



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 25, 2017, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – October 11, 2017	5-19
<i>THAT the minutes of the Board of Directors meeting held on October 11, 2017 be adopted.</i>	
b. West Coast Committee Meeting – October 4, 2017	20-23
<i>THAT the minutes of the West Coast Committee meeting held on October 4, 2017 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Presentation: Charity Hallberg Dodds, Planning Assistant, 10 Years of Service	
b. Inspector Brian Hunter, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for July – September, 2017.	24-26
c. Mr. Steve Gray, regarding Rezoning Application # RD17006, 10437 Lakeshore Road, Klehkoot Marina.	
d. Mr. Craig Casavant, regarding Rezoning Application # RD17006, 10437 Lakeshore Road, Klehkoot Marina.	

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR BOUNDARY EXTENSION** **27-28**
City of Port Alberni, October 17, 2017, Request from Property Owner of Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan VIP52692 (3376 Johnston Road); and Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road) to be included within City Boundaries.

Possible Motion:

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

7. CORRESPONDENCE FOR INFORMATION

- a. **MINISTRY OF AGRICULTURE** **29**
Appointment to Alberni-Clayoquot Regional District Fisheries Resource Committee
- b. **E-COM 9-1-1** **30-33**
Update of all Telephone and Mobile Wireless Companies Networks
- c. **GOVERNMENT OF CANADA** **34-37**
Ocean Protection Plan in British Columbia Engagement Session

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **38-43**
Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017 - Adoption

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

- b. **REQUEST FOR DECISION** **44-57**
Board Strategy Session – December 2017

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

- c. **REQUEST FOR DECISION** **58-75**

Conflict of Interest & Legal Advice for Conflict of Interest Policies

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

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

9. PLANNING MATTERS

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|--|--------------|
| a. | Staff Action Items Report – October 19, 2017 | 76-84 |
| b. | Meeting Schedule – November 2017 | 85 |

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

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

THAT the Board of Directors receives the Member Reports.

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

14. **IN CAMERA**

Motion to close the meeting to the public as per section

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

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

16. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, November 8, 2017, 1:30 PM
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 11, 2017

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)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Marilyn McEwen, Councillor, (Alternate), District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Dianne St. Jacques, Mayor, District of Ucluelet
Tony Bennett, Director, Electoral Area "C" (Long Beach)
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Cote

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

6.b - Correspondence dated October 5, 2017 forwarded from Chris Alemany, Councillor, City of Port Alberni from Erik Krogh, Vancouver

Island University (VIU) requesting a letter of support and a commitment to consider funding of \$7,000.00 for VIU Applied Environmental Research Laboratories for a research project entitled "Regional Air Quality Mapping Pilot Project.

CARRIED

3. DECLARATIONS

Director Banton declared a conflict of interest with respect to item 8 c. of the agenda - Automatic Aid Agreement – City of Port Alberni, Alberni-Clayoquot Regional District and Cherry Creek Waterworks District.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 13, 2017

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on September 13, 2017 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – September 19, 2017

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the minutes of the Electoral Area Directors Committee meeting held on September 19, 2017 be adopted as amended.

CARRIED

c. Alberni Valley & Bamfield Services Committee Meeting – September 19, 2017

MOVED: Director Banton

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on September 19, 2017 be adopted.

CARRIED

d. Appointment of Fire Chiefs Committee Meeting – September 20, 2017

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Appointment of Fire Chiefs Committee meeting held on September 20, 2017 be adopted.

CARRIED

e. Bamfield Water Committee Meeting – October 2, 2017

MOVED: Director Wyton

SECONDED: Director Cote

THAT the minutes of the Bamfield Water Committee meeting held on October 2, 2017 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Deborah Philipp, Terry Ketler regarding Short Term Vacation Rentals at Sproat Lake.

Mr. Terry Ketler introduced his wife Deboah Philipp and presented concerns with respect to short term vacation rentals at Sproat Lake. He requested the ACRD Board of Directors to budget for enforcement of existing bylaws.

MOVED: Director McLeman

SECONDED: Director Ruttan

THAT Regional District staff be instructed to submit a report to the Board on options for addressing short term vacation rentals for consideration by the Board at the November 22nd meeting.

CARRIED

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated October 5, 2017 from the District of Tofino inviting the Alberni-Clayoquot Regional District to participate in the District of Tofino's 2018 Official Community Plan Process.

MOVED: Director Cote

SECONDED: Director Ruttan

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

CARRIED

- b. **Late Item – Correspondence dated October 5, 2017 referred from Chris Alemany, Councillor, City of Port Alberni from Mr. Erik Krogh , VIU requesting a letter of support and a commitment to consider funding of \$7,000.00 for VIU Applied Environmental Research Laboratories for a research project entitled “Regional Air Quality Mapping Pilot Project.**

MOVED: Director Jack
SECONDED: Director Banton

THAT Mr. Krogh be invited to address the ACRD Board of Directors.

CARRIED

Mr. Krogh provided an overview of the Regional Air Quality Mapping Pilot project being undertaken by VIU. He requested a letter of support from the ACRD Board of Directors indicating commitment to consider \$7,000 in funding for the research project.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the ACRD Board of Directors refer the request for support from Vancouver Island University for the Regional Air Quality Mapping Pilot project to the Air Quality Council requesting input on the benefits to the region from this project.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **TERRY SHANNON**
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**
Tourism Vancouver Island To Develop New Tourism Investment Attraction Tools
- c. **YOUTH PARLIAMENT OF BRITISH COLUMBIA ALUMNI SOCIETY**
Youth Parliament Session – December 27-31, 2017
- d. **BC PARKS, MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY WEST COAST REGION**
Sproat Lake Boat Launch
- e. **HONOURABLE MARK GARNEAU, MINISTER OF TRANSPORT**
Divestiture of the Bamfield West Public Port Facility, Bamfield, BC

MOVED: Director Cote
SECONDED: Director Wyton

THAT the ACRD Board of Directors write back to Mr. Michael Grandbois, BC Parks requesting they reconsider repairs to the boat launch at Sproat Lake including possible liability issues.

CARRIED

*MOVED: Director Wyton
SECONDED: Director McEwen*

THAT the ACRD Board of Directors respond to the Minister of Transportation, acknowledging their letter dated September 29, 2017 regarding divestiture of the Bamfield West Public Port Facility and request the Regional District be a conduit for local community engagement with respect to divestiture of the Bamfield dock and that Regional District staff be directed to appropriate staff within the Ministry to ensure this takes place.

CARRIED

*MOVED: Director Kokura
SECONDED: Director McNabb*

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.

*MOVED: Director Osborne
SECONDED: Director Banton*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.

CARRIED

*MOVED: Director Osborne
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.

CARRIED

MOVED: Director Cote

SECONDED: Director Wyton

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.

CARRIED

*MOVED: Director Banton
SECONDED: Director McNabb*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017.

CARRIED

b. Request for Decision regarding Policy, Procedures, Job Descriptions & Qualifications – Alberni-Clayoquot Regional District Volunteer Fire Departments.

*MOVED: Director McNabb
SECONDED: Director Cote*

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*

CARRIED

c. Request for Decision regarding Automatic Aid Agreement – City of Port Alberni, Alberni-Clayoquot Regional District and Cherry Creek Waterworks District.

Director Banton left the meeting at 2:48 pm due to conflict of interest.

*MOVED: Director McNabb
SECONDED: Director Kokura*

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.

CARRIED

Director Banton re-entered the meeting at 2:53 pm.

d. Request for Decision regarding Finance Warrant No. 581.

MOVED: Director McNabb

SECONDED: Director Johnsen

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

CARRIED

e. Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption.

MOVED: Director Banton

SECONDED: Director Ruttan

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

CARRIED

MOVED: Director Banton

SECONDED: Director Ruttan

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

CARRIED

MOVED: Director Banton

SECONDED: Director Ruttan

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

CARRIED

MOVED: Director Banton

SECONDED: Director Ruttan

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

CARRIED

f. Request for Decision regarding Coulson Airplane Land Lease – Alberni Valley Regional Airport.

MOVED: Director McLeman

SECONDED: Director Kokura

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.

CARRIED

g. Request for Decision regarding Alberni Valley Regional Airport – Request for Community Works Funding.

MOVED: Director McNabb

SECONDED: Director Cote

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.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

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.

CARRIED

h. Request for Decision regarding Community/Institutional Crown Land Application for a Portion of District Lot 950. Clayoquot District – Sproat Lake.

MOVED: Director Cote

SECONDED: Director Kokura

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.

CARRIED

i. Request for Decision regarding Telus Lease Renewal – Long Beach Airport.

MOVED: Director Osborne
SECONDED: Director Ruttan

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).

CARRIED

j. Request for Decision regarding Lease Lot C – Blue Heron Aviation Service.

MOVED: Director Osborne
SECONDED: Director Cootes

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.

CARRIED

k. Request for Decision regarding Long Term Leases at Long Beach Airport.

MOVED: Director Johnsen
SECONDED: Director Cote

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.

CARRIED

l. Request for Decision regarding Bamfield Water System – Community Works Funding.

MOVED: Director McNabb
SECONDED: Director McEwen

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.

*MOVED: Director Cote
SECONDED: Director Kokura*

THAT the above recommendation be postponed until after the next Electoral Area Directors meeting.

DEFEATED

the main motion was;

CARRIED

*MOVED: Director Wyton
SECONDED: Director Osborne*

THAT the ACRD Board of Directors forward a letter to the Federation of Canadian Municipalities requesting support for the ability to stack grant funding for projects and use the Bamfield Water System treatment plant project as an example for the need to be able to stack funding programs.

CARRIED

m. Request for Decision regarding Bamfield Water System – Tender Award for the Bamfield Water Treatment Plant Construction.

*MOVED: Director Ruttan
SECONDED: Director Wyton*

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

n. Request for Decision regarding Cherry Creek Community Parks – Moore Road Trail Joint Project.

*MOVED: Director Banton
SECONDED: Director Ruttan*

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.

CARRIED

9. PLANNING MATTERS

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

MOVED: Director Cote
SECONDED: Director Banton

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

CARRIED

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

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors issue development variance permit DVE17009.

