> AVRA - LIGHTING - CAPITAL						
60542059	01-4-2500-000	PAYABLES - TRADE			5407.50	

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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	
Invoice Description --> AVRA - NW ROAD - CAPITAL						
Total :				15506.47	0.00	15506.47
Supplier Total :				35869.38	0.00	35869.38

2320 THE GRAPHICS FACTORY						
40950	12-Sep-2017		Issued	218	C	398.72
24775	01-4-2500-000	PAYABLES - TRADE				77.28
Invoice Description --> PLANNING - CARDS - DYER						
24753	01-4-2500-000	PAYABLES - TRADE				154.56
Invoice Description --> ACRD - CARDS - HOLMES - BUILD INSP - CARDS - STEFANI						
24767	01-4-2500-000	PAYABLES - TRADE				166.88
Invoice Description --> PLANNING - BUMPER STICKERS - "HUG A FARMER"						
Total :				398.72	0.00	398.72
Supplier Total :				398.72	0.00	398.72

4996 TIM'S TRIMMING						
40966	12-Sep-2017		Issued	218	C	1417.50
692	01-4-2500-000	PAYABLES - TRADE				1417.50
Invoice Description --> BC PARKS - GROUNDSKEEPING - EVERGREEN						
Total :				1417.50	0.00	1417.50
Supplier Total :				1417.50	0.00	1417.50

5025 TOM HARRIS CELLULAR LTD						
000196-0034	01-Sep-2017		Issued	209	T	637.28
PORTAIN107974	01-4-2500-000	PAYABLES - TRADE				637.28
Invoice Description --> ACRD - CELLPHONE						
Total :				637.28	0.00	637.28
000197-0038	15-Sep-2017		Issued	217	T	156.80
PORTAIN106877	01-4-2500-000	PAYABLES - TRADE				156.80
Invoice Description --> SLMP - PHONES - PREPAID BUNDLES						
Total :				156.80	0.00	156.80
Supplier Total :				794.08	0.00	794.08

5070 TOTEM TREE OPERATIONS - (0906866 BC LTD.)						
40967	12-Sep-2017		Issued	218	C	1680.00
726854	01-4-2500-000	PAYABLES - TRADE				630.00
Invoice Description --> BCWS - NEW SERVICE						
726853	01-4-2500-000	PAYABLES - TRADE				1050.00
Invoice Description --> AVLF - BAMFIELD TRANSFER STATION						
Total :				1680.00	0.00	1680.00

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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			Debit	Credit
Invoice No.	Account No.	Account Description			

Supplier Total : 1680.00 0.00 1680.00

0900	TRACY BOND (PETTY CASH)					
40974	20-Sep-2017	Issued	220	C	164.50	
SEPT14/17	01-4-2500-000	PAYABLES - TRADE		164.50		
Invoice Description --> ACRD - GEN OFFICE \$141.70, SL PARKS - \$2.80, BUILDING INSPECTION \$20						
Total :				164.50	0.00	164.50

Supplier Total : 164.50 0.00 164.50

5114	TRINEX INTERNET SOLUTIONS INC					
00196-0035	01-Sep-2017	Issued	209	T	78.75	
8161	01-4-2500-000	PAYABLES - TRADE		78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEBSITE						
Total :				78.75	0.00	78.75

Supplier Total : 78.75 0.00 78.75

00197-0039	15-Sep-2017	Issued	217	T	78.75	
8205	01-4-2500-000	PAYABLES - TRADE		78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEBSITE						
Total :				78.75	0.00	78.75

Supplier Total : 78.75 0.00 78.75

Supplier Total : 157.50 0.00 157.50

5145	UCLUELET CONSUMERS CO-OP ASSN					
00198-0009	22-Sep-2017	Issued	221	T	1141.89	
LBA - AUG/17	01-4-2500-000	PAYABLES - TRADE		1141.89		
Invoice Description --> LBA - SB - FUEL COST AUG 2017						
Total :				1141.89	0.00	1141.89

Supplier Total : 1141.89 0.00 1141.89

Supplier Total : 1141.89 0.00 1141.89

5151	UCLUELET RECREATION DEPARTMENT					
40969	12-Sep-2017	Issued	218	C	31.50	
3343	01-4-2500-000	PAYABLES - TRADE		31.50		
Invoice Description --> WC MULTIPLEX SOCIETY - MEETING WITH VDA						
Total :				31.50	0.00	31.50

Supplier Total : 31.50 0.00 31.50

Supplier Total : 31.50 0.00 31.50

5186	UCLUELET RENT-IT CENTER				
00196-0036	01-Sep-2017	Issued	209	T	2621.16
27122	01-4-2500-000	PAYABLES - TRADE		652.41	
Invoice Description --> SALMON BEACH - PORTABLE TOILET					
26958	01-4-2500-000	PAYABLES - TRADE		1968.75	
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL					

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



AP5100 **Page : 27**
Date : Oct 03, 2017 **Time :** 1:41 pm
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2621.16	0.00	2621.16
00197-0040	15-Sep-2017	Issued	217	T		1968.75
27271	01-4-2500-000	PAYABLES - TRADE		1968.75		
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL						
Total :				1968.75	0.00	1968.75
Supplier Total :				4589.91	0.00	4589.91

5142	UNITED FLOORS					
40968	12-Sep-2017	Issued	218	C		226.17
PA1346	01-4-2500-000	PAYABLES - TRADE		226.17		
Invoice Description --> ACRD - OFFICE RENO - CAPITAL						
Total :				226.17	0.00	226.17
Supplier Total :				226.17	0.00	226.17

5263	VADIM COMPUTER MANAGEMENT GROUP LTD					
00196-0037	01-Sep-2017	Issued	209	T		1144.80
PS-331117	01-4-2500-000	PAYABLES - TRADE		199.50		
Invoice Description --> ACRD - COMPUTER EXPENSE						
PS-331456	01-4-2500-000	PAYABLES - TRADE		472.50		
Invoice Description --> ACRD - COMPUTER EXPENSE						
SI-105597	01-4-2500-000	PAYABLES - TRADE		472.80		
Invoice Description --> ACRD - COMPUTER EXPENSE						
Total :				1144.80	0.00	1144.80
Supplier Total :				1144.80	0.00	1144.80

5367	VDA ARCHITECTURE LIMITED					
40977	20-Sep-2017	Issued	220	C		22890.00
17-163	01-4-2500-000	PAYABLES - TRADE		22890.00		
Invoice Description --> WC MULTIPLEX - PRE-DESIGN AND PROGRAMMING & SCHEMATIC DESIGN						
Total :				22890.00	0.00	22890.00
Supplier Total :				22890.00	0.00	22890.00

5423	WALCO INDUSTRIES LTD.					
00197-0041	15-Sep-2017	Issued	217	T		1360.82
333480	01-4-2500-000	PAYABLES - TRADE		680.41		
Invoice Description --> BCWS - WATER MAIN REPAIR						
333481	01-4-2500-000	PAYABLES - TRADE		680.41		
Invoice Description --> BCWS - SERVICE REPAIR						
Total :				1360.82	0.00	1360.82

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



AP5100

Date : Oct 03, 2017

Page : 28

Time : 1:41 pm

Supplier : 0002 To Z4209
 Trans. Date : 01-Sep-2017 To 30-Sep-2017
 Cheque Date : 01-Sep-2017 To 30-Sep-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

Supplier Total : 1360.82 0.00 1360.82

5481 WESTCOAST HOME HARDWARE LTD							
40970	12-Sep-2017		Issued	218	C 54.14		
103532	01-4-2500-000	PAYABLES - TRADE			-26.85		
Invoice Description --> SLMP - CREDIT - EQUIPMENT							
103068	01-4-2500-000	PAYABLES - TRADE			22.81		
Invoice Description --> SLMP - EQUIPMENT							
103525	01-4-2500-000	PAYABLES - TRADE			58.18		
Invoice Description --> SLMP - EQUIPMENT							
Total :					54.14	0.00	54.14
Supplier Total :					54.14	0.00	54.14

5533 WINDSOR PLYWOOD (PORT ALBERNI)							
40971	12-Sep-2017		Issued	218	C 317.18		
185935	01-4-2500-000	PAYABLES - TRADE			317.18		
Invoice Description --> AVRA - EQUIPMENT TO MOVE SD70 SHED - CAPITAL							
Total :					317.18	0.00	317.18
Supplier Total :					317.18	0.00	317.18

6020 ZONE WEST ENTERPRISES LTD							
40972	12-Sep-2017		Issued	218	C 257.67		
52823	01-4-2500-000	PAYABLES - TRADE			257.67		
Invoice Description --> BCVFD - UNIFORMS							
Total :					257.67	0.00	257.67
Supplier Total :					257.67	0.00	257.67

Total Computer Paid :	<u>113,280.31</u>	Total EFT PAP :	<u>39,055.96</u>	Total Paid :	<u>553,197.53</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>400,861.26</u>		



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: October 11, 2017
Subject: Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

Recommendation:

THAT the Alberni Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

THAT the Alberni Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

THAT the Alberni Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

THAT the Alberni Clayoquot Regional District Board of Directors adopt Bylaw cited as "2018 Tax Exemption Bylaw No. F1134."

Desired Outcome:

To provide for property tax exemption in 2018 as has been done in prior years.

Summary:

The letters from the Alberni Valley Golf Club and the Long Beach Recreation Cooperative requesting tax exemption for 2018 have been included for your information. At the September 13, 2017 meeting the Board directed staff to prepare the tax exemption bylaw.

Time Requirements – Staff & Elected Officials:

Some staff time is required to create and process the bylaw.

Financial:

Alberni Golf Club

The value of the 2017 property taxes for the Alberni Golf Club provided exemption was \$18,203.34. The ACRD component of the property tax would have been \$4,309.27 for all services that Area F – Cherry Creek participates. The Cherry Creek Waterworks (CCWW) exemption amount was \$3,521.63, but a contribution is paid directly to the CCWW for fire protection.

Long Beach Recreation Cooperative

The value of the 2017 property taxes for the Long Beach Recreation Cooperative provided exemption was \$6,588.84. The ACRD component of the property tax would have been \$1,850.63 for all the services that Area C – Long Beach participates.

The effect on the taxpayers locally and provincially will be to spread the tax over the rest of the assessed values in the area.

Policy or Legislation:

Section 391 of the *Local Government Act* permits the ACRD to provide tax exemptions for the following year, by bylaw, to organizations providing public athletic or recreation purposes. The bylaw must be adopted by October 31 to provide exemption for the next calendar year and is adopted by at least 2/3 of the votes cast.

Options Considered:

At the September 13, 2017 Board of Directors meeting there was a suggestion that staff investigate providing the tax exemption for a period of greater than one year. This can only be done with assent of the electors for a specified period of 10 years or less as per the *Local Government Act*. If the Directors would like to pursue this option then they could direct staff to explore for this referendum to be done in conjunction with the 2018 local government elections.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

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



Regional District of Alberni-Clayoquot

Bylaw F1134

2018 Tax Exemption Bylaw

WHEREAS the *Local Government Act* authorizes a Regional District Board to exempt from taxation land or improvements or both owned or held in trust by the owner for an athletic or service organization and used principally for public athletic or recreation purposes;

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

1. The following described property shall be exempt from taxation imposed under the *Local Government Act*:
 - a. Land and improvements known as the **Alberni Golf Club** as outlined on **Schedule "A"** attached to and forming part of this Bylaw and legally described as follows:

Lot 4, District Lot 17, Alberni District, Plan 13628, and,

The North ½ of Lot 96, Alberni District, being part of said lot lying North of the North boundary of Plan 1804, containing 80 acres more or less, except the south four chains of the East 7.50 chains containing 3 acres more or less except part in Plan VIP71603

PID Numbers: 000-958-859 & 000-959-049

- b. Land and improvements known as the **Long Beach Recreation Cooperative** as outlined on **Schedule "B"** attached to and forming part of this Bylaw and legally described as follows:

Parts of District Lots 113, 165, 166, 167, 178, 192, 193, 194, and 195, all part of the Long Beach Airport, all of the Clayoquot Land District

Parts of PID Numbers: 024-158-666, 009-392-351, 024-749-435, 010-322-451, 010-157-913, 024-749-389, 024-159-034, 024-158-569, 024-749-397

2. The tax exemption established by this Bylaw shall be for the 2018 taxation year.

3. This Bylaw may be cited as **“2018 Tax Exemption Bylaw No. F1134”**.

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time this day of , 2017.

ADOPTED this day of , 2017, by an
affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“2018 Tax Exemption Bylaw No.
F1134.”**

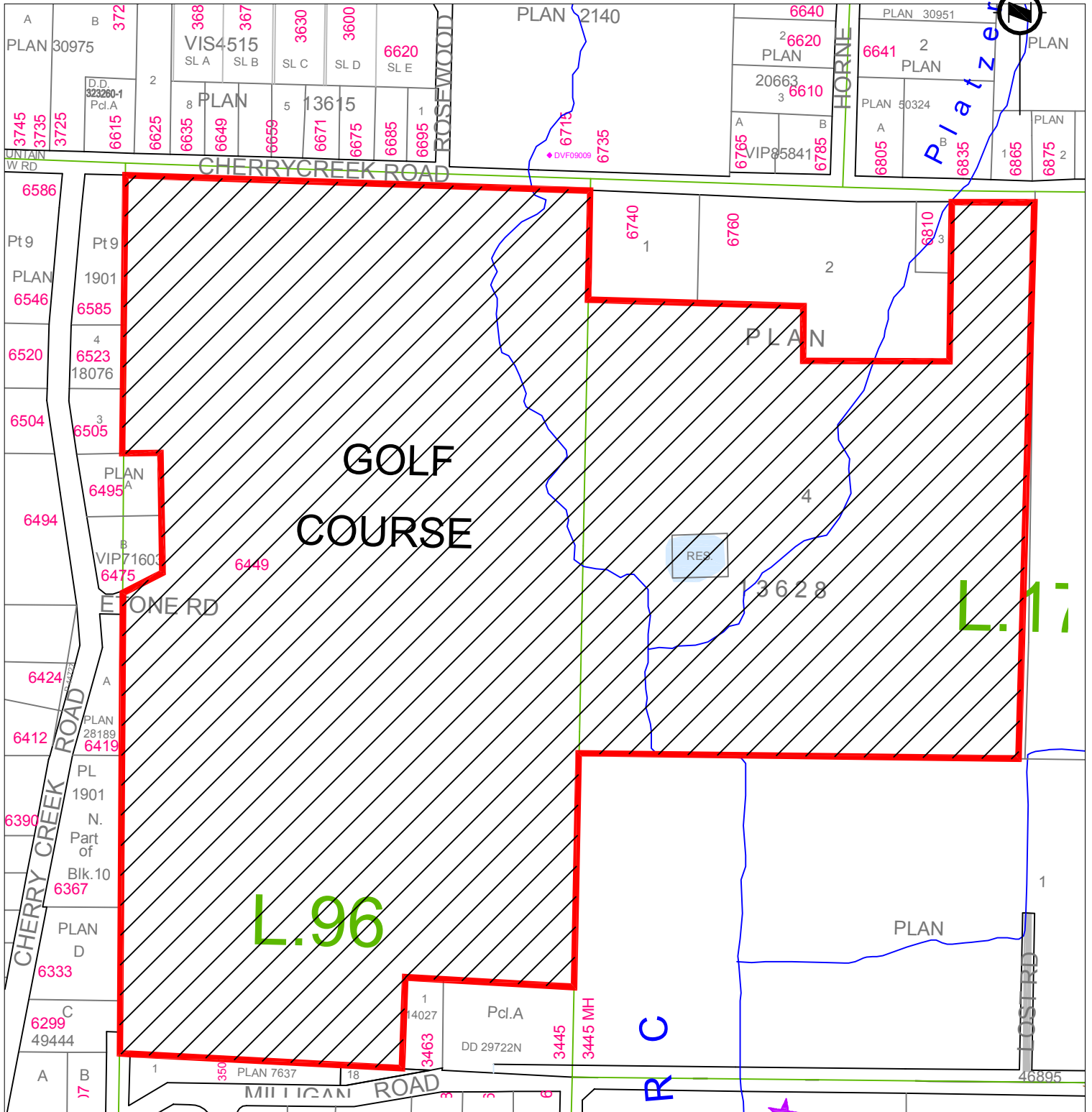
The Corporate seal of the Regional
District of Alberni-Clayoquot was
hereto affixed in the presence of:


Chief Administrative Officer

Chairperson

Schedule 'A'

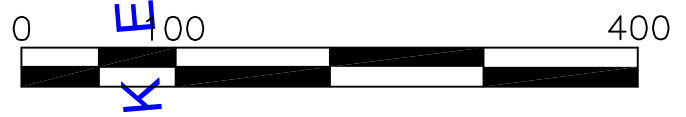
This schedule is attached to and forms part of Bylaw F1134 2018 Tax Exemption Bylaw Alberni Golf Club



 Alberni Golf Club

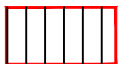
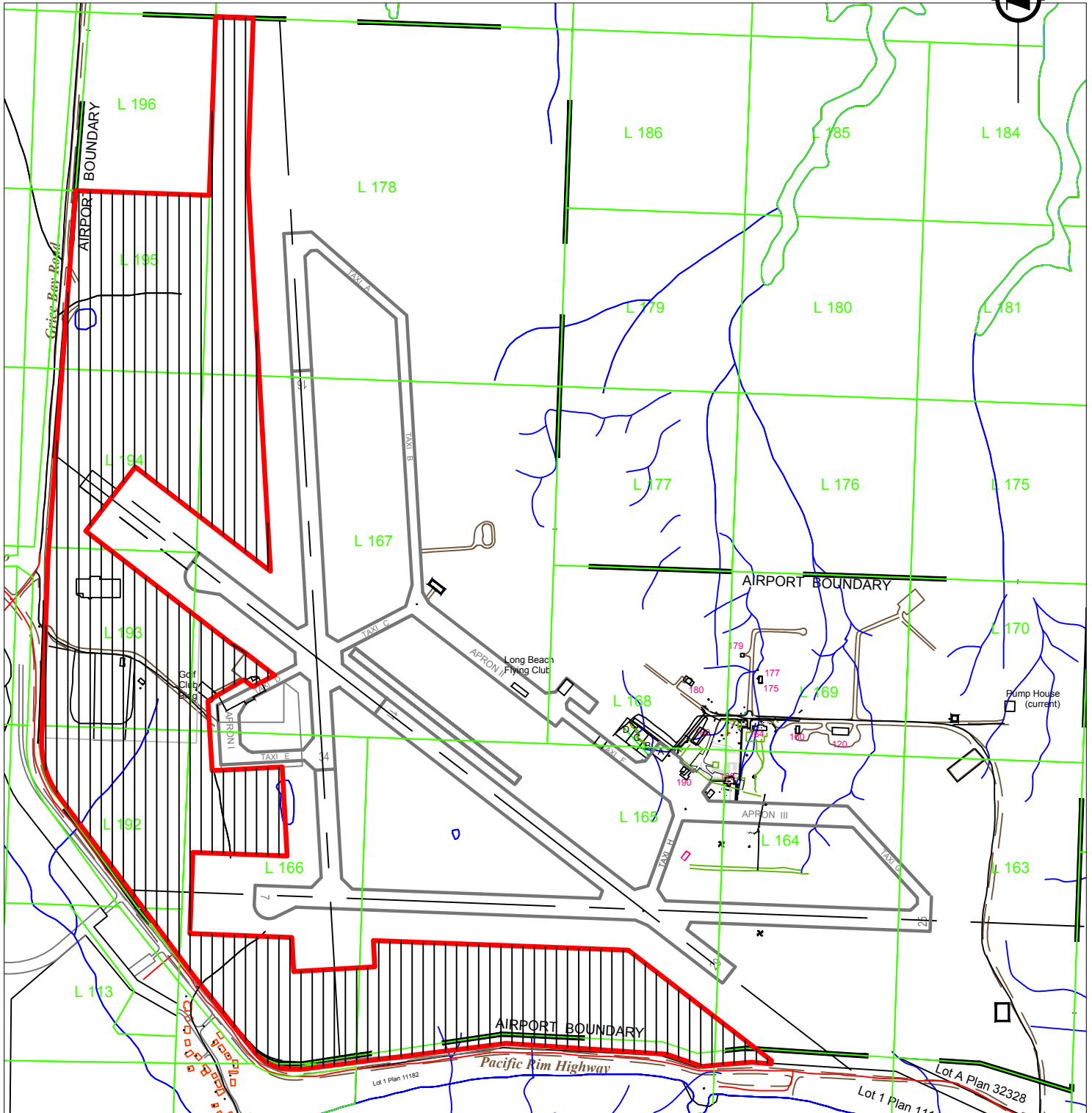


ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Schedule 'B'

This schedule is attached to and forms part of Bylaw F1134 2018 Long Beach Recreation Cooperative Tax Exemption Bylaw



Long Beach Recreation Cooperative Lease Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Alberni Golf Club Ltd.

