



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 10, 2018, 1:30 PM

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
(ALL VOTE)	
a. <b>Board of Directors Meeting – December 13, 2017</b>	<b>6-15</b>
<i>THAT the minutes of the Board of Directors meeting held on December 13, 2017 be adopted.</i>	
b. <b>Special Board of Directors Meeting – December 20, 2017</b>	<b>16-18</b>
<i>THAT the minutes of the Special Alberni-Clayoquot Regional District Board of Directors meeting held on December 20, 2017 be adopted.</i>	
c. <b>West Coast Committee Meeting – December 19, 2017</b>	<b>19-20</b>
<i>THAT the minutes of the West Coast Committee meeting held on December 19, 2017 be adopted.</i>	
d. <b>Salmon Beach Committee Meeting – December 14, 2017</b>	<b>21-24</b>
<i>THAT the minutes of the Salmon Beach Committee meeting held on December 14, 2017 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Zoran Knezevic, President/CEO, Port Alberni Port Authority, update on Port Alberni Trans-Shipments Hub Project.</b>	

- b. **Heather Shobe, Eden Tree Farm & Gardening, presentation of the Agricultural Use of Water Project Recommendations and Findings.**

**6. CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR ADVERTISING** **25-26**  
British Columbia/Yukon Command Royal Canadian Legion, January 2, 2018 requesting that the Alberni-Clayoquot Regional District once again advertise in the “Military Service Recognition Book” with a ¼ page colour advertisement at the rate of \$595.00 including GST.  
(ALL VOTE)

Possible Motion:

*THAT Alberni-Clayoquot Regional District Board of Directors place a ¼ page colour advertisement in the British Columbia/Yukon Command Royal Canadian Legion “Military Service Recognition Book” at a cost of \$595.00 including GST.*

- b. **REQUEST FOR COMMENTS** **27-28**  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development, December 15, 2017 requesting comments on an application to change of the name of Henderson Lake to “Hucuklis Lake”, a Nuu-chah-nulth name for lake and meaning ‘place way inside’.  
(ALL VOTE)

*(Board Direction Requested)*

**7. CORRESPONDENCE FOR INFORMATION**

- a. **PREVENTION OF QUAGGA AND ZEBRA MUSSELS**  
District of Clearwater **29-30**  
Town of Oliver **31-32**  
Village of Pemberton **33-35**  
City of Parksville **36-37**  
Township of Spallumcheen **38-39**  
City of Dawson Creek **40-41**
- b. **ISLAND COASTAL ECONOMIC TRUST** **42-43**  
Community DMOs Launch Joint Project to Track Tourism Data
- c. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **44**  
2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program – Review of Application
- d. **HUU-AY-AHT FIRST NATION** **45**  
Meeting regarding Proposed LNG Project
- e. **DISTRICT OF WEST KELOWNA** **46**

Support for fifty per cent of the Provincial Share of the Cannabis Tax  
Sharing Formula  
(ALL VOTE)

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **47-80**  
Finance Warrant No. 584  
(ALL VOTE)

*THAT the Board of Directors approve Finance Warrant Number 584 in the amount of \$1,066,206.15 dated December 31, 2017.*

- b. **REQUEST FOR DECISION** **81-84**  
Revenue Anticipation Borrowing Bylaw No. F1135  
(ALL VOTE/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1135, 2018".*

- c. **REQUEST FOR DECISION** **85-91**  
Cherry Creek Waterworks District – Amendment to Community Works  
Fund Contribution Agreement  
(ALL VOTE/WEIGHTED)

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

- d. **REQUEST FOR DECISION** **92-98**  
Federation of Canadian Municipalities – 2018-2019 Membership  
Renewal

(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District Board of Directors renew membership in the Federation of Canadian Municipalities for 2018 in the amount of \$4,892.96 plus GST.*

- e.       **REQUEST FOR DECISION** **99-108**  
Vancouver Island University – Regional Air Quality Mapping Pilot  
Project  
(ALL VOTE)

*THAT the Alberni-Clayoquot Regional District provide a letter of support in principle to Vancouver Island University Environmental Research Laboratories for their Regional Air Quality Mapping Project and invite them to submit a grant-in-aid application for consideration in 2018.*

**9.       PLANNING MATTERS**

**9.1     ALL DIRECTORS**

- a.       **WATER FOR GROWTH REPORT** **109-174**  
Recommendations and Findings from the ACRD Agricultural Use of  
Water Project – October 2017  
(ALL VOTE)

*THAT the Board of Directors receive the report.*

**10.     REPORTS**

**10.1   STAFF REPORTS**

- a.       Building Inspectors Report – December 2017 **175**  
b.       November 2017 Finance Warrant Inquiries – January 3, 2018 **176**  
(ALL VOTE)

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

**10.2   COMMITTEE REPORTS**

**10.3   OTHER REPORTS**

**11.     UNFINISHED BUSINESS**

**12.     LATE BUSINESS**

**13.     QUESTION PERIOD**

**14.     RECESS**

(ALL VOTE)

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

**15. RECONVENE**

**16. IN CAMERA**  
(ALL VOTE)

*Motion to close the meeting to the public as per section*

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

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

**18. ADJOURN**  
(ALL VOTE)

**Next Board of Directors Meeting: Wednesday, January 24, 2018  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 13, 2017

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

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### DIRECTORS

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

### PRESENT:

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

### REGRETS:

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

### STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

### 4. ADOPTION OF MINUTES

# 6

**a. Board of Directors Meeting – November 22, 2017**

*MOVED: Director Cootes*

*SECONDED: Director Wyton*

*THAT the minutes of the Board of Directors meeting held on November 22, 2017 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Huu-ay-aht First Nation and Steelhead LNG representatives - Presentation regarding the Kwispaa LNG Project.**

The delegation conducted a presentation on the Kwispaa Project.

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors continues its support in principle for the Kwispaa Project.*

**CARRIED**

**b. Stefan Yancey, Operations Manager, Nanaimo Regional Office, Michael Pearson, Vancouver Island District Manager, Ministry of Transportation and Infrastructure regarding Maintenance Contract Information and Clarification.**

The delegation reported on the upcoming road maintenance tendering process commencing in January 2018.

**c. Darren Englund, Senior Project Manager, Nanaimo Regional Office, Ministry of Transportation and Infrastructure regarding Update on Upcoming Kennedy Lake Project.**

The delegation provided an update on the \$30 million dollar Kennedy Lake project commencing in the Spring of 2018.

**d. Phil Atkinson, Port Alberni Transit, Myrna Moore, Senior Regional Transit Manager, BC Transit regarding Update on Services Provided & Ridership.**

The delegation provided information on BC Transit and the transit services provided in the Alberni-Clayoquot region including ridership distribution by area.

## 6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated November 24, 2017 from the Ministry of Indigenous Relations and Reconciliation inviting a member of the Alberni-Clayoquot Regional District Board of Directors to participate as a member of the BC Negotiating Team with respect to the Ditidaht First Nation Treaty Process.**

*MOVED: Director Kokura*

*SECONDED: Director St. Jacques*

*THAT the Board of Directors nominate the Director Wyton to participate as a member of the BC Negotiating Team with respect to the Ditidaht First Nation Treaty Process.*

**CARRIED**

- b. **Correspondence dated November 24, 2017 from the Municipal Finance Authority of BC (MFABC) requesting a member appointment and alternate member appointment to the MFABC Board of Directors for 2018.**

*MOVED: Director Wyton*

*SECONDED: Director Ruttan*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Kokura as appointee on the Municipal Finance Authority Board of Directors for 2018 and Director Banton as the alternate appointee for 2018.*

**CARRIED**

- c. **Correspondence dated November 29, 2017 from West Coast Resource Centre, Alberni Valley Employment Centre requesting Financial Support from the Special Events Fund for the West Coast Job Expo.**

*MOVED: Director McNabb*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve \$2,500 from the Special Events fund to Island Works Transitions Inc. to host a Job Expo on the West Coast, March 2, 2018.*

**CARRIED**

- d. **Correspondence dated November 28, 2017 from the Sproat Lake Community Association requesting proposed regulations for Sproat Lake.**



*MOVED: Director Cote*  
*SECONDED: Director Wyton*

*THAT this correspondence be referred for consideration to the January 4, 2018 Board Strategy Session.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **ALBERNI-CLAYOQUOT HEALTH NETWORK**  
Invitation to January 19, 2017 Poverty Reduction Protocol Agreement Signing
- b. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
Strategic Wildfire Prevention Initiative – Approval of Community Wildfire Protection Plan Update Application: Alberni Valley and Alberni-Clayoquot Regional District Area A  
Gas Tax Agreement Community Works Fund Payment
- c. **SURFRIDER FOUNDATION PACIFIC RIM CHAPTER**  
Thank You for Assistance
- d. **TRANSPORT CANADA**  
Divestiture of the Bamfield Port Facility
- e. **HARRISON HOT SPRINGS**  
Prevention of Quagga and Zebra Mussels
- f. **ERNEST BURNETT**  
New Highway Needed

*MOVED: Director Kokura*  
*SECONDED: Director Ruttan*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding 2018-2022 ACRD & ACRHD Financial Plan Meeting Schedule.**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the proposed meeting schedule for the 2018-2022 Alberni-Clayoquot Regional District Financial Plan and the 2018 Alberni-Clayoquot Regional Hospital District Annual Budget.*

**CARRIED**

**b. Request for Decision regarding Finance Warrant No. 583.**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT the Board of Directors approve Finance Warrant Number 583 in the amount of \$967,523.67 dated November 30, 2017.*

**CARRIED**

**c. Request for Decision regarding Janitor Contract Renewal – ACRD Offices.**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a four (4) year contract with AEL Janitorial Services (Edith Duvall) to provide janitorial services to the Regional District offices located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC.*

**CARRIED**

**d. Request for Decision regarding 2018 ACRD & ACRHD Meeting Schedule.**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting schedule for 2018.*

**CARRIED**

**e. Request for Decision regarding AVICC – Call for Resolutions & Nominations to 2018 Executive Committee.**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the ACRD Directors bring forward resolutions to the January 10th or January 24, 2018 Regular Board of Directors meeting for consideration of submission to the 2018 Association of Vancouver Island Coastal Communities (AVICC) Convention.*

**CARRIED**

**f. Request for Decision regarding NI 911 Corporation Visicad End User Agreement for Volunteer Fire Departments.**

MOVED: Director McNabb

SECONDED: Director Kokura

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a five year agreement with the North Island 911 Corporation to provide the Sproat Lake, Beaver Creek and Bamfield Volunteer Fire Departments with Computer Aided Dispatch Software System services for a cost of \$1.00 per year, per department.*

**CARRIED**

**g. Request for Decision regarding 2017 to 2021 Financial Plan Amendment Bylaw.**

MOVED: Director Bennett

SECONDED: Director McNabb

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

**CARRIED**

MOVED: Director Bennett

SECONDED: Director McNabb

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

**CARRIED**

MOVED: Director McNabb

SECONDED: Director Bennett

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

**CARRIED**

MOVED: Director Kokura

SECONDED: Director Cootes

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1131-1, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan Amendment".*

**CARRIED**

**h. Request for Decision regarding Alberni-Clayoquot Health Network Table of Partners Representative.**

*MOVED: Director Bennett*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors nominate Director Cote to apply to the Alberni-Clayoquot Health Network (ACHN) Table of Partners (TOP) for a two (2) year term starting January 1, 2018.*

**CARRIED**

**i. Request for Decision regarding ACRD Voting Strength & Numbers of Directors.**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2016 Census Population and Voting Strength/Number of Directors determination for the Alberni-Clayoquot Regional District.*

**CARRIED**

**9. PLANNING MATTERS**

**a. RD16004, GREAT CENTRAL LAKE HOLDINGS LTD.**  
Rezoning Application – Memorandum and Bylaws P1355, P1356 and P1357

*MOVED: Director Cote*  
*SECONDED: Director Bennett*

*THAT Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment Bylaw P1355 be adopted.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Wyton*

*THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1356 be adopted.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1357 be adopted.*

**CARRIED**

**b. SHORT TERM VACATION RENTALS TEMPORARY USE PERMIT POLICY AND DEVELOPMENT PROCEDURES AND FEES BYLAW AMENDMENT**  
Memorandum, Policy and Bylaw P1364

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors receive the report.*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors adopt the Short Term Vacation Rentals Temporary Use Permit Policy.*

**DEFEATED**

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*THAT the Short Term Vacation Rentals Temporary Use Permit Policy be referred to the next Electoral Area Directors Committee meeting.*

**CARRIED**

**c. REQUEST FOR DECISION**  
Sproat Lake and Somass River Flood Risks – Memorandum

*MOVED: Director Bennett*  
*SECONDED: Director Ruttan*

*THAT the Board of Directors receive the staff report and direct staff to report back when the NDMP and CEPF grant funding is decided.*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Ruttan*

*THAT the Board of Directors direct staff to participate in discussions with the regulatory agencies connected to any part of the watershed, West Coast Aquatic, and property owners responsible for the Sproat Lake Weir, the Great Central Lake dam, and the BC Hydro Dam on Elsie Lake, subject to review by the Board at the January 4, 2018 strategic priorities session.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Financial Department Report – December 6, 2017**
- b. Staff Action Items Report- December 8, 2017**
- c. Building Inspector Report – November 2017**
- d. Meeting Schedule – January 2018**
- e. CAO Recruitment Costs – December 8, 2017**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

## **14. RECESS**

*MOVED: Director McNabb*

*SECONDED: Director McLeman*

*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 4:18 pm

The meeting was reconvened at 4:27 pm

**16. IN-CAMERA**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

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

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations;*
- ii. 90 (1) (g) of the Community Charter: Litigation or potential litigation affect the Regional District.*
- iii. 90 (1) (k) 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 4:29 pm.

The meeting was re-opened to the public at 4:44 pm.

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

**18. ADJOURN**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned at 4:44 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 20, 2017, 2:00 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Josie Osborne, Vice-Chair, Mayor, District of Tofino

**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 2:02 pm.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Ruttan*

*SECONDED: Director McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. IN-CAMERA

*MOVED: Director McLeman*



*SECONDED: Director McNabb*

*THAT the meeting be closed to the public as per section*

- i. 90 (1) (c) of the Community Charter: Labour relations or other employee relations;*
- ii. 90 (1) (g) of the Community Charter: Litigation or potential litigation affecting the Regional District;*
- iii. 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 2:03 pm.

#### **4. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the West Coast Multiplex survey and:*

- Distribute the survey to all the communities on the west coast and the West Coast Multiplex Society*
- Release the survey to the public on Friday, December 22<sup>nd</sup>*
- The Directors of the West Coast Multiplex service area (Ucluelet, Tofino, Long Beach and Toquaht) bring the survey forward to their Councils in early January for input and direction and Directors report back at the January 18, 2018 West Coast Committee meeting in order for the Committee to make a statement on the results of the survey and future of the service.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the ACRD Board of Directors instruct the Chair of the Board to meet with staff to discuss the possibility of repositioning in-camera board meetings and come back with a recommendation on the best approach.*

**CARRIED**

#### **5. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 4:08 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING

TUESDAY, DECEMBER 19, 2017, 1:00 PM

Ucluelet District Office Boardroom, 200 Main Street, Ucluelet, BC

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**MEMBERS PRESENT:** Chairperson Dianne St. Jacques, Mayor, District of Ucluelet  
Josie Osborne, Mayor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

**REGRETS:**

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:04 p.m.

**The Chair recognized the meeting is being held in the Yuułu?if?ath Government Territories.**

### 2. APPROVAL OF AGENDA

*MOVED: Tony Bennett*

*SECONDED: Alan McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. IN-CAMERA

*MOVED: Tony Bennett*

*SECONDED: Kirsten Johnsen*

*THAT the meeting be closed to the public as per section:*

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

**CARRIED**

### 4. ADJOURN

*MOVED: Josie Osborne*

*SECONDED: Tony Bennett*

*THAT this meeting be adjourned 2:14 p.m.*

***CARRIED***

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Douglas Holmes,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE SALMON BEACH COMMITTEE MEETING

HELD ON THURSDAY, DECEMBER 14<sup>TH</sup>, 2017, 2:30 PM

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

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

**PRESENT:** Mary Ellen Peet  
Kel Roberts  
Ken Lunde, Chairperson  
Jill Maibach

**REGRETS:** Terry Graff

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Randy Fraser, Acting Manager of Environmental Services  
Janice Hill, Environmental Services Coordinator

### 1. CALL TO ORDER

Chairperson Lunde called the meeting to order at 2:36 pm.

### 2. APPROVAL OF AGENDA

*MOVED: J. Maibach*

*SECONDED: K. Roberts*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Salmon Beach Committee Meeting – August 30<sup>th</sup>, 2017**

*MOVED: Director Bennett*

*SECONDED: E. Peet*

*THAT the minutes of the Salmon Beach Committee meeting held on August 30<sup>th</sup>, 2017 be received.*

**CARRIED**

### 4. REQUEST FOR DECISIONS & BYLAWS

a. **REQUEST FOR DECISION**

Re: Staircase on Ministry of Transportation Right-Of-Way

MOVED: K. Lunde  
SECONDED: K. Roberts

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with the removal and disposal of the staircase Fourth Avenue to Front Street.*

**CARRIED**

MOVED: E. Peet  
SECONDED: K. Lunde

*THAT Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate with Ministry of Transportation, further options with the right of way on which the staircase is located and evaluate any other possible avenue of making use of this space.*

**CARRIED**

**b. REQUEST FOR DECISION**

Re: Illegal Dumping at Salmon Beach

MOVED: J. Maibach  
SECONDED: K. Roberts

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate further with Deer Bay on a solution and cost of picking up and disposing of the material, and determine an appropriate area for stock piling.*

**CARRIED**

**6. REPORTS**

**a. Septic Field Update (verbal by R. Fraser)**

MOVED: E. Peet  
SECONDED: K. Lunde

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to engage H2O Environmental to provide options and associated costs to repair the septic field and investigate the installation another 5000 gallon tank to allow better performance of the septic field.*

**CARRIED**

E. Peet left the meeting at 3:48 pm

*MOVED: J. Maibach*  
*SECONDED: K. Roberts*

*That the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate options to include a sewage disposal site within the existing boundaries of Salmon Beach.*

**CARRIED**

**b. Administration Building Demolition update**

*MOVED: J. Maibach*  
*SECONDED: K. Roberts*

*That the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors increase the Salmon Beach capital budget in security by \$25,000 for the administration building demolition, and to add \$4,000 to recreation and \$4,000 to sewage.*

**CARRIED**

**c. Maintenance Contractor Contract status**

Staff are reviewing and revising the existing contract and hope to advertise in January 2018.

**d. Local Community Commission**

No action to date. Investigation forthcoming in spring of 2018.

**e. Zoning Change Status**

Bylaw No. 1360 Official Zoning Text Amendment - adopted

**f. Road Maintenance meeting status with Ministry or Toquaht FN**

No update. Discussion was held on future meeting possibilities with the Ministry. K. Roberts agreed to represent Salmon Beach Committee along with Director Bennett at the meetings.

*MOVED: J. Maibach*  
*SECONDED: K. Roberts*

*THAT the Salmon Beach Committee receive reports a - f.*

**CARRIED**

**7. ADJOURN**

*MOVED: J. Maibach*  
*SECONDED: K. Lunde*

*THAT this meeting be adjourned at 4:49 pm*

**CARRIED**

Certified Correct:

---

Ken Lunde,  
Chairperson



---

Douglas Holmes,  
Chief Administrative Officer





# Legion

[www.legionbcyukon.ca](http://www.legionbcyukon.ca)

## **British Columbia / Yukon Command The Royal Canadian Legion**

### *“Military Service Recognition Book”*

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **9,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2018, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

**Thank you for your consideration and/or support.**

Sincerely,



**Penny Aujla**  
**Events and Marketing Coordinator**



www.legionbcyukon.ca

## British Columbia / Yukon Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,885.71	+ \$94.29	= \$1,980.00
Inside Front/Back Cover (Full Colour)	\$1,676.19	+ \$83.81	= \$1,760.00
Full Colour 2-Page Spread	\$3,138.10	+ \$156.90	= \$3,295.00
Full Page (Full Colour) 7" X 9.735"	\$1,571.43	+ \$78.57	= \$1,650.00
Full Page 7" X 9.735"	\$1,047.62	+ \$52.38	= \$1,100.00
½ Page (Full Colour) 7" X 4.735"	\$909.52	+ \$45.48	= \$955.00
½ Page 7" X 4.735"	\$623.81	+ \$31.19	= \$655.00
¼ Page (Full Colour) 3.375" X 4.735"	\$566.67	+ \$28.33	= \$595.00
¼ Page 3.375" X 4.735"	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Business Card-Full Colour)	\$309.52	+ \$15.48	= \$325.00
1/10 Page (Business Card) 3.375" X 1.735"	\$261.90	+ \$13.10	= \$275.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:

BC/Yukon Command  
The Royal Canadian Legion  
(BC/Y RCL)  
(Campaign Office)  
P O Box 5555  
Vancouver, BC V6B 4B5





December 15, 2017

File: 10280-60 (92F/03)

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

Dear Chair and Directors:

The BC Geographical Names Office has received a proposal to change the name of **Henderson Lake** to "**Hucuktlis Lake**." It is located adjacent to Thunderbird's Nest (T'iitsk'in Paawats) Protected Area southwest of Port Alberni (city), as shown on the attached map, and is drained by Hucuktlis River.

"Hucuktlis Lake" is the Nuu-chah-nulth language name for the lake, and means "'place way inside' in the sense of a protected area... This lake has always been very special and spiritual to the people of Hucuk t lis." (Advice from Uchucklesaht Tribe Government, 2010 and 2017.) Uchucklesaht Tribe lands surround the southeast and part of the northern portions of the lake.

This feature is partially within the boundaries of the Regional District of Alberni-Clayoquot so before considering adoption of "Hucuktlis Lake," may I have your advice and comments? In particular, is there any reason why this name change would not be suitable?

Adoption of this name does not prejudice legitimate claims to the land.

Thank you in advance for your comments. Your response before 2 March 2018 would be appreciated.

Kind regards,

Carla Jack  
BC Geographical Names Office  
[Carla.Jack@gov.bc.ca](mailto:Carla.Jack@gov.bc.ca)

enclosure



# Name Proposal

## Legend

- First Nations Treaty Lands
- Huu-ay-aht First Nations
- Uchucklesaht Tribe
- Ucluelet First Nation
- Provincial Parks, Eco Reserves and Protected Areas

Current official name:

**Henderson Lake**

Proposed name:

**Hucuktliis Lake**

Centre point:

49.093611, -125.038333

NTS map: 92F/03



1: 288,895

## Copyright/Disclaimer

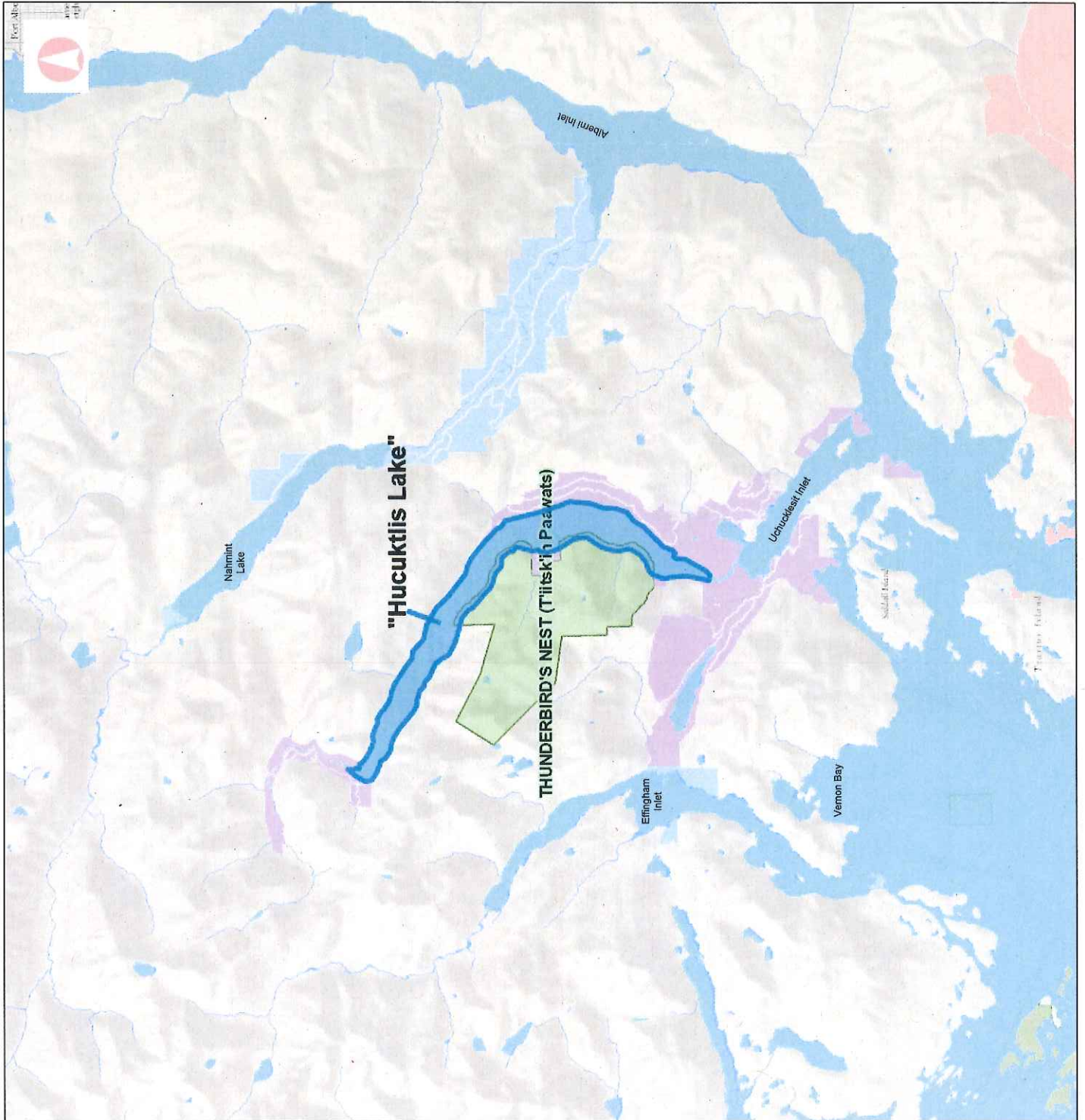
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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary Sphere

## Key Map of British Columbia



December 6, 2017



Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
Via E-mail: ENV.Minister@gov.bc.ca  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W9E2

**Re: Prevention of Quagga and Zebra Mussels**

Dear Minister Heyman,

On behalf of the District of Clearwater, I would like to express my concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education regarding the threat of Quagga and Zebra mussels in BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact on fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell.
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy the mussels.
- Cost to BC government, taxpayers and businesses will be billions if mussels get into our eco-system.
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed.
- No long-term research provided on drinking water quality.
- Negative tourism impact

Solutions:

- Guard the borders - cost BC millions to guard the borders 24/7, 365 days per year to prevent infestation or boat border crossing hours.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards).
- More conservation officers, with more authority.
- More docks.
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention.

DISTRICT OF CLEARWATER

P 250.674.2257

F 250.674.2173

E admin@docbc.ca

PO Box No. 157

209 Dutch Lake Road

Clearwater BC V0E 1N0

[districtofclearwater.com](http://districtofclearwater.com)

- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should prevent float planes from hopping provinces and states.
- Education – major media campaign announcing BC's commitment to keeping our waters pristine (TV, billboards, newspapers, social media)
- All Municipalities and Regional Districts should run a banner on their website home pages – “British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols. STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All BC tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education.
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how we can help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



John Harwood  
Mayor

Cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via email)

December 13, 2017

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W9E2

Dear Honourable Heyman,

Re: Prevention of Quagga and Zebra Mussels

On behalf of the Town of Oliver we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the boarders - cost British Columbia Millions to guard the boarders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without

- inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hoping provinces and states
- Education – Major Media campaign announcing BC’s commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – “British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let’s work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

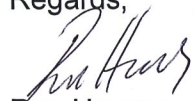
Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we’ll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Ron Hovanes,  
Mayor

Cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (CivicInfo)





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7400 Prospect  
St.

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V0N2L0

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F. 604.894.6136

www.pemberton.  
ca

December 15, 2017

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W9E2

VIA EMAIL: ENV.Minister@gov.bc.ca

**Re: Prevention of Quagga and Zebra Mussels**

---

Dear Honourable Heyman,

On behalf of the Village of Pemberton, we write to express our concern about the threat of Quagga and Zebra mussels. We understand that the District of Sicamous submitted a resolution at UBCM that was endorsed in which more funding from the Provincial Government was requested to increase awareness and education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

#### Solutions:

- Guard the boarders - cost British Columbia Millions to guard the boarders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC's commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – “British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

#### Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how we can help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Yours Truly,  
**VILLAGE OF PEMBERTON**



Mike Richman  
Mayor

Cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via emails)



City of Parksville  
*Office of the Mayor*

December 19, 2017

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Heyman:

**RE: Prevention of Quagga and Zebra Mussels**

At the December 18, 2017, regular meeting, Parksville City Council passed a resolution to express concern regarding the threat that quagga and zebra mussels pose to BC lakes.

The District of Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the provincial government to increase awareness and education regarding this issue. Quagga and zebra mussels are highly invasive; only one mussel can produce one million mussels per year. Should BC become infested with these mussels, the impact will not ever be reversible. All BC lakes would be contaminated and there is currently no solution to destroy the mussel population.

It is our belief that the effects of these mussels would be devastating to BC freshwater eco-systems. Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. Toxic algal blooms may negatively impact native fish and wildlife. Large mussel colonies affect spawning areas, impacting the survival of fish eggs.

With the eco-system compromised, beaches will be destroyed. Water intakes may become clogged with mussel colonies and there is no research on how these mussel populations may affect water quality. Recreational users may no longer wish to access lakes due to the environmental changes, which would negatively impact the vital tourism industry in BC. The cost to British Columbia government, taxpayers and businesses will be billions if these mussels manage to infiltrate our eco-system.

.../2

Fortunately, there is still time to prevent this disaster. The District of Sicamous submitted a comprehensive list of preventative measures to keep these mussels out of BC waterways, including stricter border patrols, increased conservation staffing, inter-governmental collaboration and improved boater education. It is our hope that the Government of BC will heed this warning and implement some of these suggestions before it is too late.

Yours truly,



MARC LEFEBVRE

Mayor

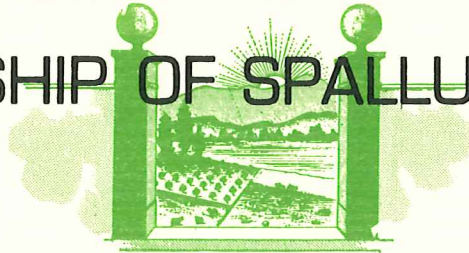
Cc: Council Members  
Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via email)

THE CORPORATION OF THE  
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013

FAX. (250) 546-8878

OUR FILE NO.



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Email: [mayor@spallumcheentwp.bc.ca](mailto:mayor@spallumcheentwp.bc.ca)

[www.spallumcheentwp.bc.ca](http://www.spallumcheentwp.bc.ca)

OFFICE OF THE MAYOR

December 19<sup>th</sup>, 2017

Honorable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W 9E2

**Re: Prevention of Quagga and Zebra Mussels**

Dear Minister Heyman,

On behalf of the Township of Spallumcheen, I would like to express my concern about the threat of Quagga and Zebra mussels. In September of 2017 Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education regarding the treat of Quagga and Zebra mussels in BC lakes.