CARRIED

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

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Board of Directors receive the public meeting report.

CARRIED

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Board of Directors receive the public meeting minutes.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

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.

CARRIED

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

MOVED: Director Banton
SECONDED: Director Wyton

THAT the Board of Directors issue development variance permit DVF17008.

CARRIED

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

MOVED: Director McNabb
SECONDED: Director Cote

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 per 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.

CARRIED

MOVED: Director McLeman
SECONDED: Director Ruttan

THAT the ACRD Board of Directors request the Hupacasath First Nation to consider the Regional District's timeframe, operational and regulatory requirements for completion of the GPS approach project at the Alberni Valley Regional Airport and request they proceed with clearing at the Airport as soon as possible within the two year tenure term and advise the Ministry of Forests, Lands and Natural Resource operations of this request.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Planning and Development Report – October 5, 2017**
- b. Financial Department Report – October 2, 2017**
- c. Environmental Services Manager Report – October 11, 2017**
- d. Staff Action Items Report- October 5, 2017**

e. Ingenious Software Report – (T. Fong) – October 5, 2017

MOVED: Director Cote
SECONDED: Director Kokura

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

CARRIED

MOVED: Director Cote
SECONDED: Director McEwen

THAT the ACRD Board of Directors to contact the Department of Fisheries and Oceans and Ministry responsible for water informing that there is with a sweep on Sproat River with debris being deposited and if it sweep breaks this could possibly do damage downstream and advise the cost to remove the debris is approximately \$5,000.00.

CARRIED

10.2 COMMITTEE REPORTS

a. West Coast Committee Meeting – October 4, 2017 (verbal)

Director Osborne reported on the meeting. The Committee is working with staff at ACRD and professors at VIU on a survey for the proposed multiplex facility on the West Coast. The Committee discussed the West Coast Transportation project being undertaken on proposed transit service between Tofino and Ucluelet.

MOVED: Director McLeman
SECONDED: Director Ruttan

THAT this verbal report be received.

CARRIED

10.3 OTHER REPORTS

a. Vancouver Island Regional Library

- Adopted 2018 Budget Letter, News Release, Quick Reference (2018-2022 Financial Plan to be presented during 2018 budget discussions)

MOVED: Director McNabb
SECONDED: Director Banton

THAT the ACRD Board of Directors to refer the following for discussion and consideration by the Alberni Valley & Bamfield Services Committee at their next meeting: options for the delivery of adequate library services for the region.

CARRIED

b. Alberni Valley Heritage Commission

- Notes for September 5, 2017 City Council Meeting
- Notes for September 18, 2017 City Council Meeting

MOVED: Director McLeman

SECONDED: Director Osborne

THAT reports a-b be received.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

MOVED: Director Osborne

SECONDED: Director Jack

THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.

CARRIED

15. RECONVENE

The meeting was recessed at 4:28 pm.

The meeting was reconvened at 4:36 pm.

16. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director McLeman

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

- 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.*

CARRIED

The meeting was closed to the public at 4:36 pm.

The meeting was re-opened to the public at 4:42 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following recommendation was reported out in open meeting:

THAT the Board of Directors amend the monthly fee for the West Coast Recycling, Garbage Collection and Disposal Program contract: Garbage Collection - Curbside Collection Services: from \$8.20 to \$8.88, effective July 1, 2017.

18. ADJOURN

MOVED: Director McLeman

SECONDED: Director Kokura

THAT this meeting be adjourned at 4:42 pm

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

**MINUTES OF THE WEST COAST COMMITTEE MEETING
WEDNESDAY, OCTOBER 4, 2017, 1:00 PM
Toquaht Nation Administration Office, Duquah Conference Room,
1971 Peninsula Road, Ucluelet, BC**

- MEMBERS PRESENT:** Josie Osborne, Mayor, District of Tofino
Dianne St. Jacques (Chairperson), Mayor, District of Ucluelet
Kirsten Johnsen, Member of Council, Toquaht Nation
Karen Haugen, Superintendent, Pacific Rim National Park (non-voting)
Ted Adnitt, Tla-o-qui-aht First Nation (non-voting)
- REGRETS:** Tony Bennett, Director, Electoral Area "C" (Long Beach)
Alan McCarthy, Member of Legislature, Yuuʷuʷiʷatʰ Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Mark Fortune, Airport Superintendent
Janice Hill, Acting Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 pm.

The Chairperson recognized the meeting today being held in Yuuʷuʷiʷatʰ Government Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

a. West Coast Committee Meeting – June 14, 2017

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the minutes of the West Coast Committee Meeting held on June 14, 2017 be received.

CARRIED

4. DELEGATION

- a. **Pam Shaw, Professor, Geography, Director, Master of Community Planning Program, Sylvie Lafreniere, Professor, Sociology, Graham Sakaki, research and Community Engagement Coordinator, Vancouver Island University regarding West Coast Multiplex Survey (via teleconference).**

Pam Shaw reviewed paper and electronic survey responses, both in quality and volume submitted, the paper result were considered superior. Survey Monkey surveys have low participation and low quality data. The recommendation is a paper survey should be undertaken in order to get valid sampling results. VIU will provide draft surveys for review with associated costs.

5. REQUESTS FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION**

Re: Long Term leases at Long Beach Airport

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the West Coast Committee recommend 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.

CARRIED

- b. **REQUEST FOR DECISION**

Re: Telus Lease Renewal – Long Beach Airport

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the West Coast Committee recommend 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).

CARRIED

- c. **REQUEST FOR DECISION**

Re: Lease Lot C – Blue Heron Aviation Service

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the West Coast Committee recommend 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.

CARRIED

6. REPORTS

- a. Transportation Scope Setting Project – West Coast Communities (M. DeWitt)
- b. Pacific Rim National Park – Update on Traverse Trail (K. Haugen) - verbal
K. Haugen provided a verbal update on the Traverse Trail project. Clearing has resumed August 17. The cleared trees will be going to local First Nation communities. A mill will be brought in and some timber will be brought into the park to be used in the park. Access to Incinerator, Long Beach North and Wickaninnish Beach will be closed as the washrooms will be coming out and being replaced with new ones.
- c. Marine Debris Update – (A. McGifford) – verbal

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the West Coast Committee recommend that a request for reimbursement for the clean-up costs be sent to BC Parks and relevant federal ministries, Environment Canada, DFO and Transport Canada, and costs be reimbursed to the West Coast Committee communities who incurred the clean-up costs.

CARRIED

- d. Update on Long Beach Airport – (M. Fortune) – verbal
Mark Fortune provided a verbal update on the Long Beach Airport. The summer has been very busy. The landing lights system warranty is up end of September and there have been some operation failures. Replacement costs will become a line item in next year's budget. Staff are investigating applying for ACAP funding for a spreader.

ACAP Apron taxiway upgrades for airport have been applied for.
Future ACAP requests will include fencing for the airport lands.

OLS clearing has been taking place. Tetra Tech performed an evaluation of the airport and Transport Canada did an inspection.

- e. West Coast Project to Do List 2017 (T. Fong)

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the West Coast Committee receive reports a-e.

CARRIED

7. UNFINISHED BUSINESS

8. LATE BUSINESS

9. IN CAMERA

MOVED: Director Osborne

SECONDED: Director Johnsen

Motion to close the meeting to the public to 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 interests of the Regional District if they were held in public.

CARRIED

The meeting was closed to the public at 2:56

The meeting was opened to the public at 3:05

9. ADJOURN

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT this meeting be adjourned 3:05pm.

CARRIED

Certified Correct:

Dianne St. Jacques,
Chairperson

Douglas Holmes,
Chief Administrative Officer



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



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

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

- Officers received and responded to a total of 3,253 calls for service, 598 of these were in the Alberni-Clayoquot Regional District. Property Crime is down compared to last year.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, Marine, and Forestry).

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

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

Respectfully submitted,

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Alberni - Clayoquot Regional District Report

Port Alberni Rural	Q3 2017 (July-September)				
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<i>Calls for Service</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Total Calls for Service	507	531	478	544	598

<i>Occurrences by Crime Type</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Violent Crime	13	6	15	11	16
Property Crime	48	38	42	65	44
Other Criminal Code	12	10	14	17	23
Drug Offences	1	6	4	4	8
Total Criminal Code	74	60	75	97	91
Criminal Traffic	9	8	7	12	9

<i>Violent Crime</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Assaults	5	3	5	4	5
Assault weapon/bod harm	2	1	2	1	2
Harassment	2	1	2	3	4
Robbery	0	0	0	0	0
Sex Offences	0	0	2	0	3
Uttering Threats	2	1	1	3	1
Domestic Violence	2	0	3	1	3



<i>Property Crime</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Auto Theft	2	0	2	1	1
Bike Theft	3	2	0	0	2
Break and Enter - Business	0	0	1	5	2
Break and Enter - Residence	3	3	4	3	2
Break and Enter - Other	1	0	0	0	2
Mischief to Property	13	8	17	11	6
Theft	9	14	6	19	11
Possess Stolen Property	1	1	1	2	0
Shoplifting	3	5	0	0	0
Theft From Vehicle	7	4	6	13	5
Fraud	1	0	1	1	2

<i>Other Criminal Code</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Cause Disturbance	5	6	6	9	6
Breach of Probation	1	0	1	1	5
Breach of Bail	2	1	4	0	5

<i>Provincial Statutes</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Intoxicated in Public	3	6	3	2	7

<i>Collisions (Incl. Pedestrian)</i>	Q3 2013	Q3 2014	Q3 2015	Q3 2016	Q3 2017
Collision - Fatal	0	0	0	0	1
Collision - Injury	10	16	9	10	7
Collision - Damage	23	15	22	16	22



CITY OF PORT ALBERNI

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

Fax: 250-723-1003

File #6600-20

October 17, 2017

ATTENTION: Doug Holmes, CAO
Alberni-Clayoquot Regional District
3008 - 5th Avenue
Port Alberni BC V9Y 2E3

Dear Doug:

**Re: Proposed Municipal Boundary Extensions to Include
Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan
VIP52692 (3376 Johnston Road); and
Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road)**

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

The proponent is seeking access to full City services in order to develop the property. A map of the proposed boundary extension is attached.