6449 Cherry Creek Road, Port Alberni, BC V9Y 8T3
Phone (250) 723-7111 Fax (250) 723-7010
www.albernigolf.com (email) albernigolf@shaw.ca

August 9th, 2017

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

Dear Board Members,

It is time again for the Alberni Golf Club to request consideration from the Board of the Alberni-Clayoquot Regional District relative to granting a property tax exemption for the golf course under the provisions of the Local Government Act. The Alberni Golf Club has requested this tax exemption since learning of its existence 15 years ago, and we are extremely appreciative that the Board of the Alberni Clayoquot Regional District has recognized the merits in granting it, and has been supportive and granted it in all 15 years. We have been scheduled to make a presentation to the Board at the August 23rd, 2017 Board Meeting, and appreciate the opportunity to attend and update the Board on our Club's activities, and answer any questions you might have.

As you know, the Alberni Golf Club operates as a non-profit limited company, governed by a volunteer board and executive, and is supported by many volunteers. We are in a very competitive industry and are operating on an extremely conservative and fiscally responsible budget. We have an aging membership, and this fact, coupled with ever-rising costs of operation, make long term survival of the Club a constant challenge. Our ongoing success and survival is dependent upon the efforts of conscientious staff and volunteers, as well as the continued support of our tax exemption request from this Board. Support from the Regional District is vital to our efforts to provide a quality venue which attracts contestants and tourists, allows local and visiting adults to enjoy 40,000 rounds of golf each year, hosts numerous tournaments and raises money for local charities, provides the facility for our local school district to introduce the game of golf at no cost to all local children, and cultivates one of the best and most active junior programs in the province.

As we have done since the first year in this process, we will include in our budget a provision for the Cherry Creek Fire Department. I have enclosed a letter from the Cherry Creek Waterworks District which supports our request for this exemption.

We request your support again this year. I look forward to seeing you at the Board Meeting, and should you have any questions, I would be pleased to address them.

Sincerely,

Ken Sander, President Alberni Golf Club

CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Monday - Friday 9:30am - 1:30pm

Phone 250-723-2214

Fax 250-723-0225

June 15, 2017

Alberni Golf Club Ltd.
6449 Cherry Creek Road
Port Alberni, B.C. V9Y 8T3

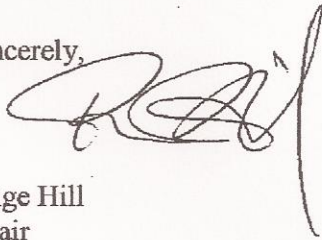
Attention: Ken Sander

Dear Ken:

The Board of Trustees, Cherry Creek Waterworks District, discussed your request for support in applying for exemption from property taxes again this year. Please be advised the Board wishes to lend their support to your request. The District is satisfied with the amount you contribute each year to the Fire Department.

Thank you for your attention to this matter.

Sincerely,



Paige Hill
Chair

/cs

August 28, 2017

Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni BC
V9Y 2E3



Dear Board of Directors of the West Coast Committee:

Re: Tax Exemption for Long Beach Recreation Co-op

Long Beach Recreation Co-op (Longbeach Golf Course) is once again requesting that the Board of the Alberni-Clayoquot Regional District grant the golf course a property tax exemption under the provisions of the Local Government Act for the 2018 year.

The Long Beach Recreation Co-op continues to operate the golf course as a non-profit organization. As part of our mandate, we exist to provide the West Coast community with a valuable recreation resource as well as a supplement to the tourism industry.

This next year will bring some changes as new people join the LBRC and bring some new energy and support to the Co-op. Our new board has been working very hard and donating much time and financial support to get us through last winter to a very busy summer.

We will continue to run events to raise money for other groups in the communities and we will offer opportunities for youth with free golf and lessons.

As a supplement to the tourism business, local hotels and resorts continue to recommend our facility to their guests. Our course is renowned as challenging and unique. We place a great deal of emphasis on great service and a friendly atmosphere. With the addition of surf rentals and lessons, mini-putt course, driving range, and paint ball range, we provide all our guests with great alternatives to their westcoast experience

All of this, of course, provides employment and generates cash flow in and around the community. We continue to improve and add to our services as we strive to make the experience for the local or out of town visitor more enjoyable. The tax exemption is a tremendous help to our operations, and we would be grateful for your continued support.

We look forward to addressing you at the October 13, 2017 Council meeting.

On behalf of the west coast golfers, current and future, we thank you in advance for your consideration.

Sincerely,

Chris Bird
President, Long Beach Recreation Co-op



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Heather Zenner, Lands and Resources Coordinator
Meeting Date: October 11, 2017
Subject: Coulson Aircrane Land Lease – Alberni Valley Regional Airport

Recommendation:

That the Board of Directors authorize the Chairperson and Chief Administrative Officer to sign the lease for PART OF BLOCK F, OF BLOCK 209, DISTRICT LOTS 130,157, 171, 172, AND 204, ALBERNI DISTRICT as shown on PLAN EPP61119 on behalf of the Alberni-Clayoquot Regional District and instruct staff to submit the land lease to the Provincial Subdivision Approving Officer for approval.


Desired Outcome:

To finalize the subdivision process to establish a new 40-year lease with Coulson Aircrane Ltd at the Alberni Valley Regional Airport (AVRA) for a 1.24 hectares.


Summary:

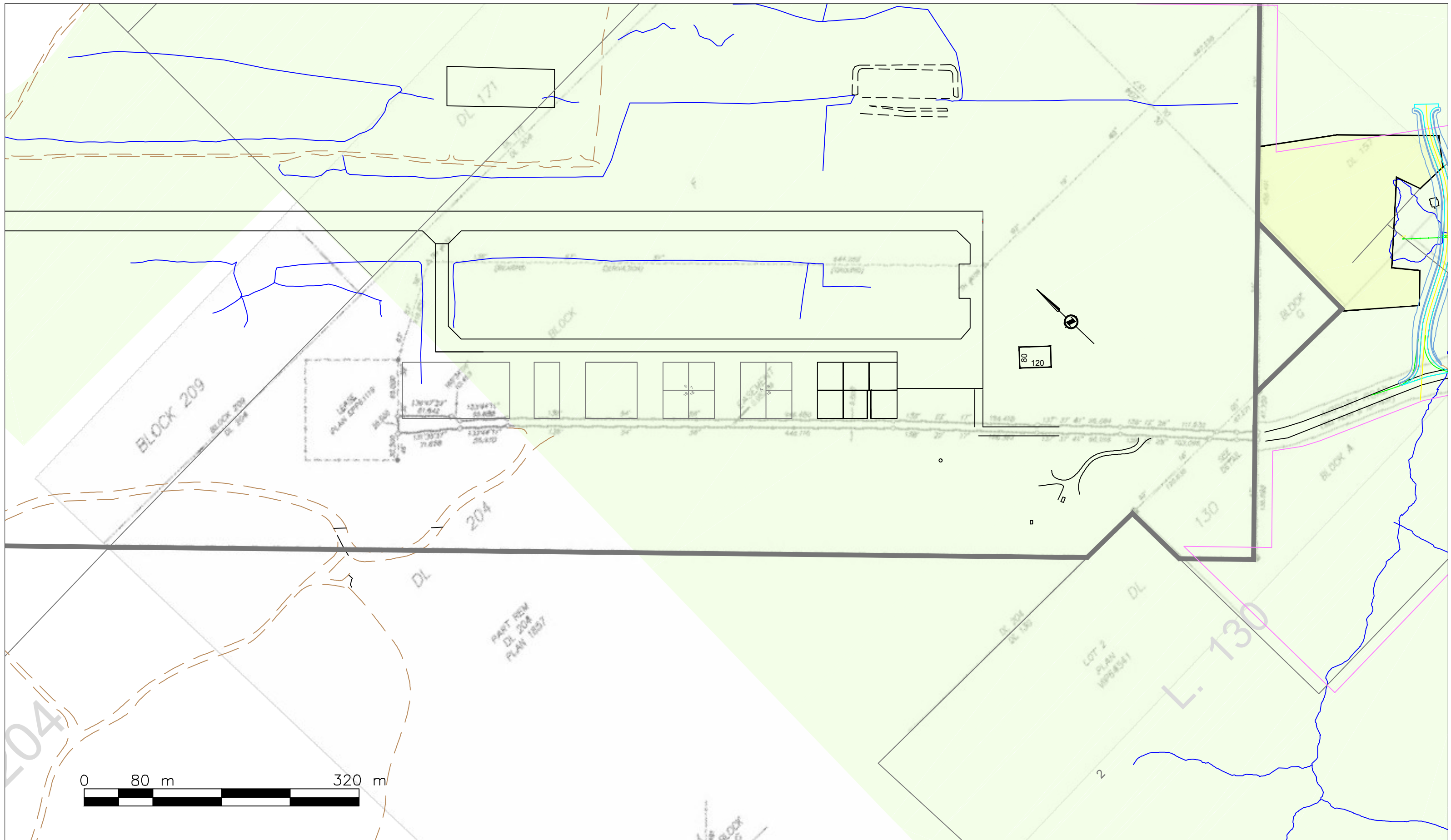
All land leases greater than three years must be approved by the Ministry of Transportation and Infrastructure (MOTI) subdivision-approving officer and registered at the Land Tittles Office.

ACRD have been working with MOTI staff to approve the Coulson lease at AVRA. A previous report to the Board indicated that the lease would be signed after the MOTI approving officer had approved. The MOTI approving officer has since indicated that the lease must be signed by both parties prior to MOTI approving officer sign off.

Submitted by: 
Heather Zenner, RPF
Lands and Resources Coordinator

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

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: October 11, 2017

Subject: Alberni Valley Regional Airport – Request for Community Works Funding

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors send a letter to the City of Port Alberni to request the allocation of \$70,000 of Community Works Funding in 2018 to the Alberni Valley Regional Airport expansion project.

That the Alberni-Clayoquot Regional District Board of Directors 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.

Desired Outcome:

To secure additional grant funding for the Alberni Valley Regional Airport (AVRA) Expansion project.

Summary:

The AVRA Expansion is facing financial constraints in order to complete all three stages of the project as was presented in the AVRA Expansion Project Update report at the September 13, 2017 Board of Directors meeting. Discussions occurred at both the Electoral Area Directors Committee and the Alberni Valley & Bamfield Services Committee on September 19, 2017 with regard to Community Works Funding being provided to the project and as a result, the following funding formula was proposed:

	Population	%	Proposed Grant Amount
City of Port Alberni	17,743	70%	\$ 70,000
B - Beaufort	456	2%	\$ 2,000
D - Sproat Lake	2,295	9%	\$ 9,000
E - Beaver Creek	3,045	12%	\$ 12,000
F - Cherry Creek	1,926	7%	\$ 7,000
Totals	25,465	100%	\$ 100,000

The following motion was passed by directors at the Alberni Valley & Bamfield Services Committee meeting:

THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors request the City of Port Alberni to allocate \$70,000 of gas tax funding to the Alberni Valley Regional Airport expansion project and that the rural areas contribute gas tax as follows: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000.

Time Requirements – Staff & Elected Officials:

The AVRA has been a very large capital project for the ACRD that has required a significant amount of staff resources in addition to the capital contributions. The allocation of Community Works Funding would require a small amount of additional staff time to complete the reporting requirements to UBCM.

Financial:

The Community Works Funding financial commitments would need to be made by both organizations during the 2018 budget discussions.

Policy or Legislation:

Regional/local airports are an eligible project category for the Community Works Funds.

Options Considered:

The other option is to provide no Community Works Funding but this leaves the project under funded and reliant on internal borrowing.



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, Alberni-Clayoquot Regional District

From: Mike Irg, Manager of Planning and Development

Meeting Date: October 11, 2017

Subject: Community/Institutional Crown Land Application for a Portion of District Lot 950, Clayoquot District – Sproat Lake

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors authorize staff to apply for a Crown Lease for a portion of District Lot 950, Clayoquot District for park purposes.

Desired Outcome:

The Sproat Lake Parks Commission has requested this area be acquired and managed for public access and park.

Summary:

The Sproat Lake Parks Commission has requested the ACRD apply for a crown land tenure over a portion of District Lot 950. (See attached letter)

Time Requirements – Staff & Elected Officials:

Staff time will be required to submit the application. The Sproat Lake Parks Commission would oversee development and maintenance of the park and access.

Financial:


The cost of applying and development of a park on District Lot 950 would come from the Sproat Lake parks Commission budget.

Note: the Ministry of Transportation and Infrastructure has stated that any access from Highway 4 will need to be engineered at the ACRD's cost and approved by MOTI.

Policy or Legislation:

The application process through Front Counter BC requires a resolution from the Regional District Board. The Sproat Lake Parks Commission has the authority to operate parks within the Sproat Lake area. If the area is developed as a park, staff would recommend Municipal Insurance Association conduct a risk assessment and any recommendations from MIA be implemented

Submitted by: 
Mike Irg, MCIP, RPP, Manager of Planning & Development

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

Sproat Lake Parks Commission
Chris Law
Board Member
10693 Tilly Rd.
Port Alberni, BC
V9Y 8Z8
July 10, 2017

John Jack
Chairperson
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3

Dear Chairperson and Members of the Board

On behalf of the Sproat Lake Parks Commission I am writing this letter in regards to the Alberni Clayoquot Regional District acquiring a portion of Lot 950 for park use. The portion of lot 950 we are interested is South of Highway 4 and North of Sproat Lake. At our last meeting, August 6, 2015, the commission passed a motion to ask the Alberni Clayoquot Regional District to support our request to Ministry of Forests Lands and Natural Resource Operations to acquire this land for future park development in the Sproat Lake area.

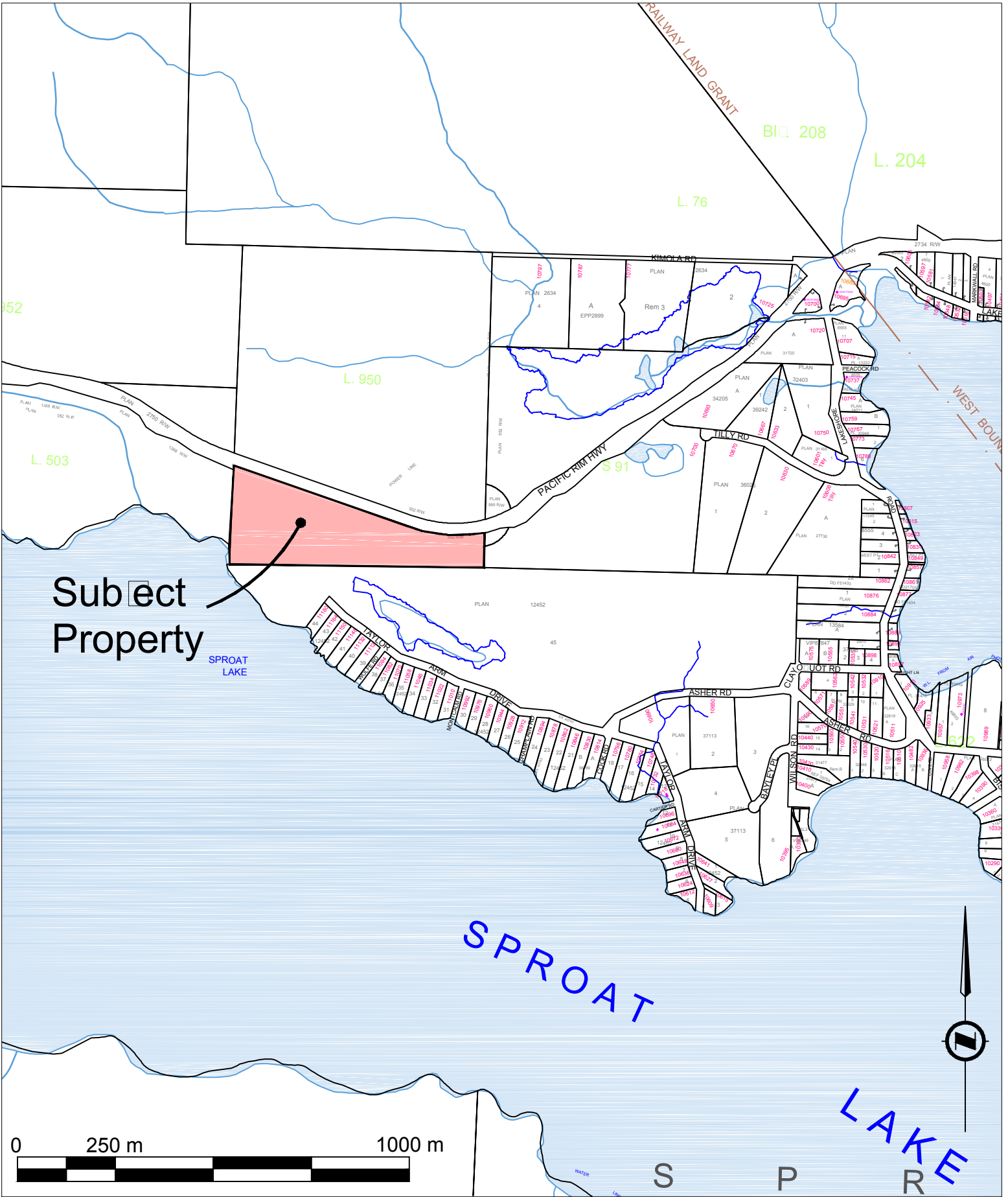
The Sproat Lake Parks Commission has a mandate to serve and improve the recreation use for the residents of the Alberni-Clayoquot Regional District in the Sproat Lake area. The Commission has been doing this by consultation with the public to develop new ideas that will work in the regional district Parks and on the road easement crown lands in the Sproat Lake area. Through a volunteer commission and support from the Alberni-Clayoquot Regional District we collectively decide on how to make these ideas come to fruition.