The effects to all BC lakes would be devastating:

- Zebra and Quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. Once mussel can produce one million mussels per year.
- Impact on fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell.
- Non-reversible once infested with mussels, all BC lakes will be contaminated and there is currently no solution to destroy the mussels.
- Cost to BC government, taxpayers, and businesses will be billions if mussels get into our ecosystem.
- Ecosystem compromised, water intakes plugged, fish destroyed, beaches destroyed.
- No long-term research provided on drinking water quality.
- Negative impact to tourism.

Solutions:

- Guard the borders – cost BC millions to guard the borders 24/7, 365 days per year to prevent infestation or boat border crossing hours.
- Proper training of our border patrol members – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards, etc.).
- More conservation officers, with more authority.

- More docks.
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention.
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should prevent float planes from hopping provinces and states.
- Education – major media campaign announcing BC's commitment to keeping our waters pristine (TV, billboards, newspapers, social media).
- All Municipalities and Regional Districts should run a banner on their website home pages- "British Columbia is committed to keeping their lakes Quagga and Zebra mussel free. Please respect our lakes and border crossing patrols. STOP at the boat inspection stations." This should have a link to a website explaining the seriousness of this issue and explain fines for breaking the law by transporting invasive species.
- All BC tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stay healthy.
- Boaters' registration, should increase education.
- Immediate allocations of funds dedicated to research to enable BC biologists to work on a solution with Manitoba and the US studies research groups. Let's work on removing them together.
- Collaborate with infested US bordering lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free.

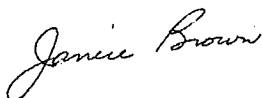
Funding:

BC Government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how we can help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps.
- Lake passes for BC boaters.
- All fines are allocated back to the program.
- Boat registration increase some funding back to project.

Thank you for your consideration of this issue.

Respectfully,



Janice Brown  
Mayor

Cc: Mark Zacharias, Deputy Minister of Environment  
Wendy Booth, UBCM President

December 19, 2017

FILE: 1-1-4

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
Via E-mail: ENV.Minister@gov.bc.ca  
PO Box 9047 Stn Prov Govt  
Rm 112, Parliament Buildings  
Victoria, BC V8W9E2

Dear Honourable Heyman,

**Re: Prevention of Quagga and Zebra Mussels**

On behalf of the City of Dawson Creek, I write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact



Thank you for your consideration of this issue.

Regards,

A handwritten signature in black ink, appearing to be 'Dale Bumstead', enclosed within a hand-drawn circle.

Dale Bumstead  
Mayor

Cc: Mark Zarcharias, Deputy Minister (via email: [DM.ENV@gov.bc.ca](mailto:DM.ENV@gov.bc.ca))  
Wendy Booth, UBCM President (via email: [wndbooth@gmail.com](mailto:wndbooth@gmail.com))  
UBCM Members (via emails)



December 11, 2017

## ***COMMUNITY DMOs LAUNCH JOINT PROJECT TO TRACK TOURISM DATA***

COURTENAY – Tourism Vancouver Island, in partnership with Island and Sunshine Coast Destination Marketing Organizations, are launching a project to track key tourism data at a local level, with a goal to improve awareness and increase economic activity driven by visitor spending.

Funding from the Island Coastal Economic Trust will support the development of a common tourism data management and analysis system, which will facilitate regional data aggregation and comparison. Approximately a dozen regional destination marketing organizations are expected to participate, covering most major tourism destinations in the Island and Coastal region.

“Performance metrics are critical to data-driven decision making,” said Calum Matthews, Community & Industry Specialist at Tourism Vancouver Island. “This project will help the organizations on the front-lines of tourism marketing get a clear understanding of three key performance indicators for their regions, including awareness, desirability, and Net Promoter Score- which is the likelihood of recommending a destination.”

The project will track and present these performance indicators in a collaborative, reliable, repeatable way so that the marketing organizations can adapt and evolve their marketing activities to meet the requirements of their target audiences.

“We know that the majority of visitors to the Island and Sunshine Coast spend time in multiple communities, taking part in many different activities,” said ICET Chair Phil Kent. “That’s why it’s so important to have a collaborative approach which will provide communities with a much broader perspective of visitor behaviour and increase opportunities for joint product development and marketing approaches.”

The project will begin with gathering data on those three key performance indicators by surveying BC and Alberta residents. BC and Alberta are the primary target markets for Vancouver Island and Sunshine Coast tourism.

Funding for the project is provided through ICET's Economic Development Readiness Program- Regional Collaboration stream. This program stream is designed to support collaborative initiatives which enable communities or organizations to use resources more efficiently.

The Island Coastal Economic Trust is providing up to \$12,000 of the total budget of \$24,000. Project launch is anticipated for early in the new year, with expected completion by March, 2018.

### **About the Island Coastal Economic Trust**

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

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

Through a community-centred decision-making process, ICET has approved almost \$50 million in funding for over 170 economic infrastructure and economic development readiness projects. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca).

-end-

### **For further information:**

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

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

Ian MacPhee, Board Chair  
Tourism Vancouver Island  
Tel: 250-516-8015  
[ianjmacphee@gmail.com](mailto:ianjmacphee@gmail.com)

# Local Government Program Services

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



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



**For program  
information, visit the  
Funding Programs  
section at:**

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

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

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947



December 15, 2017

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

## **Re: 2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning program - Review of Application**

Dear Mr. Irg:

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning program.

The Evaluation Committee reviewed all eligible requests and applications were scored based on alignment with the intent of the funding stream, project rationale, engagement and other criteria.

Unfortunately, your project, *Flood Mapping: Somass Watershed Flood Management Program*, was not selected for funding.

For information about other funding opportunities please review the Funding Programs section of the UBCM website or refer to the grants database provided by CivicInfoBC.

If you would like feedback on your application or have any questions, please contact Local Government Program Services at (250) 387-4470 or [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Bishop".

Rebecca Bishop  
Program Officer



huu ay aht

ANCIENT SPIRIT, MODERN MIND



December 22, 2017

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 2E3  
jjack@acrd.ca; dholmes@acrd.ca

Attention: John Jack, Chair

Dear Mr. Jack:

We would like to respectfully discuss with you and your leadership the development of the proposed LNG project located on the west side of Vancouver Island on Huu-ay-aht-owned land. Since the beginning of the project, we have conducted an extensive engagement process with our citizens as well as our hereditary and elected leadership which culminated in a positive referendum vote with 70% in support the project on March 25, 2017.

Huu-ay-aht and Steelhead LNG have established a co-management process. We are jointly developing the project together, and it is still in the early stages with the goal of exporting Liquefied Natural Gas (LNG). LNG is natural gas that is converted into a liquid form, compressed and loaded onto specially equipped LNG carriers and transported overseas for sale where it is converted back into its original form at a regasification facility.

The co-management relationship with Steelhead LNG means Huu-ay-aht is leading the proposed pipeline engagement with First Nations and is focused on utilizing a Huu-ay-aht traditional, protocol-based approach for this project.

We are seeking an opportunity to meet with your leadership to provide you with information and answer any questions you may have on the proposed LNG project.

Respectfully,

Chief Councillor Robert J. Dennis Sr.  
ʔimčis

Chief Derek Peters  
Tayii Ḥawit̓ ʔiis̓in

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

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

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



**Office of the Mayor**  
2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6  
Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in cursive script, reading "Doug Findlater".

Doug Findlater  
Mayor



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** January 10, 2018  
**Subject:** Finance Warrant No. 584

---

**Recommendation:**

**THAT the Board of Directors approve Finance Warrant Number 584 in the amount of \$1,066,206.15 dated December 31, 2017.**

**Summary:**

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

**Time Requirements – Staff & Elected Officials:**

Minimal

**Policy or Legislation:**

None

Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance

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



**AP5100**

**Date :** Jan 02, 2018

**Page :** 1

**Time :** 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>					
00211-0001	15-Dec-2017	Issued	305	T	300.70	
102-2976	01-4-2500-000	PAYABLES - TRADE		300.70		
Invoice Description --> BCWS - WATERMAIN REPAIR - GRANDVIEW RD						
<b>Total :</b>				300.70	0.00	300.70
<b>Supplier Total :</b>				300.70	0.00	300.70
<b>0012</b>	<b>ABELL PEST CONTROL INC</b>					
00211-0002	15-Dec-2017	Issued	305	T	93.27	
A0610731	01-4-2500-000	PAYABLES - TRADE		93.27		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
<b>Total :</b>				93.27	0.00	93.27
<b>Supplier Total :</b>				93.27	0.00	93.27
<b>0016</b>	<b>ACE COURIER SERVICES</b>					
00211-0003	15-Dec-2017	Issued	305	T	49.92	
14212774	01-4-2500-000	PAYABLES - TRADE		49.92		
Invoice Description --> ACRD - \$16.86, BCWS - \$30.69						
<b>Total :</b>				49.92	0.00	49.92
00213-0001	22-Dec-2017	Issued	318	T	68.55	
14213698	01-4-2500-000	PAYABLES - TRADE		68.55		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>				68.55	0.00	68.55
<b>Supplier Total :</b>				118.47	0.00	118.47
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
00209-0001	05-Dec-2017	Issued	296	T	543.50	
9601871214	01-4-2500-000	PAYABLES - TRADE		27.36		
Invoice Description --> SLVFD - MEDICAL EQUIPMENT						
9613006585	01-4-2500-000	PAYABLES - TRADE		28.05		
Invoice Description --> LBA - TERMINAL SUPPLIES						
9609917407	01-4-2500-000	PAYABLES - TRADE		54.51		
Invoice Description --> SLVFD - MEDICAL EQUIPMENT						
9613006593	01-4-2500-000	PAYABLES - TRADE		65.84		
Invoice Description --> LBA - LATEX GLOVES						
9602187875	01-4-2500-000	PAYABLES - TRADE		157.09		
Invoice Description --> SLVFD - EQUIPMENT						
9613006577	01-4-2500-000	PAYABLES - TRADE		210.65		
Invoice Description --> LBA - TERMINAL SUPPLIES						
<b>Total :</b>				543.50	0.00	543.50



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



**AP5100** **Page : 2**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
00211-0004	15-Dec-2017	Issued	305	T			88.91
9612707985	01-4-2500-000	PAYABLES - TRADE		88.91			
Invoice Description --> ACRD - SAFETY SUPPLIES							
<b>Total :</b>				88.91	0.00		88.91
<b>Supplier Total :</b>				632.41	0.00		632.41
<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>						
00209-0002	05-Dec-2017	Issued	296	T			381.50
344363	01-4-2500-000	PAYABLES - TRADE		381.50			
Invoice Description --> AVRA - SIGNAGE IMPROVEMENT - CAPITAL							
<b>Total :</b>				381.50	0.00		381.50
<b>Supplier Total :</b>				381.50	0.00		381.50
<b>0031</b>	<b>AGAT LABORATORIES</b>						
00213-0002	22-Dec-2017	Issued	318	T			679.61
17436692E	01-4-2500-000	PAYABLES - TRADE		679.61			
Invoice Description --> WCLF - WATER MONITORING							
<b>Total :</b>				679.61	0.00		679.61
<b>Supplier Total :</b>				679.61	0.00		679.61
<b>0131</b>	<b>AGS BUSINESS SYSTEMS INC.</b>						
00209-0003	05-Dec-2017	Issued	296	T			318.48
28789	01-4-2500-000	PAYABLES - TRADE		318.48			
Invoice Description --> SLVFD - C300SR - COPIER EXPENSE							
<b>Total :</b>				318.48	0.00		318.48
<b>Supplier Total :</b>				318.48	0.00		318.48
<b>0056</b>	<b>AIR LIQUIDE CANADA</b>						
00211-0005	15-Dec-2017	Issued	305	T			59.38
67671673	01-4-2500-000	PAYABLES - TRADE		59.38			
Invoice Description --> BCVFD - EQUIPMENT							
<b>Total :</b>				59.38	0.00		59.38
41235	19-Dec-2017	Issued	317	C			29.57
67671662	01-4-2500-000	PAYABLES - TRADE		29.57			
Invoice Description --> SLVFD - EQUIPMENT							
<b>Total :</b>				29.57	0.00		29.57
<b>Supplier Total :</b>				88.95	0.00		88.95

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



**AP5100**

**Date :** Jan 02, 2018

**Page :** 3

**Time :** 9:57 am

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

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>						
00209-0004	05-Dec-2017		Issued	296	T	302.40	
24388	01-4-2500-000	PAYABLES - TRADE			302.40		
Invoice Description --> BCVFD - EQUIPMENT							
<b>Total :</b>					302.40	0.00	302.40
<b>Supplier Total :</b>					302.40	0.00	302.40
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>						
00209-0005	05-Dec-2017		Issued	296	T	289.60	
SLVFD - OCT/17	01-4-2500-000	PAYABLES - TRADE			289.60		
Invoice Description --> SLVFD - 0064337 - OCT FUEL							
<b>Total :</b>					289.60	0.00	289.60
00211-0006	15-Dec-2017		Issued	305	T	154.63	
BCVFD - NOV/17	01-4-2500-000	PAYABLES - TRADE			154.63		
Invoice Description --> BCVFD - 0133967 - NOV FUEL							
<b>Total :</b>					154.63	0.00	154.63
00213-0003	22-Dec-2017		Issued	318	T	1519.44	
ACRD - NOV/17	01-4-2500-000	PAYABLES - TRADE			1519.44		
Invoice Description --> ACRD - 0141614 - NOV FUEL							
<b>Total :</b>					1519.44	0.00	1519.44
<b>Supplier Total :</b>					1963.67	0.00	1963.67
<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>						
00213-0004	22-Dec-2017		Issued	318	T	409.50	
20172665	01-4-2500-000	PAYABLES - TRADE			409.50		
Invoice Description --> LBA - HEAT PUMP MAINTENANCE							
<b>Total :</b>					409.50	0.00	409.50
<b>Supplier Total :</b>					409.50	0.00	409.50
<b>0233</b>	<b>ALL ABOARD COURIER</b>						
41218	13-Dec-2017		Issued	304	C	25.58	
16640	01-4-2500-000	PAYABLES - TRADE			25.58		
Invoice Description --> BCWS - WATER SUPPLIES - FREIGHT							
<b>Total :</b>					25.58	0.00	25.58
<b>Supplier Total :</b>					25.58	0.00	25.58
<b>0107</b>	<b>ALUMA SYSTEMS INC</b>						
41217	13-Dec-2017		Issued	304	C	1488.68	

## Cheque Register - Detail - Supp.



AP5100

Date : Jan 02, 2018

Page : 4

Time : 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
951055654	01-4-2500-000	PAYABLES - TRADE		368.68		
Invoice Description --> AVRA - RUNWAY EXTENSION - SD70 - CAPITAL						
951057361	01-4-2500-000	PAYABLES - TRADE		1120.00		
Invoice Description --> AVRA - RUNWAY EXTENSION - SD70 - CAPITAL						
<b>Total :</b>				1488.68	0.00	1488.68
<b>Supplier Total :</b>				1488.68	0.00	1488.68

0270	ANDREW SHERET LTD.						
00209-0006	05-Dec-2017		Issued	296	T	973.73	
03-053379	01-4-2500-000	PAYABLES - TRADE			973.73		
Invoice Description --> BCWS - WATER SERVICE REPAIRS							
<b>Total :</b>					973.73	0.00	973.73
00211-0007	15-Dec-2017		Issued	305	T	1203.96	
03-054710	01-4-2500-000	PAYABLES - TRADE			285.24		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK RD							
03-054922	01-4-2500-000	PAYABLES - TRADE			918.72		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE - STRICK RD							
<b>Total :</b>					1203.96	0.00	1203.96
00213-0005	22-Dec-2017		Issued	318	T	7073.36	
03-056177	01-4-2500-000	PAYABLES - TRADE			290.11		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES - FLUSHING							
03-056008	01-4-2500-000	PAYABLES - TRADE			452.74		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
03-056144	01-4-2500-000	PAYABLES - TRADE			656.28		
Invoice Description --> BCWS - WATER SYSTEM REPAIR							
03-056009	01-4-2500-000	PAYABLES - TRADE			1544.44		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS							
03-052910	01-4-2500-000	PAYABLES - TRADE			4129.79		
Invoice Description --> BCWS - NEW WATER CONNECTION							
<b>Total :</b>					7073.36	0.00	7073.36
<b>Supplier Total :</b>					9251.05	0.00	9251.05

0337	ARCUS, CHRIS						
41219	13-Dec-2017		Issued	304	C	250.00	
2017-1055	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - ARCUS							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00

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



**AP5100**

**Date :** Jan 02, 2018

**Page :** 5

**Time :** 9:57 am

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00211-0008	15-Dec-2017	Issued	305	T		9697.80
18069	01-4-2500-000	PAYABLES - TRADE		1254.75		
Invoice Description --> BCVFD - EQUIPMENT						
18057	01-4-2500-000	PAYABLES - TRADE		8443.05		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>					9697.80	0.00
<b>Supplier Total :</b>					9697.80	0.00

<b>1050 BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
00209-0007	05-Dec-2017	Issued	296	T		4968.65
BVFD - OCT 2017	01-4-2500-000	PAYABLES - TRADE		4968.65		
Invoice Description --> BVFD - OCT 2017 - EXPENSE REIMBURSEMENT TO IMPREST FUND						
<b>Total :</b>					4968.65	0.00
<b>Supplier Total :</b>					4968.65	0.00
00211-0009	15-Dec-2017	Issued	305	T		3295.49
BCVF - NOV 2017	01-4-2500-000	PAYABLES - TRADE		3295.49		
Invoice Description --> BVFD - NOV 2017 - EXPENSE REIMBURSEMENT TO IMPREST						
<b>Total :</b>					3295.49	0.00
<b>Supplier Total :</b>					3295.49	0.00

<b>0660 BC HYDRO</b>						
41237	19-Dec-2017	Issued	317	C		5070.84
400002913167	01-4-2500-000	PAYABLES - TRADE		5070.84		
Invoice Description --> ACRD - HYDRO CONSOLIDATED						
<b>Total :</b>					5070.84	0.00
<b>Supplier Total :</b>					5070.84	0.00

<b>0700 BC TRANSIT</b>						
00213-0006	22-Dec-2017	Issued	318	T		18132.00
1017602	01-4-2500-000	PAYABLES - TRADE		18132.00		
Invoice Description --> OCT 2017 CUSTOM TRANSIT						
<b>Total :</b>					18132.00	0.00
<b>Supplier Total :</b>					18132.00	0.00

<b>0740 BEAVER CREEK HOME CENTER</b>						
00211-0010	15-Dec-2017	Issued	305	T		32.25
1711-779681	01-4-2500-000	PAYABLES - TRADE		8.76		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
1711-790975	01-4-2500-000	PAYABLES - TRADE		23.49		
Invoice Description --> BCWS - HYDRANT REPAIR						

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



**AP5100** **Page : 6**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				32.25	0.00	32.25
<b>Supplier Total :</b>				32.25	0.00	32.25

**0777 BENSON, CHRIS**

41220	13-Dec-2017		Issued	304	C	250.00
2017-1057	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BENSON						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

**0785 BERKS INTERTRUCK LTD.**

00209-0008	05-Dec-2017		Issued	296	T	2570.65
157334	01-4-2500-000	PAYABLES - TRADE			30.24	
Invoice Description --> SLVFD - EQUIPMENT						
157205	01-4-2500-000	PAYABLES - TRADE			53.52	
Invoice Description --> SLVFD - EQUIPMENT						
333654	01-4-2500-000	PAYABLES - TRADE			305.81	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
333598	01-4-2500-000	PAYABLES - TRADE			311.10	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
333666	01-4-2500-000	PAYABLES - TRADE			346.75	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
333736	01-4-2500-000	PAYABLES - TRADE			734.32	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
333729	01-4-2500-000	PAYABLES - TRADE			788.91	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
<b>Total :</b>				2570.65	0.00	2570.65
<b>Supplier Total :</b>				2570.65	0.00	2570.65

**0791 BERRY & VALE CONTRACTING LTD**

00209-0009	05-Dec-2017		Issued	296	T	1200.06
2320	01-4-2500-000	PAYABLES - TRADE			1200.06	
Invoice Description --> AVLF - OCT CONTRACT - CPI INCREASE 1.8%						
<b>Total :</b>				1200.06	0.00	1200.06

00211-0011	15-Dec-2017		Issued	305	T	129214.38
2327	01-4-2500-000	PAYABLES - TRADE			1717.04	
Invoice Description --> AVLF - BIN OF DRYWALL HAULED						
2331	01-4-2500-000	PAYABLES - TRADE			44051.28	
Invoice Description --> WCLF - NOV CONTRACT \$35521.60, FREON\$192, DIVERSION SPOTTER\$6240						
2330	01-4-2500-000	PAYABLES - TRADE			83446.06	
Invoice Description --> AVLF -NOV CONTRACT \$64638.32, FREON\$288, MMBC \$806.18, DIV SPOTTER & WOODWASTE						

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



AP5100

Date : Jan 02, 2018

Page : 7

Time : 9:57 am

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				129214.38	0.00	129214.38
00213-0007	22-Dec-2017	Issued	318	T		20619.69
2349	01-4-2500-000	PAYABLES - TRADE		236.25		
Invoice Description --> AVLF - PROCES PROPANE TANKS RE: COMPLIANCE FOR INSU						
2348	01-4-2500-000	PAYABLES - TRADE		1712.45		
Invoice Description --> AVLF - LAGOON CLEAN UP						
2344	01-4-2500-000	PAYABLES - TRADE		2386.68		
Invoice Description --> AVLF - CONDUIT REPAIR FOR TELUS LINE TO SCALE HOUSE						
2345	01-4-2500-000	PAYABLES - TRADE		2389.96		
Invoice Description --> AVLF - LIFT STATION REPAIRS						
2346	01-4-2500-000	PAYABLES - TRADE		13894.35		
Invoice Description --> WCLF - LIFT STATION REPAIR						
<b>Total :</b>				20619.69	0.00	20619.69
<b>Supplier Total :</b>				151034.13	0.00	151034.13
-----						
<b>0530</b>	<b>BEST WESTERN BARCLAY HOTEL</b>					
41236	19-Dec-2017	Issued	317	C		210.44
2017013807	01-4-2500-000	PAYABLES - TRADE		210.44		
Invoice Description --> ACRD - KEVIN RAMSEY - STAFF INTERVIEWS						
<b>Total :</b>				210.44	0.00	210.44
<b>Supplier Total :</b>				210.44	0.00	210.44
-----						
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>					
00213-0008	22-Dec-2017	Issued	318	T		1801.98
33326529	01-4-2500-000	PAYABLES - TRADE		1801.98		
Invoice Description --> BCWS - RECRUITMENT \$1166.22, WC MULTIPLEX SURVEY- \$463.70 - BCWS - DCC REVIEW\$86						
<b>Total :</b>				1801.98	0.00	1801.98
<b>Supplier Total :</b>				1801.98	0.00	1801.98
-----						
<b>0914</b>	<b>BOWERMAN EXCAVATING LTD</b>					
00208-0001	01-Dec-2017	Issued	290	T		127483.52
11664	01-4-2500-000	PAYABLES - TRADE		127483.52		
Invoice Description --> AVRA - EXTENSION - HOLDBACK RELEASE - CAPITAL						
<b>Total :</b>				127483.52	0.00	127483.52
00209-0010	05-Dec-2017	Issued	296	T		7346.62
11680	01-4-2500-000	PAYABLES - TRADE		7346.62		
Invoice Description --> AVRA - PIPE#2 EMERGENCY REPAIR - CAPITAL						
<b>Total :</b>				7346.62	0.00	7346.62
00214-0001	22-Dec-2017	Issued	320	T		177530.77

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



**AP5100** **Page : 8**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
AVRA-PROG#3	01-4-2500-000	PAYABLES - TRADE		177530.77		
Invoice Description --> AVRA - NW OLS RD - CAPITAL						
<b>Total :</b>				177530.77	0.00	177530.77
<b>Supplier Total :</b>				312360.91	0.00	312360.91

0950	BRETT, KENNETH					
00211-0012	15-Dec-2017	Issued	305	T	1000.00	
BRE182041	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
<b>Total :</b>				1000.00	0.00	1000.00
<b>Supplier Total :</b>				1000.00	0.00	1000.00

1035	BUTLER, LES					
00211-0013	15-Dec-2017	Issued	305	T	3858.75	
2017-11	01-4-2500-000	PAYABLES - TRADE		3858.75		
Invoice Description --> BWS - NOV 2017 CONTRACTOR						
<b>Total :</b>				3858.75	0.00	3858.75
<b>Supplier Total :</b>				3858.75	0.00	3858.75

1110	CANADA POST CORPORATION					
00213-0009	22-Dec-2017	Issued	318	T	301.88	
9637556282	01-4-2500-000	PAYABLES - TRADE		301.88		
Invoice Description --> SPROAT LAKE - \$90.74, BCWS \$196.76						
<b>Total :</b>				301.88	0.00	301.88
<b>Supplier Total :</b>				301.88	0.00	301.88

1270	CDW CANADA INC					
00209-0011	05-Dec-2017	Issued	296	T	325.90	
KTX8321	01-4-2500-000	PAYABLES - TRADE		325.90		
Invoice Description --> ACRD - TONER						
<b>Total :</b>				325.90	0.00	325.90

00213-0010	22-Dec-2017	Issued	318	T	958.30
KXW0992	01-4-2500-000	PAYABLES - TRADE		163.26	
Invoice Description --> AVLF - 3RD AVE DEPOT - COMPUTER EXPENSE					
KXW9634	01-4-2500-000	PAYABLES - TRADE		259.75	
Invoice Description --> AVLF - 3RD AVE DEPOT - COMPUTER EXPENSE					
LCN4151	01-4-2500-000	PAYABLES - TRADE		535.29	
Invoice Description --> LBA - TONER					

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



**AP5100** **Page : 9**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Total :</b>						958.30	0.00	958.30
<b>Supplier Total :</b>						1284.20	0.00	1284.20
-----								
<b>1300</b>	<b>CENTRAL WESTCOAST FOREST SOCIETY</b>							
41181	01-Dec-2017		Issued	295	C			3500.00
2017KENNEDYCLE/	01-4-2500-000	PAYABLES - TRADE			3500.00			
Invoice Description --> 2017 KENNEDY FLAT ILLEGAL DUMPING CLEANUP								
<b>Total :</b>						3500.00	0.00	3500.00
<b>Supplier Total :</b>						3500.00	0.00	3500.00
-----								
<b>1316</b>	<b>CERTITECH IT SERVICES</b>							
00211-0014	15-Dec-2017		Issued	305	T			8410.50
00219	01-4-2500-000	PAYABLES - TRADE			8410.50			
Invoice Description --> NOV 2017 - IT SERVICES \$7,380, ALVF \$330, 3RD AVE DEPOT \$300								
<b>Total :</b>						8410.50	0.00	8410.50
<b>Supplier Total :</b>						8410.50	0.00	8410.50
-----								
<b>1390</b>	<b>CHERRY CREEK WATERWORKS DISTRICT</b>							
41222	13-Dec-2017		Issued	304	C			27457.50
NOV30/17	01-4-2500-000	PAYABLES - TRADE			27457.50			
Invoice Description --> CCCP - MOORE RD WATERMAIN REPLACEMENT & TRAIL								
<b>Total :</b>						27457.50	0.00	27457.50
<b>Supplier Total :</b>						27457.50	0.00	27457.50
-----								
<b>1363</b>	<b>CITY OF NANAIMO</b>							
41182	01-Dec-2017		Issued	295	C			5084.00
AR006448	01-4-2500-000	PAYABLES - TRADE			5084.00			
Invoice Description --> SLVFD - TRAINING								
<b>Total :</b>						5084.00	0.00	5084.00
-----								
41238	19-Dec-2017		Issued	317	C			997.50
AR006491	01-4-2500-000	PAYABLES - TRADE			997.50			
Invoice Description --> BCVFD - TRAINING								
<b>Total :</b>						997.50	0.00	997.50
<b>Supplier Total :</b>						6081.50	0.00	6081.50
-----								
<b>1351</b>	<b>CIVICINFO BC</b>							
00213-0011	22-Dec-2017		Issued	318	T			446.25
2017765	01-4-2500-000	PAYABLES - TRADE			446.25			



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



**AP5100** **Page : 10**  
**Date :** Jan 02, 2018 **Time :** 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> BCWS - RECRUITMENT						
<b>Total :</b>				446.25	0.00	446.25
<b>Supplier Total :</b>				446.25	0.00	446.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1382</b>	<b>COAST BC CATERING 2010</b>					
00213-0012	22-Dec-2017		Issued	318	T	718.13
#74-2017	01-4-2500-000	PAYABLES - TRADE			338.10	
Invoice Description --> ACRD - COMMITTEE LUNCH						
#64-2017	01-4-2500-000	PAYABLES - TRADE			380.03	
Invoice Description --> ACRD - COMMITTEE LUNCH						
<b>Total :</b>				718.13	0.00	718.13
<b>Supplier Total :</b>				718.13	0.00	718.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1459</b>	<b>COLYN'S LANDSCAPING LTD.</b>					
41239	19-Dec-2017		Issued	317	C	82.05
171121	01-4-2500-000	PAYABLES - TRADE			82.05	
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE						
<b>Total :</b>				82.05	0.00	82.05
<b>Supplier Total :</b>				82.05	0.00	82.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1440</b>	<b>COMOX FIREFIGHTERS ASSOCIATION</b>					
41183	01-Dec-2017		Issued	295	C	1575.00
20171126	01-4-2500-000	PAYABLES - TRADE			525.00	
Invoice Description --> SLVFD - TRAINING						
20171210	01-4-2500-000	PAYABLES - TRADE			1050.00	
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				1575.00	0.00	1575.00
<b>Supplier Total :</b>				1575.00	0.00	1575.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0801</b>	<b>CORIX WATER PRODUCTS LTD.</b>					
00209-0012	05-Dec-2017		Issued	296	T	560.04
10716142120	01-4-2500-000	PAYABLES - TRADE			560.04	
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>				560.04	0.00	560.04
<b>Supplier Total :</b>				560.04	0.00	560.04

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1650</b>	<b>CUPE - LOCAL 118</b>					
00209-0013	05-Dec-2017		Issued	296	T	1719.16
DUESNOV17	01-4-2500-000	PAYABLES - TRADE			1719.16	

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



**AP5100** **Page : 11**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> NOVEMBER 2017 UNION DUES							
<b>Total :</b>					1719.16	0.00	1719.16
<b>Supplier Total :</b>					1719.16	0.00	1719.16
-----							
<b>1672</b>	<b>D.A.S.T WELDING INC.</b>						
41240	19-Dec-2017		Issued	317	C	72.16	
5829	01-4-2500-000	PAYABLES - TRADE			72.16		
Invoice Description --> BCWS - REPAIR SUPPLY - TRAVES RD							
<b>Total :</b>					72.16	0.00	72.16
<b>Supplier Total :</b>					72.16	0.00	72.16
-----							
<b>1654</b>	<b>DAVEY TREE SERVICES CO. OF CANADA LTD.</b>						
41254	20-Dec-2017		Issued	319	C	28872.90	
910862428	01-4-2500-000	PAYABLES - TRADE			5745.60		
Invoice Description --> LBA - FLIGHTWAY CLEARING - CAPITAL							
910842212	01-4-2500-000	PAYABLES - TRADE			6484.80		
Invoice Description --> LBA - FLIGHTWAY CLEARING - CAPITAL							
910880929	01-4-2500-000	PAYABLES - TRADE			16642.50		
Invoice Description --> LBA - FLIGHTWAY CLEARING - CAPITAL							
<b>Total :</b>					28872.90	0.00	28872.90
<b>Supplier Total :</b>					28872.90	0.00	28872.90
-----							
<b>1718</b>	<b>DENIS FRANCOEUR BACKHOEING</b>						
00213-0013	22-Dec-2017		Issued	318	T	8517.49	
2000618	01-4-2500-000	PAYABLES - TRADE			3954.42		
Invoice Description --> SB - SEPTIC REPAIR							
2000642	01-4-2500-000	PAYABLES - TRADE			4563.07		
Invoice Description --> AVRA - SEPTIC REPAIR							
<b>Total :</b>					8517.49	0.00	8517.49
<b>Supplier Total :</b>					8517.49	0.00	8517.49
-----							
<b>5375</b>	<b>DISTRICT OF UCLUELET</b>						
41211	01-Dec-2017		Issued	295	C	63.00	
3445	01-4-2500-000	PAYABLES - TRADE			63.00		
Invoice Description --> ACRD - W.C. COMMITTEE MEETING							
<b>Total :</b>					63.00	0.00	63.00
<b>Supplier Total :</b>					63.00	0.00	63.00