Staff is required to forward a referral of the proposal to applicable agencies, document the input received and refer this information to the Ministry of Municipal Affairs and Housing.

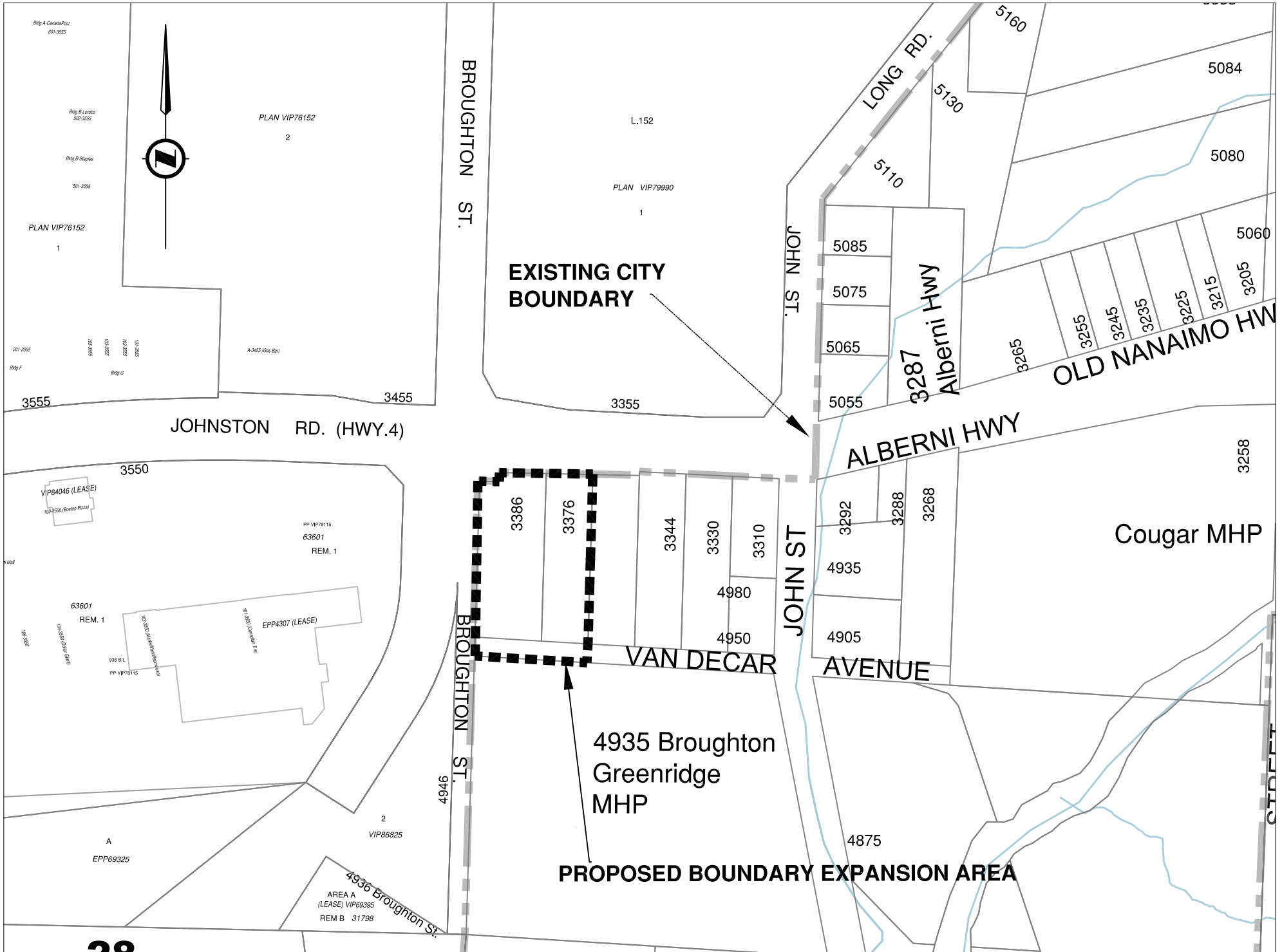
I would very much appreciate any comments the Board may have regarding this proposed boundary extension by October 31, 2017. Should you have any questions please do not hesitate to call.

Yours truly
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

Encs.

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



REC'D/RECEIVED
16 -10- 2017



OCT 06 2017

File: 0280-30
Ref: 186664

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

Dear Mr. Jack:

Thank you for your recent letter addressed to the Honourable Lana Popham, Minister of Agriculture regarding the importance of the fisheries sector in the Alberni-Clayoquot Regional District. As Assistant Deputy Minister I am pleased to respond on her behalf.

I can assure you the Ministry of Agriculture recognizes the value of the fisheries and aquaculture sectors throughout the province and, specifically, in the Alberni-Clayoquot Regional District; both for the socio-economic contributions and cultural linkages. We are continuing to work on existing seafood programs while working hard to secure additional resources for this sector.

I appreciate the invitation to have the Ministry of Agriculture participate in your Regional Fisheries Resource Committee. I am advised that staff have found it a useful forum for information exchange in the past. The Ministry has been through a period of re-staffing fisheries positions and has been challenged to engage in all of the key forums during recent times; however, I am pleased to accept your invitation and to advise that Mr. David Travia, Director, Intergovernmental Relations, Program Evaluation and BC Seafood Secretariat in the Corporate Governance, Policy and Legislation Branch will attend these meetings or designate appropriate staff based on agenda items.

Thank you for writing.

Sincerely,

James Mack
Assistant Deputy Minister

cc: David Travia, Ministry of Agriculture

October 5, 2017

Chair John Jack and Board of Directors
Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC
V9Y 2E3



Dear Chair Jack and Directors,

On June 1, 2017, the Canadian Radio-television and Telecommunications Commission (CRTC) directed all telephone and mobile wireless companies to update their networks in order to be ready to provide next-generation 9-1-1 (NG9-1-1) services by December 31, 2020. The decision also specified that Legacy 9-1-1 networks are to be decommissioned by June 30, 2023. A copy of the CRTC's news release is attached for your information.

As your 9-1-1 Public Safety Answer Point we write to you to today to advise that E-Comm has been a full participant in the CRTC consultations that have transpired since 2013 and culminated with the June 1, 2017 decision. We are pleased a timeline has been established for telephone and wireless companies to update their networks as E-Comm has long supported the modernization of the 9-1-1 lifeline to "next generation" technology because it will, among other things, provide new means of connecting British Columbians with emergency services in those cases where a phone call is just not possible. That will be to the benefit of public and first-responder safety. We look forward to working with B.C.'s 9-1-1 network provider, TELUS, as it develops this essential new infrastructure to enable text to 9-1-1 for the general public among other future enhancements.

Although we cannot set a target date at this time, once the new Internet-based networks are ready, E-Comm will move to implement the many aspects of Next Generation 9-1-1 within our service area as quickly as possible. We were the first centre in Canada to implement text with 9-1-1 for the deaf and speech impaired and we see moving to an IP-based infrastructure as a natural evolution. We have outstanding technical and operational staff to make this happen.

Because 9-1-1 service requires coordination between various agencies including TELUS, mobile wireless companies, provincial and municipal governments, emergency call centres and first responders, the CRTC has recommended that Public Safety Canada take a leadership role in establishing a national coordination body to assist with the transition to NG9-1-1. We were particularly pleased with this recommendation, as we believe this will

help with this major undertaking. Replacing the existing voice network, which is a proven life-saving service with many built-in redundancies, with new IP-based technology will take coordination and considerable effort.

The introduction of IP technology and specifically text capability, will not replace voice calls. In fact, it is our view that a voice call will always be the best way of communicating with 9-1-1 for its speed, accuracy and ability to provide personal connections between callers and call-takers. Voice calls also provide other elements such background noises, voice tone and other audible elements/clues that can be critical to the call-taker's assessment of an emergency. Text will be great in those cases where a call is just not possible, but we support the message **"call if you can, text if you can't."**

We will continue to keep you informed at the appropriate intervals on the progression of this important evolution, but in the meantime, would be pleased to answer any immediate questions you might have. Please contact Mike Webb, Vice-President of Technology Services at 604-215-5003.

Sincerely,

A handwritten signature in blue ink, appearing to read "Oliver Grüter-Andrew", with a long horizontal flourish extending to the right.

Oliver Grüter-Andrew
President & CEO

Attachment

The CRTC is creating a safer environment for Canadians by enabling access to enhanced and innovative 9-1-1 services

News Release

From Canadian Radio-television and Telecommunications Commission

June 1, 2017 – Ottawa-Gatineau – Canadian Radio-television and Telecommunications Commission (CRTC)

Today, the Canadian Radio-television and Telecommunications Commission (CRTC) directed all telephone and mobile wireless companies to update their networks in order to be ready to provide next-generation 9-1-1 (NG9-1-1) services.

NG9-1-1 services will provide Canadians with access to new and innovative emergency services and capabilities. These services are enabled by the prevalence of mobile devices and the evolution of telecommunications networks. The CRTC wants to ensure that Canada's 9-1-1 system takes advantage of these technological advancements to improve public safety.

The provision of 9-1-1 services throughout Canada is complex and requires coordination between various parties, including telephone and mobile wireless companies, provincial, territorial, and municipal governments, emergency call centres and emergency responders such as fire, police and paramedics. The CRTC is also recommending that Public Safety Canada take a leadership role in establishing a national coordination body, including emergency call centres and emergency responders, to assist with the transition to NG9-1-1. All of these organizations have a role to play to ensure the safety of Canadians.

The incumbent telephone companies will be responsible for the construction, operation, and maintenance of the NG9-1-1 networks, with CRTC oversight. The networks must be ready to provide NG9-1-1 voice services by June 30, 2020 and NG9-1-1 text messaging services by December 31, 2020. These services will be made available to Canadians as their local 9-1-1 call centres are in a position to offer them.

Quotes

“The safety of Canadians is largely dependent on timely and efficient access to emergency services. As new capabilities become available, we must ensure that Canada’s emergency system adapts. Many stakeholders need to combine their efforts to provide Canadians with an innovative and effective NG9-1-1 system.