One of the key desires of the public is to have safe access to waterfront land. Lot 950 has a small section of waterfront on Sproat Lake. While the only public access to this property is from Highway 4 there are three large undeveloped pieces of private property which border it. One of these lots is to the west (Lot 503?), one is to the south (Lot ?) and one is to the East (Lot 91). While these three privately owned pieces of property are currently not developed, there is high probability that they will be soon. When large properties are developed often they are subdivided and this gives the Alberni-Clayoquot Regional District the opportunity to acquire some of the land in the development approval process. In this process we can create access to Lot 950 and more access for the public to Sproat Lake. If we plan ahead we can maximize the benefit of these land acquiring processes to create useable park land for the residents of the Alberni-Clayoquot Regional District.

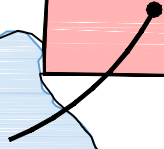
The current rebranding survey by the City of Port Alberni has indicated that access to waterfront is one of the key elements that the public feels is important for economic development. Public recreation access to waterfront makes communities more liveable and therefore makes communities more desirable to live in. This attracts the next generation of residents who contribute to the sustainable economic development of the area. The Sproat Lake Parks Commission feels that acquiring Lot 950 for park use is a step in fulfilling its mandate and providing the recreational opportunities that the residents of the Alberni-Clayoquot Regional District have requested.

Sincerely,

Chris Law



Subject
Property





REQUEST FOR DECISION

To: Board of Directors

From: West Coast Committee
Janice Hill, Environmental Services Coordinator

Meeting Date: October 11, 2017

Subject: Telus lease renewal – Long Beach Airport

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing December 1, 2017, in the amount of \$2,145, plus applicable taxes per year; with annual increases for CPI (Victoria).

Summary:

Telus has held a lease at the Long Beach Airport since 1994 for a telecommunications service facility. The original lease was with Transport Canada for a twenty (20) year term. Telus still requires the site indefinitely and their facilities remain in place. The leases inherited from Transport Canada, can continue on longer terms based.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected official time to prepare lease for renewal.

Financial:

Currently the annual lease for Telus (as proposed) will be \$2,145, plus applicable taxes per year and applicable annual CPI increases for Victoria. The rate has been updated and is based on the market appraisal conducted in 2016 by Pacific Rim Appraisals Ltd. The language within the lease agreement will provide the ACRD the ability to conduct a market appraisal. The market appraisal should be undertaken every five (5) years in order to provide fair consideration for leased lands at the LBA.

Submitted by:

Janice Hill, Environmental Services Coordinator

Approved by:

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



REQUEST FOR DECISION

To: Board of Directors

From: West Coast Committee
Janice Hill, Environmental Services Coordinator

Meeting Date: October 11, 2017

Subject: Lease Lot C – Blue Heron Aviation Service

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District enter into a long term lease up to 20 years with Blue Heron Aviation Service commencing on the date upon which the plan of subdivision by leasehold, as approved by Provincial Approving Officer and registered in the Victoria Land Title Office and ending on the day that is precisely twenty (20 years) from the date of final registration of the Subdivision Plan in the Victoria Land Title office, with an option to renew for an another 20 year term ending on the day that is precisely forty years from the date of final registration of the Subdivision Plan in the Victoria Land title Office.

Summary:

Staff advertised a Notice of Disposition for Lot C and D at LBA, which are airside lots. Blue Heron Aviation submitted a letter of intent to the Alberni-Clayoquot Regional District (ACRD) to lease Lot C at Long Beach Airport (LBA) to construct an aircraft hangar. The letter of intent stated that in order to make the investment in hangar construction, they would require a longer-term lease agreement. One proposal package was received from Blue Heron Aviation for Lease Lot C. The proposal and site plan have been reviewed staff and staff recommend proceeding with the lease.

Time Requirements – Staff & Elected Officials:

A modest amount of staff time to prepare lease agreement and complete the subdivision process, minimal elected official time requirements.

Financial:

Currently the annual lease for Lot C (as proposed) will be \$6,830.83, plus applicable taxes per year and applicable annual CPI increases for Victoria. The rate has been updated and is based on the market appraisal conducted in 2016 by Pacific Rim Appraisals Ltd. The language within the lease agreement will provide the ACRD the ability to conduct a market appraisal. The market appraisal should be undertaken every five (5) years in order to provide fair consideration for leased lands at the LBA. Applicable subdivision fees will need to be paid by the ACRD.

In order to proceed with a long term lease staff estimate that there needs to be \$10,000 in fees paid to complete the subdivision process (survey and fees). Also, Ministry of Environment (MOE) may require a contaminated site profile, and a Stage 1 investigation may be required for new lease lots. The ACRD will request that the MOE waive the need for the contaminated site profile due to the activity on the site and the process was undertaken by Transport Canada at time of transfer to the ACRD.

The cost of a contaminated site profile would vary depending on the size of the site and work involved to complete the process. If there are contaminants found then the site remediation must be undertaken. Remediation issues associated with the property prior to being transferred should be paid for by Transport Canada. Staff time and investigation to would be required before the claim is made and would require additional resource to provide the issue was associated with the past use of the property.

Policy or Legislation:


As per the Local Government Act.

Options Considered:

- 1) Proceed with a three year lease and avoid cost related with the subdivision process – When the advertisement was undertaken the intent of Blue Heron Aviation Service was known and the advertisement was for the longer term. In order to make the investment in the lease lot the three term year term would not provide the security required to undertake the large investment.
- 2) Require that the lease pay for the subdivision process – When an owner of a property provides the opportunity to lease that is not a common process to charge back capital costs associated with lot development. The recovery of these costs would be provided within the lease payments received for the property, hence the requirement to request market value for lots held by the ACRD.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors

From: West Coast Committee
Janice Hill, Environmental Services Coordinator

Meeting Date: October 11, 2017

Subject: Long Term leases at Long Beach Airport

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to staff to investigate establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and that any costs incurred for site preparation be considered during 2018 budget discussions.

Desired Outcome:

To provide the option of long-term leases on airside and non-airside lease lots as requested by current and future leaseholders.

Summary:

Staff have received requests over the past couple of years for land leases at the Long Beach Airport (LBA). The requests have been made for longer terms than the three-year term normally assigned by the ACRD. Future leaseholders are prepared to invest in infrastructure on their leased lots but are not willing to make this investment based on a three-year term.

In order for the ACRD to enter into longer term leases, the lots up for lease need to be publically advertised with the annual rent noted. The resulting interest in leased lots is communicated with the Board of Directors prior to having a legal survey completed. A subdivision application to the Ministry of Transportation and Infrastructure (MOTI) is required to enable a lease with a term greater than three years.

The subdivision application fees by MOTI are \$100 per lot plus a \$50 examination fee, and the Land Title office is approximately \$100 plus legal fees for the registration process. The extra costs associated with a long-term lease over a three year lease is the cost of having the lot surveyed by a legal surveyor, and an easement surveyed to provide legal access to the lot.

The Ministry of Environment will require a contaminated site profile, and a Stage 1 investigation may be required for new lease lots. The cost of a contaminated site profile would vary depending on the size of the site and work involved to complete the process. If there are contaminants found then the site remediation must be undertaken. Remediation issues associated with the property prior to being transferred should be paid for by Transport Canada. Staff time and investigation to would be required before the claim is made and would require additional resource to provide the issue was associated with the past use of the property.

A lease lot appraisal was completed in June of 2016 for most of the existing lease areas at LBA. In some cases, the cost to complete the subdivision process may exceed the amount of annual rent received. As owner of the land, ACRD is

responsible for costs associated with the development of the land.

When the Request for Decision was discussed the West Coast Committee indicated there was a desire to undertake an Airport Lands Development Plan process and provide the west coast communities input to possibilities with the land available. Staff will review the steps to undertake this process.

Background:

Previously, staff only entered into 3-year lease terms, which did not require the subdivision process. Staff recommend that before we enter into long term leases (up to 40 years), the ACRD should consider what type of businesses are suitable on non-airside lands for longer terms and consider the costs involved to be able to provide longer terms. Airside lots are reserved for aviation related businesses or personal aircraft storage hangars.

Time Requirements – Staff & Elected Officials:

A modest amount of staff time to prepare lease agreements and complete the subdivision process, minimal elected official time requirements.

Financial:

The ACRD will receive the same annual rent for each lease lot regardless of the term of the lease. The costs associated with long-term leases are more costly than a short-term lease given the subdivision application process. There are limited resources available to pay for surveys, contaminated site investigations, and appraisals. Proceeding with long-term leases will assist with the Boards desire to increase economic development at the airport.

In order to proceed with a long-term lease staff estimate that there needs to be \$10,000 - \$15,000 in fees paid to complete the subdivision process (survey and fees). There are costs associated with the contaminated site profile, these would be site specific an unknown at this time. Site remediation costs should be covered by Transport Canada (as mentioned above) but there may need to be cost outlay before cost recover is made.

Policy or Legislation:

As per the *Local Government Act*.

Options Considered:

Options to be considered:

1. Complete an Airport Lands Development Plan and bylaw, which could be comprised of specific land use areas at designated areas at the airport before entering into land leases.
2. Investigate surveying and establishing long-term lease lots available for lease in the future. The upfront cost of subdividing the costs will be significant but may have efficiencies and cost savings by doing one easement providing access to all lease lots. A Request for Proposals could be advertised for the surveying work.
3. Consider adding a fee to the annual maintenance payment to help cover the increased cost long-term leases.
4. Consider re-assessing market value of LBA lease lots, even though the assessment was conducted in June 2016.



Submitted by:

Janice Hill, Environmental Services Coordinator



Approved by:

Andrew McGifford, CPA, CGA, Manager of Environmental Services



REQUEST FOR DECISION

To: Board of Directors

From: Electoral Area Directors Committee
Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: October 11, 2017

Subject: Bamfield Water System – Community Works Funding

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors allocate \$400,000 of Community Works Funding to the Bamfield Water System for inclusion in the 2018-2022 Financial Plan.

Desired Outcome:

To secure funding for capital upgrades to the Bamfield Water System.

Summary:

The attached report will be presented to the Electoral Area Directors Committee on October 11, 2017 at 11am for their consideration. The above motion is based on the recommendation in the original report.

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____

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



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Bamfield Water Advisory Committee
Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: October 11, 2017

Subject: Bamfield Water System – Community Works Funding

Recommendation:

That the Electoral Area Directors Committee recommends that the Alberni-Clayoquot Regional District Board of Directors allocate \$400,000 of Community Works Funding to the Bamfield Water System for inclusion in the 2018-2022 Financial Plan.

Desired Outcome:

To secure funding for capital upgrades to the Bamfield Water System.

Summary:

The Bamfield Water Advisory Committee (BWAC) met on Monday, October 2, 2017 to discuss the tender results for the construction of the water treatment plant. The tender has resulted in costs that are substantially greater than the Class 'C' estimate and consequently the Bamfield Water System capital reserve fund will need to be utilized to complete the project. \$600,000 of Community Works Funding had previously been allocated to the Bamfield Water Treatment Plant project but the project is no longer eligible for these funds due to the receipt of the Clean Water & Wastewater Fund (CWWF) grant. Unfortunately, the conditions of the CWWF grant state that the Community Works Fund is not permitted to be stacked with the CWWF funds.

The BWAC is concerned about the \$390,000 of capital reserve funding that is going to be required to complete the project in addition to the \$600,000 of borrowing to be done by the community. This cost will substantially impair the service area's ability to complete further required capital projects until the reserve is replenished. As a result, the BWAC are requesting confirmation from the Electoral Area Directors Committee that \$400,000 of Community Works Funding will be available for other capital improvements within the Bamfield Water System.

Time Requirements – Staff & Elected Officials:

Minimal staff time requirements.

Financial:

If the Electoral Area Directors Committee recommends that the Board of Directors allocate \$400,000 to the Bamfield Water System then the ACRD has allocated approximately \$5 million dollars of Community Works Funding. The allocation based on population per area is as follows:

Area	Population	% Population	Project Allocations	% of Total Allocated
Area A – Bamfield	294	3%	\$891,500	18%
Area B – Beaufort	456	5%	\$70,111	1%
Area C – Long Beach	1,799	18%	\$584,644	12%
Area D – Sproat Lake	2,295	23%	\$623,000	13%
Area E – Beaver Creek	3,045	31%	\$1,713,159	34%
Area F – Cherry Creek	1,926	20%	\$1,097,000	22%
Totals	9,815	100%	\$5,049,414	100%

Although they have yet to be presented to the Board of Directors, this financial estimate includes the AVRA expansion and the Sproat Lake Community Association projects in the allocations.

Options Considered:

If the Electoral Area Directors do not support the Community Works Fund allocation to the Bamfield Water System then the BWAC is considering rejecting the tenders. This will result in the project being delayed and possibly the loss of the CWWF grant, as the timeline is tight for completion.



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: Bamfield Water Advisory Committee
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: October 11, 2017

Subject: Bamfield Water System - Tender award for the Bamfield Water Treatment Plant construction

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. in the amount of \$ 1,888,710.25, plus applicable taxes (GST).

Summary

Tenders for the Bamfield Water Treatment Plant were received and opened in public at the Alberni Clayoquot Regional District boardroom on Wednesday, August 30th, 2017 after 2:00 p.m. A total of two (2) tenders were received. All tenders were accompanied with the required Bid Bond and signed Addenda. The tender prices have been checked for accuracy and are considered mathematically correct, for the exception of Ridgeline Mechanical's price which we calculated to be \$0.20 lower. Overall, this minor correction makes no difference in the Tender outcome.

Tenderer	Tender Price excluding GST	Completion
Ridgeline Mechanical	\$1,888,710.25	210 days
Tritech	\$1,973,188.00	200 day

Both tender prices include a contingency allowance of \$100,000. Koers and Associates thoroughly reviewed the submissions and provided the attached report and recommendation for your review. The Class "C" estimate for this portion of the project was updated for the Clean Water and Wastewater Fund (CWWF) application in November 2016 and the estimated cost was \$1,697,000. The total estimated project cost is now \$2,387,134.

Regional District Staff and Koers recommend that the ACRD Board of Directors award the tendered contract for the Bamfield Water System Treatment Plant Project to Ridgeline Mechanical. There are options that were considered in light of the project being well beyond the initial Class "C" estimate.

The Bamfield Water Committee (BWAC) met on October 2nd to review this tender and the financial capacity for the service area to undertake the Bamfield Water Treatment Plant construction project. This cost will substantially impair the service area's ability to complete further required capital projects until the reserve is replenished. As a result, the BWAC are requesting confirmation from the Electoral Area Directors Committee that \$400,000 of Community Works Funding will be available for other capital improvements within the Bamfield Water System. This RFD will be presented to the EA Directors prior to the board meeting.

Options Considered:

- 1) Reject all tenders and wait – The option is available to the ACRD in this instance as the actual costs are significantly beyond the budget for this project. There are risk with would be a possible loss of 1.4 million in CWWF grant funding. ACRD staff have requested an extension beyond March 31, 2018, but have been asked to proceed as though this is not an option. Loss of the grant will have a greater financial impact on the Bamfield Water users.

There is also an ongoing health advisory on the water system, the solution has been provided to Island Health and accepted. The operating permit expects that the water system will have the treatment plant in place and this will occur by January of 2018. There has been a request to have an extension to comply with operating permit.

- 2) Retender immediately – indicators show that the construction market is busy (evident with only two tenders provided) and the likelihood of a change in price is not expected based on exploration of current market conditions. There are risks and the result may not change, therefore staff do not agree with this option.
- 3) Use Gas Tax funds – Staff contacted the CWWF staff to investigate using the Gas Tax funds to assist in the increased expenses associated with this project. This is not possible under the funding arrangement for the CWWF grant funding received. “Stacking” is not permitted for cost increases.

Financial

The updated Class “C” estimate for the Bamfield Water Treatment Plant was \$1,697,800 in November 2016. It was anticipated that the cost of the project and the award of the CWWF grant funding would cover \$1,409,174. The debt requirement from the Bamfield Water system user was expected to be approximately \$288,626.

The result of the tender has determined that costs are \$689,234 greater than the estimated and now requires the use of the total \$600,000 borrowing limit and the most of the capital reserve (estimated to be approximately \$390,000 in 2018).