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



AP5100

Date : Jan 02, 2018

Page : 12

Time : 9:57 am

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41223	13-Dec-2017	Issued	304	C		2002.93
DEC04/17	01-4-2500-000	PAYABLES - TRADE		2002.93		
Invoice Description --> LBA - MAINTENANCE TRAINING						
<b>Total :</b>				2002.93	0.00	2002.93
<b>Supplier Total :</b>				2002.93	0.00	2002.93
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>					
000213-0014	22-Dec-2017	Issued	318	T		60.48
G45144	01-4-2500-000	PAYABLES - TRADE		60.48		
Invoice Description --> BCWS - REPAIR - CAMERON RD						
<b>Total :</b>				60.48	0.00	60.48
<b>Supplier Total :</b>				60.48	0.00	60.48
<b>1843</b>	<b>DUNCAN ELECTRIC MOTOR LTD</b>					
41241	19-Dec-2017	Issued	317	C		1971.20
P3490	01-4-2500-000	PAYABLES - TRADE		1971.20		
Invoice Description --> WCLF & AVLF - LIFT INSPECTIONS						
<b>Total :</b>				1971.20	0.00	1971.20
<b>Supplier Total :</b>				1971.20	0.00	1971.20
<b>1847</b>	<b>DUPERE, JOHANNE</b>					
000211-0015	15-Dec-2017	Issued	305	T		200.00
DUP182042	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				200.00	0.00	200.00
<b>0940</b>	<b>DUVALL, EDITH</b>					
000210-0001	07-Dec-2017	Issued	300	T		1780.00
DEC05/17	01-4-2500-000	PAYABLES - TRADE		30.00		
Invoice Description --> ACRD - JANITORIAL SERVICES						
EDUVALL82038	01-4-2500-000	PAYABLES - TRADE		1750.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL						
<b>Total :</b>				1780.00	0.00	1780.00
000213-0015	22-Dec-2017	Issued	318	T		400.00
DEC15/17	01-4-2500-000	PAYABLES - TRADE		400.00		
Invoice Description --> ACRD OFFICE - CONTRACT INCREASE DUE FROM NOV & DEC						
<b>Total :</b>				400.00	0.00	400.00

## Cheque Register - Detail - Supp.



AP5100

Date : Jan 02, 2018

Page : 13

Time : 9:57 am

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

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

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						2180.00	0.00	2180.00
-----								
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>							
00209-0014	05-Dec-2017		Issued	296	T			136.50
391	01-4-2500-000	PAYABLES - TRADE				48.30		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION								
394	01-4-2500-000	PAYABLES - TRADE				88.20		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION								
<b>Total :</b>						136.50	0.00	136.50
<b>Supplier Total :</b>						136.50	0.00	136.50
-----								
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>							
00213-0016	22-Dec-2017		Issued	318	T			4368.75
#11NOV17	01-4-2500-000	PAYABLES - TRADE				4368.75		
Invoice Description --> PLANNING - AG SUPPORT - \$3423.21, GROW LOCAL \$737.50								
<b>Total :</b>						4368.75	0.00	4368.75
<b>Supplier Total :</b>						4368.75	0.00	4368.75
-----								
<b>1970</b>	<b>EQUIFAX CANADA INC.</b>							
41242	19-Dec-2017		Issued	317	C			21.00
4572172	01-4-2500-000	PAYABLES - TRADE				21.00		
Invoice Description --> AVLF & WCLF - CREDIT CHEK FEES								
<b>Total :</b>						21.00	0.00	21.00
<b>Supplier Total :</b>						21.00	0.00	21.00
-----								
<b>1990</b>	<b>EVITT ELECTRIC</b>							
00209-0015	05-Dec-2017		Issued	296	T			593.10
36407	01-4-2500-000	PAYABLES - TRADE				593.10		
Invoice Description --> SLVFD - MAINTENANCE								
<b>Total :</b>						593.10	0.00	593.10
<b>Supplier Total :</b>						593.10	0.00	593.10
-----								
<b>2034</b>	<b>FIVE STAR UNIFORMS</b>							
00213-0017	22-Dec-2017		Issued	318	T			947.52
3268	01-4-2500-000	PAYABLES - TRADE				947.52		
Invoice Description --> BCVFD - UNIFORMS								
<b>Total :</b>						947.52	0.00	947.52
<b>Supplier Total :</b>						947.52	0.00	947.52

**ALBERNI-CLAYQUOQT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100**  
**Date :** Jan 02, 2018

**Page :** 14  
**Time :** 9:57 am

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2067</b>	<b>FORTISBC</b>					
41224	13-Dec-2017	Issued	304	C		105.73
NOV22/17	01-4-2500-000	PAYABLES - TRADE		105.73		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>				105.73	0.00	105.73
<b>Supplier Total :</b>				105.73	0.00	105.73

<b>2140</b>	<b>GEDDES, RICHARD D.</b>					
00209-0016	05-Dec-2017	Issued	296	T		900.00
009	01-4-2500-000	PAYABLES - TRADE		150.00		
Invoice Description --> BCVFD- TRAINING						
011	01-4-2500-000	PAYABLES - TRADE		750.00		
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				900.00	0.00	900.00
00211-0016	15-Dec-2017	Issued	305	T		55.00
RG-SLVFD0182044	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
<b>Total :</b>				55.00	0.00	55.00
00213-0018	22-Dec-2017	Issued	318	T		3600.00
014	01-4-2500-000	PAYABLES - TRADE		1350.00		
Invoice Description --> SLVFD - TRAINING						
012	01-4-2500-000	PAYABLES - TRADE		2250.00		
Invoice Description --> BCVFD - TRAINING						
<b>Total :</b>				3600.00	0.00	3600.00
<b>Supplier Total :</b>				4555.00	0.00	4555.00

<b>2123</b>	<b>GEEKS ON THE BEACH WEB AGENCY</b>					
41185	01-Dec-2017	Issued	295	C		2906.40
000562	01-4-2500-000	PAYABLES - TRADE		655.20		
Invoice Description --> ACHN - WEBSITE MAINTENANCE						
0004560	01-4-2500-000	PAYABLES - TRADE		2251.20		
Invoice Description --> ACHN - WEBSITE MAINTENANCE						
<b>Total :</b>				2906.40	0.00	2906.40
<b>Supplier Total :</b>				2906.40	0.00	2906.40

<b>2138</b>	<b>GOLDT, ERIKA</b>					
41243	19-Dec-2017	Issued	317	C		768.90
DEC01/17	01-4-2500-000	PAYABLES - TRADE		768.90		
Invoice Description --> PLANNING - GROW LOCAL - EAT WEST COAST						

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



**AP5100**  
**Date :** Jan 02, 2018

**Page : 15**  
**Time :** 9:57 am

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

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

Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Total :</b>							768.90	0.00	768.90
<b>Supplier Total :</b>							768.90	0.00	768.90
-----									
<b>2322</b>	<b>GUILLEVIN INTERNATIONAL CO.</b>								
00209-0017	05-Dec-2017	Issued	296	T			57.09		
0428-513651	01-4-2500-000	PAYABLES - TRADE		57.09					
Invoice Description --> SLVFD - EQUIPMENT									
<b>Total :</b>							57.09	0.00	57.09
<b>Supplier Total :</b>							57.09	0.00	57.09
-----									
<b>2366</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>								
41186	01-Dec-2017	Issued	295	C			611.52		
153186	01-4-2500-000	PAYABLES - TRADE		611.52					
Invoice Description --> BCWS - WATER MONITORING									
<b>Total :</b>							611.52	0.00	611.52
<b>Supplier Total :</b>							611.52	0.00	611.52
-----									
<b>2521</b>	<b>HORNET EXCAVATING</b>								
41187	01-Dec-2017	Issued	295	C			1044.75		
549	01-4-2500-000	PAYABLES - TRADE		1044.75					
Invoice Description --> BCWS - SERVICE REPAIRS									
<b>Total :</b>							1044.75	0.00	1044.75
41245	19-Dec-2017	Issued	317	C			2648.63		
552	01-4-2500-000	PAYABLES - TRADE		1317.75					
Invoice Description --> BCWS - WATERMAIN REPAIR									
553	01-4-2500-000	PAYABLES - TRADE		1330.88					
Invoice Description --> BCWS - SERVICE REPAIR									
<b>Total :</b>							2648.63	0.00	2648.63
<b>Supplier Total :</b>							3693.38	0.00	3693.38
-----									
<b>2560</b>	<b>HOULE PRINTING</b>								
00213-0019	22-Dec-2017	Issued	318	T			156.80		
16907	01-4-2500-000	PAYABLES - TRADE		156.80					
Invoice Description --> SL - WINTER 2017 NEWSLETTER									
<b>Total :</b>							156.80	0.00	156.80
<b>Supplier Total :</b>							156.80	0.00	156.80
-----									
<b>2570</b>	<b>HOUSE OF SERVICE</b>								

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



**AP5100**  
**Date :** Jan 02, 2018

**Page : 16**  
**Time : 9:57 am**

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41246	19-Dec-2017	Issued	317	C		82.35
9579	01-4-2500-000	PAYABLES - TRADE		82.35		
Invoice Description --> ACRD - FRIDGE FILTERS						
<b>Total :</b>				82.35	0.00	82.35
<b>Supplier Total :</b>				82.35	0.00	82.35
<b>2703 INNOVA STRATEGY GROUP</b>						
41225	13-Dec-2017	Issued	304	C		5145.00
17-031-ACRD	01-4-2500-000	PAYABLES - TRADE		5145.00		
Invoice Description --> ACRD - INTERNAL REVIEW						
<b>Total :</b>				5145.00	0.00	5145.00
<b>Supplier Total :</b>				5145.00	0.00	5145.00
<b>2651 INSIGHT CANADA INC.</b>						
00209-0018	05-Dec-2017	Issued	296	T		197.34
720704404	01-4-2500-000	PAYABLES - TRADE		197.34		
Invoice Description --> BCWS - OFFICE SUPPLIES						
<b>Total :</b>				197.34	0.00	197.34
<b>Supplier Total :</b>				197.34	0.00	197.34
<b>2734 ISLAND AGRICULTURE SHOW</b>						
41188	01-Dec-2017	Issued	295	C		600.00
2018-AGSHOW-BOC	01-4-2500-000	PAYABLES - TRADE		600.00		
Invoice Description --> PLANNING - FEB 2018 - BOOTH						
<b>Total :</b>				600.00	0.00	600.00
<b>Supplier Total :</b>				600.00	0.00	600.00
<b>2748 ISLAND BEVERAGE SERVICES</b>						
41189	01-Dec-2017	Issued	295	C		108.78
16547	01-4-2500-000	PAYABLES - TRADE		108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				108.78	0.00	108.78
41248	19-Dec-2017	Issued	317	C		108.78
16596	01-4-2500-000	PAYABLES - TRADE		108.78		
Invoice Description --> ACRD - OFFICE SUPPLIES						
<b>Total :</b>				108.78	0.00	108.78
<b>Supplier Total :</b>				217.56	0.00	217.56

**ALBERNI-CLAYQUOY REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 17**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>2626</b>	<b>ISLAND WORK TRANSITIONS INC</b>						
41247	19-Dec-2017		Issued	317	C	2500.00	
DEC15/17	01-4-2500-000	PAYABLES - TRADE			2500.00		
Invoice Description -->		GIA - REGION WIDE - SPECIAL EVENTS - WC JOB EXPO					
<b>Total :</b>					2500.00	0.00	2500.00
<b>Supplier Total :</b>					2500.00	0.00	2500.00
<b>1075</b>	<b>J&amp;D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)</b>						
00209-0019	05-Dec-2017		Issued	296	T	1252.79	
909706	01-4-2500-000	PAYABLES - TRADE			9.61		
Invoice Description -->		SLVFD - EQUIPMENT					
809688	01-4-2500-000	PAYABLES - TRADE			15.66		
Invoice Description -->		SLVFD - HALL #2 UPDGRADES - CAPITAL					
809689	01-4-2500-000	PAYABLES - TRADE			33.88		
Invoice Description -->		BCWS - SUPPLIES					
909716	01-4-2500-000	PAYABLES - TRADE			78.94		
Invoice Description -->		BCWS - SUPPLIES					
526909	01-4-2500-000	PAYABLES - TRADE			124.59		
Invoice Description -->		BCWS - SHOP SUPPLIES					
526912	01-4-2500-000	PAYABLES - TRADE			138.17		
Invoice Description -->		BCWS - SHOP SUPPLIES					
809654	01-4-2500-000	PAYABLES - TRADE			156.71		
Invoice Description -->		BCWS - SMALL TOOLS					
809988	01-4-2500-000	PAYABLES - TRADE			205.98		
Invoice Description -->		BCWS - SHOP SUPPLIES					
909734	01-4-2500-000	PAYABLES - TRADE			227.23		
Invoice Description -->		BCWS - SMALL TOOLS					
009993	01-4-2500-000	PAYABLES - TRADE			262.02		
Invoice Description -->		SLVFD - EQUIPMENT					
<b>Total :</b>					1252.79	0.00	1252.79
<b>Supplier Total :</b>					1252.79	0.00	1252.79
<b>2810</b>	<b>J. MCMILLAN BAILIFF &amp; COLLECTION LTD</b>						
41226	13-Dec-2017		Issued	304	C	16.53	
NOV30/17-CL#1247!	01-4-2500-000	PAYABLES - TRADE			16.53		
Invoice Description -->		ACRD - COMMISSION PD TO COLLECTION FOR A/R					
<b>Total :</b>					16.53	0.00	16.53
<b>Supplier Total :</b>					16.53	0.00	16.53
<b>2816</b>	<b>J.W.BERRY TRUCKING LTD.</b>						
41190	01-Dec-2017		Issued	295	C	2594.59	
12423	01-4-2500-000	PAYABLES - TRADE			2594.59		



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



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

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
Invoice Description --> AVLF - WOOD WASTE MAINTENANCE							
<b>Total :</b>					2594.59	0.00	2594.59
41250	19-Dec-2017	Issued	317	C		2653.73	
12430	01-4-2500-000	PAYABLES - TRADE			2653.73		
Invoice Description --> AVLF - WOOD WASTE MAINTENANCE							
<b>Total :</b>					2653.73	0.00	2653.73
<b>Supplier Total :</b>					5248.32	0.00	5248.32
-----							
<b>2787</b>	<b>JACKSON, ROBERT</b>						
000211-0017	15-Dec-2017	Issued	305	T		77.65	
CSPNOV1282043	01-4-2500-000	PAYABLES - TRADE			77.65		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE							
<b>Total :</b>					77.65	0.00	77.65
<b>Supplier Total :</b>					77.65	0.00	77.65
-----							
<b>2797</b>	<b>JAMESON WATER SERVICES</b>						
000213-0020	22-Dec-2017	Issued	318	T		262.50	
20171208	01-4-2500-000	PAYABLES - TRADE			262.50		
Invoice Description --> ACRD - UV WATER TREATMENT COURSE							
<b>Total :</b>					262.50	0.00	262.50
<b>Supplier Total :</b>					262.50	0.00	262.50
-----							
<b>2828</b>	<b>JARDINE LLOYD THOMPSON CANADA</b>						
41191	01-Dec-2017	Issued	295	C		3229.00	
45291	01-4-2500-000	PAYABLES - TRADE			1079.00		
Invoice Description --> BVFD - BOAT INSURANCE - PROPERTY							
45267	01-4-2500-000	PAYABLES - TRADE			2150.00		
Invoice Description --> BVFD - BOAT INSURANCE - LIABILITY							
<b>Total :</b>					3229.00	0.00	3229.00
<b>Supplier Total :</b>					3229.00	0.00	3229.00
-----							
<b>2796</b>	<b>JAY'S PLUMBING &amp; HEATING LTD.</b>						
41249	19-Dec-2017	Issued	317	C		57.29	
8176	01-4-2500-000	PAYABLES - TRADE			57.29		
Invoice Description --> AVLF - 3RD AVE DEPOT - TOILET REPAIR							
<b>Total :</b>					57.29	0.00	57.29
<b>Supplier Total :</b>					57.29	0.00	57.29

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



**AP5100**  
**Date :** Jan 02, 2018

**Page :** 19  
**Time :** 9:57 am

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

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>2846</b>	<b>KELLY, MARK</b>						
00209-0020	05-Dec-2017		Issued	296	T	240.00	
NOV14/17	01-4-2500-000	PAYABLES - TRADE			240.00		
Invoice Description --> BWS - WATER SYSTEM REPAIR							
<b>Total :</b>					240.00	0.00	240.00
<b>Supplier Total :</b>					240.00	0.00	240.00
<b>2858</b>	<b>KGC FIRE RESCUE INC.</b>						
00209-0021	05-Dec-2017		Issued	296	T	2352.00	
234837	01-4-2500-000	PAYABLES - TRADE			2352.00		
Invoice Description --> BCVFD - EQUIPMENT							
<b>Total :</b>					2352.00	0.00	2352.00
<b>Supplier Total :</b>					2352.00	0.00	2352.00
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>						
00213-0021	22-Dec-2017		Issued	318	T	9149.58	
1634-019	01-4-2500-000	PAYABLES - TRADE			9149.58		
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL							
<b>Total :</b>					9149.58	0.00	9149.58
<b>Supplier Total :</b>					9149.58	0.00	9149.58
<b>2909</b>	<b>KPMG LLP</b>						
00213-0022	22-Dec-2017		Issued	318	T	5250.00	
8001804711	01-4-2500-000	PAYABLES - TRADE			5250.00		
Invoice Description --> ACRD - FIRST INTERIM BILLING - AUDIT							
<b>Total :</b>					5250.00	0.00	5250.00
<b>Supplier Total :</b>					5250.00	0.00	5250.00
<b>2890</b>	<b>L.B. WOODCHOPPERS LTD.</b>						
00209-0022	05-Dec-2017		Issued	296	T	320.35	
282729	01-4-2500-000	PAYABLES - TRADE			26.88		
Invoice Description --> SLVFD - EQUIPMENT							
283397	01-4-2500-000	PAYABLES - TRADE			293.47		
Invoice Description --> ACRD - SAFETY SUPPLIES							
<b>Total :</b>					320.35	0.00	320.35
<b>Supplier Total :</b>					320.35	0.00	320.35
<b>3027</b>	<b>LADYBIRD ENGRAVING &amp; WEB CREATIONS LTD</b>						
41192	01-Dec-2017		Issued	295	C	612.64	

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



**AP5100**  
**Date :** Jan 02, 2018

**Page :** 20  
**Time :** 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1316	01-4-2500-000	PAYABLES - TRADE		612.64		
Invoice Description --> SLVFD - AWARDS BANQUET						
<b>Total :</b>				612.64	0.00	612.64
<b>Supplier Total :</b>				612.64	0.00	612.64

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3056	LEICESTER, BRUCE					
41227	13-Dec-2017		Issued	304	C	250.00
2017-1058	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - LEICESTER						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3117	LORDCO					
00209-0023	05-Dec-2017		Issued	296	T	56.35
402105	01-4-2500-000	PAYABLES - TRADE		56.35		
Invoice Description --> SLVFD - HALL MAINTENANCE SUPPLIES						
<b>Total :</b>				56.35	0.00	56.35
<b>Supplier Total :</b>				56.35	0.00	56.35

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3157	MACLEOD, SCOTT					
41193	01-Dec-2017		Issued	295	C	250.00
2017-1056	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - MACLEOD						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3205	MAGIC MOMENTS					
41194	01-Dec-2017		Issued	295	C	72.80
17-103002	01-4-2500-000	PAYABLES - TRADE		72.80		
Invoice Description --> ACRD - SERVICE AWARD - HALLBERG DODDS						
<b>Total :</b>				72.80	0.00	72.80
<b>Supplier Total :</b>				72.80	0.00	72.80

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3214	MARCIE DEWITT					
00209-0024	05-Dec-2017		Issued	296	T	179.34
NOV14/17	01-4-2500-000	PAYABLES - TRADE		179.34		
Invoice Description --> ACHN - REGISTRATION FEE S - REIMBURSEMENT						
<b>Total :</b>				179.34	0.00	179.34

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



**AP5100**

**Date :** Jan 02, 2018

**Page :** 21

**Time :** 9:57 am

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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00211-0018	15-Dec-2017	Issued	305	T		7000.00
NOV30/17	01-4-2500-000	PAYABLES - TRADE		7000.00		
Invoice Description --> ACHN - COORDINATOR - NOV 2017						
<b>Total :</b>				7000.00	0.00	7000.00
00213-0023	22-Dec-2017	Issued	318	T		2500.00
DEC15/17	01-4-2500-000	PAYABLES - TRADE		2500.00		
Invoice Description --> ACRD - BC TRANSIT REPORT						
<b>Total :</b>				2500.00	0.00	2500.00
<b>Supplier Total :</b>				9679.34	0.00	9679.34

**3270 MCCOY LAKE EXCAVATING LTD**

00209-0025	05-Dec-2017	Issued	296	T		423.36
4174	01-4-2500-000	PAYABLES - TRADE		423.36		
Invoice Description --> BCWS - SERVICE REPAIR						
<b>Total :</b>				423.36	0.00	423.36
<b>Supplier Total :</b>				423.36	0.00	423.36

**3280 MCGILL & ASSOCIATES ENGINEERING**

00211-0019	15-Dec-2017	Issued	305	T		5386.51
16402	01-4-2500-000	PAYABLES - TRADE		156.19		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
16449	01-4-2500-000	PAYABLES - TRADE		227.06		
Invoice Description --> WCLF - TRANSFER STATION						
16448	01-4-2500-000	PAYABLES - TRADE		283.50		
Invoice Description --> AVLF - GYPROC RECYCLING - CAPITAL						
16445	01-4-2500-000	PAYABLES - TRADE		318.94		
Invoice Description --> AVLF - SCADA MONITORING - CAPITAL						
16446	01-4-2500-000	PAYABLES - TRADE		318.94		
Invoice Description --> ALVF - COVER MATERIAL						
16435	01-4-2500-000	PAYABLES - TRADE		407.40		
Invoice Description --> CCCP - CHERRY CREEK TRAIL						
16444	01-4-2500-000	PAYABLES - TRADE		458.85		
Invoice Description --> AVLF - ANNUAL REPORTING						
16439	01-4-2500-000	PAYABLES - TRADE		681.19		
Invoice Description --> MWS - WATER SYSTEM ASSESSMENT - CAPITAL						
16442	01-4-2500-000	PAYABLES - TRADE		1015.88		
Invoice Description --> AVLF - GENERAL CONSULTING						
16447	01-4-2500-000	PAYABLES - TRADE		1518.56		
Invoice Description --> WCLF - LEACHATE INVESTIGATION & REMEDIATION - CAPITAL						
<b>Total :</b>				5386.51	0.00	5386.51

00213-0024	22-Dec-2017	Issued	318	T		863.63
16443	01-4-2500-000	PAYABLES - TRADE		863.63		

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



**AP5100** **Page : 22**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> ACRD - GENERAL CONSULTING							
<b>Total :</b>					863.63	0.00	863.63
<b>Supplier Total :</b>					6250.14	0.00	6250.14
-----							
<b>3340</b>	<b>MINISTER OF FINANCE</b>						
41228	13-Dec-2017		Issued	304	C	2175.00	
MSPDEC/17	01-4-2500-000	PAYABLES - TRADE			2175.00		
Invoice Description --> MSP PREMIUMS FOR DEC 2017							
<b>Total :</b>					2175.00	0.00	2175.00
<b>Supplier Total :</b>					2175.00	0.00	2175.00
-----							
<b>3370</b>	<b>MINISTER OF FINANCE</b>						
41229	13-Dec-2017		Issued	304	C	25.00	
DEC12/17	01-4-2500-000	PAYABLES - TRADE			25.00		
Invoice Description --> AVRA - CROWN LAND APPLICATION PACKAGE							
<b>Total :</b>					25.00	0.00	25.00
<b>Supplier Total :</b>					25.00	0.00	25.00
-----							
<b>4673</b>	<b>MORNEAU SHEPELL LTD</b>						
41200	01-Dec-2017		Issued	295	C	1044.75	
565466	01-4-2500-000	PAYABLES - TRADE			1044.75		
Invoice Description --> BCVFD - SUPPORT SERVICES							
<b>Total :</b>					1044.75	0.00	1044.75
<b>Supplier Total :</b>					1044.75	0.00	1044.75
-----							
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>						
EFT-33	01-Dec-2017		Issued	316	E	156229.65	
73-2/2017	01-4-2500-000	PAYABLES - TRADE			156229.65		
Invoice Description --> DEBENTURE DEBT							
<b>Total :</b>					156229.65	0.00	156229.65
EFT-34	01-Dec-2017		Issued	316	E	2664.44	
75-2/2017	01-4-2500-000	PAYABLES - TRADE			2664.44		
Invoice Description --> DEBENTURE DEBT							
<b>Total :</b>					2664.44	0.00	2664.44
<b>Supplier Total :</b>					158894.09	0.00	158894.09
-----							
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>						
EFT-26	14-Dec-2017		Issued	293	E	15470.03	

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



**AP5100** **Page : 23**  
**Date :** Jan 02, 2018 **Time :** 9:57 am

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

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
PP#24 - 2017	01-4-2500-000	PAYABLES - TRADE				15470.03		
Invoice Description --> PP#24 - 2017 PENSION REMITTANCE								
<b>Total :</b>						15470.03	0.00	15470.03
EFT-27	28-Dec-2017		Cancelled	310	E		11112.01	
3490	01-4-2500-000	PAYABLES - TRADE				11112.01		
Invoice Description --> Cancelled Invoice - PP#25 - 2017 PENSION REMITTANCE								
EFT-27	13-Dec-2017		Cancelled	311	E		-11112.01	
3490	01-4-2500-000	PAYABLES - TRADE				-11112.01		
Invoice Description --> Cancelled Invoice - PP#25 - 2017 PENSION REMITTANCE								
<b>Total :</b>						0.00	0.00	0.00
	14-Dec-2017		Cancelled	312	R		0.00	
3490	01-4-2500-000	PAYABLES - TRADE				11112.01		
Invoice Description --> Cancelled Invoice - PP#25 - 2017 PENSION REMITTANCE								
3490	01-4-2503-000	SUPERANNUATION DEDUCTIONS					-11112.01	
Invoice Description --> Cancelled Invoice - PP#25 - 2017 PENSION REMITTANCE								
<b>Total :</b>						11112.01	-11112.01	0.00
EFT-28	28-Dec-2017		Issued	314	E		11112.01	
PP#25 - 2017	01-4-2500-000	PAYABLES - TRADE				11112.01		
Invoice Description --> PP#25 - 2017 PENSION REMITTANCE								
<b>Total :</b>						11112.01	0.00	11112.01
<b>Supplier Total :</b>						37694.05	-11112.01	26582.04

<b>3525 MUNICIPAL WORLD INC</b>								
41195	01-Dec-2017		Issued	295	C		418.95	
JB-1507	01-4-2500-000	PAYABLES - TRADE				418.95		
Invoice Description --> BCWS - RECRUITING								
<b>Total :</b>						418.95	0.00	418.95
<b>Supplier Total :</b>						418.95	0.00	418.95

<b>3602 NEW WEST GYPSUM RECYCLING (BC) INC</b>								
00209-0026	05-Dec-2017		Issued	296	T		487.41	
894306	01-4-2500-000	PAYABLES - TRADE				487.41		
Invoice Description --> AVLF - GYPSUM DIVERSION								
<b>Total :</b>						487.41	0.00	487.41
<b>Supplier Total :</b>						487.41	0.00	487.41

<b>3705 NURNDY-FORFIRE EMERGENCY GRAPHICS LTD.</b>							
41196	01-Dec-2017		Issued	295	C		127.96
21256	01-4-2500-000	PAYABLES - TRADE				127.96	

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



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

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit			
Invoice Description --> SLVFD - EQUIPMENT								
<b>Total :</b>						127.96	0.00	127.96
<b>Supplier Total :</b>						127.96	0.00	127.96
<b>3907</b>	<b>ORCA HEALTH &amp; SAFETY CONSULTING INC</b>							
41252	19-Dec-2017			Issued	317	C	3587.38	
4123	01-4-2500-000	PAYABLES - TRADE				3587.38		
Invoice Description --> ACRD - GAP ANALYSIS OH&S PROGRAM								
<b>Total :</b>						3587.38	0.00	3587.38
<b>Supplier Total :</b>						3587.38	0.00	3587.38
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>							
EFT-12	01-Dec-2017			Issued	322	E	11191.13	
541947	01-4-2500-000	PAYABLES - TRADE				11191.13		
Invoice Description --> DECEMBER 2017 - HEALTH, DENTAL & DISABILITY PREMIUMS								
<b>Total :</b>						11191.13	0.00	11191.13
<b>Supplier Total :</b>						11191.13	0.00	11191.13
<b>3799</b>	<b>PACIFIC FIRE HYDRANT</b>							
41251	19-Dec-2017			Issued	317	C	2720.03	
BWSOCT28/17	01-4-2500-000	PAYABLES - TRADE				2720.03		
Invoice Description --> BWS - HYDRANT INSPECTIONS 2017								
<b>Total :</b>						2720.03	0.00	2720.03
<b>Supplier Total :</b>						2720.03	0.00	2720.03
<b>3887</b>	<b>PLANNING INSTITUTE OF B.C.</b>							
41197	01-Dec-2017			Issued	295	C	551.00	
66413	01-4-2500-000	PAYABLES - TRADE				551.00		
Invoice Description --> ALEX DYER - 2018 MEMBERSHIP								
<b>Total :</b>						551.00	0.00	551.00
41230	13-Dec-2017			Issued	304	C	551.00	
70304	01-4-2500-000	PAYABLES - TRADE				551.00		
Invoice Description --> MIKE IRG - 2018 MEMBERSHIP								
<b>Total :</b>						551.00	0.00	551.00
<b>Supplier Total :</b>						1102.00	0.00	1102.00
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>							
41198	01-Dec-2017			Issued	295	C	21165.10	

ALBERTA-CLAYQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100  
 Date : Jan 02, 2018