We are asking Public Safety Canada to take on a leadership role in order to ensure that the multiple players that have a role to play work together efficiently. We have done our part to get the ball rolling. Provincial, territorial and municipal governments need to work with their regional emergency call centres and plan ahead for this important transition.”

- Jean-Pierre Blais, CRTC Chairman and CEO.

Quick Facts

- The CRTC regulates the telephone and mobile wireless companies that carry 9-1-1 calls to emergency call centres. Call centres and the emergency responders that they dispatch, such as fire, police, and ambulance, are under the jurisdiction of municipalities, provinces and territories.
- With NG9-1-1 services, Canadians could eventually stream video from an emergency incident, send photos of accident damage or a fleeing suspect, and send personal medical information, including accessibility needs, which could greatly aid emergency responders.
- The evolution to NG9-1-1 is expected to occur gradually over a number of years.
 - It will start with the CRTC and telephone companies collaborating to prepare the networks so that they are capable of carrying NG9-1-1 traffic to the emergency call centres.
 - The next step will be for provincial, territorial and municipal governments to work with their emergency call centres to get their operations ready for NG9-1-1 services.
- Text with 9-1-1 is already widely available to Canadians who are Deaf, hard of hearing or speech impaired throughout Canada.
- Text with 9-1-1 is not yet available to the general public. Text messages sent by the general public to “911” do not reach emergency services.



OCEANS PROTECTION PLAN PLAN DE PROTECTION DES OCÉANS

Good Day,

We are writing to provide you with information about the Government of Canada [Oceans Protection Plan](#), and invite you to participate in an introductory engagement session.

The Oceans Protection Plan is the largest investment ever made to protect Canada's coasts and waterways. This national strategy will help establish a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines for generations to come.

The Oceans Protection Plan has four main priority areas: increasing our capacity to prevent and improve responses to marine incidents; preserving and restoring marine ecosystems and habitats; strengthening partnerships with Indigenous and coastal communities; and, ensuring Canada's marine safety system is built on a stronger evidence base, supported by science and local knowledge.

The upcoming engagement session will provide an overview of the Oceans Protection Plan in British Columbia with a focus on the following initiatives:

- Enhanced Maritime Situational Awareness
- Proactive Vessel Management and Anchorages
- Coastal Environmental Baseline Program and Assessment of Marine Shipping Impacts
- *Pilotage Act* Review

Other initiatives may be added as well. A full-day session is being planned for **November 2, 2017**, in Vancouver. To register for the session please contact TC.OPPBCReg-PPOCBEreg.TC@tc.gc.ca by October 20th. Space may be limited. Additional details will be available in the coming weeks.

The fall introductory engagement session will be an opportunity to learn about the Oceans Protection Plan as a whole, as well as to hear about specific new marine initiatives and how you can be involved. Further information on Oceans Protection Plan engagement will be posted on <https://letstalktransportation.ca/OPP> as it becomes available.

We consider the participation and collaboration of Indigenous groups, local communities, and stakeholders such as non-governmental organizations and industry as essential to Oceans Protection Plan success. Funding opportunities are available to support participation in engagement activities, including through Transport Canada's Community Participation Funding Program (CPFP). More information on funding opportunities can be found on the CPFP website at:

<https://www.tc.gc.ca/eng/marinesafety/Applicants-Guide-4446.html>

We encourage those interested in the CPFP to apply as soon as possible.

If you have any questions or for more information, please contact Lorraine Gill, Manager, Engagement & Integration, at Lorraine.Gill@tc.gc.ca. We look forward to working with you as these Oceans Protection Plan initiatives move forward.

Sincerely,



Rebecca Reid
Regional Director General,
Fisheries and Oceans Canada
Pacific Region



Robert Dick
Assistant Deputy Minister,
Transport Canada
Pacific Region



Roger Girouard
Assistant Commissioner,
Canadian Coast Guard
Western Region



Caroline Caza
Regional Director General,
Environment and Climate Change Canada
West and North

OCEANS PROTECTION PLAN

Canada's coasts and waterways are an important facet of Canadian life and culture. They are a workplace for some, a playground for others, and a source of goods, inspiration and pride for us all. The Oceans Protection Plan is the largest investment ever made to protect Canada's coasts and waterways, while growing our economy. With this \$1.5 billion national Oceans Protection Plan, future generations will continue to enjoy and benefit from this iconic part of Canada's identity the way we do now.



OBJECTIVES

- Create a world-leading marine safety system that protects Canada's waters.
- Restore and protect marine ecosystems and habitats.
- Create stronger local emergency response capacity by establishing Indigenous partnerships and by engaging coastal communities.
- Invest in oil spill cleanup research and methods to ensure that decisions taken in emergencies are evidence based.

OPP ENGAGEMENT APPROACH

Partnership and collaboration are the foundation of the Government of Canada's actions to protect our coasts. We will partner with Indigenous and coastal communities and seek their advice in a number of areas concerning the Oceans Protection Plan. Our engagement will be locally coordinated, transparent, and collaborative. It will also support reconciliation with Indigenous peoples.

WHAT IT MEANS FOR THE PACIFIC COAST

Anticipated actions to be taken in the Pacific Region following engagement with Indigenous and coastal communities

- Regional response planning initiative in northern B.C.
- New Search and Rescue life boat stations in B.C., new environmental response equipment depot near Port Hardy.
- Funding to help restore coastal ecosystems.
- Canadian Hydrographic Service to chart high profile ports and near shore areas in B.C. and to enhance services related to tides and water levels.
- Improve high-resolution tides and current models.
- Enhancement of knowledge for science-based decision making in oil spill response operations.
- Modernization and expansion of 24/7 the Canadian Coast Guard emergency response capacity.
- Emergency tow capacity expansion in B.C. waters to help the Canadian Coast Guard and others respond to marine incidents.
- Marine mammal science funding, including research into the impacts of increased shipping on marine mammals and ecosystems.
- Funding program to support small vessel removal, vessel owner education, and research to improve vessel recycling options.
- E-navigation services for Kitimat, Port of Vancouver, and Fraser River Port.
- Collect environmental data on the northern B.C. coast.
- New RADAR stations in B.C.

FEDERAL GOVERNMENT AND PARTNERS



More information: www.canada.ca/protecting-our-coasts



OCEANS PROTECTION PLAN

PARTNERSHIPS AND ENGAGEMENT

- **Build Indigenous partnerships in the marine safety system;** create Indigenous Coast Guard Auxiliary in B.C. and the Arctic; introduce Indigenous incident command training.
- **Develop collaborative management frameworks** with the public, Indigenous peoples and stakeholders; increase participation of Indigenous peoples, communities and women.
- **Create national public forums** for Canadians to discuss shipping safety and environmental issues.

PRESERVING ECOSYSTEMS

- **Conserve or restore marine ecosystems,** including the Coastal Restoration Fund, Marine Mammal Response and Marine Protected Area Surveillance Program.
- **Mitigate risks of shipping on marine mammals and the environment,** including underwater noise; assess potential mitigation measures; marine environmental quality assessments.
- **Assess the impacts of marine shipping on the environment.** Baseline data collection and a national cumulative effects assessment framework to evaluate cumulative impacts of shipping in key ecosystems.
- **Address abandoned and wrecked vessels** through the implementation of a national strategy that focuses on prevention and cleanup, including new legislation, improved vessel owner identification, and the creation of owner-financed funds to pay for the cleanup of vessels in the long term.

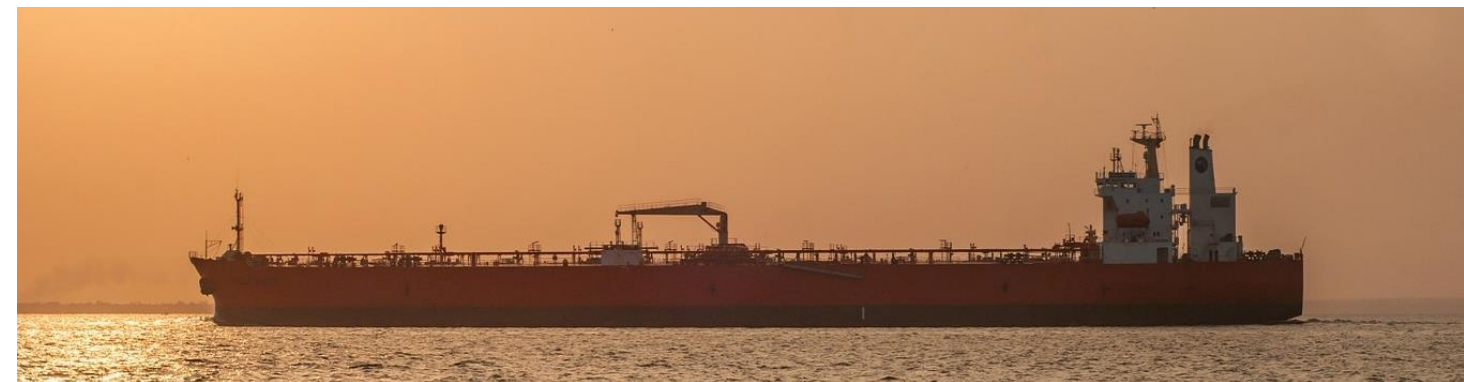
SCIENCE-BASED DECISION MAKING

- **Better understand oil spills in water.** Research how oil behaves in water; multi-partner research funding on oil-spill response technology; oil spill drift prediction.
- **Conduct research to improve measures for oil-spill response planning and clean-up.**
- **Baseline environmental data on the B.C. north coast.** Fill gaps in baseline environmental data to support emergency preparedness and response.