	Budget	Actual	Difference
Engineering	290,000	286,500	3,500
Equipment Supply	567,000	567,000	-
Plant construction	739,000	1,431,710	(692,710)
Contingency	101,800	100,000	1,800
Other	-	1,924	(1,924)
Totals	1,697,800	2,387,134	(689,334)



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



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



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

P.O. BOX 790
194 MEMORIAL AVENUE
PARKSVILLE, BC. V9P 2G8
Phone: (250) 248-3151
Fax: (250) 248-5362
www.koers-eng.com

September 28, 2017
File: 1634-15

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

**Attention: Mr. Andrew McGifford, CPA, CGA
Manager of Environmental Services**

**Re: Bamfield Water Treatment Plant
Review of Tenders**

Tenders for the Bamfield Water Treatment Plant were received and opened in public at the Alberni Clayoquot Regional District boardroom on Wednesday, August 30th, 2017 after 2:00 p.m. A total of two (2) tenders were received. All tenders were accompanied with the required Bid Bond and signed Addenda. The tender prices have been checked for accuracy and are considered mathematically correct, for the exception of Ridgeline Mechanical's price which we calculated to be \$0.20 lower. Overall, this minor correction makes no difference in the Tender outcome.

TENDERER	TENDER PRICE	COMPLETION
Ridgeline Mechanical Ltd.	\$1,888,710.25	210 days
Tritech Group Ltd.	\$1,973,188.00	200 days

The Tender prices include a contingency allowance of \$100,000.00 and exclude 5% GST.

Ridgeline Mechanical Ltd., who is based in Courtenay, BC, stated a completion period of two-hundred and ten (210) calendar days which is considered appropriate for the scope of work involved in the Contract.

Subject to sufficient funds being available, we recommend that the contract be awarded to Ridgeline Mechanical Ltd. at the price of \$1,888,710.25 plus \$94,435.51 in GST, for a total contract price of \$1,983,145.76. We enclose a draft Notice of Award, which should be retyped on Alberni Clayoquot Regional District letterhead and issued to the successful tenderer. Please send us a copy of the notice for our records.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Ken Doll, PEng
Project Engineer



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: October 11, 2017

Subject: Cherry Creek Community Parks – Moore Road Trail joint project

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the expenditure of \$37,000.95 plus GST to Bowerman Excavating Ltd. to extend the Moore Road Trail.

Summary:

The Area F Director requested that the ACRD staff work with McGill Engineering to investigate if there was an opportunity to install a trail during the Cherry Creek Water Works undertook a water main replacement along Moore Road. The installation of the trail while the watermain construction provides the opportunity for cost savings. This will provide a safe walking/bike lane for the public.

The project includes construction of 273 metres of new trail along Moore Road including clearing, grubbing, tree/stump removal, removal of excavated material, installation of trail sub base, base, capping material, shouldering aggregate, hydro-seeding, removal of overhanging branches and root growth.

Financial:

The service area has been very active in 2017 with Bike BC grant funding and Community Works funding to complete trail projects. This project will result in expenditures greater than budgeted and will result in a deficit within the service area for 2017. The deficit will be approximately \$10,000 if completed within the current year. The director has indicated support to proceed and understands that the taxation in 2018 must cover the deficit incurred in 2017 plus 2018 operating expenditures.

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

Reviewed by: _____
Teri Fong, CPA, CGA, Manager of Finance



September 28, 2017

Cherry Creek Waterworks District
5920-A Cherry Creek Road
Port Alberni, B.C.
V9Y 8R7

Attention: Caroline Stillinger

Re: Project No. 2799-001
Moore Road Watermain Replacement and Trail – Tender Recommendation

Dear Sirs:

This letter reviews the tender received on September 28, 2017, for the above referenced project and recommends the award of the contract to Bowerman Excavating Ltd. as described below:

1. Tenders Received

One tender was received as follows:

Tenderer	Bid Bond	Total Tender Price Including GST
Bowerman Excavating	Yes	\$189,719.25

The tender was properly completed and signed. A detailed summary of the tender is attached.

2. Arithmetic Check

An arithmetic check of the tender indicated the following:

There was a miscalculation in Item 2. Bowerman showed the quantity of 159 and the unit price of \$35 totalling \$5,600.00 when the correct calculation should be \$5,565.00. The corrected tender price would be \$189,682.50 including GST.

3. Bid Bonds and Consents of Surety

Bowerman Excavating submitted the required Bid Bonds and Consents of Surety.

4. Schedule

Bowerman Excavating indicated the required completion date of November 30, 2017.

5. Acknowledgement of Addendae

Bowerman Excavating acknowledged receipt of the four issued addenda.

6. Force Account Rates

Force Account rates proposed by the Bowerman Excavating appear normal for the industry and location.

7. Alternate Proposals

No alternatives were proposed by Bowerman Excavating.

8. Contractor Qualifications

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

9. Sub-Contractors

The sub-contractor, Hub City Paving, proposed by Bowerman Excavating for the paving are established and reputable in the local area.

10. ACRD/CCWD Construction Cost Breakdown

- a) The ACRD's component of the construction cost is **\$38,851.00** (including GST).
- b) The Cherry Creek Water Boards component of the construction is **\$150,831.50** (including GST).

We recommend that this contract be awarded to Bowerman Excavating Ltd. for **\$189,682.50** (including GST) for the following reasons:

- 1. Tender Price - Although Bowerman Excavating submitted the only tender, based on our review of the prices provided they appear to be consistent with current markets.
- 2. Schedule – The tenderer agreed with the completion date laid out in the contract.
- 3. Experience – the Contractor has experienced personnel in regards to the Work.

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

Yours truly,

For **McGill & Associates Engineering Ltd.**



Mike Lange, P. Eng.

ML/wm
Encl.



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: October 04, 2017


RE: RD17004 – Lot 1, District Lot 197 – Katherine Drive
(1077514 BC Ltd. – agent Jason Heywood)


Recommendation:


THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1348 be adopted.

Background:

Bylaw P1348 was given second and third readings on September 13, 2017. All conditions of rezoning have now been met and planning staff is recommending that the zoning amendment be adopted.

Prepared by: 
Alex Dyer
Planner

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

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

RD17004

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1348

OFFICIAL ZONING ATLAS AMENDMENT NO. 695

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. P1348.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: PARCEL A (DD 11574N) OF LOT 197, ALBERNI DISTRICT, PLAN 1860 EXCEPT PARTS IN PLANS 29218, 34905 AND EPP49002 and a portion of LOT 1, DISTRICT LOT 197, ALBERNI DISTRICT, PLAN EPP49002 from Forest Rural (A3) District to Rural (A2) 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 10th day of May, 2017
Public Hearing held this 31st day of August, 2017
Read a second time this 13th day of September, 2017
Read a third time this 13th day of September, 2017

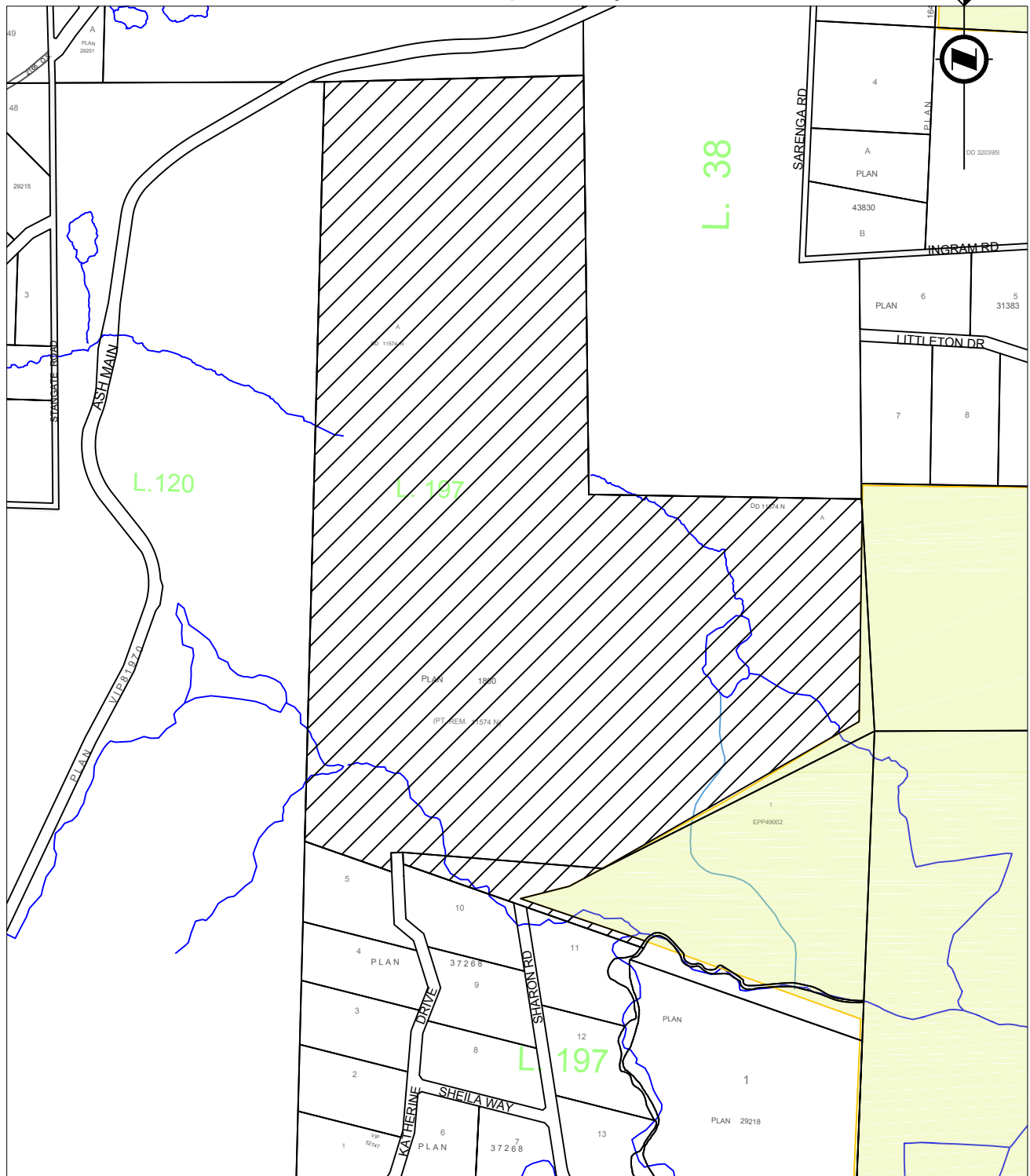
Adopted this day of, 2017

Douglas Holmes, BBA, CPA, CP
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1348



Legal Description: PARCEL A (DD 11574N) OF LOT 197 ALBERNI DISTRICT PLAN 1860 EXCEPT PARTS IN PLANS 29218, 34905 AND EPP49002 and a portion of LOT 1 DISTRICT LOT 197 ALBERNI DISTRICT PLAN EPP49002



To be rezoned from Forest Rural (A3) District to Rural (A2) 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 4, 2017
Subject: DVE17009 – Werner Bruessler, 5957 Saunders Road N

Recommendation


THAT the Board of Directors issue development variance permit DVE17009.

Background

On September 13, 2017 the Board reviewed an application for a development variance permit for LOT 6, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 15358.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No written correspondence has been received to date. If any objections or responses are received prior to the October 11, 2017 Board meeting, staff will inform the Board.


The development variance will reduce the required side yard setback on the southern property line from 15 feet to 10 feet, to facilitate construction of a storage shed.

Prepared by: 

Amy Anaka, MCIP, RPP, Junior Planner

Reviewed by: 

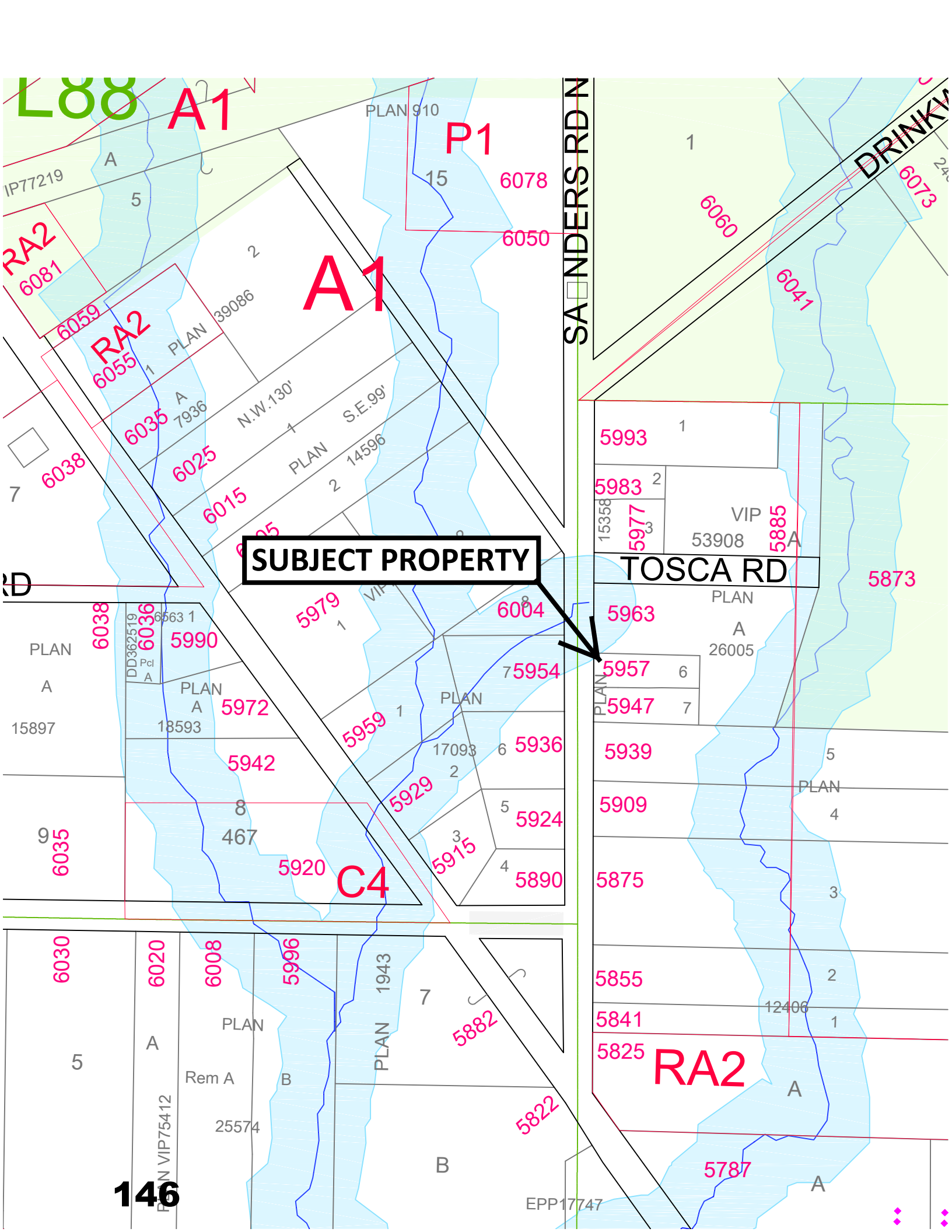
Mike Irg, MCIP, RPP, Manager of Planning & Development

Approved by: 

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

DVE17009

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



L88 A1

P1

A1

RA2

RA2

SUBJECT PROPERTY

TOSCA RD

RA2

C4

146

SANDERS RD

DRINKING WATER

PLAN 910

PLAN 39086

PLAN 7936

PLAN 14596

PLAN A

PLAN

PLAN

PLAN

PLAN 1943

PLAN

PLAN VIP75412

EPP17747

IP77219

6038

6036

PLAN A

15897

6035

PLAN A

6030

6020

6008

Rem A

25574

15

6078

6050

1

6060

6041

6073

5993

5983

5977

VIP

53908

5885

5873

5979

6004

5963

5954

5957

5947

PLAN A

18593

5972

PLAN

17093

5936

5942

PLAN

5929

5924

PLAN A

PLAN B

5920

5915

5890

5939

5909

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

DEVELOPMENT VARIANCE PERMIT NO. DVE17009

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

A Development Variance Permit is hereby issued to:

Name: Werner Bruessler

Address: 5957 Saunders Road N

With respect to:

Legal Description: LOT 6, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 15358

PID: 004-218-752

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 6.5.2.(c)(ii) are hereby varied as follows:

- (i) Reduce the required side yard setback on the southern property line from 15 feet to 10 feet, to facilitate construction of a storage shed.

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

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

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Board of Directors

DVE17009

Prepared by: Alex Dyer
Alex Dyer
Planner

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

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

MISC17015



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

PUBLIC MEETING MINUTES

October 3, 2017 – ELECTORAL AREA 'E'

Minutes of a Public Meeting held on Tuesday, October 3, 2017 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni, BC.

Present: John McNabb, Electoral Area 'E' Director
Staff: Alex Dyer, Planner
Applicant: Gordon and Barbara Blakey
Members of the Public: 0

1. The meeting was called to order at 7:00 pm.
2. Director McNabb introduces himself and planning staff. He explains the purpose of the public meeting, that written minutes are being taken, and that the Board of Directors will receive a copy of the minutes before voting on the discharge of the covenant. He then outlines the process for commenting on the proposal. Director McNabb asks staff to read out the Notice of Public Meeting.

3. The notice is read by A. Dyer as follows:

A Public Meeting will be held in the Board Room at the Regional District of Alberni-Clayoquot Office, located at 3008 Fifth Avenue, Port Alberni, BC at 7:00 pm on October 3, 2017 to gather input on the discharge of Restrictive Covenant FA43286 to facilitate the subdivision of LOT 8. DISTRICT LOT 40, ALBERNI DISTRICT, PLAN VIP82844 located on Karen Place.

The applicant intends to remove a restrictive covenant registered to the subject property, in favour of the ACRD, to allow for subdivision of the property into two 1 acre lots.

All persons who consider their interest in property affected by the proposal will be given an opportunity to discuss their concerns at this meeting.

If you are unable to attend this meeting or would like additional information prior to the Public Meeting, please contact the Planning Department at the Regional District of Alberni-Clayoquot during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays. Any correspondence submitted prior to the Public Meeting should be directed to the undersigned.

Mike Irg, M.C.I.P
Manager of Planning and Development

4. Director McNabb asks staff to read out any written submissions.
5. A. Dyer notes that no written submissions have been received.
6. Director McNabb asks the applicant to explain the proposal.
7. G. Blakey explains the proposal. Their intention is to subdivide the 2 acre lot into two 1 acre lots. Most people would rather buy a 1 acre lot rather than a 2 acre lot. Their original intention was to subdivide the land on this side of the road to 1 acre lots when they subdivided in 2007. There is a building scheme in place



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC MEETING MINUTES
October 3, 2017 – ELECTORAL AREA 'E'

by covenant, which would remain.