Page : 25  
 Time : 9:57 am

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

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium		Amount
Invoice No.	Account No.	Account Description			Debit	Credit	
PP#24 - 2017 - BFD	01-4-2500-000	PAYABLES - TRADE			175.00		
Invoice Description --> TAX REMITTANCE FOR PP#24 - 2017 - BFD							
PP#24 - 2017	01-4-2500-000	PAYABLES - TRADE			20990.10		
Invoice Description --> TAX REMITTANCE FOR PP#24 - 2017							
<b>Total :</b>					21165.10	0.00	21165.10
41216	06-Dec-2017		Issued	302	C		753.30
PP#23 - 2017 GEDD	01-4-2500-000	PAYABLES - TRADE			753.30		
Invoice Description --> TAX REMITTANCE FOR PP#23 - 2017 GEDDES							
<b>Total :</b>					753.30	0.00	753.30
41234	13-Dec-2017		Issued	308	C		16525.20
PP#25 - 2017 - BFD	01-4-2500-000	PAYABLES - TRADE			175.00		
Invoice Description --> TAX REMITTANCE FOR PP#25 - 2017 - BFD							
PP#25 - 2017	01-4-2500-000	PAYABLES - TRADE			16350.20		
Invoice Description --> TAX REMITTANCE FOR PP#25 - 2017							
<b>Total :</b>					16525.20	0.00	16525.20
<b>Supplier Total :</b>					38443.60	0.00	38443.60
-----							
<b>4491</b>	<b>ROMPRE, SUZANNE</b>						
00213-0025	22-Dec-2017		Issued	318	T		850.00
NOV30/17	01-4-2500-000	PAYABLES - TRADE			850.00		
Invoice Description --> NOVEMBER BAMFIELD TRANSFER STATION CONTRACTOR							
<b>Total :</b>					850.00	0.00	850.00
<b>Supplier Total :</b>					850.00	0.00	850.00
-----							
<b>4888</b>	<b>SEVIGNY, SHELLY</b>						
00211-0020	15-Dec-2017		Issued	305	T		535.00
NOV/2017	01-4-2500-000	PAYABLES - TRADE			535.00		
Invoice Description --> SLVFD - OFFICE ADMIN							
<b>Total :</b>					535.00	0.00	535.00
<b>Supplier Total :</b>					535.00	0.00	535.00
-----							
<b>4610</b>	<b>SIGNWORKS</b>						
41199	01-Dec-2017		Issued	295	C		1344.00
5374	01-4-2500-000	PAYABLES - TRADE			308.00		
Invoice Description --> SLVFD - SIGNS - FIRE PREVENTION							
5375	01-4-2500-000	PAYABLES - TRADE			1036.00		
Invoice Description --> SLVFD - BANQUET							
<b>Total :</b>					1344.00	0.00	1344.00



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



AP5100  
 Date : Jan 02, 2018

Page : 26  
 Time : 9:57 am

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

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

Supplier	Supplier Name							
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						1344.00	0.00	1344.00
-----								
<b>4717</b>	<b>SMITH, RYAN</b>							
00211-0021	15-Dec-2017		Issued	305	T	5549.69		
NOV30/17	01-4-2500-000	PAYABLES - TRADE			5549.69			
Invoice Description -->		SALMON BEACH SEWAGE						
<b>Total :</b>						5549.69	0.00	5549.69
<b>Supplier Total :</b>						5549.69	0.00	5549.69
-----								
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>							
00212-0001	15-Dec-2017		Issued	307	T	15821.80		
30370	01-4-2500-000	PAYABLES - TRADE			15821.80			
Invoice Description -->		NOV 2017 WC GARBAGE & RECYCLING						
<b>Total :</b>						15821.80	0.00	15821.80
<b>Supplier Total :</b>						15821.80	0.00	15821.80
-----								
<b>4750</b>	<b>SOUCHUK, JORDAN</b>							
41231	13-Dec-2017		Issued	304	C	250.00		
2017-1048	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - SOUCHUK						
<b>Total :</b>						250.00	0.00	250.00
<b>Supplier Total :</b>						250.00	0.00	250.00
-----								
<b>4765</b>	<b>SPROAT LAKE FORESTRY SERVICES LTD.</b>							
00211-0022	15-Dec-2017		Issued	305	T	9917.90		
17002	01-4-2500-000	PAYABLES - TRADE			9917.90			
Invoice Description -->		SL PARKS - MAINTENANCE \$5980.62, TRAIL - CAPITAL \$3465.00						
<b>Total :</b>						9917.90	0.00	9917.90
<b>Supplier Total :</b>						9917.90	0.00	9917.90
-----								
<b>4788</b>	<b>STAPLES ADVANTAGE</b>							
41201	01-Dec-2017		Issued	295	C	447.17		
459514123	01-4-2500-000	PAYABLES - TRADE			-148.85			
Invoice Description -->		ACRD - CREDIT - OFFICE SUPPLIES						
45891578	01-4-2500-000	PAYABLES - TRADE			67.19			
Invoice Description -->		ACRD - OFFICE SUPPLIES						
45977888	01-4-2500-000	PAYABLES - TRADE			104.81			
Invoice Description -->		ACRD - OFFICE SUPPLIES						
45879620	01-4-2500-000	PAYABLES - TRADE			208.38			
Invoice Description -->		ACRD - OFFICE SUPPLIES						

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



**AP5100** **Page : 27**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
45874994	01-4-2500-000	PAYABLES - TRADE		215.64		
Invoice Description --> WC MULTIPLEX - SURVEY \$102.56, ACRD \$89.97						
<b>Total :</b>				447.17	0.00	447.17
<b>Supplier Total :</b>				447.17	0.00	447.17

<b>4845 STAPLES BUSINESS DEPOT #321</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41202	01-Dec-2017	Issued	295	C	269.17	
2298574	01-4-2500-000	PAYABLES - TRADE		15.64		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2295868	01-4-2500-000	PAYABLES - TRADE		19.05		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2295787	01-4-2500-000	PAYABLES - TRADE		20.55		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2298465	01-4-2500-000	PAYABLES - TRADE		48.84		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2305160	01-4-2500-000	PAYABLES - TRADE		53.13		
Invoice Description --> SLVFD - TRAINING SUPPLIES						
2303576	01-4-2500-000	PAYABLES - TRADE		111.96		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
<b>Total :</b>				269.17	0.00	269.17
<b>Supplier Total :</b>				269.17	0.00	269.17

<b>4785 STEWART MCDANNOLD STUART</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00209-0027	05-Dec-2017	Issued	296	T	3448.82	
77286	01-4-2500-000	PAYABLES - TRADE		3448.82		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				3448.82	0.00	3448.82
<b>Supplier Total :</b>				3448.82	0.00	3448.82

<b>4852 STICK IN THE MUD LANDSCAPING</b>						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
41203	01-Dec-2017	Issued	295	C	634.73	
349348	01-4-2500-000	PAYABLES - TRADE		634.73		
Invoice Description --> LBA - MAINTENANCE						
<b>Total :</b>				634.73	0.00	634.73
<b>Supplier Total :</b>				634.73	0.00	634.73

<b>4885 SUN COAST WASTE SERVICES</b>					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit
00211-0023	15-Dec-2017	Issued	305	T	25433.77
169439	01-4-2500-000	PAYABLES - TRADE		25433.77	
Invoice Description --> NOV 2017 - AV RECYCLING CONTRACT					

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



**AP5100**

**Date :** Jan 02, 2018

**Page :** 28

**Time :** 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				25433.77	0.00	25433.77
<b>Supplier Total :</b>				25433.77	0.00	25433.77

<b>4936</b>	<b>SYMINGTON, JOHN</b>					
41232	13-Dec-2017		Issued	304	C	102.00
DEC11/17	01-4-2500-000	PAYABLES - TRADE			102.00	
Invoice Description --> AVLF - REFUND ABESTOS 34 ASBESTOS BAGS						
<b>Total :</b>				102.00	0.00	102.00
<b>Supplier Total :</b>				102.00	0.00	102.00

<b>4966</b>	<b>TALKIO, HANNELE M</b>					
41206	01-Dec-2017		Issued	295	C	250.00
2017-1027	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - TALKIO						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

<b>4935</b>	<b>TAVARES, JOSE</b>					
41204	01-Dec-2017		Issued	295	C	250.00
2017	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - TAVARES						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

<b>5410</b>	<b>TD VISA</b>					
41253	19-Dec-2017		Issued	317	C	11091.33
NOV30/17	01-4-2500-000	PAYABLES - TRADE			11091.33	
Invoice Description --> ACRD - \$9146.14, WC MULTIPLEX SURVEY-\$346.69, WCLF-\$60.47, BUILDING \$791.48, PLANNIN						
<b>Total :</b>				11091.33	0.00	11091.33
<b>Supplier Total :</b>				11091.33	0.00	11091.33

<b>5397</b>	<b>TD VISA (CANN)</b>					
41213	01-Dec-2017		Issued	295	C	243.42
NOV06/17	01-4-2500-000	PAYABLES - TRADE			243.42	
Invoice Description --> SLVFD - PHONE\$108.64, TRAINING\$75, 911\$36.08, FOOD\$23.70						
<b>Total :</b>				243.42	0.00	243.42

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



AP5100  
 Date : Jan 02, 2018

Page : 29  
 Time : 9:57 am

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

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

Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Supplier Total :</b>							243.42	0.00	243.42
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<b>5396</b>	<b>TD VISA (GEDDES)</b>								
41212	01-Dec-2017	Issued	295	C			284.00		
NOV06/17	01-4-2500-000	PAYABLES - TRADE		284.00					
Invoice Description -->		SLVFD - BANQUET EXPENSES							
<b>Total :</b>							284.00	0.00	284.00
<b>Supplier Total :</b>							284.00	0.00	284.00
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<b>1882</b>	<b>TEAM EAGLE LTD.</b>								
41184	01-Dec-2017	Issued	295	C			2102.66		
IN1001943	01-4-2500-000	PAYABLES - TRADE		393.01					
Invoice Description -->		LBA - MAINTENANCE							
IN1001726	01-4-2500-000	PAYABLES - TRADE		1709.65					
Invoice Description -->		LBA - MAINTENANCE							
<b>Total :</b>							2102.66	0.00	2102.66
<b>Supplier Total :</b>							2102.66	0.00	2102.66
-----									
<b>1890</b>	<b>TETRA TECH EBA INC.</b>								
00213-0026	22-Dec-2017	Issued	318	T			8817.80		
60552678	01-4-2500-000	PAYABLES - TRADE		8817.80					
Invoice Description -->		AVRA - NW EXTENSION - CAPITAL							
<b>Total :</b>							8817.80	0.00	8817.80
<b>Supplier Total :</b>							8817.80	0.00	8817.80
-----									
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>								
41244	19-Dec-2017	Issued	317	C			179.20		
24957	01-4-2500-000	PAYABLES - TRADE		179.20					
Invoice Description -->		BWS - SUGSAW LAKE WATERSHED SIGN							
<b>Total :</b>							179.20	0.00	179.20
<b>Supplier Total :</b>							179.20	0.00	179.20
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<b>4963</b>	<b>TILLEY, JESSICA</b>								
41205	01-Dec-2017	Issued	295	C			250.00		
2017-1053	01-4-2500-000	PAYABLES - TRADE		250.00					
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - TILLEY							
<b>Total :</b>							250.00	0.00	250.00
<b>Supplier Total :</b>							250.00	0.00	250.00

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



AP5100  
 Date : Jan 02, 2018

Page : 30  
 Time : 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4996</b>	<b>TIM'S TRIMMING</b>					
41207	01-Dec-2017		Issued	295	C 367.50	
4996	01-4-2500-000	PAYABLES - TRADE			367.50	
Invoice Description --> BC PARKS - GROUNDSKEEPING - EVERGREEN						
<b>Total :</b>				367.50	0.00	367.50
<b>Supplier Total :</b>				367.50	0.00	367.50

<b>5070</b>	<b>TOTEM TREE OPERATIONS - (0906866 BC LTD.)</b>					
41208	01-Dec-2017		Issued	295	C 3622.50	
726883	01-4-2500-000	PAYABLES - TRADE			1260.00	
Invoice Description --> BC PARKS - TREE MAINTENANCE						
950788	01-4-2500-000	PAYABLES - TRADE			2362.50	
Invoice Description --> AVRA - TREE CLEARING AROUND WELL HOUSE						
<b>Total :</b>				3622.50	0.00	3622.50
<b>Supplier Total :</b>				3622.50	0.00	3622.50

<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>					
41221	13-Dec-2017		Issued	304	C 110.50	
NOV23/17	01-4-2500-000	PAYABLES - TRADE			110.50	
Invoice Description --> ACRD - GENERAL OFFICE						
<b>Total :</b>				110.50	0.00	110.50
<b>Supplier Total :</b>				110.50	0.00	110.50

<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>					
00209-0028	05-Dec-2017		Issued	296	T 262.50	
8270	01-4-2500-000	PAYABLES - TRADE			78.75	
Invoice Description --> ACRD COMPUTER - MONTHLY WEBSITE						
8223	01-4-2500-000	PAYABLES - TRADE			183.75	
Invoice Description --> PLANNING - SHORT TERM RENTALS						
<b>Total :</b>				262.50	0.00	262.50
<b>Supplier Total :</b>				262.50	0.00	262.50

<b>5131</b>	<b>TSESHAHT MARKET</b>				
41209	01-Dec-2017		Issued	295	C 1061.36
2555634	01-4-2500-000	PAYABLES - TRADE			55.83
Invoice Description --> SLVFD - FUEL TRUCK #41					
2563140	01-4-2500-000	PAYABLES - TRADE			65.01
Invoice Description --> SLVFD - FUEL TRUCK #48					
2574052	01-4-2500-000	PAYABLES - TRADE			69.00
Invoice Description --> SLVFD - FUEL TRUCK #41					

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



**AP5100** **Page : 31**  
**Date :** Jan 02, 2018 **Time :** 9:57 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2547854	01-4-2500-000	PAYABLES - TRADE		78.50		
Invoice Description --> SLVFD - FUEL TRUCK #48						
2538918	01-4-2500-000	PAYABLES - TRADE		83.31		
Invoice Description --> SLVFD - FUEL TRUCK #43						
2585674	01-4-2500-000	PAYABLES - TRADE		85.31		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2541938	01-4-2500-000	PAYABLES - TRADE		85.69		
Invoice Description --> SLVFD - FUEL TRUCK #48						
2559920	01-4-2500-000	PAYABLES - TRADE		95.02		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2541570	01-4-2500-000	PAYABLES - TRADE		97.57		
Invoice Description --> SLVFD - FUEL TRUCK #41						
2589134	01-4-2500-000	PAYABLES - TRADE		112.11		
Invoice Description --> SLVFD - FUEL TRUCK #40						
2563089	01-4-2500-000	PAYABLES - TRADE		115.00		
Invoice Description --> SLVFD - FUEL TRUCK #47						
2571339	01-4-2500-000	PAYABLES - TRADE		119.01		
Invoice Description --> SLVFD - FUEL TRUCK #43						
<b>Total :</b>				1061.36	0.00	1061.36
<b>Supplier Total :</b>				1061.36	0.00	1061.36

<b>5145 UCLUELET CONSUMERS CO-OP ASSN</b>						
00213-0027	22-Dec-2017		Issued	318	T	511.13
LBA - NOV/17	01-4-2500-000	PAYABLES - TRADE			511.13	
Invoice Description --> LBA - SB - FUEL NOV 2017 - ACCT#0058487						
<b>Total :</b>				511.13	0.00	511.13
<b>Supplier Total :</b>				511.13	0.00	511.13

<b>5186 UCLUELET RENT-IT CENTER</b>						
00209-0029	05-Dec-2017		Issued	296	T	1181.25
27843	01-4-2500-000	PAYABLES - TRADE			1181.25	
Invoice Description --> SALMON BEACH - GARBAGE BIN HAULING & BIN RENTAL						
<b>Total :</b>				1181.25	0.00	1181.25
<b>Supplier Total :</b>				1181.25	0.00	1181.25

<b>5263 VADIM COMPUTER MANAGEMENT GROUP LTD</b>						
00211-0024	15-Dec-2017		Issued	305	T	18972.47
PS-334601	01-4-2500-000	PAYABLES - TRADE			6636.97	
Invoice Description --> ACRD - ON-SITE TRAINING						
RI-731582	01-4-2500-000	PAYABLES - TRADE			12335.50	
Invoice Description --> 2018 VADIM SOFTWARE						

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



**AP5100** **Page : 32**  
**Date :** Jan 02, 2018 **Time :** 9:57 am

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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				18972.47	0.00	18972.47
<b>Supplier Total :</b>				18972.47	0.00	18972.47

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5317</b>	<b>VALLEE, BRIAN</b>					
41233	13-Dec-2017		Issued	304	C	250.00
2017-1049	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - VALLEE						
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5367</b>	<b>VDA ARCHITECTURE LIMITED</b>					
41210	01-Dec-2017		Issued	295	C	3706.25
17-209	01-4-2500-000	PAYABLES - TRADE		3706.25		
Invoice Description --> WC MULTIPLEX - PRE-DESIGN AND PROGRAMMING & SCHEMATIC DESIGN						
<b>Total :</b>				3706.25	0.00	3706.25
<b>Supplier Total :</b>				3706.25	0.00	3706.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5500</b>	<b>WESTERLY NEWS</b>					
41214	01-Dec-2017		Issued	295	C	84.55
2017UW416053	01-4-2500-000	PAYABLES - TRADE		84.55		
Invoice Description --> ACRD - SUBSCRIPTION RENEWAL						
<b>Total :</b>				84.55	0.00	84.55
<b>Supplier Total :</b>				84.55	0.00	84.55

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5565</b>	<b>WFR WHOLESALE FIRE &amp; RESCUE LTD.</b>					
00209-0030	05-Dec-2017		Issued	296	T	422.78
108932	01-4-2500-000	PAYABLES - TRADE		205.87		
Invoice Description --> SLVFD - EQUIPMENT						
109361	01-4-2500-000	PAYABLES - TRADE		216.91		
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				422.78	0.00	422.78
<b>Supplier Total :</b>				422.78	0.00	422.78

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>6020</b>	<b>ZONE WEST ENTERPRISES LTD</b>					
41215	01-Dec-2017		Issued	295	C	1402.45
53981	01-4-2500-000	PAYABLES - TRADE		40.39		
Invoice Description --> SLVFD - NAME TAGS						
53958	01-4-2500-000	PAYABLES - TRADE		1362.06		
Invoice Description --> SLVFD - EQUIPMENT						



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

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				1402.45	0.00	1402.45
<b>Supplier Total :</b>				1402.45	0.00	1402.45

<b>Total Computer Paid :</b>	<u>183,339.23</u>	<b>Total EFT PAP :</b>	<u>196,667.26</u>	<b>Total Paid :</b>	<u>1,066,206.15</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>686,199.66</u>		





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** January 10, 2018  
**Subject:** Revenue Anticipation Borrowing Bylaw No. F1135

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### Recommendation:

**That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1135, 2018”.**

**That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1135, 2018”.**

**That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1135, 2018”.**

**That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1135, 2018”.**

### Background:

A revenue anticipation-borrowing bylaw is created each January to ensure that the Regional District has authority to borrow money for expenditures that must be made before the related revenues are received. In essence, this bylaw is a tool for managing cash flow and is created annually whether it is believed to be required or not. Once received, the revenues are used to cancel the debt. The Regional District did utilize the overdraft in June of 2017 and the related interest was \$22.60. It is not known at this time whether borrowing will be needed in 2018.

This bylaw is required by the Regional District’s Bank as well as the Municipal Finance Authority.

### Time Requirements – Staff & Elected Officials:

Minimal.

### Financial:

If overdraft or temporary borrowing are used then interest charges will be applied, otherwise there are no financial implications.

### Policy or Legislation:

Section 404 of the Local Government Act provides the authority for revenue anticipation borrowing.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance



Approved by:

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



**Regional District of Alberni-Clayoquot**

**Bylaw F1135**

**A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN  
ANTICIPATION OF REVENUE FOR THE YEAR 2018**

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**WHEREAS** the Regional District does not have sufficient money on hand to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** it is provided by Section 404 of the Local Government Act that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of the money as may be necessary to meet the current lawful expenditures of the Regional District;

**AND WHEREAS** there are no liabilities outstanding under Section 404;

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

1. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of \$2.0 million dollars (\$2,000,000.00).
2. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Financial Administration Officer.
3. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
4. This Bylaw may be cited as **“Revenue Anticipation Borrowing Bylaw No. F1135, 2018”**.

Read a first time this                                              day of                                              ,                                              2018.

Read a second time this                                              day of                                              ,                                              2018.

Read a third time this                                              day of                                              ,                                              2018.

ADOPTED this                                              day of                                              ,                                              2018.

Certified true and correct copy of  
**“Revenue Anticipation Borrowing  
Bylaw No. F1135, 2018.”**

---

Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

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

---

John Jack,  
Chairperson



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** January 10, 2018

**Subject:** Cherry Creek Waterworks District – Amendment to Community Works Fund Contribution Agreement

**Recommendations:**

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

**Desired Outcome:**

To provide Cherry Creek Waterworks District (CCWW) funding to upgrade key aging water mainline infrastructure while ensuring that the ACRD can meet the obligations of the UBCM Community Works Fund Agreement.

**Summary:**

At the September 13, 2017 Board of Directors meeting the Board approved a Contribution Agreement for \$625,000 of Community Works Funding with the Cherry Creek Waterworks District (CCWW) based on their submission of a project to replace aging water mainline pipe. The project is the first phase of a much larger plan to replace aging water mains within the system. The agreement was then sent to CCWW for signing and they received a legal opinion on the agreement. Their lawyer recommended that a clause be added to stating that if there are funds are remaining from the \$625,000 after the first phase is completed, the ACRD Board give due consideration to a further Eligible Project, such a phase 2, to apply the balance of the funds. The attached agreement has been amended to include clause 4.3 and is attached for your consideration.

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

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

## Contribution Agreement – Community Works Fund

**THIS AGREEMENT** made as at the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 5<sup>TH</sup> Avenue  
Port Alberni, BC  
V9Y 2P9

(the “**ACRD**”)

**AND:**

**CHERRY CREEK WATERWORKS DISTRICT**

5920 Cherry Creek Road  
Port Alberni, BC  
V9Y 7L6

(the “**CCWW**”)

**WHEREAS:**

- A) The ACRD has entered into a Community Works Fund Agreement (CWF) with the Union of BC Municipalities (UBCM) to enable the ACRD to participate in the New Deal for Cities and Communities and to benefit from the CWF in accordance with the terms and conditions of the Agreement on the Transfer of Federal Gas Tax Revenues between Canada, British Columbia and the UBCM;
- B) The ACRD has the authority to transfer a portion of its CWF funds to an Eligible Recipient that is not a Local Government for an Eligible Project;
- C) The CCWW has submitted a proposal to perform a replacement of aging water mainline pipe in Electoral Area “F” (Cherry Creek);
- D) The ACRD Board of Directors, having determined that the CCWW is an Eligible Recipient and the Project is an Eligible Project under the Community Works Fund program, has agreed to transfer Community Works Funds to the CCWW to cover the eligible project costs;

**NOW THEREFORE** the parties enter into the following agreement:

**1. TERM**

This Agreement shall commence on **September 13, 2017** and expire ten (10) years following the completion of the project.

## **2. RESPONSIBILITIES**

The CCWW shall employ, discharge, supervise, and pay all volunteers, employees or contractors considered by the CCWW to be necessary for the efficient completion of the Project, and in so doing, shall abide by all employment laws currently in force in the Province of British Columbia.

## **3. FUNDING CONDITIONS**

3.1 The CCWW agrees to receive Community Works Funding from the ACRD in a manner consistent with the terms of this Agreement and to expend these funds solely for the purposes of the Project as identified in Schedule A and in accordance with the Project financial plan.

3.2 The CCWW shall be responsible for raising the balance of any funds required to complete the Project.

3.3 As a condition of receiving funding from the ACRD, the CCWW will satisfy the following:

- a) Submission of a detailed application that includes the objectives of the Project; project impacts and outcomes; project timeline and financial plan based on Class 'C' estimate; and source of additional funds.
- b) Adherence to the ACRD purchasing policy (see attached).

3.4 As a condition of receiving funding from the ACRD, the CCWW agrees to the:

- a) Submission of an annual progress reports each year until the Project is completed, which shall include: the Project outcomes that were achieved in that year; the percent that the Project is complete; a project timeline for completion; and a comparison of budgeted vs. actual costs.
- b) Submission of a final project report upon completion of the Project that includes: details about how the Project outcomes were achieved; the degree to which the Project has contributed to the objectives of cleaner air, cleaner water and reduced GHG emissions

3.5 The CCWW will maintain all administrative, corporate, and accounting records related to receipt and expenditure of the Project grant in accordance with generally accepted accounting principles, and retain these records for ten years following completion of the Project;

3.6 The CCWW agrees to the Local Government's Funding Agreement and the provisions included in this Protocol, particularly that:

- a) All communications referring to projects funded under this Agreement will clearly recognize Canada's investments;

- b) The CCWW will consult with the ACRD on all communications and signage to ensure the materials reflect Government of Canada communications policy, including the Official Languages Act, and federal-provincial/territorial identity graphics guidelines.

3.7 The CCWW will assess, plan, and implement asset management practices using the approach presented in *Asset Management for Sustainable Service Delivery: A BC Framework*.

#### **4. PAYMENT**

4.1 The ACRD will provide a grant in the amount of **\$625,000** to the CCWW.

4.2 The ACRD shall directly pay the eligible invoices on behalf of the CCWW, upon receipt of:

- a) Payment certificates for completed work within the contract approved by Engineer; and
- b) Approval from CCWW.

4.3 If there are funds remaining from the \$625,000 grant after the completion of the project, the ACRD will give due consideration to a further Eligible Project and apply the balance of the funds to such a project.

#### **5. COMPLIANCE WITH REGULATIONS**

The CCWW shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.

#### **6. AUDIT**

Whenever the UBCM or the ACRD is required to provide a financial audit or performance (value for money) audit of an Eligible Project, the CCWW must permit such audit and must fully cooperate with any auditor retained by the UBCM or the ACRD for such purpose.

#### **7. OWNERSHIP**

7.1 The CCWW shall retain title to, and ownership of, the tangible capital assets resulting from the Project for at least ten years after the Project completion.

7.2 If, at any time within ten years from the date of completion of the Project, the CCWW sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset constructed, rehabilitated or improved, in whole or in part, with funds contributed by the ACRD under the terms of this Agreement, other than to Canada, the Province of British Columbia ("British Columbia"),



or a Local Government, the CCWW shall repay the ACRD, on demand, a proportionate amount of the funds contributed by the ACRD, as follows:

<b>Where Project asset is sold, leased, encumbered, or disposed of:</b>	<b>Repayment of contribution (in current dollars):</b>
Within 2 years after Project completion	100%
Between 2 and 5 years after Project completion	55%
Between 5 and 10 years after Project completion	10%

7.3 The CCWW agrees to notify the ACRD in writing as soon as practicable of any transaction triggering the above-mentioned repayment.

## **8. INSURANCE AND INDEMNITY**

The CCWW shall indemnify and save harmless the ACRD from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributed to any breach of any provision of this Agreement to be performed by the CCWW and the officials, servants, employees, members, agents, and contractors of the CCWW.

## **9. WORKMANSHIP**

9.1 The CCWW agrees to use qualified tradesmen for the purpose of installing the Equipment associated with this project.

9.2 The CCWW will comply with all Federal and Provincial Government Acts and Regulations that apply to the hiring of employees and subcontractors required to carry out the Project. This includes, but is not limited to, the *Workers' Compensation Act*.

## **10. DEFAULT AND TERMINATION**

10.1 If the CCWW fails to observe or comply with any of the terms or conditions set out in this Agreement, including the established spending criteria, the ACRD, upon the recommendation of the ACRD Board, may, at its discretion exercisable by written notice to the CCWW, reduce, suspend or terminate any further payment.

10.2 On receipt by the CCWW of the default notice under Section 11.1, the CCWW must not further expend or thereafter commit to expend any funds then held by it, pursuant to this Agreement; and must within 30 days of receipt of such notice, remedy the default, or demonstrate to the satisfaction of the ACRD that it has taken sufficient actions as necessary to commence curing the default or must proceed to dispute resolution.

10.3 In case any default, breach or non-observance made or suffered by the CCWW in respect of any of the conditions contained in this agreement which the CCWW ought to be observed or performed, and provided reasonable steps have not been taken to cure any such default, breach or non-observance within 30 days from the date of notice in writing thereof from the ACRD to the CCWW, the ACRD may terminate this Agreement without further notice and require full repayment of all grant monies that have been paid to the CCWW.

## **11. DIFFERENCES**

All matters of difference arising between the ACRD and the CCWW in any matter connected with or arising out of this Agreement whether as to interpretation or otherwise, shall be determined by the ACRD but without prejudice to the CCWW to any recourse available under law.

## **12. NOTICES**

Any notice or other writing required or permitted to any of the parties shall be sufficiently given if delivered personally, or by courier to the addresses or specified on the first page of this Agreement. Such addresses and facsimile numbers may be changed from time to time by either party giving notice as above provided.

## **13. ASSIGNMENT**

This Agreement shall not be assigned by either party without the prior written approval of the other.

## **14. ENTIRE AGREEMENT**

This Agreement shall be deemed to constitute the entire Agreement between the ACRD and the CCWW hereto with respect to the subject matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by any party to this Agreement.

## **15. SEVERANCE**

If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto:

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

\_\_\_\_\_  
John Jack, Chairperson )  
)

\_\_\_\_\_  
Douglas Holmes, CPA, CA, Chief Administrative Officer )  
)

**CHERRY CREEK WATERWORKS DISTRICT** by its authorized signatories )  
)

\_\_\_\_\_  
Name: )  
)

\_\_\_\_\_  
Name: )  
)



## **REQUEST FOR DECISION**

**To:** ACRD Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** January 10, 2018

**Subject:** **Federation of Canadian Municipalities – 2018 – 2019 Membership Renewal**

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors renew membership in the Federation of Canadian Municipalities for 2018 in the amount of \$4,892.96 plus GST.

### **Desired Outcome:**

To renew membership in the Federation of Canadian Municipalities.

### **Background:**

The Alberni-Clayoquot Regional District (ACRD) has been a member of the Federation of Canadian Municipalities (FCM) for over 10 years. Membership covers all local governments within the Alberni-Clayoquot region. Membership dues are calculated on population and include a renewal base fee.

FCM has been the national voice of municipal government since 1901. Working on behalf of its members, FCM actively engages with the federal government on a wide variety of issues that impact local governments. They bring local priorities to the table in Ottawa, ensuring that urban, rural, northern and remote voices are heard and that federal policy and legislation works for local government.

FCM holds an annual conference each May. The conference is four days of plenaries, workshops, industry-led seminars and networking opportunities. This year the conference and trade show is being held in Halifax. In the past, the ACRD Board has cost shared with the City of Port Alberni to send a representative from the region to the conference.

Enclosed you will find two voluntary invoices from FCM, the Legal Defense Fund (\$700.22) and Contribution to a Travel Fund (\$304.45). The ACRD Board of Directors declined the voluntary invoices last year.

Staff recommend the Regional District continue membership in FCM for 2018 and decline the voluntary invoices.

### **Time Requirements – Staff & Elected Officials:**

n/a

### **Financial:**

Paid through General Government Services

### **Policy or Legislation:**

n/a

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

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

# BE PART OF BUILDING TOMORROW'S CANADA

JOIN FCM.CA TODAY



RECEIVED  
JAN 02 2018

231

December 11, 2017

Dear Mr. Douglas Holmes,

Enclosed you will find important details on how the Regional District of Alberni-Clayoquot can renew its membership to the Federation of Canadian Municipalities in 2018-2019 — and how you can be a part of making history.

In this package you'll find FCM's membership brochure, which lays out how being a member of FCM benefits you, and the local governments within your boundary. You'll also find an invoice to help keep our united voice strong. Renew your membership and we'll only charge one base fee — instead of charging for each local government within your boundary.

This year's invoice includes an annual voluntary contribution to FCM's Legal Defense Fund. For 20 years, the fund has been a critical tool in defending the national legal interests of Canada's local governments. It's completely voluntary and member-supported.

You'll also notice a separate invoice for a voluntary contribution to a Travel Fund. This fund is an initiative of the Union of British Columbia Municipalities (UBCM) to help eligible local governments receive financial support to participate in FCM Board meetings. The voluntary levy of \$0.01 per capita is collected by FCM and forwarded directly to UBCM. For more information, contact UBCM at (604) 270-8226.

Local governments face a pivotal moment. We've already won unprecedented federal investments in local priorities. How those investments are delivered has the potential to transform our cities and communities. So we need a strong and united local voice at the table. Your membership is more important than ever. Together, we can build tomorrow's Canada.

For more information on the benefits of being a member, and on FCM's Legal Defense Fund, go to [fcm.ca/membership](http://fcm.ca/membership).

Sincerely,

A handwritten signature in blue ink that reads "J Gerbasi". The signature is fluid and cursive.