WORLD-LEADING MARINE SAFETY

- **Provide and share real-time marine traffic information** with local communities.
- **Collaborate on local marine traffic management,** including the establishment of speed restrictions, routing of ships, and areas to avoid.
- Formalize an ***Oil Tanker Moratorium Act*** for B.C.'s north coast.
- **Improve incident management toward seamless response** by using an incident command system; new mobile command posts; marine communications and traffic services delivery; and risk analysis of maritime search and rescue.
- **Develop response planning tailored to local needs,** with a regional response planning pilot for B.C.'s north coast.
- **Modernize legislation and regulations** to strengthen the polluter-pay principle by amending the Ship-Source Pollution Fund to include adequate compensation; amend the *Pilotage Act* and other shipping regulations.
- **Modernize hydrography and charting in key areas,** as well as near shore and high-priority ports.
- **Increase on-water presence and response capacity** by implementing Primary Environmental Response Teams; modernize the Canadian Coast Guard environmental response equipment.
- **Expand the role of the Canadian Coast Guard Auxiliary** to include emergency response training.
- **Invest in safety equipment and basic marine infrastructure** by including additional radar sites, new tow packages on Coast Guard vessels, and the leasing of towing vessels.
- Create a seasonal inshore **rescue boat station in the Arctic.**



More information: www.canada.ca/protecting-our-coasts



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: October 25, 2017

Subject: **Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017 – Adoption**

Recommendation:

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


Desired Outcome:

To amend the boundaries of the West Coast Multiplex Service area to include the Toquaht Nation.


Background:

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on August 23, 2017, considered the attached report and gave three readings to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017. This bylaw amends the boundaries of the West Coast Multiplex Service Area to include the Toquaht Nation.

Prior to the board adopting the bylaw, consent from at least 2/3 of the participants of the service area is required. All three of the participants of the service area (Tofino, Ucluelet and Long Beach) have consented to adoption of the Bylaw.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: August 23, 2017
Subject: West Coast Multiplex - Boundary Extension Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1056-1, West Coast Multiplex Service Area Amendment, 2017.

Desired Outcome:

To amend the boundaries of the West Coast Multiplex Service area to include the Toquaht Nation.

Background:

In December 2012, the ACRD Board of Directors established the West Coast Multiplex Service by bylaw (E1056) in order to operate and maintain a multiplex facility on the west coast. The first phase is a proposed arena is to be built on the Long Beach Airport Lands. The capital costs of the arena are to be paid by the West Coast Multiplex Society through fundraising (private donations and government grants). Currently, the participants of the service are the District of Ucluelet, District of Tofino and Electoral Area "C" (Long Beach).

In January 2017, the ACRD Board of Directors invited the Toquaht Nation and Yuułuʔiłʔatḥ First Nation to consider joining the West Coast Multiplex Service. The Toquaht Nation advised the Regional District in February 2017 they would join the West Coast Multiplex service (attached). The Yuułuʔiłʔatḥ Government is considering joining the service in the future.

Attached for consideration of three readings by the ACRD Board of Directors is Bylaw E1056-1, amending the boundaries of the West Coast Multiplex service area to include the Toquaht Nation. Another amending bylaw may be considered by the Board at a later date to include the Yuułuʔiłʔatḥ Government if they chose to join the service.

Prior to adopting Bylaw E1056-1, consent of at least 2/3 of the participants of the service area will be required.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected officials time required.

Financial:

The cost for the provision of this service are borne by the service area participants. The apportionment of cost will be expanded to include Toquaht Nation as a participant.

Policy or Legislation:

The *Local Government Act, Community Charter and the Maa-nulth First Nations Final Agreement* apply.

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

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1056-1

A bylaw to amend the boundaries of the West Coast Multiplex Service Area

WHEREAS the Board of the Alberni-Clayoquot Regional District established, by bylaw, the West Coast Multiplex Service as defined in Bylaw E1056, *West Coast Multiplex Service Area Establishment, 2012*.

AND WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to extend the boundaries of the service area to include the Toquaht Nation.

AND WHEREAS the Toquaht Nation has requested, in writing, to join the West Coast Multiplex Service Area.

AND WHEREAS the participants of the service area have consented, in writing, to the adoption of this bylaw;

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

1. CITATION

This bylaw may be cited for all purposes as ***Bylaw E1056-1, "West Coast Multiplex Service Area Amendment, 2017***.

2. AMENDMENTS

Bylaw E1056, ***West Coast Multiplex Service Area Establishment, 2012*** is hereby amended as follows:

Section 3 – Boundaries

Replace Schedule "A" with the new Schedule "A" attached to and forming part of this Bylaw.

Section 4 – Participating Areas

The participants of the service established under this Bylaw shall be:

- Electoral Area "C" Long Beach
- District of Tofino
- District of Ucluelet
- Toquaht Nation

Read a first time this 23rd day of August , 2017.

Read a second time this 23rd day of August , 2017.

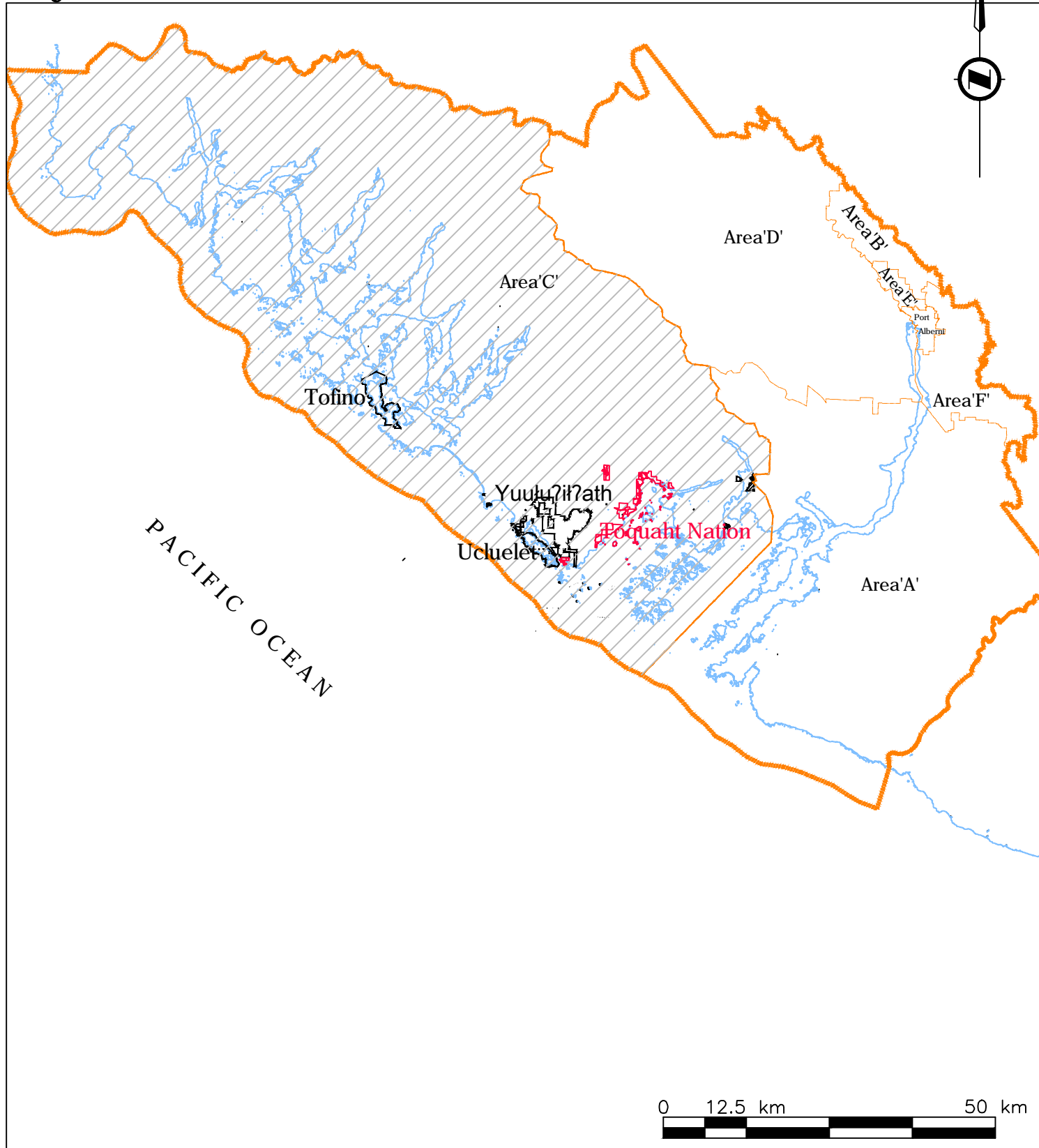
Read a third time this 23rd day of August , 2017.

Adopted this day of , 2017.

Chairperson

Manager of Administrative Services

Bylaw E1056-1 Schedule 'A'



West Coast Multiplex Service Area - Electoral Area 'C', District of Tofino, District of Ucluelet and Toquaht Nation.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Douglas Holmes, Chief Administrative Officer

Meeting Date: October 25, 2017

Subject: Board Strategy Session – December 2017

Recommendation:

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

Desired Outcome:

To conduct a Board Strategy Session to review and update the priorities set by the Board in December of 2016.

Background:

In December 2016, the Alberni-Clayoquot Regional District (ACRD) Board of Directors held a one-day strategy planning session facilitated by Alison Habkirk. The purpose of the session was to define the Board's priorities for the five year financial plan and to update the Board's priorities in the context of past objectives, current projects and resources in order to gain clear expectations and priorities in terms of competing projects and initiatives. The Board worked through a number of steps to clarify priorities for the remainder of their term and to give direction to staff. Attached is a copy of the report from the Board's December 2016 session.

Staff propose that a one-day strategic planning session be held in December to review and update the strategic plan. The following are possible dates for consideration of Directors: December 5th, 7th, 12th or 14th. Staff will work with the Chairperson to secure a facilitator who is familiar with the Regional District to lead the session.

The Board has hired a new Chief Administrative Officer in the latter part of 2017. Such a session would serve well to ensure the Board's priorities are well explored with and understood by staff who will soon be preparing the draft 2018-2022 Financial Plan for the Board's consideration. This may be of additional interest to the Board as it enters the last year of its term.

Time Requirements – Staff & Elected Officials:

Some staff time required to organize the session. Directors time to travel and participate in the one day session.

Financial:

Funded through General Government Services

Policy or Legislation:

Community Charter and Local Government Act applies.



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

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

Topic 1: Clear Board direction to staff

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

Board direction:

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

Topic 2: Management of unanticipated/unbudgeted requests?