8. Director McNabb asks if all the lots on the north side of the road are two acres.
9. A. Dyer notes that three of the original lots from the Blakey subdivision on that side of the road are 2 acre lots.
10. G. Blakey discusses the history of development along Karen Place.
11. Director McNabb asks staff if there are any additional comments.
12. A. Dyer states that planning staff have nothing further to add.
13. Director McNabb asks if there are any comments from the public.
14. Hearing no further comments, Director McNabb declares the hearing terminated at 7:04 pm.

Certified Correct:

John McNabb, Director for Electoral Area "E" (Beaver Creek)

Minutes Prepared by:

Alex Dyer, Planner

10 APR 2006 11 14

FA043286

LAND TITLE ACT
Form C (Section 233)
Province of
British Columbia

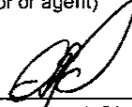
GENERAL INSTRUMENT - PART 1

(This area for Land Title Office Use)

Page 1 of 4 pages

1. Application: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

STAPLES McDANNOLD STEWART
2nd Floor, 837 Burdett Avenue
Victoria, B.C. V8W 1B3 Tel: (250)380 7744
File No. 101 136/KS/kp


BURNS SERVICES
Authorized Signatory 10303

2. Parcel Identifier(s) and Legal Description(s) of Land:

(PID) 000-487-716 (Legal Description) Block A, District Lot 40, Alberni District, Plan 1554, Except Those Parts in Plans 6958, 11507, 16928, 17431, 17837, 24171, 25097, 25162 and 41835

3. Nature of Interest

Description Section 219 Covenant Document Reference (page & paragraph) Entire Document Person Entitled to Interest Grantee

4. Terms: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms D.F. No.
- (b) Express Charge Terms Annexed as Part 2
- (c) Release There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged on the Land described in Item 2.

5. Transferor(s)(Grantor(s)):

GORDON LEWIS BLAKEY and **BARBARA ANN BLAKEY** as Joint Tenants

6. Transferee(s)(Grantee(s)): (including postal address(es) and postal code(s)) *


REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT, 3008 Fifth Avenue, Port Alberni, B.C. V9Y 2E3

7. Additional or Modified Terms: N/A

01 06/04/10 11:14:47 01 VI 693060
CHARGE \$65.20

8. Execution(s): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)




DOROTHY CLARKSTONE
Notary Public
3151 3RD AVENUE
PORT ALBERNI, B.C V9Y 4C7
(250) 723-9747

(as to both signatures)

Execution Date

Y	M	D
06	4	5

Party(ies) Signature(s)


Gordon Lewis Blakey BCDL 1170067

Barbara Ann Blakey BCDL 1354357

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996 c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT
Form D

EXECUTIONS CONTINUED

Page 2

Officer Signature:

Execution Date:

Party(ies) Signature:



WENDY MANSON
Administrative Assistant
REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Commissioner for Taking Affidavits
in the Province of British Columbia

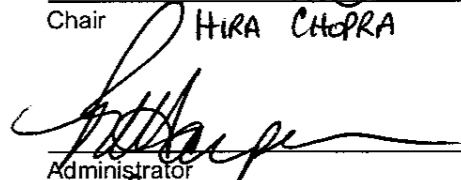
(as to both signatures)

Y	M	D
2006	04	06

REGIONAL DISTRICT OF
ALBERNI-CLAYOQUOT by its
authorized signatories



Chair **HIRA CHOPRA**



Administrator
ROBERT HARPER

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996 c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

TERMS OF INSTRUMENT - PART 2**WHEREAS:**

- A. The Grantor is the registered owner in fee simple of:
- PID 000-487-716
Block A, District Lot 40, Alberni District, Plan 1554, Except Those Parts in
Plans 6958, 11507, 16928, 17431, 17837, 24171, 25097, 25162 and
41835
- (the "Land");
- B. The Grantee is the Regional District of Alberni-Clayoquot;
- C. The Grantor has voluntarily agreed to grant to the Grantee a covenant under
Section 219 of the B.C. *Land Title Act* to restrict further subdivision of the Land.

NOW THEREFORE, in consideration of the payment of the sum of \$1.00 by the Grantee to the Grantor and the premises and the covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree with the other as follows:

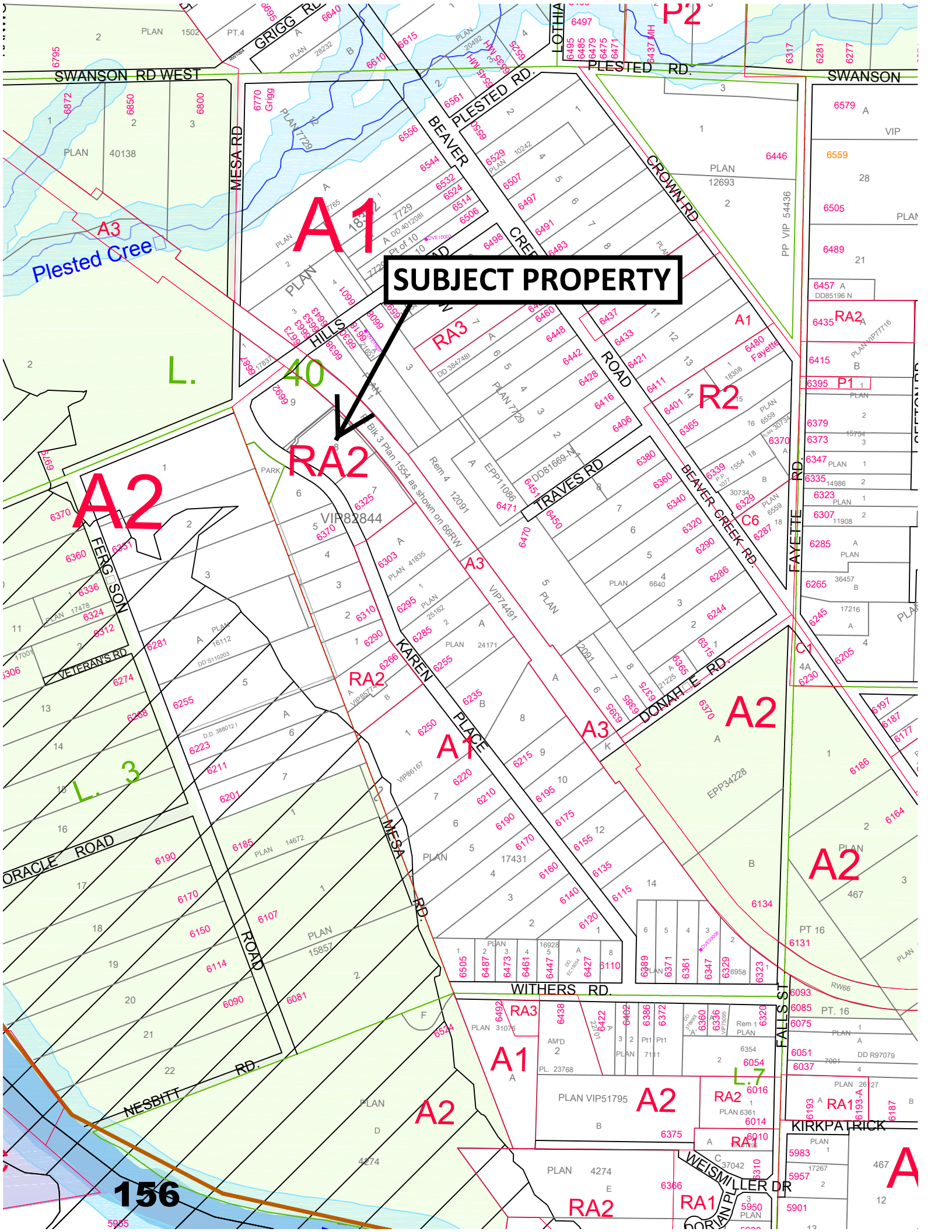
1. The Grantor covenants and agrees not to subdivide the Land except in strict accordance with this Agreement.
2. The Land may be subdivided provided that no greater than nine (9) lots having a minimum parcel size of at least one (1) acre are created.
3. The Grantor and the Grantee agree that the enforcement of this Agreement shall be entirely within the discretion of the Grantee and that the execution and registration of this covenant against the title to the Land shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Agreement.
4. The Grantor shall indemnify and keep indemnified the Grantee, its officers, employees and agents from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Grantee or which the Grantee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with the breach of any covenant in this Agreement.
5. The Grantor hereby releases and forever discharges the Grantee, its officers, employees and agents of and from any claim, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Grantor can or may have against the Grantee for any loss or damage or injury, including

economic loss, that the Grantor may sustain or suffer arising out of or connected with the breach of any covenant in this Agreement.

6. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Grantee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Land as if the Agreement had not been executed and delivered by the Grantor.
7. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Grantor other than those contained in this Agreement.
8. This Agreement shall be registered as a first charge against the Land and the Grantor agrees to execute and deliver all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
9. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Land.
10. The restrictions and covenants herein contained shall be covenants running with the Land and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to Section 219 of the *Land Title Act* as covenants in favour of the Grantee as a first charge against the Land.
11. This Agreement shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
12. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.
13. The Grantor shall pay the legal fees of the Grantee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.

END OF DOCUMENT



SUBJECT PROPERTY

A1

RA2

A2

L. 3

A1

A2

A1

A2

L. 7

RA2

RA1

RA2

A2

RA1

A

156



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: October 4, 2017
Subject: DVF17008 – Glen Pearson and Janice Denis, 5915 Strathcona Street

Recommendation


THAT the Board of Directors issue development variance permit DVF17008.


Background


On September 13, 2017 the Board reviewed an application for a development variance permit for LOT 1, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN EPP57912.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No written correspondence has been received to date. If any objections or responses are received prior to the October 11, 2017 Board meeting, staff will inform the Board.

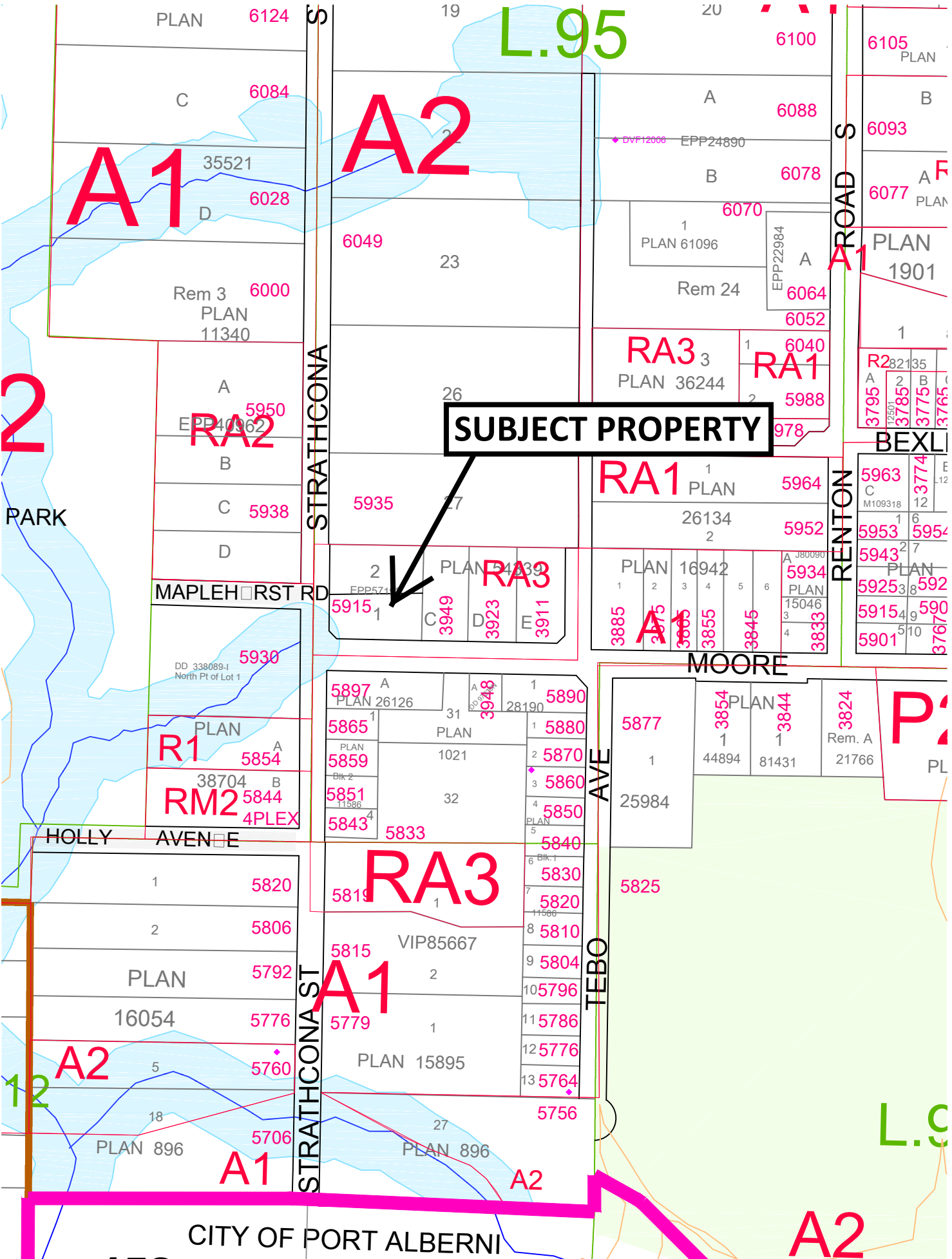
The development variance will reduce the required front yard setback in the Acreage Residential (RA3) District from 49.2 feet to 41 feet to allow for an addition to the existing single family dwelling.

Prepared by: 
Alex Dyer, Planner

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

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

DVF17008



SUBJECT PROPERTY

L.95

L.9

2

158

A1

A2

RA2

RA3

RA1

R1

RM2

RA3

A1

A2

A1

A2

A2

STRATHCONA

ROAD S

RENTON

MOORE

AVE

TEBO

CITY OF PORT ALBERNI

PARK

MAPLEHIRST RD

HOLLY AVENUE

STRATHCONA ST

PLAN 6124

19

20

C

35521

D

Rem 3
PLAN
11340

A

EPP40362

B

C

D

DD 338089-1
North Pt of Lot 1

PLAN

38704
B
4PLEX

1

2

PLAN

16054

5

PLAN 896

18

23

26

27

PLAN 54239

2

A

PLAN 26126

1

PLAN

1021

32

VIP85667

2

1

PLAN 15895

27

PLAN 896

27

6100

6105
PLAN

6088

B

6093

6078

A
PLAN

6070

1
PLAN 61096

Rem 24

EPP22984

A

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6040

RA3
3
PLAN 36244

RA1
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R2
2135

A 2 B C

3795 3785 3775 3765

BEXLI

5963

C
M109318

12

5953 5954

5943

5925 592

5915 590

5901 3767

RA1
1
PLAN 5964

26134

2

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PLAN 16942

1 2 3 4 5 6

3885 3875 3865 3855 3845

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PLAN
15046

3 4

MOORE

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

DEVELOPMENT VARIANCE PERMIT NO. DVF17008

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

A Development Variance Permit is hereby issued to:

Name: Glen Pearson & Janice Denis

Address: 5915 Strathcona Street

With respect to:

Legal Description: LOT 1, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN EPP57912

PID: 029-788-862

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 200 – Schedule II – Bulk and Site Regulations are hereby varied as follows:

- (i) Reduce the required front yard setback in the Acreage Residential (RA3) District from 49.2 feet to 41 feet to allow for an addition to the existing single family dwelling.

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

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

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Board of Directors

DVF17008



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

CROWN REFERRAL SUMMARY

To: ACRD Board of Directors

Date: October 4, 2017

File No.: LD17007

FCBC File No.: 1414610

Applicant: Hupacasath First Nation

Location: NW of Alberni Valley Regional Airport

Electoral Area: Area "D" Sproat Lake

Type of Application: Licence of Occupation and Occupant Licence to Cut to remove height restricted timber NW of the Alberni Valley Regional Airport.

Recommendation: That ACRD staff notify the Ministry of Forests, Lands, Natural Resource Operations & Rural Development that the proposal is supported subject to:

- Height restriction clause being added to Crown tenure documents that indicate that all obstacles that penetrate the 2.5% approach surface and associated transitional surfaces for runway 12 Obstacle Limitation Surface (OLS) be removed. OLS surface calculated as pre Transport Canada Document TP312 5th Edition Aerodrome Standards and Recommended Practices, Chapter 4, table 4-1 a through e; and
- consultation with the Tseshaht First Nation.

Length of Tenure: 2 years or less

Area Size: 40 hectares (98.8 acres)

Purpose: The purpose of the tenure application is to remove height restricted timber NW of the Alberni Valley Regional Airport. The application includes all Crown lands to the NW of the wetland complex, but does not include the strip of timber on the SE side of the wetland (adjacent to the Christmas Tree Permit).

More details on the proposal can be found in the Crown Land Application package prepared by the Hupacasath First Nation attached to this memo.

Official Community Plan: The Sproat Lake OCP designates the property as a mix of "Resource Use" and "Agriculture Use". The NW extent of the property is located within the Agricultural Land Reserve and that portion is designated as Agriculture Use.

The policies in Resource Use support forestry and forestry-related activities provided all necessary

LD17007

provincial approvals are obtained while the advocacy policies in the Agriculture Use designation encourage the interim use of agricultural lands for forestry. The policies of the Sproat Lake OCP support the harvesting of timber from this property.

The OCP also designates “Development Permit Area I – Riparian Areas Protection” over all land within 15 metres of a minor watercourse which includes the riparian area along the wetland at the SE extent of the tenure application. The DPA I designation is used to ensure that the ecological values of sensitive riparian and wetland habitats have been considered. No development permit application will be required as the OCP allows an exemption for “activities permitted by the provincial government on Crown forestry lands.”

Zoning: The property is zoned Forest Reserve (A4) District. The A4 District permits the harvesting, transportation and storage of forest resources. The harvesting of timber from the property would be considered a permitted use in the A4 District.

Comments:

The traditional territory of the Tseshaht First Nation overlaps this area and consultation will be required by the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRO).

The entire Hupacasath application area is subject to a Section 17 *Land Act* Conditional Withdrawal to manage for height restrictions related to the Alberni Valley Regional Airport. The Section 17 states that Crown land applications in this area must be for airport purposes or other purposes deemed compatible with or ancillary to the airport. The application appears to be consistent with the intent of the Section 17 as the height-restricted timber that is impacting the Obstacle Limitation Surface will be removed.