Jenny Gerbasi  
FCM President



## LET'S MAKE HISTORY. TOGETHER.

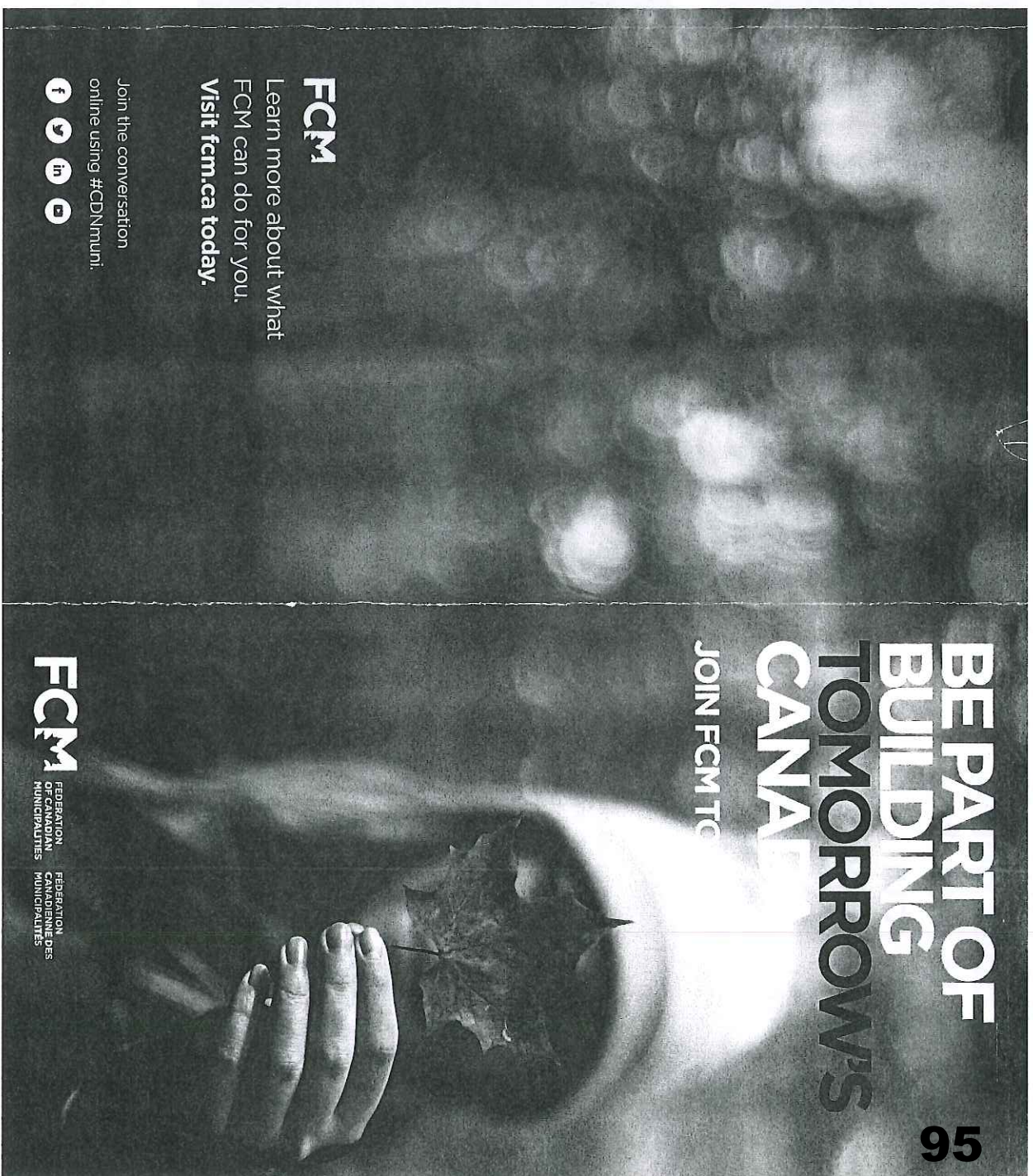
Canada's local governments are making history. Together we've won unprecedented federal investments in local priorities. And we continue to show that empowered municipal leaders are true nation-builders. Now we need to take the next step — and you can be a part of it.

The Federation of Canadian Municipalities empowers local governments to build stronger communities and a stronger Canada. Our influence comes from our members. FCM members represent 91 per cent of Canadians. That's what gives us the strength to shape the national agenda, and get results for communities like yours. Together, we truly are a national voice.

We now face a pivotal moment. Federal decisions being made today have the potential to transform our cities and communities. It's a once-in-a-generation opportunity. To seize it, we'll need our strong and united voice at the table. So let's continue to work together to build a more prosperous, livable and sustainable Canada.

JOIN FCM TODAY.

JENNY GERGASI  
FCM President



# BE PART OF BUILDING TOMORROW'S CANADA

JOIN FCM TODAY

## FCM

Learn more about what FCM can do for you. Visit [fcm.ca](http://fcm.ca) today.

Join the conversation online using #CDNnum1.



## FCM

FEDERATION OF CANADIAN MUNICIPALITIES  
FEDERATION CANADIENNE DES MUNICIPALITÉS

# How does being an FCM member benefit your municipality?

96

## INFLUENCE.

You'll get to bring local priorities and solutions to the national agenda, while shaping the direction of Canada's local government voice.

## LEARN.

You'll get access to exclusive tools, tips and analysis from FCM's policy experts and capacity-building programs that can help you fulfill your mandate.

## NETWORK.

You'll get to connect with thousands of other municipalities — in Canada and internationally — to share knowledge that can help strengthen your community.

## BELONG.

You'll help make history as empowered local governments come together under a single, united voice to shape Canada's future.

**JOIN FCM.ca  
TODAY.**

# Delivering unprecedented results

With a strong and united membership, FCM is able to deliver unprecedented results for cities and communities of all sizes.



We significantly drove — and continue to shape — the federal government's game-changing **12-year, \$180 billion infrastructure plan.**



We're **strengthening our place at the table**, including through unprecedented engagement with federal, provincial and territorial ministers.



We secured a \$2 billion federal fund dedicated to the **infrastructure needs of rural and northern communities.**



We've moved **affordable housing** to the top of the federal agenda — with historic investments and the first National Housing Strategy in decades.



We're **building local capacity** through leading national and international programs on asset management, climate resilience, reconciliation with Indigenous peoples, and more.



**DID YOU KNOW?**

FCM was instrumental in securing the federal Gas Tax Fund and the GST rebate for municipalities. Last year alone, these totalled **more than \$3 billion**. Direct transfers to municipalities have **nearly tripled** since 2005 — a direct result of FCM's advocacy.



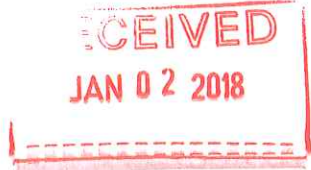


FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice  
2018-2019  
Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440



**Holmes, Douglas**  
Regional District of Alberni-Clayoquot  
3008 - 5th Avenue  
Port Alberni, British Columbia / Colombie-  
Britannique V9Y 2E3  
Canada

**INVOICE/FACTURE:** INV-08487-Q7Z1C7

**DATE:** 11/21/2017

**ACCOUNT/COMPTE:** 231

**DUE DATE/DATE LIMIT:** 04/01/2018

<u>ITEM/DESCRIPTION</u>	<u>QTY/QTE</u>	<u>RATE/TAUX</u>	<u>TAX/TAXE</u>	<u>TOTAL</u>
Base fee per your population/ Taux de base selon votre population	1	\$360.0000	\$18.00	\$378.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	28,995	\$0.1483	\$215.00	\$4,514.96
OPTIONAL Legal Defense Fund/OPTIONNEL Fonds de défense juridique	28,995	\$0.0230	\$33.34	\$700.22

**SUBTOTAL/SOUS-TOTAL:** \$5,326.84

**GST/TPS:** \$266.34

**TOTAL:** \$5,593.18

**PAID AMOUNT/MONTANT PAYÉ:** \$0.00

**BALANCE DUE/MONTANT DÛ:** \$5,593.18

**PAYMENT/PAIEMENT**

**By cheque**  
payable to the **Federation of Canadian Municipalities**

**Par chèque**  
à l'ordre de : **Fédération canadienne des municipalités**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3

**By Electronic Funds Transfer/  
Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
Transit Number/Numéro de transit: 00006

Account Number/Numéro de compte: 1006063

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence : 231**



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440



Holmes, Douglas  
Regional District of Alberni-Clayoquot  
3008 - 5th Avenue  
Port Alberni, British Columbia /  
Colombie-Britannique V9Y 2E3

**Invoice / Facture:** ORD-12797-W2D8V5

**DATE:** 11/20/2017

**ACCOUNT/COMPTE:** 231

**DUE DATE/DATE LIMITE:** 04/01/2018

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	28,995	\$0.0100	\$14.50	\$304.45
		<b>GST/TPS (5%):</b>		\$14.50
		<b>TOTAL:</b>		\$304.45

**PAYMENT/PAIEMENT**

**By cheque** payable to:  
**Federation of Canadian Municipalities**  
**Par chèque** à l'ordre de:

**Fédération canadienne des municipalités**  
24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

**By Electronic Funds Transfer/Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
**Transit Number/Numéro de transit:** 00006  
**Account Number/Numéro de compte:** 1006063  
/ [accountsreceivable@fcm.ca/comptesrecevables@fcm.ca](mailto:accountsreceivable@fcm.ca/comptesrecevables@fcm.ca)

**Ref No. / No. de référence : 231**



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** January 10, 2018

**Subject:** Vancouver Island University – Regional Air Quality Mapping Pilot Project

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District provide a letter of support in principle to Vancouver Island University Environmental Research Laboratories for their Regional Air Quality Mapping Project and invite them to submit a grant-in-aid application for consideration in 2018.

### **Desired Outcome:**

To provide a letter of support for VIU's air quality mapping project.

### **Background:**

At the October 11, 2017 ACRD Board of Directors meeting a presentation was received from Mr. Erik Krogh, Vancouver Island University (VIU) regarding the Regional Air Quality Mapping Project. This community-based research project relates to the conservation and management of the natural environment, particularly as it pertains to air quality. Mr. Krogh requested the ACRD Board to consider a letter of support for the project and provide funding in the amount of \$7,000 in 2018. (attached)

The ACRD Board of Directors passed the following resolution:

*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.*

The Air Quality Council met on December 7th and reviewed the request. Attached please find a letter from the Air Quality Council supporting the project and reporting on the benefits of the project to the air quality of the region. Since the October 11<sup>th</sup> presentation to the Board, VIU has received funding commitments from the Province and the First Nations Health Authority (Tseshaht First Nation). The Air Quality Council has also earmarked \$1,000 within its budget that could be directed towards this project.

Staff recommend that the ACRD Board of Directors support this project in principle and invite VIU to submit a grant-in-aid application for consideration in 2018.

### **Time Requirements – Staff & Elected Officials:**

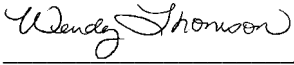
Minimal


**Financial:**

Possible funding can be considered through the 2018 GIA process.

**Policy or Legislation:**

ACRD GIA Policy and *Local Government Act* applies.

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

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

**From:** Anna Lewis [mailto:aqc.coordinator@gmail.com]  
**Sent:** Wednesday, January 03, 2018 11:04 AM  
**To:** Tracy Bond <tbond@acrd.bc.ca>; Wendy Thomson <wthomson@acrd.bc.ca>  
**Cc:** Janice Hill <jhill@acrd.bc.ca>  
**Subject:** Re: FW: Late Item Board

Hello Wendy,

This is Anna Lewis, chair for the Air Quality Council. I understand that today, Jan. 3rd is your deadline for agenda items for the ACRD board of directors meeting on Jan. 10th. Please accept and add this item to the agenda for the upcoming meeting.

In response to the above email and the ensuing discussions that were had at the Air Quality Council meeting of Dec. 7th the response of the Air Quality Council is that it also agrees in principle and supports the Vancouver Island University (VIU) Regional Mapping Project.

There are benefits that could be derived from the VIU Regional Mapping Project. Of particular interest is the ability to determine volatile organic compounds (VOCS), which have not been previously monitored within the valley. This project could also aid in providing technical data, augmenting existing data, and potentially delineate some of the sources of odour pollution within the valley. The data collected could be beneficial when an Air Shed Management Plan is eventually created. With Port Alberni being flagged as a "red zone" by the Canada wide Air Quality Management System for it's exceedance in the category of PM 2.5, a portion of provincial funding has been triggered which has not been previously available. There is the potential to do an air emissions inventory (the major technical component) of an air shed management strategy this upcoming fiscal year with the provincial government providing 50% of the required funds of approximately \$30,000. The Air Quality Council would like to initiate this process.

With regards to the VIU Regional Mapping Project, of the \$5000 requested the province has agreed to put in \$2000, there is currently an application being put forth to the First Nations Health Authority via the Tseshahat for the remaining \$3000 and if this is only partially funded the Air Quality Society has earmarked \$1000 within it's budget that could be directed towards this project.

The hope of the Air Quality Council as well as the Air Quality Society is that the VIU project will be able to secure sufficient funds to proceed.

Thank you,  
Anna Lewis

On Wed, Nov 15, 2017 at 4:35 PM, Tracy Bond <[tbond@acrd.bc.ca](mailto:tbond@acrd.bc.ca)> wrote:

[This has been waiting for your position in the Air Quality Council to be filled.](#)

[Thank you.](#)

**From:** Chris Alemany <[chris\\_alemany@portalberni.ca](mailto:chris_alemany@portalberni.ca)>

**Date:** October 10, 2017 at 3:05:19 PM PDT

**To:** Keith Wyton <[wyton@shaw.ca](mailto:wyton@shaw.ca)>, Kelly Gilday <[kelly\\_gilday@portalberni.ca](mailto:kelly_gilday@portalberni.ca)>, "Earle N ENV:EX Plain" <[Earle.Plain@gov.bc.ca](mailto:Earle.Plain@gov.bc.ca)>, Chris Alemany <[chris\\_alemany@portalberni.ca](mailto:chris_alemany@portalberni.ca)>, Patty Edwards <[pledwards@shaw.ca](mailto:pledwards@shaw.ca)>, Larry Cross <[Larry.Cross@catalystpaper.com](mailto:Larry.Cross@catalystpaper.com)>, H & J Carlson <[judyharoldc@shaw.ca](mailto:judyharoldc@shaw.ca)>, Gary Swann <[gwswann@shaw.ca](mailto:gwswann@shaw.ca)>, jarretts <[jarretts@shaw.ca](mailto:jarretts@shaw.ca)>, "[ashley.popovich@catalystpaper.com](mailto:ashley.popovich@catalystpaper.com)" <[ashley.popovich@catalystpaper.com](mailto:ashley.popovich@catalystpaper.com)>, Andrew McGifford <[andrew.mcgifford@acrd.bc.ca](mailto:andrew.mcgifford@acrd.bc.ca)>, "[Jade.Yehia@viha.ca](mailto:Jade.Yehia@viha.ca)" <[Jade.Yehia@viha.ca](mailto:Jade.Yehia@viha.ca)>, "[stephanie.bruvall@viha.ca](mailto:stephanie.bruvall@viha.ca)" <[stephanie.bruvall@viha.ca](mailto:stephanie.bruvall@viha.ca)>, "[kazuhiro.takeuchi@viha.ca](mailto:kazuhiro.takeuchi@viha.ca)" <[kazuhiro.takeuchi@viha.ca](mailto:kazuhiro.takeuchi@viha.ca)>, "[jolleen@hupacasath.ca](mailto:jolleen@hupacasath.ca)" <[jolleen@hupacasath.ca](mailto:jolleen@hupacasath.ca)>, "[Steve@hupacasath.ca](mailto:Steve@hupacasath.ca)" <[Steve@hupacasath.ca](mailto:Steve@hupacasath.ca)>, Keith Hunter <[firstnationswildcrafters@shaw.ca](mailto:firstnationswildcrafters@shaw.ca)>  
**Cc:** John Jack <[john.j@huuayaht.org](mailto:john.j@huuayaht.org)>, Josie Osborne <[Osborne@tofino.ca](mailto:Osborne@tofino.ca)>  
**Subject:** Re: Letter of Support: Neighbourhood Air Quality Research

Note: The letter of support is to a "Dr. Vaugeois", but the actual request is from the VIU Applied Environmental Research Laboratories group at VIU lead by Erik Krogh.

On Oct 10, 2017, at 2:56 PM, Chris Alemany <[chris\\_alemany@portalberni.ca](mailto:chris_alemany@portalberni.ca)> wrote:

Dear AQC members, and ACRD Board

I have had a rather last minute request for support come from a group at VIU called the Applied Environmental Research Laboratories. They are trying to do a year long PhD research campaign on airborne pollutant mapping at the neighbourhood level and they are looking for matching funding from regional districts or cities to do that research on Vancouver Island. It is quite an exciting initiative involving local researchers wanting to do their work in local communities with state-of-the-art technology.

The ask is only for a letter of support (attached) that indicates a commitment to consider \$7000 in funding to the research. They are asking other regional district as well to create a pool that would be matched by VIU and the Federal Government. The actual decision on funding can be made in due course after fully consulting with the people involved. In our case, since the AQC would be the likely body that would work with the group, I suggested it would make the most sense to have that monetary ask go to the ACRD.

Unfortunately, they need a letter of support very quickly, before Monday the 16th of October. I have attached some background documents as well as a draft letter of support.

I am going to bring this to City Council tonight (Oct 10) to ask that the City advocate for that ask at the ACRD meeting tomorrow (Oct 11).

If any of the AQC members see this email before 7PM tonight and are able to respond supportively, that would of course be beneficial.

Apologies for the last minute nature of the request,

Sincerely,  
Chris

Chris Alemany  
Councillor - City of Port Alberni  
250-731-7930

<[340-226shm503@viu.ca](mailto:340-226shm503@viu.ca) 20171010\_132413 copy.pdf><ACRD Draft Letter of Support for Air  
Quality Mapping Project RIF October 2017.docx>

DRAFT Letter of Support

October 15, 2017

Re: Support for the Vancouver Island University Regional Initiatives Fund - *Regional Air Quality Mapping Pilot Project*

Dear Dr. Vaugeois;

The Alberni Clayoquot Regional District strongly supports community-based applied research that relates to the conservation and management of the natural environment, particularly as it pertains to air quality.

We are excited to work with Drs. Krogh and Gill in the Applied Environmental Research Laboratories at Vancouver Island University on a *Regional Air Quality Mapping Pilot Project*. We support their application for funding through the Regional Initiative Fund and look forward to collaborating on this project to generate neighborhood scale maps that show the geospatial distribution of atmospheric constituents that have an immediate impact on regional air quality, including particulate matter, nitrogen oxides, ground level ozone and volatile organic compounds.

Our involvement in the project will include working with the principle investigators to set strategic priorities on specific air quality parameters, plan sampling times and locations, and to assist in the public dissemination of results. We understand that this project is enabled by the recent completion of a nationally funded state-of-the-art mobile research lab that is capable of making real-time air quality measurements in a moving vehicle. The result is the ability to collect data that depicts chemical concentration and composition as it varies over time and space. In addition to supporting applied science and student training, this work supports strategic policy objectives that inform sustainability initiatives and land-use planning, and protect human and environmental health.

The ACRD will commit to consider \$7,000 to this project in the upcoming budget. This will support the application for the principle investigators to the Regional Initiatives Fund, which provides matching funds from the Vancouver Island University and the Province of British Columbia. We understand that if the funds from the Regional District are not approved, the project will necessarily be scaled back in accordingly.

We believe that this project builds meaningful scholarly connections to VIU and directly responds to community needs.

Sincerely,





## Real-time Chemical Analysis in the Real World

To effectively measure the long and short term effects of changes in our environment, it's essential to have good quality information in a timely manner. At Vancouver Island University's Applied Environmental Research Laboratories (AERL), Directors Dr. Chris Gill and Dr. Erik Krogh collaborate widely with researchers from around the world to use their leading edge instrumental innovations for direct, real time chemical analyses in complex environmental samples. This includes air and water quality monitoring, environmental forensics, and emergency response applications. Their technologies are also well suited for rapid bioanalytical screening and point-of-care applications.

The coupling of analytical mass spectrometry with direct, on-line sampling strategies is addressing an important shift in environmental chemistry, enabling researchers to quickly identify and quantify chemicals of concern directly in air and water. This approach provides information *when* and *where* it is needed and allows for a better understanding of the effects humans are having on the environment. The focus of this work is to enable real-time analysis in real-world samples that are both regionally relevant and globally significant.

By bringing high precision, portable equipment to the sample rather than bringing grab samples back to the lab, the AERL can understand the extent and degree of contamination at a study site immediately instead of waiting weeks or months to get results back. By approaching the science this way, it gives researchers the ability to immediately determine the degree, extent and movement of contamination. It also enables real-time decision support, emergency response and continuous monitoring.

## Innovations, Collaborations and Knowledge Mobilization

Work at the AERL is supported by the Natural Science and Engineering Research Council of Canada Discovery Grants program, and involves collaborations with regional, national and international partners in academia, government agencies and the private sector. The principle researchers currently have three patents involving innovations related to technologies that enable real-time measurement of chemical contaminants. Key innovations by the team include the development and use of mobile chemical sensors, in-field calibration/data management techniques and real-time geospatial visualizations of chemical information. Applications include in-field environmental assessments, biomedical screening, exposure studies and industrial process monitoring. The emergence of portable sensor technology and crowd sourced environmental data has applications including community level assessments, First Nations empowerment and national transportation and energy policy.

### Some recent projects receiving international attention include:

- development of new membrane sampling interfaces for the rapid screening of contaminants and their metabolites in natural and produced waters
- in-situ reaction monitoring of chemical kinetics in the treatment of drinking and waste waters;
- photochemical degradation of contaminants in natural waters; and
- on-site field measurements of air and water pollutants using mobile mass spectrometry for real-time, continuous monitoring applications.

## Sample Research Project Areas

### 1. Geospatial mapping of fugitive and aquatic industrial emissions

The rapid expansion of natural gas extraction has led to considerable interest in understanding the extent of fugitive emissions of methane (a powerful greenhouse gas) and toxic volatile organic compounds (e.g., benzene) over the lifecycle of the production process. We are developing and using state-of-the-art mobile chemical sensors to map volatile and semi-volatile organic compounds in air and water.



### 2. Development of marine underwater mass spectrometry

We are developing a prototype mass spectrometer to measure dissolved gases, light hydrocarbons and biomarkers of marine organisms (e.g., sea lice and algal blooms). The instrument is based on a patented thermally assisted semi-permeable membrane technology, which provides continuous measurement capability for a range of chemical compounds.

### 3. Development of direct, high precision quantitation approaches for trace level molecular measurements

The contamination of ground and surface water resources by anthropogenic activities can compromise its suitability for human consumption and use. Conventional analyses can be time-consuming and are not well suited for real-time decision support, emergency response or continuous monitoring applications. We are developing direct, online analysis and in-field calibration methods for contaminants. Our methodologies also show great potential for the direct, rapid bioanalytical screening of trace levels of important molecules in complex bio-fluid samples such as urine and blood, and we are actively exploring this potential new area.

## Personnel

The AERL supports the training of a wide spectrum of highly qualified personnel spanning the range from undergraduate students to post-doctoral research fellows. In addition to the two principle investigators, the AERL team currently includes undergraduate students, graduate students, research associates, and post-doctoral researchers. The AERL research group has collaborated with a number of government and private sector researchers to train highly qualified personnel and mobilize emerging knowledge, leading to lasting economic growth and prosperity in Canada.

## What Others Are Saying

Taken from external expert reviewers comments of an application for a mobile mass spectrometry laboratory

#### 1. The researchers:

*highly capable in this field*

*have pioneered the technique of membrane introduction mass spectrometry are uniquely capable of implementing this in their mobile laboratory*

#### 2. The equipment:

*mobile labs are a rarity worldwide*

*there are very few mobile labs operated by universities and none have these capabilities... will be unique in Canada*

*will enable studies of critical importance to the field of environmental chemistry*

#### 3. The research:

*innovative and at the leading edge internationally*

*needed and timely in Canada*

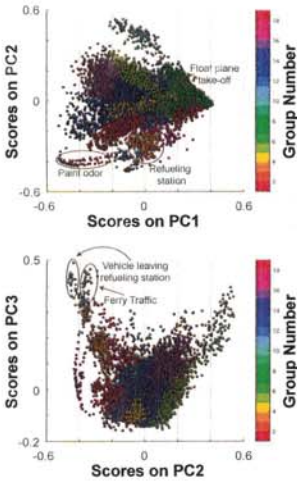
*highly innovative*

#### 4. The benefits to students:

*unique training opportunity for undergraduate and graduate students*

## Untargeted Chemometric Analysis of MIMS Field Data Metro Vancouver Field Campaign September 2016 (3 days)

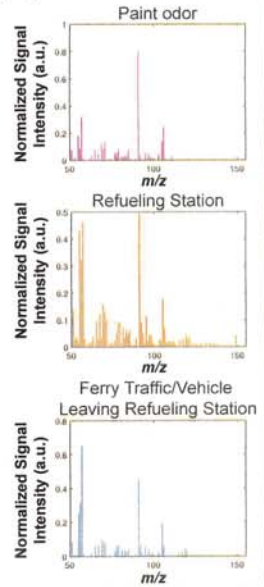
PCA Scores Plots of Metro Vancouver Mobile MIMS Data



Sample clusters identified using a Gaussian Mixture Distribution algorithm.



Data points colour based on group assignment, and sized based on total ion current.

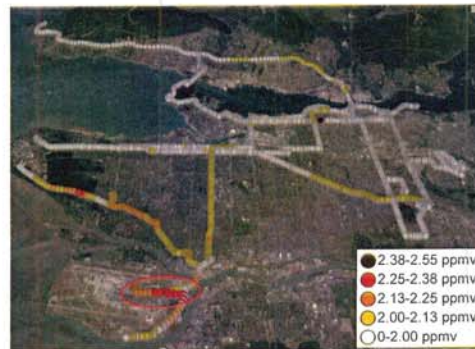


### Ozone Concentrations Metro Vancouver



High ozone concentrations measured in downtown Vancouver in the afternoon.

### Methane Concentrations Metro Vancouver



High methane concentrations measured near YVR.

# AERL

Applied Environmental Research Laboratories

## Chemometric analysis of mobile membrane introduction mass spectrometry data for source discrimination

Larissa C. Richards, Nicholas G. Davey, Chris G. Gill, Erik T. Krogh  
 Applied Environmental Research Laboratories - Vancouver Island University, Nanaimo, British Columbia, Canada  
 Department of Chemistry - University of Victoria, Victoria, British Columbia, Canada



### Introduction

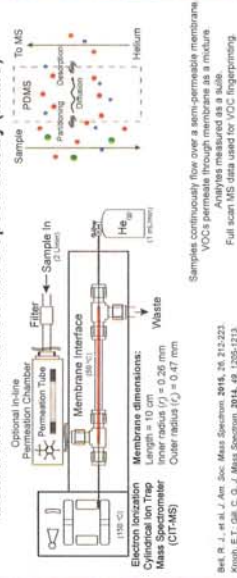
Atmospheric volatile organic compounds (VOCs) have both **natural and anthropogenic sources**.  
 VOCs can be **difficult to track** both directly (benzene is a carcinogen) and indirectly (precursors to secondary organic aerosols and ground level ozone).  
 Atmospheric VOCs **vary widely** with time and space.  
 Membrane introduction mass spectrometry (MIMS) allows VOCs to be **sampled directly from the atmosphere** or VOCs without chromatographic separation.  
 Mobile MIMS systems provide **time and location stamping** for VOC source identification and apportionment.

### Mobile Air Quality Monitoring

**Advantages:**  
 - Real-time monitoring  
 - Reduced contamination and loss  
 - Real-time, adaptive sampling  
 - Information wherever/when needed

**Membrane Systems:**  
 - Ruggedized Griffin 400 MS (FLIR)  
 - PMMS membrane interface  
 - Proton transfer reaction time-of-flight MS (Ionicon Analytik)  
 - Other sensors  
 - Temperature & Ozone Analyzer  
 - GPS  
 - Oyster BT-C1000XT GPS

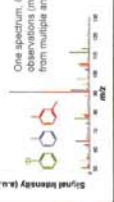
### Membrane Introduction Mass Spectrometry (MIMS)



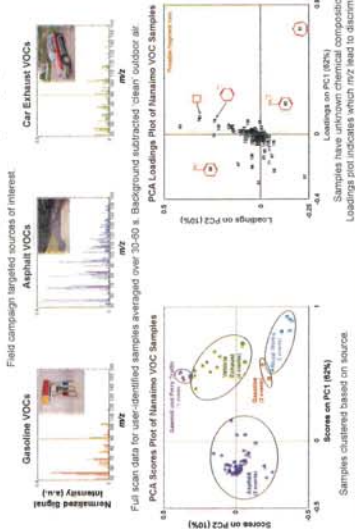
Samples continuously flow over a semi-permeable membrane. VOCs permeate through membrane as a mixture. Full scan MS data used for VOC fingerprinting.

### Principal Component Analysis (PCA) and Data Analysis

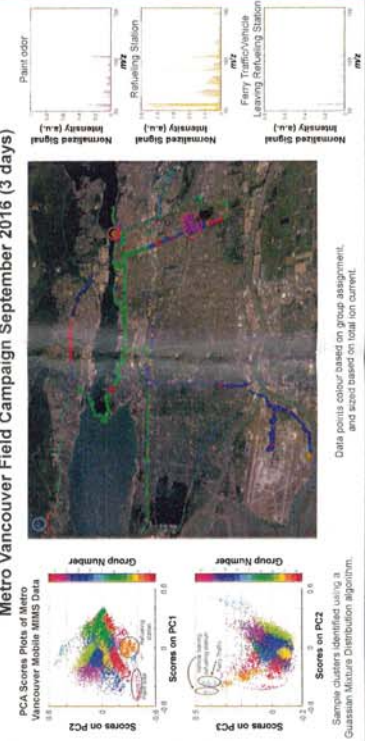
Full scan MIMS data is **multivariate**, many variables (m/z) per spectrum (sample).  
 Principal Components (PCs) represent the directions of most variance in a data set.  
 Plotting samples on PCs reduces data dimensionality.  
 Underlying patterns in the data structure may be revealed.  
 One spectrum, 80 observations (m/z) from multiple analyses.  
 3-D data set projected onto 2 PCs.  
 PCA of entire data set.



### Targeted Chemometric Analysis of MIMS Field Data Nanaimo Field Campaign August 2016 (4 days)



### Untargeted Chemometric Analysis of MIMS Field Data Metro Vancouver Field Campaign September 2016 (3 days)



### Ozone Concentrations Metro Vancouver



### Methane Concentrations Metro Vancouver



### Conclusions

**Targetted Chemometric Analysis**  
 PCA successfully used to discriminate VOC samples from field campaigns:  
 - Asphalt  
 - Gasoline  
 - Other road works  
 - Ferry traffic/aerial emissions  
 The loadings plot m/z allow visualization of data based on group assignment and help in correct.

**Untargetted Chemometric Analysis**  
 PCA of entire MIMS data set allowed samples of interest to be identified mathematically.  
 Some user-identified sources with high total ion current (e.g., boat plane) are not differentiated in the PCA plot.  
 Geospatial mapping allows for the visualization of data based on group assignment and help in correct.

**Ozone and Methane Concentrations**  
 Continuous ozone and methane measurements allow for the identification of sources of air quality concentrations.  
 Ozone concentrations were higher in the afternoon than the morning.  
 Our ozone measurements agree with stationary measurements at the same locations, but were lower than the other three comparison stations.

### Future Research and Acknowledgements

Mobile data allows for additional air quality and time-of-flight mass spectrometer (ozone sensors, sonic anemometer).  
 Analyze incoming data streams as they are collected for real-time discrimination with GIS of comprehensive mobile chemical data for geographically resolved source apportionment of atmospheric samples.