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

Board direction:

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

Topic 3: Expectations for progress update communication

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

Board direction:

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

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

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

Board direction:

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

Topic 5: Board priorities, expectations & targets

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

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

Four categories of Initiatives:

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

Each initiative was assigned a priority as follows:

High priority – immediate priority – should be funded and resourced

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

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

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

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

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

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

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

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

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

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

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

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

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

Vision

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

Values

Directors will act with:

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

The regional government will be:

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

Services will be:

- Quality based
- Equitable
- Sustainable

Communities and their constituents will be:

- Healthy
- Safe

Core Services

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

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

Summary of Action Items previous Directors Strategic Planning Sessions

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



REQUEST FOR DECISION

To: Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: October 25, 2017
Subject: **Conflict of Interest & Legal Advice for Conflict of Interest Policies**

Recommendation:

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

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

Desired Outcome:

To establish guidelines for Alberni-Clayoquot Regional District (ACRD) Board, Committee and Commission members to assist them to fulfill their obligations regarding conflict of interest and to provide funds to pay for a legal opinion for ACRD Directors in matters relating to a potential conflict.

Background:

It is common for those serving publicly to have other roles in the community. Some of these roles and relationships can result in a conflict of interest for matters being brought before the ACRD Board, its committees or commissions. It is important to recognize that there is nothing improper if a member is in a conflict of interest situation so long as that member conducts himself or herself appropriately in relation to the matter that gives rise to the conflict of interest.

In order to maintain impeccable governance of and strong public confidence in the Alberni-Clayoquot Regional District, staff have developed policies to assist the Board in meeting its obligations regarding conflict of interest.

The ACRD's lawyer provided advice to staff on the draft policies which are presented for consideration by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Staff resources will be required to support the member through the process.

Financial:

If adopted, funds to be budgeted through general government services.

Policy or Legislation:

Community Charter and Regulations thereto applies.

Submitted by: _____

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer



Alberni-Clayoquot Regional District

CONFLICT OF INTEREST

Policy Issued by: Board of Directors
Date Adopted: XXXX
Date(s) Amended:

1.0 PURPOSE

In order to maintain impeccable governance of and strong public confidence in the Alberni-Clayoquot Regional District, persons elected to office and serving on Board appointed committees and commissions must be free of conflict and from personal interest when carrying out their duties and exercising their authority.

This Policy is intended to establish guidelines to identify conflict of interest and potential conflict of interest for Members and to define responsibilities of and steps for Members and those supporting them in relation to conflict of interest.

The facts of each situation will be unique and will need to be considered when determining if a Member is in a conflict of interest situation. Accordingly, an overriding principle of this policy is that the Board approaches each situation openly, with a complete examination of the facts and without premature judgement, giving each Member support in making his or her own determination of conflict of interest.

It is important to recognize that there is nothing improper if a Member is in a conflict of interest situation so long as that Member conducts himself or herself appropriately in relation to the matter that gives rise to the conflict of interest.

2.0 POLICY

The Alberni-Clayoquot Regional District is committed to impeccable governance and stewardship that protects the interests of the ACRD and the communities it serves. Each Member commits to removing himself or herself from decisions or deliberations in which that Member has a conflict of interest.

This policy is not a substitute for qualified legal advice based upon a full examination of the facts and circumstances surrounding a matter.

2.1 APPLICATION

This policy applies every Member of the Board, committee or commission of the Board.

2.2 RESPONSIBILITY

Members are responsible to:

- Familiarize themselves with the legislation applicable to conflict of interest and this policy including the meaning and nature of conflict of interest and the actions to take in circumstances of conflict of interest;
- Not ignore/ leave unaddressed a violation (discussing, voting after declared conflict) by any Member; and
- Follow this policy and the provisions of the *Community Charter* and its regulations as they relate to conflict of interest.

The CAO is responsible to:

- Provide orientation to the Board in relation to conflict of interest;
- Bring attention to the Board Chair or Vice Chair any matters that may come to the attention of the CAO in relation to a potential conflict of interest for a Member; and
- Support the direction of the Board in relation to any conflict situation.

3.0 DEFINITIONS

The definitions related to Conflict of Interest contained in this policy are presented for convenience and general awareness only. They are not definitive and legal advice should be sought where appropriate. Members must be vigilant in familiarizing themselves with their obligations of office including relating to conflict of interest.

The Board: The Board of Directors of the Alberni-Clayoquot Regional District.

Member: A member of the ACRD Board or any of its Committees or Commissions.

Conflict of Interest: A conflict of interest is a situation in which an individual may have competing interests or loyalties. A conflict of interest will still exist where an outcome may affect (either negatively or positively) both interests.

Pecuniary Conflict of Interest: A conflict of interest in which the Board member has a direct or indirect financial interest in the matter.

Non-pecuniary Conflict of Interest: A type of interest that places the person in a conflict position without direct or indirect financial interest for the Member. This could include any benefit or detriment affecting relatives, close friends, or associates of a member who is in conflict. Examples may include a rezoning application by a relative or close personal friend or a competitor business to one operated by a relative or close friend.

Exemptions to a Conflict of Interest include:

- A pecuniary interest in common with electors of the municipality generally, also referred to as a “community of interest”. An example is a Board member who is a property owner and a ratepayer in a water system while voting on a water rates bylaw;
- The remuneration of elected officials;
- An interest so “remote or insignificant” that it “cannot reasonably be regarded as likely to influence the member;” and
- Any other exemption established by legislation, regulation or the common law.

4.0 PROCEDURES

- Each Member must evaluate a matter being considered by the Board or committee against his/her own interests to determine if a conflict of interest exists;
- A Member may approach the Chief Administrative Officer to discuss a matter in which s/he may be in a conflict of interest for the purposes of complying with this policy.

- Where a Member considers that he or she may be in a conflict of interest on a matter and wishes to determine if it is appropriate to participate, he or she should obtain a legal opinion either directly at his/her own cost or, for an ACRD Board Director, in accordance with the ACRD Board Policy on Legal Advice for Potential Conflict of Interest;

- Where a Member considers that he s/he may be in a conflict of interest on a matter and does not want to obtain a legal opinion, s/he should not participate in the matter;

- Where a Member considers that he s/he is in a conflict of interest, the Member must in accordance with Section 101 of the *Community Charter*:
 - declare that he or she is in a conflict of interest in the matter;
 - describe the general nature of conflict;
 - not take part in discussion relating to the matter nor vote on the matter;
 - immediately after declaring the conflict of interest, leave the meeting while the matter is being discussed;
 - not attempt to influence the vote on the matter; and
 - refrain from any discussions with other Members or with staff in any venue on the matter (before or after making formal declaration of the conflict of interest);
 - not re-engage in the matter in any way unless the Member, following legal advice, determines that he or she is not in conflict; and

- Before or after declaring a conflict of interest on a matter, in relation to that matter, the Member must obtain a legal opinion (at his or her own cost or in accordance with Appendix A of this Policy, if applicable) if he or she wishes to reverse a prior declaration of conflict of interest on a matter.

- Members are encouraged to engage one another directly in relation to possible conflicts of interest for matters going before the Board or committee.

- Members must respectfully inquire at a meeting of the Board or Committee if he or she believes another Member has a conflict of interest (and has not declared the conflict) regarding a matter being considered by the Board or one of its Committees;

5.0 REFERENCES / POLICY INTEGRATION

- Ministry of Community, Sport and Cultural Development, “Ethical Conduct”: http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/governance/ethical_conduct.htm and references therein.
- ACRD Board Policy on Legal Advice for Potential Conflict of Interest
- Part 4:Division 6 – Conflict of Interest of the *Community Charter* (attached for convenience, current as at 2017 October 20)
- Conflict of Interest Exceptions Regulation 91/2016 to the *Community Charter* (attached for convenience, current as at 2017 October 20)

COMMUNITY CHARTER

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COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2016 Bill 18, c. 5 amendments (effective March 10, 2016)]

Part 4: Division 6 Conflict of Interest**Disclosure of conflict**

- 100.** (1) This section applies to council members in relation to
- (a) council meetings,
 - (b) council committee meetings, and
 - (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].
- (4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may
- (a) return to the meeting or attend another meeting of the same body,
 - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
 - (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and
 - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
 - (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure

that the member is not present at any part of the meeting during which the matter is under consideration.

2003-26-100.

Restrictions on participation if in conflict

- (SUB)
May
29/14
- 101.** (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.
- (2) The council member must not
- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
 - (b) participate in any discussion of the matter at such a meeting,
 - (c) vote on a question in respect of the matter at such a meeting, or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.
- (3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-101; 2003-52-539; 2014-19-2.

Restrictions on inside influence

- (SUB)
May
29/14
- 102.** (1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken
- (a) at a meeting referred to in section 100 (1) [*disclosure of conflict*],
 - (b) by an officer or an employee of the municipality, or
 - (c) by a delegate under section 154 [*delegation of council authority*],
- if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.
- (2) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-102; 2003-52-539; 2014-19-3.

Restrictions on outside influence

- (SUB)
May
29/14
- 103.** (1) In addition to the restriction under section 102, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.
- (2) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-103; 2003-52-539; 2014-19-4.

Exceptions from conflict restrictions

- 104.** (1) Sections 100 to 103 do not apply if one or more of the following circumstances applies:
- (a) the pecuniary interest of the council member is a pecuniary interest in

- common with electors of the municipality generally;
 - (b) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;
 - (c) the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
 - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;
 - (e) the pecuniary interest is of a nature prescribed by regulation.
- (2) Despite sections 100 to 103, if a council member
- (a) has a legal right to be heard in respect of a matter or to make representations to council, and
 - (b) is restricted by one or more of those sections from exercising that right in relation to the matter,
- the council member may appoint another person as a representative to exercise the member's right on his or her behalf.
- 2003-26-104.

Restrictions on accepting gifts

105. (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.
- (2) Subsection (1) does not apply to
- (a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,
 - (b) compensation authorized by law, or
 - (c) a lawful contribution made to a member who is a candidate for election to a local government.
- (3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-105; 2003-52-539; 2014-19-5.

(SUB)
May
29/14

Disclosure of gifts

106. (1) This section applies if
- (a) a council member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds \$250 in value, or
 - (b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.
- (2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating
- (a) the nature of the gift or benefit,
 - (b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,
 - (c) when it was received, and
 - (d) the circumstances under which it was given and accepted.
- (3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in

(SUB)
May
29/14

judgment made in good faith.
2003-26-106; 2003-52-539, 540; 2014-19-6.