FLNRO has proposed but not yet approved a second Section 17 *Land Act* Conditional Withdrawal for the purposes of Western Painted Turtle habitat conservation NW of AVRA. The proposal includes Best Management Practices (BMP’s) that the applicants have indicated that they will comply with. The BMP’s provide practices to protect turtle habitat which include topping trees just within line-of-sight requirements, retaining trees that are below the height restriction, minimizing disturbance of riparian vegetation, creation of basking logs and coarse woody debris, and timing restrictions.

The Hupacasath First Nation has submitted an application for this area with the assistance of a Registered Professional Forester familiar with the area, and have developed a harvest plan with an adjacent landowner.

Recommendation: That ACRD staff notify the Ministry of Forests, Lands, Natural Resource Operations & Rural Development that the proposal is supported subject to:

- Height restriction clause being added to Crown tenure documents that indicate that all obstacles that penetrate the 2.5% approach surface and associated transitional surfaces for runway 12 Obstacle Limitation Surface (OLS) be removed. OLS surface Calculated as pre Transport Canada Document TP312 5th Edition Aerodrome Standards and Recommended Practices, Chapter 4, table 4-1 a through e; and
- consultation with the Tseshaht First Nation.

Prepared by:



Alex Dyer
Planner

LD17007



Heather Zenner, RPF
Lands and Resources Coordinator



Reviewed by:

Mike Irg, MCIP RPP
Manager of Planning and Development



Approved by:

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

LD17007



Crown Land Tenure Application

Tracking Number: 100219203

Application Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization

What is your relationship to the company/organization? Agent

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit/Tenure/Licence will be issued, if approved.

Name: Hupacasath First Nation

Doing Business As:

Phone: 250-724-4041

Fax:

Email:

BC Incorporation Number:

Extra Provincial Inc. No:

Society Number:

GST Registration Number:

Contact Name: Warren Lauder/ Brandy Lauder

Mailing Address: - redacted -

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: Hupacasath First Nation

Contact Name: Warren Lauder

Contact Address: PO BOX 211
Port Alberni BC V9Y 7M7

Contact Phone: 250-724-4041

Contact Email: warren@hupacasath.ca

AGENT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: - redacted -

Doing Business As:

Phone: - redacted -

Fax:

Email:

BC Incorporation Number:

Extra Provincial Inc. No:

Society Number:

GST Registration Number: Contact Name:

Mailing Address:

Letter(s) Attached:

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: - redacted -

ELIGIBILITY

Question

Answer Warning

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below? Yes

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? Yes
Please specify your file number: Woodlot 1902, Woodlot 1476, FNWL NIS
 If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.
 If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.
 To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Community Institutional Public Works	Licence of Occupation	Two years or less

What are you applying for? Nominal Rent Tenure (Licence / Lease)
Are you planning any ground disturbance or construction? Yes

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Use of private forest roads held by Island Timberlands

COMMUNITY INSTITUTIONAL

Crown land dispositions for less than fair market value are offered on a limited basis to community or institutional groups. Please visit the Community and Institutional webpage for more information.

Specific Purpose: Public Works
Period: Two years or less
Tenure: Licence of Occupation

ELIGIBILITY

Sponsored Crown Grants and Nominal Rent Tenures are limited to specific organizations. Please refer to the Community and Institutional Program Area for verification of eligibility.

Are you eligible? Yes

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Please specify the area: 40 hectares

PROJECT DETAIL

A Community Organization is open to the entire community, or provides benefit to the entire community. Examples: historical, museum and arts societies, recreation organizations, community organizations, volunteer societies, youth and senior service organizations.

Are you a community organization? Unknown

Please upload the Resolution / Endorsement document. Block 209 BCR 1Aug17.pdf Resolution document

IMPORTANT CONSIDERATIONS

Are you intending to use the land as a shooting range or shooting club for discharge of firearms? No

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? Yes

To cut timber on the Crown Land once your tenure has been issued you may require an Occupant Licence to Cut. Check out the website of the forest district responsible for more information or contact them if you have any questions.

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? Yes

You must obtain a Road Use Permit from the Ministry of Forests, Lands and Natural Resources Operations if the road is a Forest Service road, or negotiate a Maintenance Agreement with an existing permit holder if the road is under road permit or special use permit.

Are you planning to work in or around water? Yes

1. If you will be working in or around fresh water, you will require a Water Sustainability Act Change Approval or Notification from the Province. 2. The federal Department of Fisheries and Oceans might need to review your project. 3. Review the Transport Canada website if the Navigation Protection Act applies.

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Block 209 location map	Crown Blk 209.pdf	Community Institutional
Block 209 planning map	Blk209_5000.pdf	Community Institutional

I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	Filename	Purpose
Part 1 of 4 Block 209 file	LOO_Bl209_.dbf	Community Institutional
Part 2 of 4 Blk 209 file	LOO_Bl209_.prj	Community Institutional
Part 3 of 4 Blk 209 file	LOO_Bl209_.shx	Community Institutional
part 4 of 4 Blk 209 file	LOO_Bl209_.shp	Community Institutional

ATTACHED DOCUMENTS

Document Type	Description	Filename
Development Plan	Management Plan Blk 209	management_plan-3.pdf
General Location Map	location map	Crown Blk 209.pdf
Other	Hupacasath First Nation Agent Delegate letter	HFN Agent letter.pdf
Site Plan	Site plan map	Blk209_5000.pdf

PRIVACY DECLARATION

Check here to indicate that you have read and agree to the privacy declaration stated above.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

OFFICE

Office to submit application to: Port Alberni

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource No

authorization from the Province of BC?

OFFICE USE ONLY		
Office Port Alberni	File Number 1414610	Project Number
	Disposition ID 930605	Client Number



Application (Revised)

Tracking Number: 100222753

Application Information

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization
What is your relationship to the company/organization? Agent

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Have you considered using a BCeID? A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services. Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

Name: Hupacasath First Nation
Doing Business As:
Phone: 250-724-4041
Fax:
Email:
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Warren Lauder
Mailing Address: PO BOX 211
Port Alberni BC V9Y 7M7

AGENT INFORMATION

You have indicated in Step 2 - Setup that you are applying on behalf of the applicant. Please provide us with your name, address, and contact information.

Name: - redacted -
Doing Business As: - redacted -
Phone:
Fax:
Email:
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name:
Mailing Address:

Letter(s) Attached:

CORRESPONDENCE E-MAIL ADDRESS

Email: - redacted -
Contact Name:

TECHNICAL INFORMATION

APPLICATION

Please provide us with as much detail as possible about the application you would like to amend so that we are able to locate it.

Type of Application: Crown Land Tenure Application
Approximate date that the application was submitted: Aug 3, 2017
Reference Number (tracking number, file number, etc.): File # 1414610

REASON FOR AMENDMENT

Please provide us with the reason why you would like to amend the application (please select all that apply):

Reason for amendment: Provide additional information

ADDITIONAL INFORMATION

You have indicated that you would like to submit additional information for your application. Please answer the questions below so that we are able to amend your application. If you need to upload documents you can do that at the next step (Step 4).

Reason for additional information: Information was requested by the Government during review process by Nicole Shanks Startup

Describe what information you would like to add to your application: Eligibility Criteria

With respect to the eligibility guidelines for this application for crown land use under the Community and Institutional use, I have now included the following information on behalf of the HFN. This LOO with accompanying approved OLTC will provide the following benefits.

1. Supporting First Nations in their capacity development efforts as they pursue individual and communal self-sufficiency.
2. The LOO and OLTC ties into tenure development and expanding harvest opportunities leading to further economic opportunities utilizing natural resources within the HFN traditional territory.
3. Building stronger relationships with third parties. In this case Island Timberlands.
4. Protection of values important to the HFN. In this case WPT habitat protection. Managing resources within HFN traditional territory under the HFN Land Use Plan.
5. Removal of the trees under the Section 17 conditional withdrawal is required for safety of the airport and hereford benefits the larger community with the region.
6. No other benefits are forthcoming from the ACRD's AVRA development and infringement within the HFN traditional territory. This opportunity may provide some benefit.
7. The HFN will be using any profits gained from this opportunity to benefit their community in a number of ways including:
 - using these "own source revenues" to pay dividends directly to community members.
 - provide infrastructure improvements including water, sewer and housing repairs.
 - further develop their maple syrup business.

ATTACHED DOCUMENTS

Document Type	Description	Filename
Other	Eligibility Info	Addition to HFN LoO Applica...

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
 FrontCounter BC, Provincial Operation
 441 Columbia Street
 Kamloops, BC V2C 2T3

Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

DECLARATION

By submitting this application form, I, declare that the information contained on this form is complete and accurate.

OFFICE

Office to submit application to: Nanaimo

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

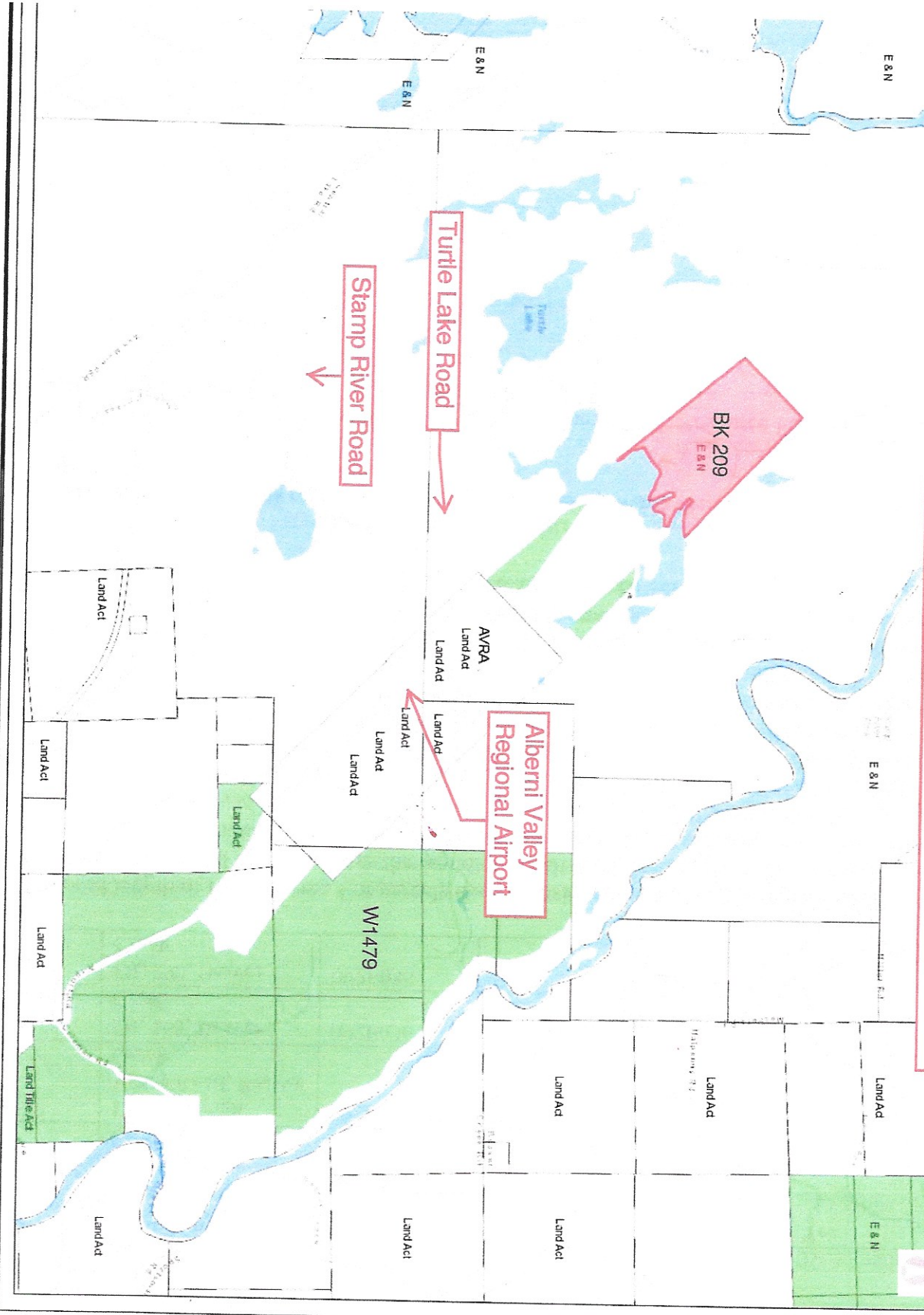
APPLICANT SIGNATURE

Applicant Signature	Date

OFFICE USE ONLY

Office Nanaimo	File Number 1414610	Project Number
	Disposition ID 930605	Client Number

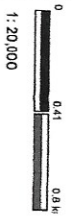
Parcel B- Block 209 Northwest of the Alberni Valley Regional Airport (shwon in red)



IMapBC Mapping
 Land Act Survey Parcels -
 Managed Licence Poly - At
 Themed
 TileCache

Legend

- Land Act Survey Parcels - Managed Licence Poly - At Themed
- TileCache



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Key Map of British Columbia



Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

This project is for the proposed removal of height restricted timber from Crown Provincial Forest Land Blk 209 E&N. A Licence of Occupation (LOO) is required for the issuance of a OLTC for timber removal. The LOO will be held for the period of time necessary to complete the required works, estimated at 2 years. The timber on this block is required to be removed for the safe operation of aircraft to the newly expanded Alberni Valley Regional Airport (AVRA). Many of the trees within the block currently penetrate the Obstacle Limitation Surfaces (OLS) identified for AVRA. If LOO and OLTC are approved for the Applicant, the Hupacasath First Nation (HFN) plans will be developed for the safe removal of the height restricted timber in co-operation with Island Timberlands, the adjacent landowner and holder of the road access to this block. Harvesting will be done as necessary under the newly established Land Act Section 17 Conditional Withdrawal and in concert with Best Management Practices established for the Western Painted Turtle (WPT) habitat adjacent to associated wetlands.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
mapping	New maps created by Econ Consulting and Island Timberlands to aid in future planning	Base maps complete. Engineering and planning maps ongoing.	Mapping to be completed post approval.
field reconnaissance	Several field rec'ees to assess viability, engineering requirements, legal boundaries, etc have been carried out with Greenmax Resources, HFN, and Island Timberlands.	Ongoing: Rec'ees, complete engineering, planning and layout to follow (post approval)	to be completed post approval

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



The Hupacasath First Nation is the applicant, and support this application based on their traditional values and investigation of the site involved.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



Block 209 (location map and detailed map attached) falls approx 1 km north west of AVRA lands, beyond a significant wetland complex.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The LOO is required to issue a OLTC for removal of height restricted timber for safe future use of aircraft at AVRA, and to create an area below the OLS within the Land Act Sec. 17 Conditional Withdrawal area.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Harvest Activity	Road building Road rehabilitation Culvert installation Harvesting (falling, yarding, loading and trucking)	Harvesting preferred Oct - March, outside WPT breeding window of May to mid July.
Hazard Abatement	Slash piling and burning	Burning preferred Oct - Nov

Add Row

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
There is no existing infrastructure at this site, save old road grades.	Road rehabilitation Road construction Culvert installation	Road rehabilitation: outside WPT breeding season Road construction: outside WPT breeding season Culvert installation: Fall preferred

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Island Timberlands private roads	existing	new and existing haul roads	Private land roads	Average 3 trucks/day	Average 8 trucks/day	signage and stop signs where applicable

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



no utilities required

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
nonrequired					

Add Field

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
nonrequired					

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

Yes No

Are any areas of vegetation to be cleared, outside of timber removal?

Yes No

Removal Type	Impacts	Proposed Mitigation
removal of minor vegetation and surface soil for road construction	negligible	none

Add Field

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Disturbance Type	Impacts	Proposed Mitigations
surface stripping for road construction	negligible	establishment of ditches and scattering of organics and fine material to avoid entering waterways

Add Field

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?



Yes No

Identify all works that may affect the Riparian zone, the impacts, and proposed mitigations:

Work Type	Impacts	Proposed Mitigations
-----------	---------	----------------------

Work Type	Impacts	Proposed Mitigations
Removal of height restricted trees	WPT habitat	All measures to protect WPT habitat will be followed using newly established Best Management Practices. All trees within 15m of RRZ that are less than OLS height requirements to be retained.

Add Field

4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes No

Identify any visual impacts of the project, any potential impact on sight lines from surrounding users or residents, and any mitigations:

Visual Impact Type (Project or view shed)	Impacts	Proposed Mitigations / Management Plans
Minor impacts. Moderately flat terrain and visuals minor/non-existent from viewpoints around airport and other public areas.	impacts required long term due to flight path OLS for AVRA	none

Add Field

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

Yes No

Please include information or reports generated:

No AIA needed. A Cultural Heritage Resource survey (CHR) will be done by HFN trained staff as part of an Archaeological Overview Assessment (AOA).

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Road rehab and new construction: gravel use from existing private land pit	minor	Culvert placement during low/no flow period. Drainage establishment and deactivation post-harvest if required.

Add Field

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

[\(Best management practices for sound\)](#)

Sound? Yes No

Odor? Yes No

Gas? Yes No

Fuel Emissions? Yes No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

Yes No

4.3.2 Public Access

Will the project result in changes to public access?

Yes No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

- Yes No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

- Yes No

Provide a description of any potential adverse effects to wildlife and wildlife habitat from proposed construction and operation (including seasonal considerations, potential adverse effects from changes to access by hunters and fishers, along with proposed measures to mitigate adverse effects).

Project Phase		Potential Impacts	Proposed Mitigations / Management Plan
OLS requirements for airport require removal of trees in what would normally be a RRZ and RMZ of a W1 wetland. The need for tree removal under Land Act Sec.17 Conditional Withdrawal requires this to be done.		WPT habitat	All measures to protect WPT habitat will be followed using newly established Best Management Practices. All trees within 15m of RRZ that are less than OLS height requirements will be retained.

Add Field

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

- Yes No

Describe the fish habitat on or near the project site, include potential impacts of the Project (e.g. stream crossings, water diversions, etc), including seasonal considerations, and plans to manage/mitigate effects.

Project Phase	Impacts	Proposed Mitigations / Management
WPT identified in adjacent wetland complexes.		Harvesting preferred Oct - March, outside WPT breeding window of May to mid July. Road construction/ deactivation outside WPT breeding season.

Add Field

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

- Yes No

Will the project (construction or operations phase) require water diversion?