# ‘Water for Growth’

## Recommendations and Findings from the ACRD Agricultural Use of Water Project

October, 2017



**Report Prepared by: Heather Shobe**

With contributions by: Olivia Szostek;  
Jamie Wallace, Jaan Designs

**For: Alberni-Clayoquot Regional District**



**This Project is made possible with  
funding from the Real Estate  
Foundation of British Columbia**

## Table of Contents

<b>Executive Summary and Recommendations</b>	<b>4</b>
Projected Cost Table	5
<b>Part 1: Project Background</b>	<b>6</b>
Project Objectives	6
Project Rational	6
General Project Assumptions	7
Project Roundtable: Function and Membership	8
Overview of Regional Water System	8
<b>Part 2: Research Findings</b>	<b>9</b>
Public Survey Data	9
Water Demand Model	9
Water Sustainability Act	10
<b>Part 3: Regional Program Options</b>	<b>11</b>
1) Rainwater Harvesting Rebate Program - Residential Growers	12
2) Rebate Program - Commercial Producer	15
3) Reduced Water Rates - Commercial Growers	17
4) Billing Credits - Residential Growers	18
5) Regional Infrastructure - ‘Twinning Lines’	20
6) Emergency Water License for Agricultural Use	21
7) Regional Water Committee and Parcel Tax	22
<b>Part 4: Key Project Outputs</b>	<b>23</b>
Public Education	23
Series of Three Brochures	23
Letter to Province, Watershed Protection	24
<b>References and Resources</b>	<b>25</b>
<b>Appendix 1: Water Sustainability Act</b>	<b>27</b>
<b>Appendix 2: Quick Guide to Water Licensing Applications</b>	<b>32</b>

<b>Appendix 3: UBCM Resolutions, 2017</b>	<b>34</b>
<b>Appendix 4: Residential Rebate Packet</b>	<b>36</b>
<b>Appendix 5: Commercial Rebate Packet</b>	<b>43</b>
<b>Appendix 6: Residential Water Credit Packet</b>	<b>58</b>
<b>Appendix 7: Educational Brochures</b>	<b>60</b>
<b>Appendix 8: Letter to Province of British Columbia</b>	<b>66</b>

# Executive Summary and Recommendations

The Agricultural Use of Water Project was completed with guidance from a diverse community roundtable committee. It aims to provide tangible supports to agricultural producers for their most primary production requirements - water. These supports have multiple benefits: *they spur production increases and industry investment; attract new producers to the region; increase knowledge within the community; reduce the draw on regional infrastructure and groundwater resources; and create a framework for further data collection, funding, and program support.*

**Key deliverables include research data, a series of educational workshops and materials, and the following 7 sets of program policy recommendations.** *Where the ACRD is the water purveyor in question, they will also recommend the adoption of the policy by other regional water purveyors.*

1. The ACRD will offer a **\$750 rebate to 2 residential producers** within its water purveyance region per year, for a total of 3 years (page 12).
2. The ACRD will offer **rebates totalling up to \$4500/year for commercial agricultural producers** within the Regional District, for a total of 3 years (page 15).
3. The ACRD will **discount the annual water parcel tax of commercial agricultural producers** within its water billing area by 50% and increase the maximum consumption rate by 20 cubic meters per month (page 17).
4. The ACRD will offer the following **water billing credits to residential growers** (page 18).
  - A) Community gardens (more than 3 growers sharing space) with no domestic water use on site will pay a flat fee of \$1/year for use of water,
  - B) A \$50 annual credit towards water bills will be available for up to 10 growers, and
  - C) The credit will also be available to non-profit organizations who produce a portion of their own food and/or who train clients in food production.
5. With regards to 'twinning' water lines (page 20), the ACRD will:
  - A) Enact regulations that **require the installation of twinned lines in new agricultural developments or subdivisions.**
  - B) **Support agricultural operations to be more independently water-wise,** and
  - C) **Lobby the Provincial government for further research and funding programs.**
6. With regards to emergency agricultural access to water (page 21), the ACRD will:
  - A) **Amend the existing community water license to include emergency agricultural use,**
  - B) Develop a **Drought Management Plan**
7. The ACRD will **convene a Community Watershed Committee** which works to develop long-term watershed management plans and solicits funding for the expansion of the proposed water rebate and other programs recommended by this report (page 22).

*The recommendations outlined in this document provide incentives and support while minimizing bureaucratic requirements and oversight. Pilot programs include methodology for evaluation monitoring processes which will improve programs over time. Applications, where required, will be vetted by existing committees. Associated 'Program Packets' are launch-ready, needing only conversion to web-fillable forms. They are attached here as appendices.*



The Alberni-Clayoquot Regional District has directed significant resources to agricultural planning since 2011. This project's recommendations direct some of those resources directly to the area's producers, stimulating production and fostering good will towards government by providing them with tangible support for a critical production requirement. Concurrently, it establishes a platform for increased regional water sustainability and ecological welfare.

While some of the proposed programming has an initially limited scope, it is anticipated that it will stimulate opportunities for further expansion, program improvements, and funding. Acting as a seed, these small starts will spur public interest, engagement, and education. In addition, the Alberni-Clayoquot Regional District will be modelling leadership within new and innovative programs for agriculture and watershed support, which can be mimicked by other communities and the Province of BC itself.

### Projected Cost Table

Policy Recommendation Area	Financial	Human Resources
Residential Rebates	\$750	Minimal staff time and existing committee
Commercial Rebates	\$4500	Minimal staff time and existing committee
Commercial Discounts	\$3000	Minimal staff time
Residential Credits	\$500	Minimal staff time and existing committee
Focus Point - Twinning Lines		Water Committee or staff
Focus Point - Emergency Access		Water Committee or staff
Community Watershed Committee		Community Volunteers
<b>Total per year</b>	<b>\$8750</b>	

# Part 1: Project Background

*In 2011, the Alberni-Clayoquot Regional District (ACRD) commissioned an Alberni Agricultural Plan which set forth a vision for increasing food security in the region and 12 primary goals to achieve that vision. Goal 12 of the Plan is “To increase the availability of water for agriculture”. Partial funding for the Agricultural Use of Water Project was successfully solicited from the Real Estate Foundation of BC (REFBC) in 2016, as part of the Agricultural Plan Implementation Project.*

## Project Objectives

### **The Agricultural Use of Water Project intends to:**

1. Develop policy and procedures which ensure the access, quality, and affordability of water to agricultural producers within the region, including;
  - Rainwater harvesting and storage rebate programs
  - Reduced water levies for agricultural users
  - Investigation into regional infrastructure options
2. Provide comprehensive research and summaries into existing regulations and regional data including;
  - The BC Water Sustainability Act
  - The Alberni Water Demand Model
3. Increase public awareness and education about water wise landscaping and rainwater harvesting strategies; and
4. Ensure that the key needs of multiple regional stakeholders are met.

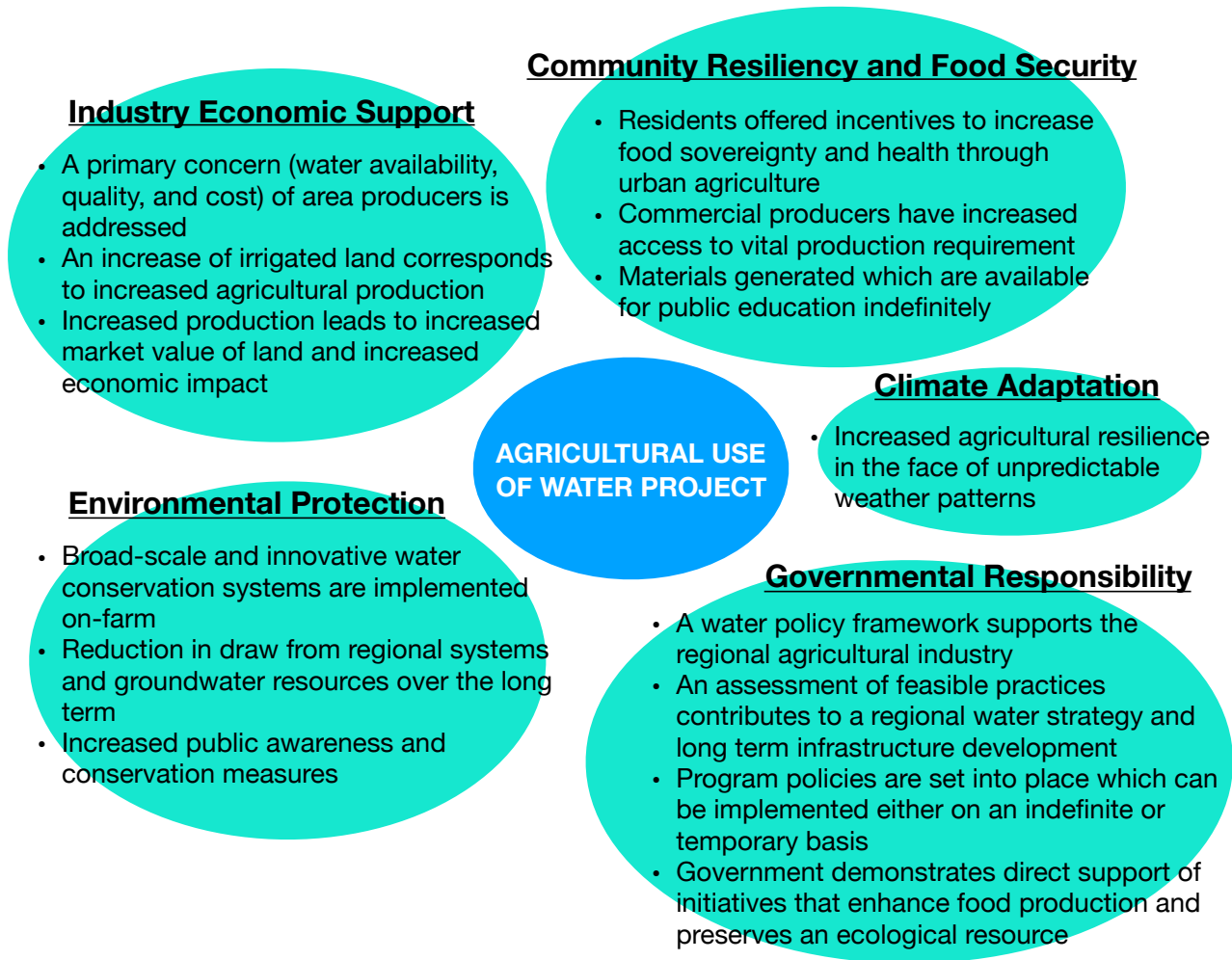
## Project Rational

“Agricultural capability maps indicate that 5,184 ha could be improved to prime capability with irrigation - only 554 ha are currently irrigated. (Alberni Agricultural Plan, 2011). While many resources describe the importance of farm-water management, water availability, cost, and quality have been documented as a primary concern of the area’s agricultural producers since 2014. There are currently no funding programs or incentives available for producers to improve existing water management systems or install new or innovative systems.

Various municipalities within the ACRD have looked towards public education and regional initiatives to reduce demand on water infrastructure and support urban agriculture. The *City of Port Alberni’s Food Security and Climate Disruption Committee* recommended, in June 2015, that the ACRD implement a rainwater harvesting rebate program and launch an educational campaign to increase the capacity and viability of urban agriculture. A 2013 *City Water Conservation Plan* recommended public education about water conservation, water efficient gardening, and an examination into the potential of discounts and rebates for water-efficient infrastructure. The *District of Tofino* conducted a pilot project for a rainwater harvesting system rebate program in 2017.

Diagram 1 further highlights areas of key rational for this project and the recommended regional initiatives.

**Diagram 1: Project Rationale**



## General Project Assumptions

1. Agriculture involves the cultivation of food. All cultivation, whether commercial or residential, will increase the region's food security and citizen well-being to some degree, through its economic, environmental, and social benefits.
2. Different levels of support are appropriate for residential and commercial producers.
3. Minimizing bureaucratic involvement will result in reduced implementation and management costs. Rebates are applicant driven processes. Rebate approvals will follow a discretionary approach and be vetted by existing committees.
4. Subsidies are an efficient way to provide government support and increase public participation towards a desired outcome. While they involve an immediate cost, there require little overhead and management. The Regional District of Nanaimo currently offers their residents [11 incentive programs](#) to reduce the region's environmental footprint.
5. Pilot projects are an efficient means to trial projects, collect data, and evaluate longer-term options. A pilot project must be long enough to collect meaningful data about project impacts.

## Project Roundtable: Function and Membership

A Roundtable committee was convened In October 2017 and project findings to date were shared both within the group context and via individual communication.

### **Function**

1. Provide feedback that will result in widely acceptable policies and ensure that the key needs of regional stakeholders are met
2. Provide background information and expertise
3. Recommend additions or alterations
4. Draft letters to Provincial bodies requesting external support (rebates, watershed protection)

### **Membership**

Roundtable membership was solicited from a variety of stakeholders including commercial agricultural producers, staff representatives from each of the region's municipalities and First Nations, the Tofino and Ucluelet Community Food Initiatives, City of Port Alberni's Food Security and Climate Change Committee, ACRD Board of Directors, Agricultural Development Committee, Alberni Farmers' Institute, Cherry Creek Waterworks, and Alberni Valley Transition Town Society.

#### Contributing participants included:

Ricardo Araya - Manager of Engineering and Public Works, District of Tofino

Leah Austin - Tofino Community Food Initiative

Lisa Aylard - Producer; Agricultural Development Committee member

Cathy Burkosky - Producer

Penny Cote - ACRD Board of Directors

Makenna Cyr - Producer; President, Alberni Farmers' Institute

Alex Dyer - ACRD Staff

Sally Hill - Producer

Jeanne Keith-Ferris - Ucluelet Community Food Society

Guy Langlois - Food Security and Climate Disruption Committee, City of Port Alberni

Dan Schubart - Alberni Valley Transition Town Society; Residential producer

Terry Shannon - Producer

Olivia Szostek - Independent consultant

Jamie Wallace - Jaan Designs

Kamruz Zaman - City Engineer, City of Port Alberni

Additional support and feedback was received by Julie Pisani - Nanaimo Regional District, Anna Lewis - ACRD Agricultural Support Worker, Jen Fisher-Bradley - Women's Food and Water Initiative, and from various other members of the public.

## Overview of Regional Water System

- The existing water purveyors within the region are the ACRD (which includes the Beaver Creek and Bamfield areas), Cherry Creek Waterworks District, District of Ucluelet, District of Tofino, and City of Port Alberni.
- Residents of Sproat Lake and the Beaufort District have no regional water service.

# Part 2: Research Findings

## Public Survey Data

A public survey, via the web application ‘Survey Monkey’, was conducted between October 16th and 21st, 2017. A total of 60 people responded to the survey. Key findings included:

- 26 respondents were from City of Port Alberni, and 14 from Beaver Creek District
- 48 were residential, 11 commercial, and 1 unidentified.
- Of 11 commercial users, 3 said a rainwater harvesting rebate would help, 6 said it would not, and 2 said it depends. The latter two groups either said that the problem was in the projected high total cost of the system or gave no reason.
- Cistern and earthwork installations were the preferred technique of commercial respondents
- Of residential users, 38 said it would help, and 11 said it depends (generally on cost)
- 25 residential growers would consider installing a cistern of between 400-1000 gallons, and 8 between 1000 and 3000 gallons
- Of residential growers, 29 would spend less than \$1500, and 8 would spend between \$1500-\$5000
- 20 of the residential growers believed their average water bills were between \$50-\$100/year.
- One resident of Beaver Creek, who produces a significant amount of food noted annual water overage cost of \$220
- One City resident with a smaller home garden noted annual overage charges of \$27
- Some commercial producers noted strong concerns with support of backyard food production
- Some commercial producers pointed to a need for region-wide infrastructure such as ‘twinning lines’ and reduced rates for commercial users

## Water Demand Model

The Alberni Agricultural Water Demand Model is expected to be published by the Ministry of Agriculture prior to December 1, 2017. The research was conducted in 2016 as part of the Agricultural Use of Water Project, with funding from the ACRD, the Ministry of Agriculture, and the BC Partnership for Water Sustainability.

The Agriculture Water Demand Model (AWDM) is a water management planning tool used to provide current and future agriculture water demands in a particular region. The AWDM can be used for any region if provided with the appropriate land use and climate information. It calculates water use on a property by property basis and sums each property to obtain a total for sub-basins or the entire basin. Crop, irrigation system type, soil type and climate data are used to calculate the water demand. Since the AWDM can calculate future water demands based on climate change scenarios, it can help purveyors to make informed decisions on water use and land use planning.

The AWDM helps to understand current agricultural water use and helps to fulfil the Province’s commitment under the “Living Water Smart–BC Water Plan” to reserve water for agricultural lands. The Model can be used to establish agricultural water reserves throughout the various watersheds in BC by providing current and future agricultural water use data.

Water Demand Models have been completed in 13 other regions across the Province.

## Water Sustainability Act

*“The Water Sustainability Act (WSA) was brought into force on February 29, 2016 to ensure a sustainable supply of fresh, clean water that meets the needs of B.C. residents today and in the future. The WSA is the principal law for managing the diversion and use of water resources. The WSA provides important new tools and updates B.C.'s strategy for protecting, managing and using water efficiently throughout the province” (Province of BC, 2017).*

Regulations about diverting water from streams and creating dams to hold water for agricultural use are addressed within the Act. It also introduces a number of changes to the way that water is managed in B.C including; licensing groundwater for non-domestic use, new fees and rentals for water use, stronger protection for aquatic ecosystems, expanding protection of groundwater related to well construction and maintenance, and increasing dam safety and awareness.

Other changes brought in by the WSA include: Fish Protection Act repealed and provisions brought into the WSA or the Riparian Areas Protection Act, Water Act (Part 3) renamed the Water Users' Community Act.

### **Key Regulatory Changes with Regards to Water Licensing**

- All non-domestic groundwater users, including farmers and ranchers, must now apply for a water license.
- Existing well owners that apply for a license in the first two years (2016 and 2017) will be exempted from application fees (until December 31, 2017).
- Licensees with earlier licence dates (senior licensees) have priority over later licence dates (junior licensees) for accessing water. These rights are important during times of drought or water scarcity.

***Please refer to Appendices 3 and 4 (pgs. 27 and 32) of this report for a summary of the Water Sustainability Act relevant to this project, and a quick guide to the water licensing application process.***

# Part 3: Regional Program Options

**Part 3 of this report outlines 7 Regional Program Options that were explored as part of this project. Policy Recommendations and Rationale are provided where appropriate, and examples of programs in other BC communities are described.**

*“A rainwater harvesting system collects rainwater that falls on rooftops and on the ground and stores it either in a cistern or in engineered earthworks.*

*Rainwater harvesting (RWH) primarily consists of the collection, storage and subsequent use of captured rainwater as either the principal or as a supplementary source of water. Examples exist of systems that provide water for domestic, commercial, institutional and industrial purposes as well as agriculture, livestock, groundwater recharge, reduction of storm water runoff volumes, process water and as an emergency supply for fire-fighting.”*

*(City of Port Alberni’s Food Security and Climate Disruption Committee (FSCDC), 2015)*

## **Rainwater Harvesting: General Rational**

Rainwater harvesting and storage systems ensure that water from the region’s significant seasonal rainfall is available when the rate of supply exceeds the rate of use in drier seasons.

Promotion of rainwater harvesting and management is consistently cited as an important component of comprehensive regional water management plans (Cowichan Basin Water Management Plan, Farm Water Planning Toolkit (CVRD), Town of Gibsons Eco-Asset Strategy, Moving Towards Sustainable Watershed Systems (Partnership for Water Sustainability)).

## **Rainwater Harvesting: General Objectives**

- To increase the harvest and storage of rainwater for summer use (for irrigation and livestock consumption).
- To reduce demands on the region’s wells and aquifers
- To increase urban and commercial agricultural capacity throughout the Alberni-Clayoquot Regional District.
- To mitigate the negative effects of drought on agricultural production
- To reduce peak water use and decrease the urgency of infrastructure upgrades
- To develop a clear program which supports a future application for funding for the rebate portions of the project funding from the Provincial level

## 1) Rainwater Harvesting Rebate Program - Residential Growers

### **Suggested Policy and Implementation**

- The ACRD will offer a \$750 rebate to 2 residential producers within its water purveyance region per year, for a total of 3 years, with the following stipulations:
  1. Growers must install a rainwater harvesting cistern of a minimum volume of 1000 gallons,
  2. The system must be intended for the purpose of irrigation of food plants and/or livestock,
  3. Growers must pre-apply for the rebate by a pre-determined date with an application providing a description of the proposed system including elements, costs, and installation procedures,
  4. Applicants must agree to complete installation as per a Tank Installation and Safety Checklist,
  5. Installation must be completed within 4 months of date of approval,
  6. Cash is awarded after installation confirmed via photographs, receipts, and completed secondary form and Tank Installation and Safety Checklist, and
  7. Applicants must be willing to participate in a monitoring and reporting program
- The ACRD will recommend that the City of Port Alberni, Districts of Tofino and Ucluelet, and Cherry Creek Water District mimic the program.
- Applications will be vetted by an established committee (for example the Agricultural Development Committee and/or City of Port Alberni's Food Security and Climate Disruption Committee)
- The ACRD website will include a page which posts the full program packet (pre-application form, final form for submission of receipts, Tank Installation Checklist)
- Installations that include opportunities for public participation or education will be prioritized (such as through an installation workshop, community demonstration, or participation in an edible garden tour)
- Coastal communities could consider a 400 Gallon size minimum, due to higher summer precipitation and moisture and smaller property sizes

### **Related Project Option**

Passive structures, such as rain gardens or swales, can help to utilize overflow and increase effectiveness of rainwater harvesting cisterns. To demonstrate such a system, a one day workshop and installation could be conducted on a City-owned park or landscape. Participants would help design and install the structure, which would be permanently available as an educational tool. The project cost would be about \$1000-2500 depending on scale.

### **Policy Rational**

- A resident-driven application process reduces red-tape and allows for residents to develop a system that will work best for their property and pocketbook
- A pilot project of two systems per year, per water purveyor, allows for program development and refinement
- While governmental budgetary constraints are high, a small start will still have a ripple effect and lead to a greater culture of water conservation and storage in the long term
- Vetting applications through a committee will offer an opportunity for monitoring and evaluation of the project and its impact, through a diverse and knowledgeable group, for the duration of the pilot project

***Please see Appendix 4 (pg. 36) for the draft 'Rebate Program Packet'***



## **External Examples**

### **Regional District of Nanaimo (RDN) - Rainwater Harvesting Incentive Program**

- The RDN offers rebates of up to \$450 for cisterns that are rated for potable use and able to collect a minimum of 4,546 litres (1,000 gallons) of rainwater. In addition, there is up to \$300 available for other eligible collection system expenses such as transport piping, debris traps, filters and installation costs. Distribution components (beyond the tank) are not covered under the rebate. This makes a total of \$750 available per household for the purchase and installation of a rainwater harvesting system. There is only one rebate per household, available on a first-come, first-serve basis.
- The average sized cistern installed through their program is 1800 gallons, at an average cost of \$3000
- Project funding is derived from a parcel tax paid by all landowners in the Regional District of Nanaimo
- An application form, installation checklist, and design and installation resources are available on their [website](#).

### **Regional District of Nanaimo - Water Smart Garden Rebates**

- This incentive program provides up to \$550 for improving the efficiency of existing residential irrigation systems through the installation and proper use of efficient irrigation system components. There is also up to \$100 available for the amendment of existing on-site soils through the addition of high quality compost, topsoil and bark mulch to improve soil health and water retention.
- Applicants who are pre-approved for both an Irrigation Efficiency Retrofit rebate AND a Soil & Mulch Amendment rebate under the program may be eligible for an efficiency bonus of up to \$100 upon completion of their projects. This makes a total of \$750 available per residential property for the improvement of landscape water efficiency.
- Irrigation components must be installed by an Irrigation Association of BC qualified contractor

### **Comox Valley Regional District - Smart Control Irrigation Rebate**

- The CVRD offers a \$300 rebate for a qualifying smart irrigation controller which use information such as rainfall, soil moisture, site slope, plant type, and wind velocity to ensure an appropriate amount of water is delivered
- The CVRD completes an on-site inspection to ensure proper installation
- Applicants must have a back flow preventer and a valid plumbing permit
- Most of the receipts being received by the CVRD are in the range of \$300-\$350 and are for residential or commercial (non-agriculture) properties for lawn and garden watering

### **City of Victoria - Rainwater Rewards Program, Pilot Program**

- Low Density Residential (1-4 units)
  - The City offers rebates of between \$35 and \$1,500 to assist with upfront cost of installing rainwater management methods (including cistern of minimum 1200L/ 317Gallon, rain gardens, bioswales, permeable paving)
  - Also offers an ongoing 10% credit off annual stormwater utility bills.
- Apartments, Condominiums, Institutions and Businesses
  - The City is offering ongoing credits of between 2.5% and 50% off the annual stormwater utility bill. Rebates are not available for these properties, but the credit amounts are larger.
- The City has created an extensive online rainwater management planner to estimate credits and a [do-it-yourself installation manual and checklist](#)
- The Do-it-Yourself Manual includes a chart which specifies whether the project requires professional installation to access a rebate

### **Parksville Rain Barrel Rebate Pilot Program**

- The City is offering one rebate per residence of 50% of the cost of the rain barrel, up to a maximum of \$50. This offer is only for owners of existing residential buildings with a valid occupancy permit located within the City and connected to the City's water system.

### **District of Tofino's Rain Barrel Pilot program**

- In 2017, the District of Tofino conducted a rainwater harvesting rebate pilot project.
- They offered a \$400 rebate to 8 residences and one business.
- Minimum cistern size was 400 gallons, most participants purchases 2 x 200 gallon food grade liquid totes. These were purchased in bulk and distributed to residents.
- The cost of the totes was \$175 each plus \$100 shipping. Total cost of system was \$450 + components
- Total program budget was \$4400 plus \$3000 for coordination
- A You-Tube video was distributed as an educational component for set-up
- Participants were supposed to set up by June 15 and report monthly.
- Anecdotally, there were challenges with timely setup and reporting procedures
- Professional assistance was minimal
- Feedback from District of Tofino is that participation was low, installation procedures were lacking, and there was not a significant reduction in District water usage reported as participants had not set up their systems in time

## 2) Rebate Program - Commercial Producer

### Suggested Policy and Implementation

- The ACRD will offer rebates totalling up to \$4500/year for commercial agricultural producers within the Regional District, for a total of 3 years, with the following stipulations:
  1. Projects will be funded at a maximum of 50% of total cost,
  2. The system must be intended for the purpose of irrigation of food plants and/or livestock for sale within the region,
  3. Growers must pre-apply for the rebate by a pre-determined date, with an application providing a description of the proposed system including elements, costs, and installation procedures,
  4. Cistern-type applicants must agree to complete installation as per a Tank Installation and Safety Checklist,
  5. Earthwork-type applications must comply with the Water Sustainability Act of BC (WSA). Detailed and justifiable design plans are required,
  6. Compost and compost teas must be tested at a lab and demonstrated to be of high quality.
  7. Applicants must be willing to participate in a monitoring and reporting program
  8. Installation must be complete within 8 months of date of approval, and rebate is awarded after installation confirmed via photographs and receipts, and completion of secondary form
  9. Inspection of system may be required prior to award of rebate, and
  10. Rebates are available as per the following table:

Technique	Limitations	Maximum Rebate
Cisterns	Minimum 5000 gallons	\$2250
Earthworks	May require professional design	\$2250
Compost/Compost Product Application	Must be tested	\$600 + \$80/acre

- Applications are vetted by an established committee (for example the Agricultural Development Committee (ADC) and/or FSCDC)
- **Professional support, machinery time, and educational programs which result in an instructor-facilitated design are eligible expenses.**

### Policy Rational

- Access to quality water is essential for agricultural production
- A producer-driven application process reduces red-tape and allows producers to develop a system that will work best for their property and pocketbook
- Educational support increases the producer knowledge base within the region and has long-term beneficial impacts
- The program supports both high and low cost options, and a variety of operational needs
- Government incentives will increase the interest in the region for new producers and will stimulate new or increased agricultural operations
- Large-scale water harvesting and storage systems will have a marked benefit on the long-term health of regional aquifers
- 20% of all ground water used in BC is used for agriculture
- Rebates for irrigation improvements are available through the Environmental Farm Plan Program

***Please see Appendix 5 (pg. 43) for the draft 'Rebate Program Packet'***

## **Overview of Acceptable Projects**

**Large Cisterns** - Large cisterns are ideal when coupled with large roof area found on most barns or agricultural outbuildings, as large roof areas have an increased ability to collect water when it rains. 1 square meter of roof area x 1 mm of rain = 1 litre of water. Large cisterns provide an excellent source of water for livestock or nursery operations but tend to be too small for larger irrigation applications.

**Compost and Compost tea or extract applications** - Compost or compost tea/extract is a simple low cost approach to improving agricultural soils. Science has shown us that soil biology drives nutrient cycling within soils as well as improving soil texture and water holding capacity. A 1% increase in organic matter over one acre of land will allow soils to absorb and hold onto an additional 75,000 litres (20,000 gallons) of water which helps to reduce the effects of drought.

**Ponds** - One of the most common water storage structures for holding large volumes of water. These have a much lower cost per gallon to store water versus a cistern but because of their typical size they often come with a substantial cost and may require engineering. Water licensing may also be required depending on where the source of water originates.

**Keyline Systems** - This system was developed in Australia in the 1950s as a strategy to slow down, spread, and sink water throughout a property. It analyzes the natural contours of the land within a specific design process and uses a Yeomans plow to break up compacted soils along prescribed 'keylines', with minimal disturbance to the soil surface. There is a Yeomans plow on Vancouver Island which is available for contract.

**Passive rainwater harvesting** - This is probably the easiest and lowest cost approach to harvesting rainwater. This strategy takes advantage of run off from hard and soft surfaces with the intent of slowing down the movement of water within a site. This slower movement of water increases the opportunity for the water to infiltrate and be stored within the soils for later use. When one inch of rain falls onto a farmer's access road (500' x 12'), this road captures approx. 14,000 litres of rainwater. Water flowing off this road can be slowed and stored within surrounding soils or sent to a larger holding structure such as a pond. Roads and other hard surfaces can be integrated into an overall water farm plan.