Disclosure of contracts with council members and former council members

- (SUB)
May
29/14
- 107.** (1) If a municipality enters into a contract in which
- (a) a council member, or
 - (b) a person who was a council member at any time during the previous 6 months,
- has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.
- (2) In addition to the obligation under section 100 [*disclosure of conflict*], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.
- (3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-107; 2003-52-539; 2014-19-7.

Restrictions on use of insider information

- (SUB)
May
29/14
- 108.** (1) A council member or former council member must not use information or a record that
- (a) was obtained in the performance of the member's office, and
 - (b) is not available to the general public,
- for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.
- (2) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.
- 2003-26-108; 2003-52-539; 2014-19-8.

(ADD) Disqualification from office for contravening conflict rules

May
29/14

- 108.1** A person disqualified from holding office under this Division is disqualified from holding office
- (a) on a local government,
 - (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*, or
 - (c) as a trustee under the *Islands Trust Act*
- until the next general local election.
- 2014-19-9.

Court order for person to give up financial gain

- 109.** (1) If a council member or former council member has
- (a) contravened this Division, and
 - (b) realized financial gain in relation to that contravention,
- the municipality or an elector may apply to the Supreme Court for an order under

this section.

- (2) Within 7 days after the petition commencing an application under this section is filed, it must be served on
 - (a) the council member or former council member, and
 - (b) in the case of an application brought by an elector, the municipality.
- (3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.
- (4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Supreme Court Civil Rules.
- (5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

2003-26-109; 2010-6-97 (Sch. 7).

(AM)
Jul
01/10

CONFLICT OF INTEREST EXCEPTIONS REGULATION 91/2016

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Definitions

1. In this regulation:

"Act" means the *Community Charter*;

"council representative" means a member of a municipal council appointed by that council to the board of an entity;

"entity" means any of the following:

- (a) a society or extraprovincial society;
- (b) a corporation, other than a society or extraprovincial society, incorporated by a public authority, that provides a service to the following:
 - (i) a municipality of which a council member is appointed to the board of the corporation;
 - (ii) a regional district of which a regional district director is appointed to the board of the corporation;
 - (iii) a greater board of which a board member is appointed to the board of the corporation;
 - (iv) the Islands Trust of which an Islands Trust trustee is appointed to the board of the corporation;

"extraprovincial society" has the same meaning as in the *Society Act*;

"governing body" means any of the following:

- (a) the council of a municipality;
- (b) the board of a regional district;
- (c) the board of a greater board;
- (d) the trust council;

"greater board representative" means a member of a board of a greater board appointed by that board to the board of an entity;

"Islands Trust representative" means an Islands Trust trustee appointed by the trust council to the board of an entity;

"Islands Trust trustee" means a local trustee or a municipal trustee within the meaning of the *Islands Trust Act*;

"regional district director" means a director in relation to a regional district within the meaning of the *Local Government Act*;

"regional district representative" means a regional district director appointed by the board of a regional district to the board of an entity;

"representative" means any of the following:

- (a) a council representative;
- (b) a regional district representative;
- (c) a greater board representative;
- (d) an Islands Trust representative;

"society" has the same meaning as in the *Society Act*;

"specified interest" means any of the following:

- (a) an expenditure of public funds to or on behalf of an entity;

- (b) an advantage, benefit, grant or other form of assistance to or on behalf of an entity;
- (c) an acquisition or disposition of an interest or right in real or personal property that results in an advantage, benefit or disadvantage to or on behalf of an entity;
- (d) an agreement respecting a matter described in paragraphs (a), (b) or (c).

Nature of pecuniary interest

- 2.** For the purposes of section 104 (1) (e) [*exceptions from conflict restrictions*] of the Act, a pecuniary interest in relation to a representative in the nature of a specified interest that arises as a result of
- (a) the representative being appointed by a governing body to the board of the entity, and
 - (b) the representative
 - (i) attending any part of a meeting during which the specified interest is under consideration by the following:
 - (A) the governing body;
 - (B) a committee of the governing body;
 - (C) any other body referred to in section 93 [*application of rules to other bodies*] of the Act,
 - (ii) participating in any discussion of the specified interest at such a meeting, or
 - (iii) voting on a question in respect of the specified interest at such a meeting
- is prescribed.



Alberni-Clayoquot Regional District

LEGAL ADVICE FOR POTENTIAL CONFLICT OF INTEREST

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

This policy is intended to be used with ACRD Board Policy on Conflict of Interest.

In order to maintain impeccable governance of and strong public confidence in the Alberni-Clayoquot Regional District, persons elected to office and serving on Board appointed committees and commissions must be free of conflict and from personal interest when carrying out their duties and exercising their authority.

This Policy is intended to provide funds to pay for a legal opinion for an ACRD Board Director in matters being dealt with by the Board (or its committees or commissions) that is a potential Conflict of Interest for the Board Director. This policy is not intended to apply to non-elected members of ACRD committees or commissions.

The conditions and parameters outlining an ACRD Board Director’s access to this funding are as follows:

POLICY

Ref. No.	Condition/Parameter	Rationale
1.	Fees payable for legal opinions obtained on a matter that will potentially have a Board Director in conflict.	Board Members must avoid being in a conflict of interest on a matter being considered by the Board (or committee or commission) and should make that determination before voting on the matter. Alternatively, information may come to light to make a Board Director question if conflict exists, including after declaring conflict. Conflict of Interest can be a complex legal matter that requires a professional opinion to help resolve.
2.	Limitation of \$3,000 including taxes per Board Director per year. Amounts in excess of this would be decided upon by resolution of the Board.	Allows the Board to budget for the possible use of this policy in the appropriate service.

ACRD Board Policy on Legal Advice for Potential Conflict of Interest

Ref. No.	Condition/Parameter	Rationale
3.	Board Directors using this policy are encouraged to use lawyers who specialize in Local Government Law and are required to NOT use the ACRD's lawyers. (Staff can assist in locating firms who specialize.)	<p>The best and most cost-efficient opinions are likely to come from those who are expert in the field.</p> <p>The ACRD may have to get advice from its lawyers who have limitations in advising multiple parties on the same issue.</p>
4.	A Lawyer providing an opinion to a Board Director must confirm in writing that s/he has received a copy of this policy.	Gives the solicitors context and a correct understanding of who is their client and how the opinion will be used.
5.	Lawyer providing opinions to a Board Director at the cost of the ACRD in accordance with this policy must confirm in writing that s/he has received a copy of the fact pattern prepared or approved by the Chief Administrative Officer and has considered the fact pattern in providing an opinion to the Board Director.	A relevant opinion can only come from a complete understanding of the facts. The information provided by staff is most likely to be related to the nature of the decision in front of the Board (e.g. rezoning or permit application) but may include some information related to the circumstances surrounding the potential conflict. However, the Board Director would still be instructing the lawyer as his/her advisor.
6.	The Board may ask for a copy of the legal opinion but the opinion is the property of the Board Director seeking it and the Board Director may refuse to provide it and will still be eligible for payment/reimbursement under this policy.	The Board Director is ultimately responsible for assessing his/her potential conflict of interest. Further, the Board Director may have to subsequently rely on this opinion and therefore may not wish to waive solicitor-client privilege.
7.	The Board Director who receives the opinion must still make his/her own determination as to whether he or she is in a conflict of interest before participating on the matter.	The opinion is meant to assist the Board Director's judgement in his/her obligation to not participate in a matter while in a conflict of interest, not supplant it. Nor is the Board Director bound by the opinion.
8.	The Board Director who receives the opinion would have "custody" of the opinion for the purposes assessing is public or in-camera release including under the Freedom of Information and Protection of Privacy Act.	The intention is to protect solicitor-client privilege.
9.	The Board Director using this policy acknowledges that payments made under this policy may be a taxable benefit in the year that it is paid.	The tax treatment will depend upon the facts of each individual case. The ACRD, as the payer, would determine the tax treatment.

Ref. No.	Condition/Parameter	Rationale
10.	The Board Director using this policy acknowledges that payments made under this policy will be included in the list of disbursement prepared annually under the <i>Financial Disclosure Act</i> .	Fulfills a statutory requirement.
11.	The Board may seek its own legal opinion on the issue.	The fact that one Board Director has been advised on an issue does not prevent the need for the ACRD Board to be advised on the same issue (e.g. the Board could be seeking to answer broader questions).

PROCEDURE

The *Community Charter* requires that a Board Director has sole responsibility for assessing whether he or she is in a conflict of interest and for governing his or her conduct in accordance with that assessment of conflict. As part of that assessment, a Board Director who believes that he or she may be in a conflict of interest may approach the Chief Administrative Officer for the purposes of securing funding for a legal opinion within the parameters and limitations of this policy.

Role of Board Director Requesting the Opinion

- Submit request to Chief Administrative Officer (preferably, but not necessarily) before the matter giving rise to the potential conflict of interest is considered by the Board, committee or commission or before participating in any discussions on the matter.
- Inform the remainder of Board at the “In Camera” meeting (in accordance with Community Charter Section 90(1)(i)) directly after submitting the request.
- May ask the Chief Administrative Officer for a list of lawyers who specialize in local government law
- Submit this policy and the written fact pattern prepared by the Chief Administrative officer (or delegate) in consultation with the elected official to the lawyer who will provide the opinion.
- Submit to the Chief Administrative Officer the detailed lawyer’s bill for the opinion, accompanied with the lawyer’s confirmation that he/she has received this policy and the fact pattern as prepared by the Chief Administrative Officer or designate.

Role of the ACRD Board

- Use this policy in concert with the ACRD Conflict of Interest Policy and the *Community Charter* in fulfilling the duties of elected office, including making every effort to avoid participating in discussions (before, during or after meetings) or voting on issues in which

a Board Director may be in conflict.

Role of the Staff

At the request of a Board Director for funding in accordance with this policy:

- prepare a fact pattern in consultation with the Board Director on the issue that is a potential conflict of interest as identified by the Board Director that includes the nature of the matter that the Board will be considering, staff's understanding of the nature of the relationship between the parties involved (i.e. the Board and the applicant or contract party, etc.), and any other relevant factual information that staff possesses.
- assist the Board Director with selecting a lawyer, if requested.
- arrange for payments in accordance with this policy.