Yes No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

Yes No

How and what mitigation is planned?

Project Phase	Impacts	Proposed Mitigations / Management
WPT identified in adjacent wetland complexes. Island Timberlands has undertaken protection and habitat enhancement protection and and habitat enhancement project adjacent to proposed harvest area.		All measures to protect WPT habitat will be followed using newly established Best Management Practices. All trees within 15m of RRZ that are less than OLS height requirements to be retained.

Add Field

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The proposed area is not located in proximity to any residential development and is surrounded on three sides (E, W and N) by private forest land, and wetlands to the south. The area is accessed over private forest land roads and has minor recreational use.

The area falls within the Great Central Lake area of the HFN Land Use Plan. the Land Use designation is Special Management.

The management objectives of this designation are:

- no underwater salvage due to potential damage to underwater archaeological values and fisheries habitat
- develop red and yellow cedar management strategy to include Hupacasath exclusive use
- monitor hatcheries
- protect foreshore for fisheries and tourism values

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

Yes No

Please list:

The ACRD zoning is A4 - Forest Reserve District- with the intent of providing retention of forest and wildland with the primary use of resource development and extraction. This is consistent with the applicant's proposal.
The Hupacasath will have no further involvement or obligations to or in part in regards to height restrictions one the harvesting cutting permit is completed.

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

Yes No

5.2.2 Existing Services

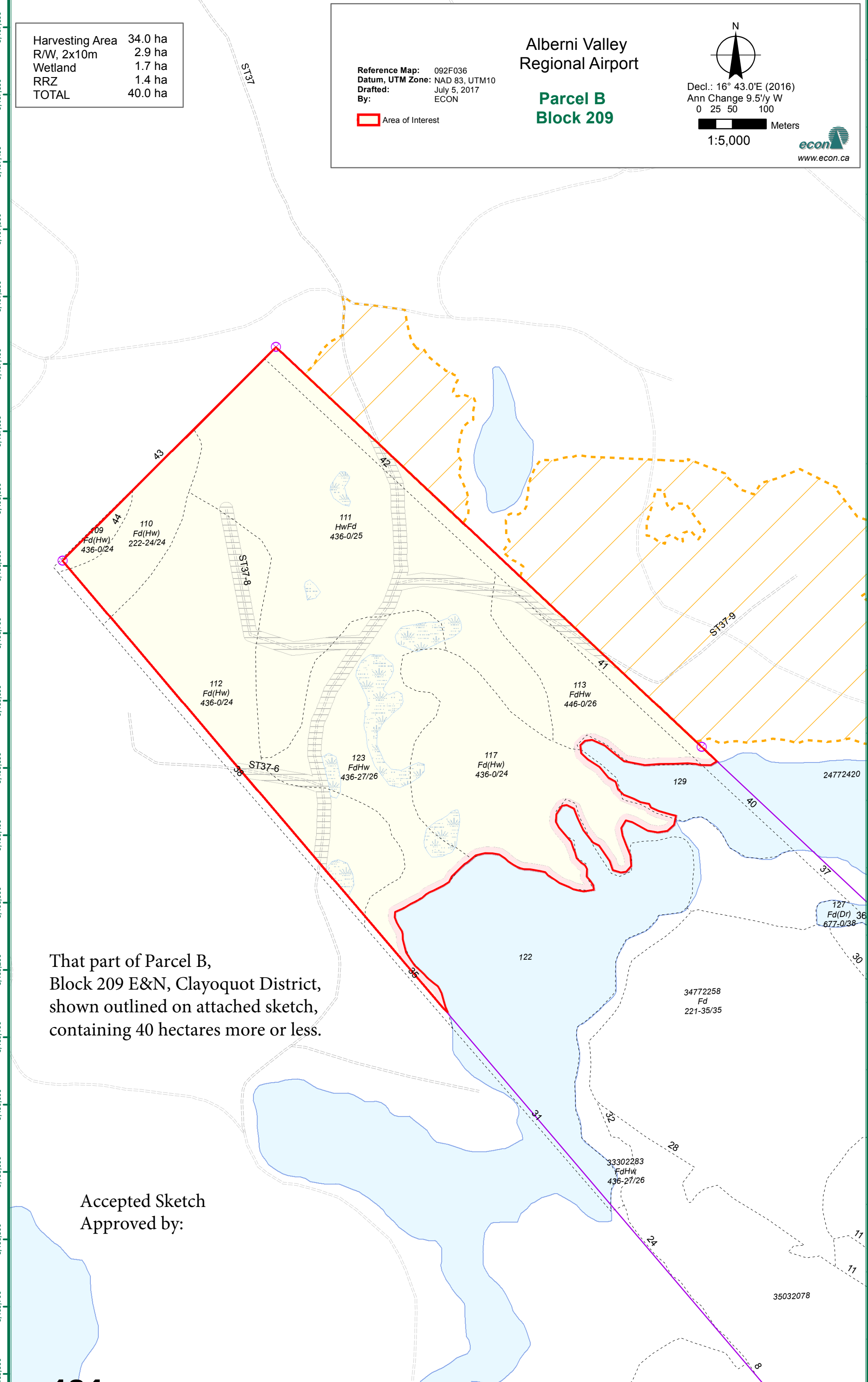
Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



There will be no increased demand on fire protection services, health facilities or emergency services arising from the project. There are no services on site. The tenure holder will have in place a fire response plan and have all necessary fire equipment on site as required. Contractors will be BC Safe Certified and registered with Worksafe BC. There will be no impact or increased demand on local services.

END O F FORM

357,700 357,800 357,900 358,000 358,100 358,200 358,300 358,400 358,500 358,600 358,700 5,467,600 358,800 358,900



Harvesting Area	34.0 ha
R/W, 2x10m	2.9 ha
Wetland	1.7 ha
RRZ	1.4 ha
TOTAL	40.0 ha

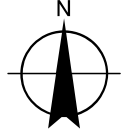
Alberni Valley Regional Airport

Parcel B Block 209


Reference Map: 092F036
 Datum, UTM Zone: NAD 83, UTM10
 Drafted: July 5, 2017
 By: ECON


Area of Interest

N



Decl.: 16° 43.0'E (2016)
 Ann Change 9.5'y W
 0 25 50 100

 Meters
 1:5,000


 www.econ.ca

That part of Parcel B,
 Block 209 E&N, Clayoquot District,
 shown outlined on attached sketch,
 containing 40 hectares more or less.

Accepted Sketch
 Approved by:

357,700 357,800 357,900 358,000 358,100 358,200 358,300 358,400 358,500 358,600 358,700 358,800



TO: ACRD Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: October 5, 2017

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

2016 Total	2017 Total	APPLICATION
9	8	Rezoning
30	17	Development Permit and Development Variance Permit
10	5	Subdivisions
3	1	Agricultural Land Reserve
0	1	Board of Variance
5	7	Crown Leases
23	26	Bylaw Enforcement
21	16	Miscellaneous
101	80	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the focus of the department, bylaw enforcement has been particularly busy

Staff continue to be involved with the ACRD Agricultural Development Committee.

Family Farms Day was held in September.

ACRD building inspectors are still providing some support for the Tofino inspector.

Working with West Coast Aquatic on a National Disaster Mitigation Program grant application for flood mapping in the Somass system. The grant application was submitted in August.

Public meeting to gather public feed back on short term vacation rentals are being held this month at Sproat Lake, Bamfield, and South Long Beach.

Mike Irg, MCIP, RPP
Manager of Planning and Development

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 2017**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	142,556	1	100,000					2	242,556
Mobile Homes									1	155,000			1	155,000
Multi-Family													0	0
Adds&Rens			1	94,015			1	16,450					2	110,465
Commercial													0	0
Institutional													0	0
Industrial			1	74,697			1	131,203					2	205,900
Miscellenaous							3	31,117	3	29,251	2	150,625	8	210,993
Totals	0	0	2	168,712	1	142,556	6	278,770	4	184,251	2	150,625	15	924,914

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 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	11	3,663,100	11	3,128,142	4	981,806	29	8,263,306
Mobile Homes	0	0	0	0	0	0	3	122,917	2	156,000	0	0	5	278,917
Multi-Family	0	0	0	0	0	0	3	1,018,803	0	0	0	0	3	1,018,803
Adds&Rens	0	0	1	94,015	0	0	6	231,329	2	40,000	1	1,925	10	367,269
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	3	137,869	0	0	0	0	0	0	0	0	0	0	3	137,869
Industrial	0	0	1	74,697	0	0	1	131,203	0	0	2	23,602	4	229,502
Miscellenaous	2	2,000	0	0	3	55,228	12	369,069	11	373,100	3	161,926	31	961,323
Totals	5	139,869	3	516,414	5	197,784	36	5,536,422	26	3,697,242	10	1,169,258	85	11,256,989

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		4	1	3	2	10	25

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	62	9,017,232	82	10,545,063					
2015	69	5,637,817	89	8,577,170					
2014	63	5,868,428	73	7,121,200					
2013	64	6,566,579	81	8,208,948					
2012	73	6,839,690	92	9,011,700					
2011	102	8,156,498	120	9,221,498					
2010	134	20,139,833	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



MEMORANDUM

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Date: October 2, 2017
Subject: Finance Department Staff Report

In addition to the day-to-day activities, the finance department has been working on the following in August and September:

- Alberni Valley Regional Airport – summary report for expansion project including status of airport and work still to be completed. Continue to pursue further funding opportunities including additional grants and internal borrowing.
- Bamfield Water System – calculated rate increases required to support the additional operating costs that will result from the installation of the water treatment plant.
 - Developed prepayment of debt option timeline for consideration of the Bamfield Water Committee.
- Cherry Creek Waterworks District – drafted a contribution agreement with the District for the Community Works Funding that the ACRD is providing the CCWW for water system upgrades.
- Developed an Asset Management Implementation Coordinator position on a 1-year project term. The closing date for applications was October 6, 2017.
- Continue to work with new CAO, Douglas Holmes, to help inform him of ACRD services, budgets, projects and processes.
- Emergency Planning – worked with CAO and Manager of Administrative Services to determine options for replacing the Emergency Planning and Fire Services Coordinator.
- Tricia Bryant has returned to work on October 2nd after being on maternity leave, welcome back Tricia! This return means that Elisa Haase, who has been filling in for Tricia in her absence, will be leaving us shortly. We will all miss having Elisa in the office and wish her the best in her future endeavours!

Submitted by:

Teri Fong, CPA, CGA, Manager of Finance



MEMORANDUM

To: Board of Directors
From: Environmental Services Department
Meeting Date: October 11, 2017
Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for September, 2017.

Long Beach Airport

- Advertised a Notice of Disposition for Lots C, D and J at LBA. One request received for Lot C. Working on lease document to be prepare after recommendation from the West Coast Committee.
- Entered in to an Agreement on Procedural/Operation Arrangements (APOA) with NavCanada.
- Assist DND C130 search and rescue exercises at CYAZ
- Weed control oversite
- Water system support weather station shut off replacement
- Review storage areas for Parks Canada bio pile and transverse trail fibre
- Mower blade replacement, Schulte bat wing deck
- Transport Canada PVI results and SMS manual review
- Fire Department Automatic aid exercise carried out with Tofino and Ucluelet Sept 12
- BC aviation Council WM Templeton award issued for the CYAZ Medium intensity landing light system. Video montage developed for the award ceremony Oct 25th
- Hydrant serving carried out by Corix
- Water system review with Keith Looker BCWS
- Transport Canada PVI corrective action response

AVRA

- Entered into 3-year lease with Northern Lights Aviation for Hangar lease lot.
- Subdivision lease for Coulson work continues.
- Coulson License of Occupation extended while long term lease process continues.
- Field review with biologist for fall and winter site preparations
- Communication with SD 70 regarding Christmas Tree Lease area.
- SD 70 access road awarded to Coastal Bridge Construction and completed on Oct 3
- NW road construction oversite, spoils pile, Culvert placement, peat bog and biologist review.
- GPS design contract awarded to Direct Approach Consulting
- Coulson lease lot development area fly spreading of gravels completed Sept 15

- AVRA runway strip hydro seeding completed Sept 28th
- Conducted a runway lighting system test program. 3 relays to be changed
- Hydrant serving carried out by Corix
- Review SNC Lavalin OLS approach scenarios for GPS approach

West Coast Landfill

- Mail out to all West Coast Business regarding the cardboard disposal ban and tipping fee changes.
- Annual report completed and submitted to the Ministry of Environment and review will be brought to a future West Committee meeting.
- Illegal dumping signage to address Toquaht Nation areas of concern within the lands surrounding Salmon Beach, West Coast Assistant to install in key areas.
- Worked with Surf rider on Flores Island marine debris clean-up request.

Alberni Valley Landfill

- Preparation for Tseshaht/ACRD Working Group meeting.
- Soil acceptance procedures with McGill Engineering and landfill contractor.
- Gypsum Board shipments to the New West recycling facility – asbestos found in load, staff reviewed practices with contractor and further communications required to assist public in processes.

Salmon Beach

- Reviewing the Maintenance contract for the pump and haul service and minor maintenance within the Salmon Beach community, RFP to follow.
- Reviewing Internal and external road contracts, RFP to follow.
- Reviewing the Septic field maintenance contracts for service, tender to follow.

Millstream Water

- Review water system emergency contact information.
- Work on employee procedures for the system oversight.

Beaver Creek Water

- Conducted interviews for Maintenance Technician Lead Hand (Water) position.
- Two new service installations.
- Reviewed request for waterline extension with recommendation from the engineer related to Maple Road property.
- Traves Road water line extension to construction permit.
- Popular Road service line change.

Bamfield Waste

- Conference call with representatives of CIPP, Bamfield Marine Science Center, Huu-ay-aht First Nation and ACRD staff regarding sharing solid waste and recycling collection in Bamfield.
- Removed vegetation surrounding the fence of transfer station to prevent wildlife from using it to assist in entering the site and repaired fence to ensure a secure site.

Bamfield Water

- Evaluated Bamfield Water Treatment facility tenders received and working towards awarding of contract to be presented at October 11 Board Meeting.
- Met with contract forestry staff from Huu-ay-aht First Nation regarding operations in the Sugsaw Lake Watershed.
- Reviewed additional requests to the engineer, MOTI and other professional related to the water treatment plant tender.

Log Train Trail

- Completed Log Train Trail construction project between Desmond Rd and McLean Mill, including installations of culverts, grading, ditching, grass seeding, and tree planting.
- Trail inspection with SCM Risk Management Services.

Alberni Inlet Trail

- Met with volunteer group to choose locations for interpretive signs

DL 105

- Field reviewed roads
- Requested province install 'Report all Poachers & Polluters' sign near DL 105 to prevent illegal dumping.

Cherry Creek Community Park

- Final report submitted to BikeBC for Cherry Creek and Moore Road trail.
- Reviewed extension along Moore Road with McGill Engineering and Area Director, site visits and considerations for the tender that Cherry Creek Water District undertook for the watermain upgrade on Moore Road.

General

- Met with BC Timber Sales to review their Annual Operating Plan with Directors Cote and Wyton.
- Reopened access to Log Train Trail, Alberni Inlet Trail, and Mt. Arrowsmith Regional Park.
- Evergreen Park issues – trimming service requirements and the request from horse community to improve the park and consider in the 2018 budget.
- Woodstove exchange grant submission for 2018.
- Air Quality committee support for the Vancouver Foundation Grant & coordinator search.

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

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
ADMINISTRATION							
1.	July 10/15	Develop: Long term plan for reconciliation	All	Y/N	Reconciliation Comm.	2017	Chair to develop a strategy with the Board. ACRD was successful with their C2C Forum funding application.
2.	May 27/15	Assessment: Tseshaht First Nation water system expansion to Bell & Stuart roads	D	Y/Y	Andrew	Sept. 2017	System supply and demand analysis underway.
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Andrew/ Heather	Ongoing	Working Group met August 16 th , next meeting Oct. 10
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.	May 24/17	Work: with the City of Port Alberni and the Cherry Creek Fire Department on a new Automatic Mutual Aid Agreement and bring back for consideration by the Board	AV	Y/Y	Wendy	Aug. 2017	Oct. 11/17 BOD Meeting
6.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All		Wendy	Fall 2017	
7.	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		Doug	Nov. 2017	Oct. 11/17 meeting with Fire Chiefs to gain input
8.	July 26/17	Explore: options for future delivery of Emergency Coordinator services	All		Doug	Nov. 2017	Currently gathering input

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		with the Alberni Valley and report to the AV Committee.					
9.	Aug. 23/17	Letter: to the participating areas to gain consent to the Board adopting the amending bylaw E1056-1 West Coast Multiplex Service Area Amendment, 2017	WC		Wendy	Sept. 2017	In Progress
10.	Aug. 23/17	Letter: to the Prime Minister of Canada thanking him for taking the time to meet with local government and First Nations officials during his recent trip to the west coast	WC		Wendy	Sept. 2017	
11.	Aug. 23/17	Letter: to Gord Johns, MP thanking him for assisting in arranging the meetings with the Prime Minister	WC		Wendy	Sept. 2017	
12.	Sept. 13/17	Letter: send a letter of support for Bill C-352 Federal Legislation to protect our coasts.	ALL		Wendy	Oct. 2017	
13.	Sept. 13/17	Apply: for \$67,500.00 through the Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan Update Grant Program to update the ACRD Community Wildfire Protection Plan for the Alberni Valley and Bamfield area.	AV Bamfield		Wendy	Oct. 2017	Submitted Oct. 4/17
FINANCE							
14.	May 24/17	Investigate: How other regional districts fund their invasive plant management strategy programs and	All	Y/N	Teri	Oct 2017	In progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		provide options to the Board for consideration.					
15.	June 14/17	Draft: a cooperation agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for sharing information on Cherry Creek Water infrastructure upgrades	F	Y/Y	Teri	Spring 2018	
16.	June 14/17	Use the Beaver Creek Water System Infrastructure Assessment (2017) report information to design the Asset Management plan for the service area	E		Teri	Winter 2017	
17.	July 26/17	Investigate: if Ingenious Software is being used by the SLVFD and report back to the board.	D		Teri	Sept. 13/17	Oct. 11/17 BOD Meeting
18.	Aug. 23/17	Proceed with the hiring of an Asset Management Implementation Coordinator for a 12 month term.			Teri		In progress Posting closed Oct. 6/17
19.	Sept. 13/17	Prepare: 2018 property tax exemption bylaw for the Long Beach Recreation Cooperative and the Alberni Valley Golf Club for consideration by the Board.			Teri		Oct. 11/17 BOD Meeting
20.	Sept. 13/17	Develop: an internal borrowing policy to allow for the borrowing of funds from another ACRD capital reserve fund			Teri	Spring 2018	
ENVIRONMENTAL SERVICES							
21.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation,	A	Y/N	Andrew/ Heather	Dec 2017	In Progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Min. FLNRO to meet & discuss watershed management in the interests of water quality					
22.	Sept. 21/16	Proceed with RFP's to lease a 2-acre section of land at Long Beach Airport, corner of Lysander & Airport Road	West Coast	Y/Y	Andrew/Janice		In progress No responses from process
23.	Mar. 22/17	Prepare: Aircraft Operating Procedures for AVRA.			Mark/Janice		In progress Summer/Fall 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.			Andrew		Awaiting next round of applications
26.	Aug. 23/17	Letter to BC Parks concerning the poor condition of the boat ramp at Sproat Lake Provincial Park and request they repair the dock	D		Janice		BC Parks response received
27.	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.			Mark/Janice		In Progress
28.	Sept. 13/17	Prepare for signatures: a Service Agreement with Direct Approach Consulting for a 4-year ongoing maintenance component under the "Designated Sponsor" requirements of Nav Canada for \$5,500.00.			Mark/Janice		In Progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
PLANNING							
29.	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
30.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	Sept. 2017	Part of OCP amendments
31.	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		October 2017
32.	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.
33.	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
34.	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
35.	June 28/17	Extend: Coulson's Licence of Use for 6 months for a sum of \$10.00.			Mike		Done

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 5, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
36.	Sept. 13/17	Letter: to Catalyst Paper requesting they manage the Sproat River Weir by removing the weir plates this fall and they replace them in the spring and clean up the debris around the weir.	D		Mike		Done
37.	Sept. 13/17	Advise: Ashley Hawks-Ireland of her appointment to the Long Beach Advisory Planning Commission from September 2017 to May 2019	C		Charity		Done

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



MEMORANDUM

To: Board of Directors

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

Date: October 5, 2017

Subject: Ingenious Software

In 2016, the Bamfield, Sproat Lake, Beaver Creek and Tofino fire departments made a decision to use Fire Pro by Ingenious Software as a records management tool for their reporting, personnel documentation and other clerical functions. At the July 26, 2017 Board of Directors meeting the semi-annual maintenance payment was reviewed as part of the Finance Warrant and it was suggested that staff ensure the departments were still utilizing the software.