## **Examples of Producer Projects**

- Gary Swann, Leda Organic Farm - determining how to develop farm water supply from the wet lands at the bottom of the Beaufort Mountain Range.
- Peter Novotny, Beaufort Rainbow Farms - Repair of an existing 60,000 litre cistern which is currently not holding water
- Nancy Roussell, Lettuce-B-Microgreens - Repair of existing 2 x 3000 gallon cisterns so that they hold water
- Mark Super, beef producer - recent pond installation

## **Examples of Provincial Programs and Educational Material for Reference**

- Environmental Farm Plan Program - No water storage funding available at this time
- Publications: In-Ground Harvesting systems:
  - BC Farm Practices and Climate Change Adaptation Series, Water Storage
  - British Columbia Farm Water Dugouts
  - Keyline Water Management: Field Research & Education in the Capital Region
- ***No other rebate programs for agricultural-scale water harvesting and storage systems have been identified within the Province***

### **3) Reduced Water Rates - Commercial Growers**

#### **Policy Recommendation**

- The ACRD will discount the annual water parcel tax of commercial agricultural producers within its water billing area by 50% and increase the maximum consumption rate by 20 cubic meters per month
- The ACRD will recommend that the City of Port Alberni, Districts of Tofino and Ucluelet, and Cherry Creek Water District mimic the program

#### **Rationale**

- Many producers have noted water access and cost as a primary barrier to increased production
- Water subsidy is an effective tool for promotion and support of farming enterprises, and will increase economic and business interest in the area from afar
- A water levy reduction provides a concrete subsidy to producers for a vital production component
- Higher water consumption is to be expected in a commercial agricultural operation

#### **Regional Data and System Structure**

- The total number of commercial farms within the ACRD, based on BC Assessment Farm Property Tax Classification, is 93. Of those, 44 are in the Beaufort and Sproat Lake Areas (no water service), 25 are in the Beaver Creek Water Service Area, and 17 are in the Cherry Creek Water Service area.
- The Beaver Creek Water System is managed by the ACRD:
  - There are no existing rate reductions for commercial producers
  - The annual parcel tax for water is \$238/year and rate for single family residential use is \$51.67/month with a maximum consumption of 36 cubic meters per month
  - Overage charges are charged at the rate of \$2/cubic meter
  - As assessment in September 2017 revealed that there are no agricultural producers amongst the largest users of the system
- The only community water systems within the ACRD that offers a reduced rate for commercial agriculture is operated by the Cherry Creek Improvement district (CCID)
  - CCID farm service rates are \$30/month and have a higher maximum consumption rate, 55 cubic meters, compared to residential rates which are \$37.67/month with a maximum of 33 cubic meters
  - However, CCID's farm property parcel tax is \$77 higher than residential properties, which minimizes the actual cost savings

#### **Province-wide Models**

- The Regional District of North Okanagan provides a separate irrigation system for agricultural producers, distributing non-potable water in the summer months to property owners who apply for an allocation.
- The District of Summerland and the Towns of Oliver and Osoyoos in the Okanagan provide a similar service.
- No other Regional Districts on the Island provide comprehensive agricultural water rate plan.

#### **Monitoring and Evaluation**

- The number of commercial farms are tracked annually
- Overall consumption changes are tracked to monitor for system abuse

## 4) Billing Credits - Residential Growers

### Policy Recommendation

- Community gardens (more than 3 growers sharing space) with no domestic water use on site will pay a flat fee of \$1/year for use of water
- A \$50 annual credit towards water bills will be available for up to 10 people within the ACRD billing region, with the following stipulations:
  1. They maintain a food production system with a minimum size of approximately 1500 square feet (ie: a full yard). Large fruit trees and ornamental plants are not included unless part of an integrated design or food forest system,
  2. They have proof of water saving techniques already in place (swales, hugelkulturs, cisterns/water collection practices, grey water use, irrigation systems, reusing water, xeriscaping, food forestry systems),
  3. Gardens which are fenced or otherwise secured from wildlife
  4. They agree to participate in a monitoring and reporting program, and
  5. An annual application, which includes evidence of the above, must be submitted prior to May 1
- The credit will also be available to non-profit organizations who produce a portion of their own food and/or who train clients in food production
- The ACRD will recommend that the City of Port Alberni, Districts of Tofino and Ucluelet, and Cherry Creek Water District mimic the program, amending the total number of credits issued as appropriate.
- Applications will be vetted through FSCDC, ADC, or similar municipal committee
- Participants may be subject to site Inspections

### Background and Rational

- Port Alberni Water Conservation Plan 2013 suggests investigation into discounts on water bills for water efficient garden designs/irrigation systems
- Reduced water rates for residential growers are routinely requested by growers and have been suggested by the Food Security and Climate Disruption Committee
- Residential growers can impact regional food security, and governmental support for growers will increase the community's food culture and may reduce food poverty
- The regional Grow Local survey of 2017 indicated that 28% of respondents (43 people total) managed a garden of about 150 square feet in size, 17% (26 people total) managed a garden of about 750 square feet in size, and 11% (16 people total) managed a garden of 1500 square feet in size

### Existing Rates and Examples

- City of Port Alberni rates - Effective for the September 1st, 2017 billing, single family residential customers pay \$0.53 per cubic metre (m3) on the first 60 m3 of water they use over a four month billing period. Above that amount, customers pay \$0.70 per m3 for the balance of water used during that period.
- Dry Creek Community Garden in Port Alberni has an agreement with the City that they will pay \$1/year for water
- In a survey done in October, 2017, 42% of residential growers believed their overage water bills were between \$50-\$100/year.
- One resident of Beaver Creek, who produces a significant amount of food noted annual water overage cost of \$220
- One City resident with a smaller home garden noted annual overage charges of \$27

### **Monitoring and Evaluation Procedures**

- Participant's annual application form includes production estimates, expansion and improvement details
- The number of applicants are tracked annually
- Overall consumption changes of participants will be tracked to determine whether system abuse is evidenced

***Please see Appendix 6 (pg. 58) for the draft 'Credit Program Packet'***

## 5) Regional Infrastructure - 'Twinning Lines'

Twinning water lines involves placing non-potable water lines alongside potable lines and is often recommended as a cost effective solution for provision of non-potable water for various uses, including agriculture and fire hydrants (see Appendix 3, pg. 34). There is a pump house from the Somass River near Mackenzie Road which could be used to supply the lines.

Twinning lines can be done in stages, as existing lines are repaired or exposed. The cost to replace waterline is approximately \$600/meter, most of which is incurred through road cutting, traffic management, and labour. While this work is being done, the additional cost of laying a new non-potable line is minimal. ***The intent of twinning lines, as they are repaired or replaced, is that a new non-potable line will eventually form a corridor through an agricultural area and be available to provide non-potable water for irrigation.***

The idea poses a number of challenges however. Firstly, benefits would only be available within a very long time frame. For example, only 200 meters of line was replaced in the Beaver Creek Region in 2016, and there are no plans for other significant repairs or replacement within the next few years. In addition, the project causes liability and public health concerns about the potential consumption of untreated water. Finally, the engineering studies involved to develop a plan for development of a specific agricultural corridor would likely be very costly.

### **Jurisdictional Examples**

Irrigation districts with non-potable water have been developed in the Okanagan Lake corridor and parts of the Kootneys, mostly as a means of supplying water for agricultural irrigation. Many of these have now been upgraded to provide potable water as well. The town of Oliver has undergone a twinning project to separate domestic waterlines from an existing line subject to frequent boil water advisories. The community of Naramata in the Regional District of Okanagan Similkameen has investigated a project to twin their water lines, but in that jurisdiction, 86% of water used in the system was for irrigation purposes.

### **ACRD Options and Recommendations**

While further studies could be completed at the Regional level, less resource-intensive options have been identified.

1. Enact regulations that require the installation of twinned lines in new agricultural developments or subdivisions,
2. Support agricultural operations to be more independently water-wise, such as through conservation, rainwater harvesting and storage measures, and through recycling of grey water,
3. Lobby the Provincial government to research the feasibility of, suggest implementation plans for, and provide a funding program for Regional line-twinning projects.



## 6) Emergency Water License for Agricultural Use

Commercial agricultural producers have suggested that the ACRD apply for a Regional water license for emergency agricultural use. In one case, a producer noted that during the severe drought of 2015, they placed a number of frantic phone calls trying to source water and transportation infrastructure in order to secure enough water to irrigate and prevent crop loss.

**The ACRD holds a water license from the Somass River for use within the Beaver Creek District, and water can be accessed from a pump house near Mackenzie Road. It is expected, from research into the Water Sustainability Act of BC, that this license could be expanded to include emergency use for all agricultural producers within the Regional District.**

The logistics of water transport would still need to be determined, however producers have identified a number of possibilities, including flat deck trucks with portable tanks or a tender for service with a professional company. If the emergency license were secured, it is expected that the Alberni Farmers' Institute and members could organize the needed infrastructure.

An additional option for emergency water delivery to agricultural operations is to work with local volunteer fire departments, whose weekly practices typically include the discharge of large volumes of water. One producer noted that a chance encounter with a practice crew resulted in a significant irrigation event for their crops during a drought period.

### **Recommendations**

1. That the ACRD amend their existing community water license to include emergency agricultural use for all Regional producers and work with the Alberni Farmers' Institute to develop a protocol for that use,
2. That the ACRD convene a committee (including representatives of regional fire fighting services) to develop a Drought Management Plan, as being recommended by Province of BC, which includes these or other protocols for the emergency access to water for agriculture (see also Program Option 7, page 22).

## 7) Regional Water Committee and Parcel Tax

The Agricultural Use of Water Project experienced significant limitations in its ability to address the concerns raised by stakeholders throughout the course of the project, due to limitations in the project scope, time frame, and budget.

Water policy concerns, questions, and suggestion which were outside of the agricultural scope of this project were routine, and it became clear that more resources would be needed to address them. *In addition, the policy framework that has been developed is limited due to budgetary constraints.*

### Examples of stakeholder concerns include the need for:

- **Drought Response Plans**, developed regionally, to help mitigate emergency situations. The BC Drought Response Plan (2016) suggests that multi-stakeholder committees that address water sustainability issues could work with the Province towards their development
- Assessment of **climate change scenarios** and impacts of **sea level rise**
- **Source water quality protection and watershed preservation**
- **Regional Watershed Management Plans**, particularly when applying for water-related grant opportunities. The ACRD is lacking such a plan, with the exception of the Somass Basin Watershed Management Plan, which focuses on ensuring Salmon futures.
- Lobby to the Provincial government for more **funding for water sustainability issues and long term infrastructure.**

### Jurisdictional Model

In 2008, the Nanaimo Regional District approved its Drinking Water and Watershed Protection Service Establishing (Bylaw No. 1556) following a general referendum. This program is guided by an Action Plan that was developed by committee in 2007. A parcel tax of \$7.50/parcel generates about \$515,000/yr and funds a variety of water initiatives, including their rainwater harvesting rebates. The Action Plan includes 7 program areas: public awareness and involvement, water resources inventory and monitoring, management of land use and development, watershed management planning, management of water use and water quality, and climate change mitigation.

*With an estimated 9,000 parcels within the ACRD outside municipalities, the region could generate \$18,000 with a \$2 parcel tax and \$67,500 with a \$7.50 parcel tax.*

### Recommendation

1. That the ACRD convene a Community Watershed Committee which works to develop long-term watershed management plans and drought plans, and to solicit funding for the expansion of the proposed water rebate and other programs recommended by this report, including by assessment of the feasibility of a Watershed Planning Parcel Tax.

# Part 4: Key Project Outputs

## Public Education

### Public Workshops - Tofino, Ucluelet, and Port Alberni

- A water-catchment workshop took place in Ucluelet on Jan. 30, 2016 and Tofino, Jan. 31, 2016
  - Facilitated by Jennifer-Price Francis, Connie Kuramoto, and Heather Shobe
  - Included brief section on farm-scale agricultural and in-ground water storage
  - Workshops included a component where participants assisted to build a rain barrel
  - Free to participants
- A Rain Water Harvesting and Water-Wise Landscaping workshop was held in Port Alberni on July 5, 2017
  - Facilitated by Jamie Wallace
  - Free to participants

### Farm-Scale Water Harvesting and Storage Solutions Workshop

- A Farm-Scale Water Harvesting and Storage Solutions Workshop took place in the Alberni Valley on October 25, 2017
  - The session describes large scale cisterns, ponds, dams, swales, Key-line systems, agro-forestry, and soil-based water holding improvements
  - Facilitated by Jamie Wallace
  - Free to participants, 20 participants total

### Professional Workshop in Rainwater Harvesting

- The ARCSA's (American Rainwater Catchment Systems Association) 2-day professional workshop will be presented by Ken Nentwig of CANARM (Canadian Association for Rainwater Management) on January 22/23, 2018.
- The ACRD, with the assistance of the REFBC has offered full sponsorship for 4 seats in this program.
- Sponsored participants include representatives from the City of Port Alberni, District of Tofino, District of Ucluelet, and Canadian Mental Health Association's Healthy Harvest Farm.
- Other targeted participants include regional building inspectors, landscape architects and designers, gutter and building professionals, and agricultural producers.

## Series of Three Brochures

### Rainwater Harvesting (1) and Waterwise Landscaping (2)

- Published September, 2017
- Distributed in hard copy at Alberni Fall Fair and at ACRD office
- Summaries, in a single sheet format, mailed out to Beaver Creek residents and are available for mail-out to municipalities/other water districts
- Hard copies available at ACRD office at various venues throughout the Region
- Available on ACRD Website

### Farm-Scale Water Harvesting and Storage (3)

- Published October, 2017
- Distributed via mail to farm operators
- Available on ACRD website with hardcopies at various venues throughout the Region

*Please see Appendix 7 (pg. 60) for Brochures*

## Letter to Province, Watershed Protection

Throughout the course of this project, producers in the Beaufort Range of the Alberni Valley have expressed repeated and significant concerns about the impact of forestry activities taking place in the Beaufort Range on their water quality and the integrity of their watershed. This is a sensitive political issue that has strongly impacted the region's largest agricultural producers.

In 2017, the Central Kootney Regional District put forth the UBCM Resolution: B115 - Task Force for Watershed Management requesting that the Province *create a task force to consult with local governments to determine their concerns on consumptive watershed management*. UBCM noted in response that members consistently endorse resolutions seeking authority for local governments to manage the use and activities in their community's watersheds

As part of this project, a letter to the Province of BC in support of the above resolution was drafted and sent, noting the specific concerns and challenges of the region's agricultural producers adjacent to the Beaufort Range. Research into the regulatory framework of the Water Sustainability Act was also conducted, and preliminary findings have been documented.

***Please see Appendix 1 (pg. 27) for Regulatory Framework of WSA***

***Please see Appendix 8 (pg. 66) for the Letter to the Province of BC***

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# Appendix 1: Water Sustainability Act

BC Water Sustainability Act (WSA)  
February 2016

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## Highlights for Agricultural Water Users

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### A. New Requirements for Groundwater Users

#### *Overview:*

Under the new BC Water Sustainability Act (2016), any water diverted for use other than domestic is required to be done only with an approved water licence. February 2016 - February 2019 will be a transition period, allowing current groundwater users to apply for licences that will be granted in accordance with the first-in-time, first-in-right principle.

#### *Details:*

Any water diverted for use other than domestic are now required to obtain a licence and pay water fees & rentals (for use greater than 250L/day). The government of BC has established the positives of this new policy to include:

- establishing equity between stream water & groundwater users
- clarifying how much water you can legally use
- increases security of your access to water
- reduces opportunity for conflict between water users in times of scarcity

Domestic groundwater users are still encouraged to register their well as to ensure decision makers have an accurate picture of groundwater use in the area.

The first 3 years of the new WSA (February 2016-February 2019) is meant to be a transition period, with the following policies/incentives put in place to encourage early application for non-domestic groundwater use.

- First-in-time, first-in-right (FITFIR): principle of law that the first person to use a certain source of water gets the right to use it in the future over the right of later users
- If you are an existing groundwater user, you are encouraged to apply within the three-year transition period to maintain your date of precedence (you are granted precedence based on the date you began using groundwater, as determined by evidence submitted in your application). IF YOU APPLY AFTER MARCH 1, 2019 your application will be considered a junior application and treated as a new applicant based on the date of your application.
- Applications submitted on or before December 2017 will have application fees waived.

#### Establishing Date of First Use -

Evidence of date of first use of the groundwater source include but are not limited to:

- Records & invoices related to the construction of wells
- Environmental Assessment Certificate
- Well maintenance records
- Photographs
- Other corroborating information recognized as evidence of historic use

## B. Water Use in Times of Scarcity

### *Overview:*

In the event that stream levels fall below their critical flow threshold and/or water levels becomes so low in a stream that a population of fish may be or become threatened, water restrictions may be enforced. Water shortage declarations that enforce water restrictions cannot exceed 90 days.

### *Details:*

Section (22) of the act discusses water use in times of scarcity. In times that streams are at risk of or have fallen below their critical flow threshold, temporary water restrictions may be put in place. Water restrictions may also come into effect if the flow level of water in a stream becomes so low that a population of fish in the stream may be or become threatened. In this event, users will have rights based on the FITFIR principle. If multiple license holders have the same date of first use, priority will be given to water users in this order:

- domestic
- waterworks
- irrigation
- mineralized water
- mining
- industrial
- oil and gas
- power
- storage
- conservation
- land improvement

*In most cases* where a water user is authorized to store water for future use, restrictions on the diversion and use of water during times of scarcity **will not apply to the stored water**. The Act does state that when restricting water in times of scarcity, use of water for agricultural users must be *considered* before putting forth an order.

## C. Introduction of Foreign Matter into Waterways

### *Overview:*

The 2016 WSA outlines in section (46) the prohibition on introducing foreign matter into streams, stream channels, or an area adjacent to the stream. However, there are subsections dismissing this guiding principle in the the event that it is a forest practice that is protected under the *Forest and Range Practices Act* OR is a 'prescribed activity, practice, or substance.'

### *Details:*

A person is not allowed to introduce, cause, or allow foreign matter to enter streams, stream channels, or areas adjacent to the stream in such a way that negatively impacts any of the following:

- the stream or stream channel
- existing uses of the water from the stream
- property of riparian owners on the stream
- an aquifer hydraulically connected to the stream



- the aquatic ecosystem of the stream.

Exceptions, however, were noted in a subsection of the act that include:

- a forest practice in which section 46 of Forest and Range Practices Act applies
- a prescribed activity, practice, or substance.

Section 46 of the Forest and Range Practices Act states that you cannot cause environmental harm *unless* you are adhering to the rights of the permit. Consequently, this leaves some grey area around the responsibilities and acceptable activities of forestry practices surrounding water quality issues.

Remediation of pollution into a water system as described above would consequently be managed/prescribed by an engineer, water manager, or comptroller.

#### **D. Who Can Apply**

Under section (9) of the WSA, licences can be awarded to any of the following, authorizing the diversion or use of water for one or more water use purposes:

- land or mine owners
- a municipality, regional district, improvement district, development district, or water users' community
- the government of BC or Canada
- a commission, board, or person having large of the administration of Crown land or a mine undertaking on Crown Land
- the Greater Vancouver Water District or any other water district incorporated by an Act
- BC Hydro and Power Authority
- a holder of a certificate of public convenience and necessity issued under the Public Utilities Act

Applications may be asked to include the following information:

- demonstrate that they comply with requirements
- pay fees
- include information specified by the decision maker regarding any plans, specifications, reports of assessments and other information the decision maker requests including but not limited to: personal info, existing water users, riparian owners, other applications and other authorization holders who's rights are likely to be affected if application is granted, and land owners whose land is likely to be physically affected

Looking at this, we could theorize that a regional district could apply for a licence to divert and store water for agricultural use during times of water scarcity. Further work would need to be done to look into the specifics of what the application process would be looking for, and if any other regulations would need to be met depending on the type and size of reservoir/holding structure.

## E. SUMMARY

The 2016 Water Sustainability Act for BC has major implications for groundwater users. Applying for licenses by 2019 is integral for users to keep priority regarding their current water use. The new implementation of 'First-in-time, First-in-right' will aid in addressing rights to water, especially in times of scarcity.

In regards to agricultural water security, private land owners and/or regional governments are able to apply for licenses to divert and store water for emergency purposes. Any applicant will need to go through an application process that will ask for a variety of work and information regarding the structures anticipated to be constructed, amount of water planned on being diverted, etc. If the regional district or agricultural community is planning to look at growing emergency water reservoirs, more research and work would need to be done to assess what the application would require.

Water quality is largely *not* a topic covered by the WSA. Legislation that deals more directly with water quality includes but is not limited to:

- The Riparian Area Regulation (RAR) deals with water quality at a more local level
- The Forest Planning and Practices Regulation (a division of the Forest and Range Practices Act) pertains more to forestry practices and their impacts on water quality
- The Guidelines for Canadian Drinking Water Quality, established by the Federal-Provincial-Territorial Committee on Drinking Water, addresses water quality standards across the country
- The Drinking Water Protection Act, which is enforced at a provincial level by different bodies (E.G. Vancouver Island Health Authority).

To address issues of water quality, a further study into these pieces of legislation and where responsibility falls in different circumstances would be necessary.

Resources:

Drinking Water Protection Act, BC

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_01009\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01)

Forest and Range Practices Act, BC

[http://www.bclaws.ca/civix/document/id/complete/statreg/02069\\_01#section46](http://www.bclaws.ca/civix/document/id/complete/statreg/02069_01#section46)

Gov BC Website - Water Licensing Rights

<http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals/new-requirements-for-groundwater-users>

Gov BC Website - Info on the Drinking Water Protection Act

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/laws-related-to-health-in-bc/drinking-water-protection-act>

Riparian Areas Regulation (Under the Riparian Areas Protection Act), BC

[http://www.bclaws.ca/civix/document/id/complete/statreg/376\\_2004](http://www.bclaws.ca/civix/document/id/complete/statreg/376_2004)

Water Sustainability Act, BC

<http://www.bclaws.ca/civix/document/id/complete/statreg/14015>

Forest and Range Practices Act, BC

[http://www.bclaws.ca/civix/document/id/complete/statreg/02069\\_01#section46](http://www.bclaws.ca/civix/document/id/complete/statreg/02069_01#section46)

# Appendix 2: Quick Guide to Water Licensing Applications

## Requirements for Water Licence Applications

STEP 1: Identify source/area that the application would be referring to.

STEP 2: Gather all information needed for the application. These details are outlined below and separated into 'BASICS' which is information that should be somewhat accessible/easy to compile, and 'FURTHER WORK NEEDED', which describes application requirements that would require a bit more time and/or expertise.

### **BASICS**

1. Name & contact information of applicant
2. Official name of the water source or a description of a location of the source
3. If the application relates to water in a stream, the official name of the stream to which a proposed source of the water discharges to is immediately tributary or a location description for that stream.
4. If water is to be stored in a reservoir, the official name of the reservoir (if known) or a location description of the reservoir.
5. Purpose for which the water will be used
6. Legal description and tenure of the land where the water is to be used (legal description, PID, or description if the land is unsurveyed) OR a description of the project or water use scheme.
7. Legal land description and land tenure for all lands on which you propose to construct works or flood.
8. Applicant's title to or interest in the appurtenance and the name of the owner(s) of any land not owned by the applicant.
9. Location (latitude and longitude or UTM coordinates) or the point(s) on the source where you propose to withdraw water and, if applicable, any proposed or existing storage reservoir.
10. Written consent from every person on the land title/land tenure where you propose to use the water, or to whom a licence may be issued, and written consent from each person in the application for disclosure of their personal information that is included in the application. (A consent form with the appropriate details will be generated by the online system).

### **FURTHER WORK NEEDED**

1. The quantity of water that will be diverted or stored for each water use purpose.
2. For water that will be used for irrigation - the area of land that will be irrigated (there is a BC Agriculture Water Calculator available on the BC Ministry of Environment Website that can estimate crop irrigation needs).
3. Periods of the year that the water will be diverted if not year round.
4. A detailed description of the proposed works (e.g. diversion structures, pumps, pipelines, irrigation system, reservoir) and a description of the land affected by the works
5. If the works includes one or more wells, detail of the well(s) including well depth and well identification plate number or well tag number if available.
6. If water is to be stored by a dam, details of the dam's height, length, crest width, and maximum storage volume.
7. A location description of the land on which the application proposes to construct works and any land that is likely to be physically affected by the proposed works.

## DOCUMENTS NEEDED

- A map or drawing that meets the requirements outlined in the Application Drawing Standards ([https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/new\\_drawing\\_standards\\_final\\_2016.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/new_drawing_standards_final_2016.pdf))
- A copy of your lease, if you have privately leased the land where you want to use the water
- A copy of any permit, tenure or other authorization to use Crown land elevation to the locations of the water diversion and use
- A copy of your letter of agency or other proof of authorization, if you are completing the application on behalf of the applicant
- If you are share or are connected to another person's works, it is recommended that a Joint Works Agreement outlining each party's role and responsibility be completed.
- It is recommended that a topographical map showing the general location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways, and other water sources
- It is recommended that you provide a copy of Registered Survey Plan for any parcel of land where the water is intended to be used, if you have one.
- An accurate labelled drawing, to scale, showing all the following:
  - (i) the location and boundaries of the appurtenancy and the location within the appurtenancy where the water is to be used;
  - (ii) the approximate location of the proposed works;
  - (iii) the boundaries of any land that is likely to be physically affected by the proposed works;
  - (iv) if the water source is an aquifer, streams and other water bodies, whether natural or otherwise, other wells that are diverting water from the aquifer and other water features in the area shown in the drawing, if known to the applicant;
  - (v) if the water source is a stream, the location of the stream and the direction of flow.

If a dam is to be built, the application will also need to adhere to the rules and regulations of the Dam Safety Regulation.

BC Dam Safety Regulation:

[http://www.bclaws.ca/civix/document/id/complete/statreg/40\\_2016#section3](http://www.bclaws.ca/civix/document/id/complete/statreg/40_2016#section3)

# Appendix 3: UBCM Resolutions, 2017

## **B115 Task Force for Watershed Management Central Kootenay RD**

Whereas the forest industry is critical to the success of the economy of British Columbia;  
And whereas communities that rely on surface water for drinking and irrigation are concerned about the effect of wildfire, tree harvesting and landslides in all consumptive water sources:  
Therefore be it resolved that UBCM request the provincial government to form a task force comprised of representatives that include tenure holders, wildfire specialists, biologists, hydrologists, and citizen representatives to consult with local governments to determine their concerns on consumptive watershed management.

Not presented to the Association of Kootenay & Boundary Local Governments UBCM

Resolutions Committee recommendation: No Recommendation

### ***UBCM Resolutions Committee comments:***

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial government to establish a task force of representatives from tenure holders, wildfire specialists, scientists, and the citizenry, that would consult with local governments to determine their concerns on consumptive watershed management. However, the Committee notes that members have consistently endorsed resolutions seeking authority for local governments to manage the use and activities in their communities' watersheds (most recently 2016-B25, 2015-B32, 2014-B88, 2013-B32, 2013-B37, 2013-B195, 2011-B50, 2011-B57, 2011-B100, 2011-B129, 2009-B136, 2008-B35, 2007-B26, 2007-B42, 2007-B122).

## **B76 Local Government Infrastructure Project Funding Oliver**

Whereas the Province of British Columbia and the Government of Canada have taken a leadership role by investing in local government infrastructure projects, however exclude funding programs that supports irrigation water capital infrastructure that serves the agricultural sector;

And whereas local governments across Canada responsibly manage and deliver irrigation water service to the agricultural sector through infrastructure that supports the economic health of the community:

Therefore be it resolved that UBCM call upon the Province of British Columbia and Government of Canada to replace restrictive funding initiatives with funding criteria that supports local government capital infrastructure project funding for irrigation water services that serves agriculture.

Endorsed by the Southern Interior Local Government Association

UBCM Resolutions Committee recommendation: No Recommendation

### ***UBCM Resolutions Committee comments:***

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial and federal governments to amend the criteria for infrastructure funding programs, to enable use of existing infrastructure funding programs for

development or improvement of local government infrastructure for agricultural irrigation purposes.

In terms of resolutions, UBCM notes that members endorsed 1999-B77, which called on the Province to provide funding for irrigation of farm properties in the Agricultural Land Reserve, “as an integral part of its commitment to preserve farm land for future generations of British Columbians.” At the time, the provincial government expressed willingness to advocate for inclusion of water development for agriculture in the eligibility criteria for future infrastructure initiatives.

In general, UBCM would acknowledge that both federal and provincial capital funding programs have expanded eligible project categories in recent years. As an example, the Gas Tax Fund identifies 17 eligible project categories, focused on the majority of core local government services. However, providing standalone agricultural irrigation is not considered a core service provided by the majority of local governments. In circumstances where potable water and agricultural irrigation exist in a single system, improvements to the system would likely be eligible. *UBCM would note that both federal and provincial programs have supported ‘twinning’, or separation of domestic and agricultural water systems, as the most cost effective way to provide potable drinking water, resulting in significant savings in overall infrastructure, operation and maintenance costs for both drinking and agricultural water systems* (Emphasis added).



# Appendix 4: Residential Rebate Packet



## Application: ACRD Water Harvesting Rebate Program (Residential Users)

This pilot program applies to residential property owners who are actively producing food on their property. Participants are eligible to receive a \$750 rebate for the purchase and installation of a rainwater harvesting cistern that will store a minimum of 4546 Litres (1000 US Gallons) of water and which is rated for potable use.

This the Pre-Approval Application Form, which must be submitted, along with relevant documentation prior to May 1 of each year. A minimum of 2 rebates within the ACRD's Water Service Area (link) will be considered in 2018, 2019, and 2010. They will be vetted through the ACRD's Agricultural Development Committee.

Successful applicants will be notified via a letter, and must complete the installation and submit the Step 2 form (link) with receipts and documentation within 4 months of the date of the letter. All applicants must agree to submit a monitoring and reporting form (link) annually. All rebates are subject to onsite inspection or verification. Please see the ACRD website (link) for more details.

### Applicant Information

Property Owner Name \_\_\_\_\_

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Description of System

Include tank size, make, and model; location of installation; roof area; other components including debris filters and traps; details about tank bedding or foundation; estimated system cost; and installation procedures:

**Note:** Any variation from the standards outlined in the Tank Installation and Safety Checklists (link) must be listed here and pre-approved or you will be ineligible to receive a rebate.

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Address of Installation (if different from above) \_\_\_\_\_

Will the installation involve the alteration of indoor plumbing, the installation of a new potable water line, or the alteration of an existing potable water line? Note: These installations will require a building permit and inspection document. Circle: NO YES

Will the installation be professionally completed? Circle: NO YES

**Assessment Criteria**

**Application vetting process will favourably weigh those projects where:**

- Significant food stores are being produced
- There are opportunities for public participation or education (such as through an installation workshop, community demonstration, or participation in an edible garden tour)
- There is professional design and/or installation
- There are other water conservation techniques being used on the site or a larger tank size being installed

**Description of agricultural activities (garden size, crop types, livestock, sales, etc), other water conservation strategies, potential for community education, or other relevant info:**

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I have read and understood the program policy and procedures provided on the ACRD website, and the Nanaimo Regional District's Rainwater Harvesting Best Practices Guidebook, particularly pages 5-7 (planning and professionals) and pages 73-82 (operation, maintenance, and safety):

**NO YES**

I understand that the Alberni-Clayoquot Regional District is not responsible for the installation, treatment, operation, or maintenance of the rainwater harvesting system, or any damages resulting thereof:

**NO YES**

I will complete the full installation and submit required documentation (Receipts, Step 2 Form, and Tank Installation and Safety Checklists) within 4 months of receiving a letter of acceptance to the program:

**NO YES**

I have enclosed a photo of the specific location where the cistern is to be installed:

**NO YES**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3



## Step 2 Form: ACRD Water Harvesting Rebate Program (Residential Users)



This form is to be used by pre-approved applicants who have completed installation of the Rainwater Harvesting System. It must be submitted, with receipts, tank checklists, and photos, within 4 months of the date of the letter of project approval. All rebates are subject to onsite inspection or verification. All rebate program participants are required to complete an evaluation form (link) within one year of installation. Please see the ACRD website (link) for more details.