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 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	Oct. 2017	System supply and demand analysis underway.
3.	Sept. 16/15	Continue: Meeting with Tseshaht First Nation to discuss tenure at the AV Landfill	Alberni Valley	Y/Y	Andrew/ Heather	Ongoing	Working Group met August 16 th , and Oct. 10 th , next meeting Dec. 5 th
4.	Feb. 8/17	Provide: support to the first responder transportation issues in Bamfield	A	Y/N	Wendy	Sept. 2017	Ongoing – met BCEHS, options provided on training First Responders received & being reviewed
5.	June 28/17	Proceed: the formation of a working committee to explore an Alberni Valley Training Center concept.	All	Y/N	Fire Coordinator	Winter 2017	To proceed when new Fire Coordinator retained
6.	July 26/17	Explore: options for future delivery of Fire Coordinator services with the Alberni Valley Fire Departments and report to the AV Committee	All	Y/Y	Doug	Nov. 2017	Met Oct. 11/17 with most of the Fire Chiefs and Deputies to gain input – in progress
7.	July 26/17	Explore: options for future delivery of Emergency Coordinator services with the Alberni Valley and report to the AV Committee.	All		Doug	Nov. 2017	Currently gathering input
8.	Aug. 23/17	Letter: to the participating areas to gain consent to the Board adopting the amending bylaw E1056-1 West	WC		Wendy	Sept. 2017	Letters received - Bylaw for consideration of adoption Oct. 25 th Board

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Coast Multiplex Service Area Amendment, 2017					
9.	Oct. 11/17	Refer: Request for support from VIU for the Regional Air Quality Mapping Pilot project to the Air Quality Council requesting input on the project benefits to the region	All	N/N	Wendy	Oct. 2017	Referred to Air Quality Council for consideration at next meeting - Remove
10.	Oct. 11/17	Adopted: Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017 – This changes the inaugural meeting of the Board to the first meeting after November 1 st each year – prepare bylaw for signatures & update on website etc.	All	N/Y	Wendy	Oct. 2017	Done – Remove
11.	Oct. 11/17	Adopted: ACRD Volunteer Fire Departments: <ul style="list-style-type: none"> • Appointment of Fire Chiefs Policy and Procedures • Fire Chief Job Description • Deputy Fire Chief/Training Officer Job Description • Firefighter Qualifications Provide copies to the Fire Departments	A, D, E	N/Y	Wendy	Oct. 2017	Done – Remove
12.	Oct. 11/17	Automatic Aid Agreement: Approved by ACRD (AV Vol. Fire Depts), & Cherry Creek Waterworks District – Forwarded to approval by City of PA	D, E, F, CPA	N/Y	Wendy	Oct. 2017	Forwarded for consideration of endorsement by the City of Port Alberni – Oct. 23 rd Council meeting

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
13.	Oct. 11/17	Refer: Options for the delivery of adequate library services for the region	A, B, C, D, E, F	N/N	Wendy		Referred to the next Alberni Valley & Bamfield Services Committee meeting
FINANCE							
14.	May 24/17	Investigate: How other regional districts fund their invasive plant management strategy programs and provide options to the Board for consideration.	All	Y/N	Teri	Nov 2017	In progress
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/ Doug	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.	Aug. 23/17	Proceed with the hiring of an Asset Management Implementation Coordinator for a 12 month term.	All	Y/Y	Teri		In progress – interviews to be conducted shortly
18.	Sept. 13/17	Develop: internal borrowing policy to allow for the borrowing of funds from another ACRD capital reserve fund	All	N/Y	Teri	Spring 2018	
19.	Oct. 11/17	Adopted: Bylaw “2018 Tax Exemption Bylaw No. F1134 – Advise the Alberni and Long Beach Golf Club and BC Assessment	F, C	N/Y	Teri	Oct. 31/17	In progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
20.	Oct. 11/17	Letter: City of Port Alberni requesting the allocation of \$70,000 of Community Works Funding in 2018 to the Alberni Valley Regional Airport expansion project	AV	Y/Y	Teri	Oct. 31/17	
21.	Oct. 11/17	Allocate: Community Works Funding to the Alberni Valley Regional Airport expansion project from the following areas in 2018: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000	AV	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan
22.	Oct. 11/17	Allocate: \$400,000 of Community Works Funding to the Bamfield Water System for inclusion in the 2018-2022 Financial Plan	A	Y/Y	Teri	Spring 2018	During 2018 – 2022 Financial Plan
23.	Oct. 11/17	Letter: FCM requesting support for the ability to stack grant funding for projects and use the Bamfield Water System treatment plant project as an example for the need to be able to stack funding programs	All	N/y	Teri	Nov. 2017	
ENVIRONMENTAL SERVICES							
24.	May 11/16	Invite: Island Health, Island Timberlands, Huu-ay-aht First Nation, Min. FLNRO to meet & discuss watershed management in the interests of water quality	A	Y/N	Andrew/ Heather	Dec 2017	Scheduled for Oct. 20 th
25.	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

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
26.	Mar. 22/17	Prepare: Aircraft Operating Procedures for AVRA.			Mark/Janice		In progress Summer/Fall completion
27.	Mar. 22/17	Investigate: funding opportunities for the ACRD through the Rural Dividend Fund.	All		Janice	2017	Waiting for next intake to open
28.	July 12/17	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.	AV		Andrew		Awaiting next round of applications
29.	Sept. 13/17	Prepare for signatures: a Services Agreement with Direct Approach Consulting for the Design and submission to Nav Canada, the development of GPS approaches at the AVRA for the total budget of \$18,250.00.	AV		Mark/Janice		In Progress
30.	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.	AV		Mark/Janice		In Progress
31.	Oct. 11/17	Renew: Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing	C	N/Y	Andrew/Janice	Oct. 2017	In Progress
32.	Oct. 11/17	Lease Lot C – Blue Heron Aviation, Long Beach Airport – The Board of Directors approved entering into the long term lease up to 20 years with the subjects – Proceed with lease	C	N/Y	Andrew/Janice	Oct. 2017	In Progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
33.	Oct. 11/17	Investigate: establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and any costs incurred for site preparation be considered during 2018 budget discussions	C		Andrew/ Janice		
34.	Oct. 11/17	Award Contract: Bamfield Water Treatment Plant construction tender to Ridgeline Mechanical Ltd. in the amount of \$ 1,888,710.25 plus taxes	A	Y/Y	Andrew		In progress
35.	Oct. 11/17	Award Contract: Moore Road Trail extension – to Bowerman Excavating \$37,000.95 plus GST	F		Andrew		Done
36.	Oct. 11/17	Request: Hupacasath First Nation to consider the Regional District's timeframe, operational and regulatory requirements for completion of the GPS approach project at the AV Regional Airport & request they proceed with clearing at the Airport as soon as possible within the two year tenure term and advise the MFLNRO	AV		Heather		Done
37.	Oct. 11/17	Amend Contract: monthly fee for the West Coast Recycling, Garbage Collection and Disposal Program contract: Garbage Collection - Curbside Collection Services: from \$8.20 to \$8.88, effective July 1, 2017	WC		Andrew/ Janice		In progress
38.	Oct. 11/17	Write back to Mr. Michael Grandbois, BC Parks requesting they	D	N/Y	Andrew/ Janice	Nov. 2017	

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		reconsider repairs to the boat launch at Sproat Lake including possible liability issues					
PLANNING							
39.	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
40.	May 27/15	Re-designate: major/minor streams within all electoral area official community plan areas	Electoral Areas	Y/Y	Mike	Fall 2017	Part of OCP amendments
41.	Oct. 5/16	EA Committee directed staff: Conduct public input sessions to garner community input into options for dealing with short term vacation rentals	Electoral Areas	Y/Y	Mike	Oct. 2017	October 2017
42.	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.
43.	Feb. 22/17	Enter: into discussions with owner of DL 130 & DL 60, Lot 2 VIP64541 to provide a road access agreement to the property in exchange for a height restriction covenant to be placed on the two sections of land within the OLS of the AV Regional Airport	AV	Y/Y	Mike/Heather		In progress
44.	June 28/17	Submit: Coulson's land lease to the Provincial Subdivision Approving			Mike		Sent to Approving Officer/ In Progress

Alberni-Clayoquot Regional District
Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		Officer for approval and once approved issue lease.					
45.	Oct. 11/17	Submit: Report to the Board on options for addressing short term vacation rentals for consideration by the Board at the November 22 nd meeting			Mike		Nov. 2017
46.		Participate: Planning staff to participate in the District of Tofino's 2018 Official Community Plan process			Mike		
47.		Respond: Minister of Transportation acknowledging their letter dated Sept 29 th re: divestiture of the Bamfield West Public Port Facility and request the Regional District be the conduit for local community engagement with respect to divestiture of the Bamfield Dock and that Regional District staff be directed to the appropriate staff within the Ministry to ensure this takes place			Mike	Oct. 2017	
48.		Contact: DFO and Ministry responsible for water informing that there is with a sweep on Sproat River with debris being deposited and if it sweep breaks this could possibly do damage downstream and advise the cost to					Ongoing

Alberni-Clayoquot Regional District
 Staff Action Items to the Board of Directors as of October 19, 2017

#	Meeting Date	Action Item	Service Area	Priority/ Resources Y/N	Assigned	Target Date	Status/Recommendation
		remove the debris is approximately \$5,000.00					

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



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
NOVEMBER 2017

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, November 1 st	West Coast Committee Meeting	10:30 am – Tofino (Location TBA)	Committee, Staff
Wednesday, November 1 st	Long Beach Airport Advisory Committee	1:30 pm – Tofino (Location TBA)	Committee, Staff
Wednesday, November 8 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff
Thursday, November 16 th	Alberni Valley Emergency Planning Policy Meeting	3:00 pm – Regional District Board Room	Committee, Staff
Wednesday, November 22 nd	Meeting with Ministry of Indigenous Relations and Reconciliation (In-Camera)	11:00 am - Regional District Board Room	Board, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff

Issued: October 20, 2017