The volunteer fire department chiefs have been contacted and both Sproat Lake and Tofino have switched to a different records management software. An adjustment has been made to May 2017 invoice and future invoices will be shared between the Bamfield and Beaver Creek departments as they are continuing to use the software.

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

From: Heather Mink Zuvich [<mailto:HMinkZuvich@virl.bc.ca>]

Sent: Saturday, September 16, 2017 2:37 PM

To: Aaron Stone - Town of Ladysmith (astone@ladysmith.ca) <astone@ladysmith.ca>; Alice Finall - District of North Saanich <afinall@northsaanich.ca>; Alison Sayers - Central Coast Regional District (asayers@ccrd-bc.ca) <asayers@ccrd-bc.ca>; Andrew Hory - Mount Waddington Regional District (ahory@rdmw.bc.ca) <ahory@rdmw.bc.ca>; Andrew Merilees - Village of Masset <andrewm@mhtv.ca>; Andy Adams - City of Campbell River (mayor.adams@campbellriver.ca) <mayor.adams@campbellriver.ca>; Barbara Desjardins - Capital Regional District (crdchair@crd.bc.ca) <crdchair@crd.bc.ca>; Barry Pages - North Coast Regional District (bpages@mhtv.ca) <bpages@mhtv.ca>; Bill McKay - City of Nanaimo <bill.mckay@nanaimo.ca>; Brad Unger - Village of Gold River (grbunger@conumacable.com) <grbunger@conumacable.com>; Bruce Jolliffe - Comox Valley Regional District <bjolliffe@comoxvalleyrd.ca>; Colin Haime - District of Lantzville (mayor.haime@lantzville.ca) <mayor.haime@lantzville.ca>; Dianne St. Jacques <dstjacques@ucluelet.ca>; Donnie Cox (adminzeb@recn.ca) <adminzeb@recn.ca>; Duncan Council <council@duncan.ca>; Greg Martin - Queen Charlotte (mayor@queencharlotte.ca) <mayor@queencharlotte.ca>; Hank Bood - District of Port Hardy <hbood@porthardy.ca>; Jan Allen - Village of Port Alice (mayor@portalice.ca) <mayor@portalice.ca>; John Jack <jjack@acrd.bc.ca>; John MacDonald - Strathcona Regional District (administration@strathconard.ca) <administration@strathconard.ca>; John MacDonald - Village of Sayward <westie@saywardvalley.net>; Jon Lefebure - Cowichan Valley Regional District (chairperson@cvrd.bc.ca) <chairperson@cvrd.bc.ca>; Jon Lefebure - Municipality of North Cowichan (mayor@northcowichan.ca) <mayor@northcowichan.ca>; Josie Osborne <osborne@tofino.ca>; Jude Schooner - Village of Tahsis <mayor@villageoftahsis.com>; Larry Jangula - City of Courtenay (ljangula@courtenay.ca) <ljangula@courtenay.ca>; Leslie Baird - Village of Cumberland (Mayor.Baird@cumberland.ca) <Mayor.Baird@cumberland.ca>; Maja Tait - District of Sooke <mtait@sooke.ca>; Marc Lefebvre - City of Parksville (mayor@parksville.ca) <mayor@parksville.ca>; Mike Ruttan <mike_ruttan@portalberni.ca>; Patrick Brabazon - Powell River Regional District (brabazon@shaw.ca) <brabazon@shaw.ca>; Paul Ives - Town of Comox (pives@comox.ca) <pives@comox.ca>; Phil Kent - City of Duncan (mayor@duncan.ca) <mayor@duncan.ca>; Ross Forrest - Town of Lake Cowichan (rforrest@lakecowichan.ca) <rforrest@lakecowichan.ca>; Shirley Ackland - Town of Port McNeill (MayorAckland@portmceill.ca) <MayorAckland@portmceill.ca>; Steve Price - Town of Sidney (slprice@sidney.ca) <slprice@sidney.ca>; Teunis Westbroek - Town of Qualicum Beach (mayor@qualicumbeach.com) <mayor@qualicumbeach.com>; Urs Thomas - Village of Port Clements (urs.thomas@portclements.ca) <urs.thomas@portclements.ca>; Wendy Thomson <wthomson@acrd.bc.ca>; William Veenhof - Nanaimo Regional District (corpsrv@rdn.bc.ca) <corpsrv@rdn.bc.ca>
Cc: Barry Avis (bavis@qualicumbeach.com) <bavis@qualicumbeach.com>
Subject: Vancouver Island Regional Library 2018-2022 Adopted Financial Plan

Good Afternoon,

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find attached important information regarding the recently adopted 2018 – 2022 Financial Plan: Looking to the Future. This information can also be found at www.virl.bc.ca/about-us/reports-and-plans.

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2018. The Financial Plan and supporting information (which includes an "At a Glance" sheet, [informative](#)

[video](#) and press release) provides you with the necessary details to address questions that may arise in your community.

The Board has adopted a balanced budget of \$36,487,912 for 2018. Municipal and rural levies will contribute \$22,092,086 to the library budget, an average increase of 3.98% or a per capita increase of \$1.19. The weighted vote amongst Trustees was 100% in favor of the budget.

By adopting this Budget, the Board continues to support our Strategic Plan: Your Voice, Your Library. The 2018 Budget underscores our commitment to investing in facilities as per the [Consolidated Facilities Master Plan](#); to developing innovative programming, collections, and resources; to investing in digital technologies and innovations; and to committing to reconciliation with Indigenous Peoples. With the lowest increase in four of the past five years, the 2018 Budget positions VIRL well for the future.

Our goal as a Board is to deliver leading library services in a fiscally responsible manner. This commitment to financial sustainability and quality service delivery for our communities underpins the entire **2018 – 2022 Financial Plan**.

Sincerely,
Barry Avis

Heather Mink Zuvich
Executive Assistant

Sent on behalf of Barry Avis, Board Chair, Vancouver Island Regional Library



VANCOUVER ISLAND REGIONAL LIBRARY

Administration

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Nanaimo, BC V9R 5N3

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Library Board Adopts Balanced 2018 Budget

NANAIMO, September 16, 2017 – The Vancouver Island Regional Library (VIRL) Board of Trustees is looking to the future with its adopted [2018 – 2022 Financial Plan](#). At the September 16 meeting, the Board adopted a balanced budget of \$36,487,912 for 2018. Highlights of the adopted 2018 Budget include:

- Continuing to invest in facilities as per the [Consolidated Facilities Master Plan](#)
- Investing in innovative programming, collections, and resources
- Investing in digital technologies and innovations
- Committing to reconciliation with Indigenous Peoples

“The 2018 Budget ensures that VIRL will evolve and expand to meet the diverse needs of the communities we serve,” says VIRL’s Director of Finance, Joel Adams. “It anchors us firmly as we continue our transition into a library system of the 21st century.”

As a part of the budget, municipal and rural levies will contribute \$22,092,086 to the library budget, an overall increase of 3.98% or a per capita increase of \$1.19. The weighted vote at the Board meeting was 100% in favour of the budget.

The remainder of the budgeted revenues are derived from overdue and other fees, and investment income.

“Our goal as a Board is to deliver leading library services in a fiscally responsible manner,” says VIRL’s Board Chair, Barry Avis. “With the lowest increase in four of the past five years, the 2018 Budget continues to balance these priorities and positions us well for the future.”

For more information about the 2018 – 2022 Financial Plan, visit virl.bc.ca/reports-and-plans. To watch a video about the budget and the 2018 – 2022 Financial Plan, [click here](#).

An infographic about the 2018 – 2022 budget is available [here](#).

###

For more information:

David Carson
Divisional Manager, Corporate Communications and Strategic Initiatives
250-327-3651
dcarson@virl.bc.ca



2018 BUDGET

2018

2018 BUDGET: "LOOKING TO THE FUTURE"

- The 2018 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board's 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the priorities of today with the long-term visioning that will guide us forward;
- The Budget addresses the challenges of meeting our service standards and the needs of our communities, as well as the need to maintain our facilities in a sustainable manner;
- 2018 represents the 8th year of a 15-year program developed under the Consolidated Facilities Master Plan to fund the rejuvenation and the long term sustainability of our facilities;
- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2018 Budget continues to build on core values and business practices, with consensus and cooperation, to move the Strategic Plan forward.

ABOUT THE BOARD OF TRUSTEES

- The Board of Trustees govern the library system in accordance with the Library Act and consists of representatives appointed from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves more than 430,000 people in 39 branch libraries, a virtual branch and books-by-mail service;
- The fifth largest library system in British Columbia circulating over five-million items including books, magazines, CD's and DVD's, employing over 390 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

2018 BUDGET

AT A GLANCE:
LEVY INCREASE

CORE SERVICES

1.67%

NEW BUDGET REQUESTS

1.09%

FACILITIES MASTER PLAN

1.22%

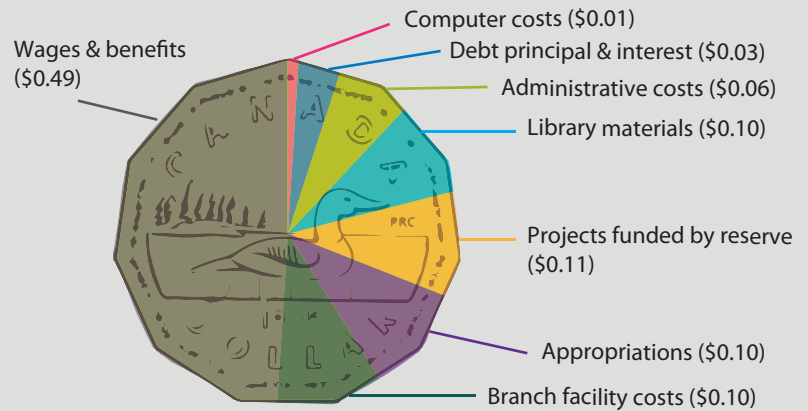
TOTAL AVERAGE INCREASE

3.98%

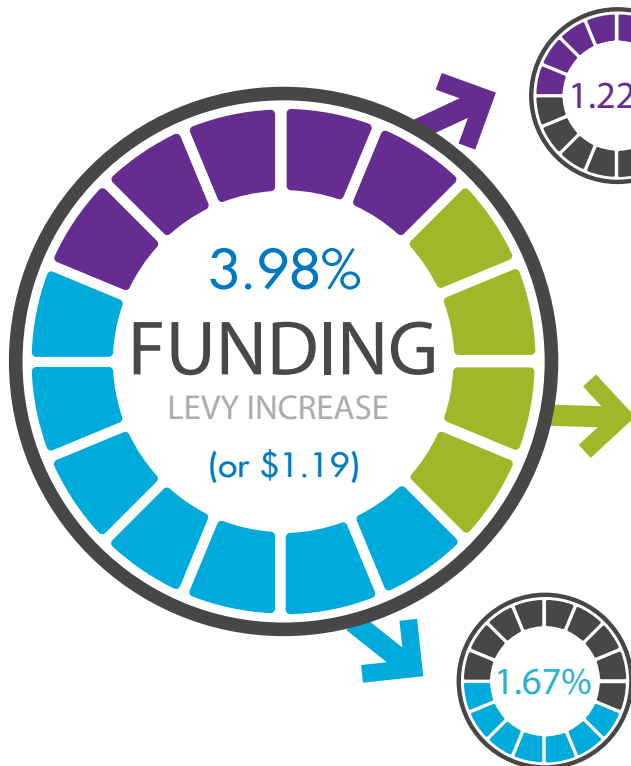
BUDGET BREAKDOWN

1 AVERAGE PER CAPITA INCREASE \$1.19

2 HOW YOUR \$1.00 IS SPENT



3 This Year's INCREASE: 3.98%



CONSOLIDATED FACILITIES MASTER PLAN

Facilities maintenance
Furniture, fixtures and equipment

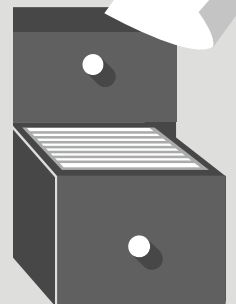
NEW BUDGET REQUESTS

Innovation Incubator
Indigenous Voices Initiatives
VIRL Trainer
Advocacy, Partnerships and Promotion

NET OPERATIONS

TOTAL VISITORS TO VIRL* IN 2017...

2.6 million



*in-branch & online

Historical Notes: Alberni & Port Alberni, 1967

In recognition of the fiftieth anniversary of the 1967 amalgamation of the Cities of Alberni and Port Alberni, the Alberni Valley Museum, on the recommendation of the Alberni Valley Heritage Commission, has prepared these *Historical Notes*. They are for presentation at Port Alberni City Council meetings during the months of September and October, in the lead-up to the actual amalgamation date of October 28.

These notes offer a snapshot of what was going on fifty years ago as the Twin Cities prepared for amalgamation in 1967. The information comes from 1967 editions of the *West Coast Advocate* and the *Twin Cities Times*, as well as other documents from the Alberni District Historical Society Community Archives.

For the September 5, 2017 Council Meeting

In early September 1967, Alberni and Port Alberni were gearing up to celebrate the coming amalgamation, as well as Canada's Centennial. The Centennial-Amalgamation Committee, which included representatives from both city councils, the Parks & Recreation Commission, and the community at large, was in charge of preparing for and promoting the festivities. At the Fall Fair, which took place from September 7-9, the committee had a booth dedicated to informing citizens on "progress being made through the city, and on amalgamation." Fall fair attendance set a record that year, with 9,842 tickets sold, plus "thousands of schoolchildren and others with passes" who attended.

In honour of the amalgamation of the Albernis and Canada's centennial, several new public buildings were built or under construction. By September, Echo Centre (as yet unnamed) was almost ready to open after many months of work. Parks and Recreation was calling for applications for full- and part-time swimming instructors and lifeguards, preparing for the opening of the new pool.

In other local news, a 47lb 12oz Tye salmon won the open derby hosted by the Alberni Valley Tye Club at the Port Alberni Marina on Monday, September 4, 1967. The "MB Hoot n' Toot" featuring Keith Rodgers and Jack Whittall had its first show on CJAV on Thursday, September 7, 1967. It was advertised as an "all-new, all-different radio program ... dedicated to Macmillan Bloedel employees and their families, neighbours, friends and relations," reflecting how central the company was in the Twin Cities.

Historical Notes: Alberni & Port Alberni, 1967

In recognition of the fiftieth anniversary of the 1967 amalgamation of the Cities of Alberni and Port Alberni, the Alberni Valley Museum, on the recommendation of the Alberni Valley Heritage Commission, has prepared these *Historical Notes*. They are for presentation at Port Alberni City Council meetings during the months of September and October, in the lead-up to the actual amalgamation date of October 28.

These notes offer a snapshot of what was going on fifty years ago as the Twin Cities prepared for amalgamation in 1967. The information comes from 1967 editions of the *West Coast Advocate* and the *Twin Cities Times*, as well as other documents from the Alberni District Historical Society Community Archives.

For the September 18, 2017 Council Meeting

An ad appeared in the *West Coast Advocate* on September 21, 1967, announcing a contest to name the new community activity centre. It invited children to submit their suggestions, with a \$100 prize offered for the winning name.

At the September 12 Alberni City Council meeting, it was announced that \$7,500 was to be set aside for amalgamation week celebrations. Alberni would contribute \$2,000 and Port Alberni would contribute the rest. There was some resistance to celebrating the amalgamation. The next day, in a letter to the *Twin Cities Times*, John Grieve wrote: "Now is the time for the taxpayers of each City to demand that this measure, which would add neither self-respect nor pride to either City be forgotten forever. Be it remembered that when the vote was taken upon the subject of amalgamation, many citizens were not in favour of the measure."

In other news from fifty years ago, the Taylor Arm fire, which had been burning since August 16th, was nearly fully extinguished. It had been the driest summer since 1900, with record-setting high temperatures in July and August, contributing to the fire. It had been fought with two Martin Mars water bombers, three helicopters, an air tanker from Abbotsford, and ground crews. A heavy rain on September 1st helped in finally controlling the fire.