### **Applicant Information**

Property Owner Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### **Description of System**

Address of Installation (if different from above) \_\_\_\_\_  
Contractor/Retailer \_\_\_\_\_ Date of Installation \_\_\_\_\_  
Cistern Model \_\_\_\_\_ Cistern Size \_\_\_\_\_  
Cost of Installation \_\_\_\_\_ RECEIPT PROVIDED? YES NO  
Cost of Cistern \_\_\_\_\_ RECEIPT PROVIDED? YES NO  
Cost of Additional Components \_\_\_\_\_ RECEIPTS PROVIDED? YES NO

### **Checklist For Rebate Reimbursement**

- Receipts
- Photos of installed cistern clearly showing all connections and system components
- The completed Tank Installation and Safety Checklists

Did the installation involve the alteration of indoor plumbing, the installation of a new potable water line, or the alteration of an existing potable water line? Note: These installations will require a building permit and inspection document (check this?). Circle: NO YES

Was the installation be professionally completed? Circle: NO YES

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3

## TANK INSTALLATION CHECKLIST

*The Tank Installation and Safety Checklists must be completed and submitted to receive your rebate. These checklists are based on the Nanaimo Regional District's Rainwater Harvesting - Best Practices Guidebook. Any variances to these standards must have been noted in the pre-approval application form and described at the bottom of this form.*

- Is installed according to the manufacturer's installation instructions, or is certified by a professional engineer.
- Complies with the B.C. Building Code, and with the administrative policies of your local building department. It may be necessary to obtain certification from a professional engineer, especially if your cistern does not contain the manufacturer's certification.
- Complies with the setback and zoning regulations of your local planning department.
- Includes an inspection hatch for servicing and cleaning, and is located to allow clear access.
- Has an overflow pipe located near the top of the cistern that is of equal or greater diameter than the intake pipe. The end of the overflow must be directed away from the base of the tank and from house foundations, and to an area protected from erosion.
- Is placed on level ground.
- Is, if above-ground, opaque, painted, or located within a building to limit the entry of sunlight.
- Is protected from excessive debris accumulation by the presence of a debris trap and/or filter to clean the rain before it enters the tank.
- Is ventilated to accommodate pressure changes when water enters or exits the tank. Larger vents increase the oxygen supply to the stored water.
- Has properly sealed openings, inlets and outlets to prevent mosquitoes, rodents, groundwater, and other sources of contamination from entering the tank.
- Has been freeze-protected at exit fittings and water entries.
- Is not installed in the path of surface water runoff.
- Is not installed in a concave area where water could collect around the base and compromise its foundation.
- Is not (especially if constructed of a lightweight poly material) installed in an area prone to high winds, which could topple an empty tank.
- Is sitting on a tank pad or foundation that is capable of supporting the cistern when full (water weighs 1 kg per litre, or 10 pounds per imperial gallon). The pad should consist of a compacted soil layer, covered by a level layer of sand so that the tank load will be distributed evenly. The sand layer should be smooth, containing no sharp

objects that could puncture the tank. While the underlying soil layer will shift, swell, and shrink, the sand will help to absorb this movement. Engineering approval may be required for tank pads located on steep or unstable sites, or for underground tanks in areas with high groundwater.

## TANK SAFETY CHECKLIST

*Rainwater Harvesting tanks and systems may pose a danger to children or property. They also qualify as a confined space, as the air inside may be oxygen deficient. Please keep safety top of mind and ensure that the tank:*

- Clearly displays the label DANGER — CONFINED SPACE. NEVER enter a tank. There are specific guidelines for entering a confined space, and only those with specific qualifications, training, and equipment should do so.
- Is fitted with safety devices or locked lids to prevent tampering or unintended entry, especially if it is large enough for a child to fit inside and drown. As an added precaution, do not leave a ladder where it could provide easy access to the roof of the tank and inspection hatch.
- Is never left open and unattended.
- Never contained a toxic substance, and that the interior surface of the tank is CSA or NSF approved for potable water
- Is certified by the manufacturer for its intended application

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**Variations to the standards noted in either the Tank Installation Checklist or the Tank Safety Checklist are noted as follows:**

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**These variations were approved in the pre-application form submitted prior to acceptance to the rebate program:                      YES                      NO**



## Evaluation: ACRD Water Harvesting Rebate Program (Residential Users)



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

Thank you for having participated in the ACRD Rainwater Harvesting Rebate Program.

A monitoring and evaluation program will help us to improve the program and assess it against its intended outcomes. Rebate recipients are required to complete the following form within one year from the date of installation or after the system has been installed for one full summer season (whichever is later).

### **Applicant Information**

Property Owner Name \_\_\_\_\_

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address of Installation (if different from above) \_\_\_\_\_

### **Water Savings**

How many weeks of additional irrigation were you able to supply your garden from the cistern?

Please describe \_\_\_\_\_

\_\_\_\_\_

Approximately how much water was remaining in your cistern on July 1 and September 1 of the previous year \_\_\_\_\_

Do you believe the cistern resulted in a significant reduction the cost of supplying water to your garden? YES NO

Have you implemented any other water conservation measures in your garden? Please describe \_\_\_\_\_

\_\_\_\_\_

### **Food Producing Activities**

Did your food production increase due to the installation of a rainwater harvesting system?

Please describe. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**System Design and Functionality**

What were the benefits and drawbacks to the particular system you installed? Please share any lessons learned about system design, installation, or maintenance? \_\_\_\_\_

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**Public Education**

Have you participated in any events or discussions where you were able to educate other residents about your rainwater harvesting system design, installation, or maintenance? Please describe. \_\_\_\_\_

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**Thank you!**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3

# Appendix 5: Commercial Rebate Packet



## Application: ACRD Water Harvesting Rebate Program (Commercial Users)



This pilot program applies to owners of commercial agricultural properties within the Alberni-Clayoquot Regional District. Participants are eligible to receive a rebate for up to 50% of project cost, according to the following table. Please see Appendix 1 for a more thorough description of acceptable projects.

Technique	Limitations	Maximum Rebate
Cisterns	Minimum 5000 gallons	\$2250
Earthworks	May require professional design	\$2250
Compost/Compost Product Application	Must be tested	\$600 + \$80/acre

This the Pre-Approval Application Form, which must be submitted, along with relevant documentation, prior to May 1 of each year. A minimum of 2 rebates will be considered in 2018, 2019, and 2010 and will be vetted through the ACRD's Agricultural Development Committee.

Successful applicants will be notified via a letter, and must complete the installation and submit the final form (link) and receipts within 8 months of the date of the letter. All applicants must agree to submit a monitoring and reporting form (link) annually. All rebates are subject to onsite inspection or verification. Please see the ACRD website (link) for more details

### Applicant Information

Property Owner Name \_\_\_\_\_

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address of Installation (if different from above) \_\_\_\_\_

### Description of System

**Stream 1: For Cisterns:** Include tank size, make, and model; location of installation; roof area; other components including debris filters and traps; details about tank bedding or foundation; estimated system cost; and installation procedures:

**Note:** Any variation from the standards outlined in the Tank Installation and Safety Checklists (link) must be listed here and pre-approved or you will be ineligible to receive a rebate.

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**Stream 2: For Ponds, Dams, or Earthworks:** Describe details as to method, site overview, design, installation procedures. Attach sketches, photograph, and other reference material.

**Note:** All projects must comply with the Water Sustainability Act of BC (WSA). Professional design is desirable and may be deemed mandatory for some projects. Educational programs which result in a student-drafted design are an eligible expense. See Appendix 2 of this application for resources.

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PERSON OR AGENCY ASSISTING WITH REGULATORY AND DESIGN SUPPORT		
Name	Description of support and/or role	Contact Info

**Stream 3: Compost or Compost Product Applications:** Describe, in detail, the method of production and application of compost or compost tea as well as any suppliers, consultants, testing laboratories, and the total acres and crop types to which application will be delivered. Attach sketches, photograph, and other reference material.

**Note:** Compost and Compost Teas must be tested at a lab and demonstrated to be of high quality. See Appendix 3 of this application for resources and testing instructions.

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**Assessment Criteria**

**Application vetting process will favourably weigh those projects where:**

- There are opportunities for public participation or education (such as through an installation workshop, community demonstration, or participation in an edible garden tour)
- There is professional-assisted design and/or installation
- There are other water conservation techniques being used on the site
- There is a high potential for increased production or reduction of ground water draw.



**Description of agricultural activities (Farm size, crop types, livestock, gross sales, etc), other water conservation strategies, community education potential, other relevant info:**

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**I have read and understood the program policy and procedures provided on the ACRD website and;**

**For Cisterns:** the Nanaimo Regional District’s Rainwater Harvesting Best Practices Guidebook (link) , particularly pages 5-7 (planning and professionals) and pages 73-82 (operation, maintenance, and safety)

**For Earthworks:** Appendix 2 of this application and the resources listed there-in, particularly [BC Farm Practices and Climate Change Adaption - Water Storage](#), [BC Farm Water Dugouts](#), [Ministry of Agriculture](#), [Water Sustainability Act of BC](#), [Water Harvesting Manual](#)

**For Compost/Compost Teas:** Appendix 3 of this application

**NO YES**

I understand that the Alberni-Clayoquot Regional District is not responsible for the installation, treatment, operation, or maintenance of the rainwater harvesting or storage system, or any damages resulting thereof:

**NO YES**

I will complete the full installation and submit required documentation (Receipts, Step 2 Form, and Tank Installation and Safety Checklists where applicable) within 8 months of receiving a letter of acceptance to the program:

**NO YES**

I have enclosed photos and design sketches of the specific location where the system is to be installed as well as any other reference material:

**NO YES**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3

## Appendix 1: Description of General Project Types and Rationale

*Farmers recognize the importance of achieving water security on their properties in order to maintain production. This can be achieved using a wide variety of strategies, from simple low cost approaches, such as passive rainwater collection, compost and compost tea or extract applications, to more sophisticated and costly systems which include large cisterns or ponds for storing the collected rainwater.*

**Large Cisterns** - Large cisterns are ideal when coupled with large roof area found on most barns or agricultural outbuildings, as large roof areas have an increased ability to collect water when it rains. 1 square meter of roof area x 1 mm of rain = 1 litre of water. Large cisterns provide an excellent source of water for livestock or nursery operations but tend to be too small for larger irrigation applications.

**Compost and Compost tea or extract applications** - Compost or compost tea/extract is a simple low cost approach to improving agricultural soils. Science has shown us that soil biology drives nutrient cycling within soils as well as improving soil texture and water holding capacity. A 1% increase in organic matter over one acre of land will allow soils to absorb and hold onto an additional 75,000 litres (20,000 gallons) of water which in helps to reduce the effects of drought.

**Ponds** - One of the most common water storage structures for holding large volumes of water. These have a much lower cost per gallon to store water versus a cistern but because of their typical size they often come with a substantial cost and may require engineering. Water licensing may also be required depending on where the source of water originates.

**Keyline Systems** - This system was developed in Australia in the 1950s as a strategy to slow down, spread, and sink water throughout a property. It analyzes the natural contours of the land within a specific design process and uses a Yeomans plow to break up compacted soils along prescribed 'keylines', with minimal disturbance to the soil surface. There is a Yeomans plow on Vancouver Island which is available for contract.

**Passive rainwater harvesting** - This is probably the easiest and lowest cost approach to harvesting rainwater. This strategy takes advantage of run off from hard and soft surfaces with the intent of slowing down the movement of water within a site. This slower movement of water increases the opportunity for the water to infiltrate and be stored within the soils for later use. When one inch of rain falls onto a farmers access road (500' x 12'), this road captures approx. 14,000 litres of rainwater. Water flowing off this road can be slowed and stored within surrounding soils or sent to a larger holding structure such as a pond. Roads and other hard surfaces can be integrated into an overall water farm plan.

## Appendix 2: Resources for Earthworks Projects

### Regulatory Requirements

The Water Sustainability Act (WSA) was adopted in 2016 to ensure a sustainable supply of fresh, clean water for British Columbians, today and in the future. It is the principal law for managing the diversion and use of water resources, and includes the regulatory requirements for licensing and use of groundwater, streams, and dams, and other water resources.

Generally, if water is diverted from a stream or groundwater for a pond, a water license is required. If it is filled with surface water run-off or snow melt, it does not require a license. However, the context and definition of terms is important, and thus ***referencing the WSA is an important step when planning any surface or ground water initiative.***

### Other Resources

- Passive Rainwater Harvesting: <https://www.harvestingrainwater.com/store/volume1/>
- Regrarian farm design course: Online course which results in a student-drafted full farm design. <http://rex.farm/>
- Topographic data: Lidar data or simple elevation data can be accessed via Contour curator <http://contourmapcreator.urgr8.ch/>
- Information and evaluation of various farm water storage practices: [BC Farm Practices and Climate Change Adaption - Water Storage](#)
- Information about pond design: [BC Farm Water Dugouts, Ministry of Agriculture](#)
- [The Water Sustainability Act of BC](#)

# Passive Rainwater Harvesting

## Passive Structures

Start harvesting at top of watershed and spread water throughout site

- Start at top elevation of site
- Slow, spread, and infiltrate water in small increments at multiple locations
- Work on shallow slopes; avoid steep Use existing topography or regrade
- On flat landscapes, use multiple structures to harvest direct rainfall
- On undulating landscapes, construct structures in low areas and on gentle slopes
- Harvest soil, detritus, seeds, water
- Integrate passive and active design



## **General Information and Guidance: Swales**

Swales are an example of a very simple and cost-effective farm-scale passive rainwater harvesting system. Swales work best where there is some slope, but need suitable engineering where there is a steep slope. A system of swales can be initiated on a small scale and then expanded on in the future. Source water can come from a road, pathway, a roof, or runoff from a parking area.

Planning steps for installation of a swale or swale system:

1. Calculate the potential catchment area which is uphill from your proposed swale.
  - Plan or design your swale to handle peak flows from the source or catchment area.
  - 1 meter of area + 1mm of water = 1 litre
2. Plan an overflow or level spillway to deal with excess water. In some situations you can introduce some simple devices to keep your swale's water level low during winter months.
3. Mark out your swale on the ground using irrigation flags which represent the top edge of the cut, these will remain in the ground as the machine (excavator, tractor) makes the cut.  
**The swale should be on contour (ie: level across the landscape).** You can use several methods to take elevation measurements including an optical leveller and laser level.
4. Caution should be exercised during wet weather, swales are ideally constructed during dry weather to minimize erosion and damage to surrounding soils.
5. If you're going to create a mound with the displaced soil from your swale, place it downhill from your excavation. You'll want to establish a cover crop on this as soon as possible. In the long term trees, shrubs and perennial crops can be added and these will benefit from the stored water.
6. Cover crop your planting mound right after the machine work is complete and apply a thin layer of mulch like straw or hay.

## **Application Guidance: Swale Systems**

- With your application form, include a site photo and a design that is to scale (either hand drawn or computer aided), showing the property lines, structure locations, basic slope or topography, significant infrastructure such as wells and septic fields, proposed swale location and uphill catchment area.
- Calculate peak flows from catchment using the following formula in metric: length x width x the storm flow in mm. Example we have a parking lot 20x30 meters or 600 sq meters. In this example will use a storm rating of 32mm of rain in one hour,  $600 \text{ sqm} \times 32\text{mm} = 19,200$  litres of run off.
- In the example below we have a 6' (1.828 meters) wide swale that is 1.5' deep (.457 meters) at it's maximum depth. Over a length of 30M we find the total swale catchment is 16.59 cubic meters or 16,590 litres, if we allow the swale to totally fill. With this in mind our swale maybe undersized based on the potential catchment, we recommend allowing for at least an additional 40% swale capacity for future increase in storm surge potential. Also consider the max height you wish water to reach within your swale and plan your overflow and calculations accordingly.

## **Application Guidance for Earthworks: General**

- Machine and operator costs are an eligible expense.
- Educational programs, which result in a student drawn design with oversight by an instructor, are an eligible expense.

## Appendix 2: Resources and Testing Instructions, Compost Products

**Several steps are required, as follows, to qualify for reimbursement for compost, compost tea, or compost extract application under this rebate program. This includes a minimum of 3 laboratory tests.**

1. A soil sample from an area in your operation that your trying to improve must be taken, and send to a lab for testing, noting the type of crop you are growing. *Contact a lab which offers **biological** analysis of your soil, such as Docterre in Quebec, and follow their soil collection methods for best results.*
2. A sample of compost that you hope to use in your soil amendment application must be sent to the lab as well.
3. Once you have received the test results, recommendations will be made on what types or kind of soil biology will be needed to maximize the planned improvements to your growing area and whether the compost you plan to apply has the biology you want
4. Apply compost, compost tea or extract to the area based on test recommendations, which will quote ideal application rates.
5. After two-three weeks take another soil sample from the crop area and send this in for testing to compare the improvements made and determine if another application is required.

### General Rationale and Information

- Test results/recommendations will help the farmer develop a strategy for applying compost or compost tea/extract.
- Testing is the only way, under this program framework, to ensure that soils are benefiting from this application.
- High quality or diverse compost can typically be applied at 1 ton per acre. Lower quality or less diverse composts will have to be applied at greater rates.
- If high quality compost is in short supply then the use of compost tea or extract is an option. However, these processes are very tricky and require microscopic analysis to ensure the suitability of biological content.
- Compost extract is a simple method of extracting the biology from the compost and suspending it in water, which is then applied to the soil.
- Compost tea is a similar process, but after the extraction process food is added to the extract in order to increase the soil biology population.

### Resources

- DOCTERRE - Soil Testing Lab
  - (514) 781-8152
  - lab.docterre@gmail.com
  - [https://www.facebook.com/agriculturesolvivant/?fref=pb&hc\\_location=profile\\_browser](https://www.facebook.com/agriculturesolvivant/?fref=pb&hc_location=profile_browser)
- Online Education: <https://www.environmentcelebration.com>
- Online Education: <https://www.lifeinthesoilclasses.com>
- Online Education, soil samples: <https://www.youtube.com/watch?v=H8CCIDH7jW0>

# Quick Guide to Making Quality Compost

**Compost is a product of the aerobic decomposition of organic matter.**

Good compost includes high level of diversity of Bacteria and Fungi. This is achieved via the different ingredients or foods used to create it.

## Three different approaches to getting the job done...

1. **Hot or Thermal composting:** We keep temperatures high but not over 165 F / 74C
2. **Worm or Vermi-compost:** A cold or cool process, raising worms in a high moisture environment (around 70% moisture)
3. **Static compost:** Heat is uneven. These piles can become anaerobic and take longer

## Compost components

**10-20% High nitrogen:** Animal manure, meat, seeds, and legumes

**30% Greens (bacteria food):** Any plant material that is green when harvested, including hay

**50-60% Woody (fungal food):** Wood chips, old hay, leaves

## Other critical items to note:

- Materials must have a 50% moisture content. Soak dry materials in water overnight before you create a new compost.
- Air flow must be maintained to support the microbial activity. Avoid using fine woody material, wood chips 1" in size are ideal.
- Use old fencing as an enclosure for your active compost to ensure that the outside surfaces of your compost have access to air. It's an inexpensive and simple approach.
- Only turn your compost once it reaches 165F or 74C. Turning a pile damages fungal growth which is often what is lacking in our soils.
- Turn your pile so that the cool outer edges end up in the center or middle, while the hot middle ends up on the outside of the pile.
- Why do we heat a pile? To kill pathogens and undesirables like weeds, plant diseases, insect pests, and E-coli or other unwanted bacteria.
- Temperatures need to stay above 131F for three days, above 150F for 2 days, or above 165F for only one day to kill all pathogens while maintaining the beneficial organisms.
- How do you measure temperatures? With a compost thermometer. It must be long enough to reach the middle of your pile so often this would be 3-4' in length.



### **How to simply test your own compost (generally, not for rebate purpose)**

- Place a cup of compost into a cheese cloth or t-shirt
- Slowly pour around four cups of water through the compost and collect this in a bowl or mason jar.
- Observe the colour, if the colour resembles 70% dark chocolate, and after leaving the jar for some time the colour is consistent (not much settling), you can assume that this material is humic acid (shown on the right hand side of this image). A great sign of compost health.
- Yellow or golden water is most likely fulvic acid, good but not as good. This liquid came from a purchased vermi-compost.
- Home made compost is generally more diverse and better quality than expensive store bought products.





## Step 2 Form: ACRD Water Harvesting Rebate Program (Commercial Users)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

This form is to be used by pre-approved commercial agriculture applicants who have completed installation of the Rainwater Harvesting or Storage System. It must be submitted, with receipts, tank checklists (where indicated), and photos or final drawings, within 8 months of the date of the letter of project approval. All rebates are subject to onsite inspection or verification. All rebate program participants are required to complete an evaluation form (link) within one year of installation. Please see the ACRD website (link) for more details

### Applicant Information

Property Owner Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Description of System

Address of Installation (if different from above) \_\_\_\_\_

Contractor/Retailer/Designer \_\_\_\_\_ Date of Installation \_\_\_\_\_

Cistern Model and size (if applicable) \_\_\_\_\_

Cost of Professional Design \_\_\_\_\_ RECEIPT PROVIDED? YES NO

Cost of Installation \_\_\_\_\_ RECEIPT PROVIDED? YES NO

Cost of Cistern \_\_\_\_\_ RECEIPT PROVIDED? YES NO

Cost and Details of Other Components \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ RECEIPTS PROVIDED? YES NO

### Checklist For Rebate Reimbursement

- Receipts
- Photos of installed cistern showing all connections and system components (if applicable)
- The completed Tank Installation and Safety Checklists (if Applicable)
- A lab test and summary of quality of compost or compost tea (If applicable)
- Photos of installed earthworks and final design schematics (if applicable)



**For Cisterns:**

Did the installation involve the alteration of indoor plumbing, the installation of a new potable water line, or the alteration of an existing potable water line? Note: These installations will require a building permit and inspection document. Circle: NO YES

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Forms may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3

## TANK INSTALLATION CHECKLIST

*The Tank Installation and Safety Checklists must be completed and submitted to receive your rebate. These checklists are based on the Nanaimo Regional District's Rainwater Harvesting - Best Practices Guidebook. Any variances to these standards must have been noted in the pre-approval application form and described at the bottom of this form.*

- Is installed according to the manufacturer's installation instructions, or is certified by a professional engineer.
- Complies with the B.C. Building Code, and with the administrative policies of your local building department. It may be necessary to obtain certification from a professional engineer, especially if your cistern does not contain the manufacturer's certification.
- Complies with the setback and zoning regulations of your local planning department.
- Includes an inspection hatch for servicing and cleaning, and is located to allow clear access.
- Has an overflow pipe located near the top of the cistern that is of equal or greater diameter than the intake pipe. The end of the overflow must be directed away from the base of the tank and from house foundations, and to an area protected from erosion.
- Is placed on level ground.
- Is, if above-ground, opaque, painted, or located within a building to limit the entry of sunlight.
- Is protected from excessive debris accumulation by the presence of a debris trap and/or filter to clean the rain before it enters the tank.
- Is ventilated to accommodate pressure changes when water enters or exits the tank. Larger vents increase the oxygen supply to the stored water.
- Has properly sealed openings, inlets and outlets to prevent mosquitoes, rodents, groundwater, and other sources of contamination from entering the tank.
- Has been freeze-protected at exit fittings and water entries.
- Is not installed in the path of surface water runoff.
- Is not installed in a concave area where water could collect around the base and compromise its foundation.
- Is not (especially if constructed of a lightweight poly material) installed in an area prone to high winds, which could topple an empty tank.
- Is sitting on a tank pad or foundation that is capable of supporting the cistern when full (water weighs 1 kg per litre, or 10 pounds per imperial gallon). The pad should consist of a compacted soil layer, covered by a level layer of sand so that the tank load will be distributed evenly. The sand layer should be smooth, containing no sharp

objects that could puncture the tank. While the underlying soil layer will shift, swell, and shrink, the sand will help to absorb this movement. Engineering approval may be required for tank pads located on steep or unstable sites, or for underground tanks in areas with high groundwater.

## TANK SAFETY CHECKLIST

*Rainwater Harvesting tanks and systems may pose a danger to children or property. They also qualify as a confined space, as the air inside may be oxygen deficient. Please keep safety top of mind and ensure that the tank:*

- Clearly displays the label DANGER — CONFINED SPACE. NEVER enter a tank. There are specific guidelines for entering a confined space, and only those with specific qualifications, training, and equipment should do so.
- Is fitted with safety devices or locked lids to prevent tampering or unintended entry, especially if it is large enough for a child to fit inside and drown. As an added precaution, do not leave a ladder where it could provide easy access to the roof of the tank and inspection hatch.
- Is never left open and unattended.
- Never contained a toxic substance, and that the interior surface of the tank is CSA or NSF approved for potable water
- Is certified by the manufacturer for its intended application

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**Variations to the standards noted in either the Tank Installation Checklist or the Tank Safety Checklist are noted as follows:**

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**These variations were approved in the pre-application form submitted prior to acceptance to the rebate program:**                      YES                      NO



# Evaluation: ACRD Water Harvesting Rebate Program (Commercial Users)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

DRAFT

Thank you for having participated in the ACRD Rainwater Harvesting Rebate Program.

A monitoring and evaluation program will help us to improve the program and assess it against its intended outcomes. Rebate recipients are required to complete the following form within one year from the date of installation or after the system has been installed for one full summer season (whichever is later).

### **Applicant Information**

Property Owner Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Address of Installation (if different from above) \_\_\_\_\_

### **Water Savings**

How many weeks of additional irrigation did your new system supply you with (cisterns, ponds etc), or by how much did you decrease your irrigation needs (compost, key line systems, etc)?

Please describe \_\_\_\_\_  
\_\_\_\_\_

Approximately how much water was remaining in your system on August 1 and September 1 of the previous year \_\_\_\_\_

Do you believe the system resulted in a significant increase in your ability to supply water to your crops? YES NO

Have you implemented any other water conservation measures on your farm? Please describe \_\_\_\_\_  
\_\_\_\_\_

### **Production Impacts**

Did your agricultural production increase due to the water harvesting or storage system you implemented on-farm?

Please describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**System Design and Functionality**

What were the benefits and drawbacks to the particular system you installed? Please share any lessons learned about system design, installation, or maintenance? \_\_\_\_\_

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**Public Education**

Have you participated in any events or discussions where you were able to educate other residents about your rainwater harvesting or storage system design, installation, or maintenance? Please describe.

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**Thank you!**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3



# Appendix 6: Residential Water Credit Packet



## Application: ACRD Residential Producer Water Credit

In 2018, 2019, and 2020, the ACRD will offer credits to significant non-commercial food producers within the ACRD Water Billing Region according to the following;

- Community gardens (more than 3 growers sharing space) with no domestic water use on site will pay a flat fee of \$1/year for use of water
- A \$50 annual credit towards water bills will be available for up to 10 people within the ACRD billing region, with the following stipulations:
  1. They maintain a food production system with a minimum size of approximately 1500 square feet (ie: a full yard). Large fruit trees and ornamental plants are not included unless part of an integrated design or food forest system,
  2. They have proof of water saving techniques already in place (swales, hugelkulturs, cisterns/water collection practices, grey water use, irrigation systems, reusing water, xeriscaping, food forestry systems),
  3. Gardens which are fenced or otherwise secured from wildlife, and
  4. They agree to participate in a monitoring and reporting program.
- The credit will also be available to non-profit organizations who produce a portion of their own food and/or who train clients in food production

This Application Form must be submitted, along with relevant documentation prior to May 1 of each year. Applications are vetted through the ACRD's Agricultural Development Committee.

Successful applicants will be notified via a letter, and water bills will be credited accordingly. All participants are subject to onsite inspection or verification. Please see the ACRD website (link) for more details

### Applicant Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Property Owner Information (if different from above)

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Postal Code \_\_\_\_\_

### Description of Food Garden

Include size, crops, production methods and any other relevant information.

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**Description of water conservation materials and techniques in place:**

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**Is the garden fully fenced from livestock and wildlife?** (Required) Circle: YES NO

**Photos (and sketches where available) included?** (Required) Circle: YES NO

**Do you have a pool on your property?** Circle YES NO

**What were your total water overage charges in the year prior to application?** (Required)

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**Please describe any production increases or decreases since last year:** \_\_\_\_\_

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**Please describe your annual garden costs (seeds, tools, fencing, other):** \_\_\_\_\_

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**Assessment Criteria**

**Application vetting process will favourably weigh those projects where:**

- Significant food stores are being produced
- There are opportunities for public participation or education (such as through an installation workshop, community demonstration, or participation in an edible garden tour)
- There are other water conservation techniques being used on the site

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness and Verification (Required)**

**I certify that the information is true and complete to the best of my knowledge**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applications may be dropped off or mailed to:**

Water Harvesting Rebate Program  
Alberni-Clayoquot Regional District  
3008 5th Ave, Port Alberni, BC  
V9Y 2E3

# Appendix 7: Educational Brochures



# WATERWISE

### Collect it Today, Use it Tomorrow!

**Rainwater:**

- Harvesting has been carried out by humans for over 5,000 years.
- Is one of the purest sources of water.
- Falls for free!
- Can be used for potable and non-potable use.
- Can green your landscape and lessen your environmental footprint.
- Promotes self-sufficiency and helps conserve existing water supplies.

*Island-wide demand for clean water is growing while supply diminishes.*

Cover photo credit: [www.jaandesigns.ca](http://www.jaandesigns.ca)

**Water, too precious to waste.**

**When it comes to water use the average residence will use 40% of its total annual water consumption within the landscape.**

For more information, contact:  
Alex Dyer, Planner, Alberni-Clayoquot Regional District

📞 250-720-2700

✉️ [adyer@acrdr.bc.ca](mailto:adyer@acrdr.bc.ca)

🌐 [www.acrdr.bc.ca/av-ag-plan](http://www.acrdr.bc.ca/av-ag-plan)



This Project is made possible with funding from the Real Estate Foundation of British Columbia.



**Waterwise practices help reduce water usage in the landscape.**

**When applied to a landscape you'll see:**

- Potable water supply quality and volume is preserved as less water is needed to support the landscape.
- Retaining water in the watershed or ground water will improve the surrounding ecosystem and provide a more resilient local forest ecology.
- Less water means less pumping (whether that is on a community system or well) which in turn leads to less energy use.
- Infrastructure will have less load during peak outdoor usage and will not need to be replaced or upgraded as quickly during periods of community growth.
- Improved landscape performance and yield.
- Reduced water costs.

**Waterwise practices**

**1 Plan or design outdoor space with water usage and passive water harvesting in mind.**

Passive water harvesting is a simple method of taking water from any hard surface (roof, road, pathway or patio) and directing it into the landscape. When we apply passive rainwater harvesting techniques we 'slow it, spread it, sink it', and increase the opportunity for the water passing through a site to infiltrate the soil.

**2 Improve existing soils structure and water holding capacity.**

- Mulch between plants with a 2" layer of straw, grass clippings, compost, wood chips, or other organic matter to protect the soil surface from sunlight, wind, rainfall and subsequent erosion.
- Add a high quality compost to plantings to enhance and encourage the diversity of soil organisms. These are responsible for building soil structure and supplying plants with nutrients. By improving the organic matter content in landscape soils by just 1%, the average city lot increases the amount of water it holds or stores by an extra 5,200 litres of water! When in doubt, add compost and avoid using synthetic fertilizers which harm soil organisms.

**3 Be selective of what plants are in your landscape.**

Use drought tolerant plants that are suitable for our climate. Select plants that are at their best in warm dry summers, such as those of mediterranean origin or perennials like Artichoke, Russian Sage or Nepeta. When planning your planting areas, consider the individual plants water needs. Avoid placing dry loving and moisture loving plants next to each other, as one will end up being unhappy.

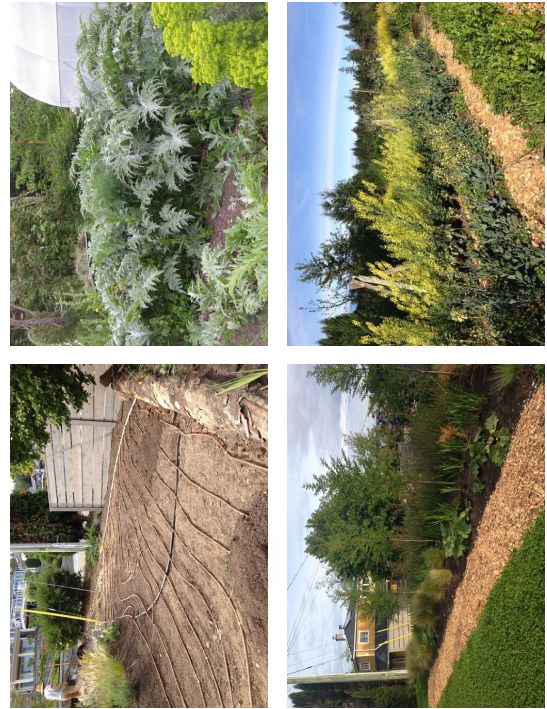
**4 Avoid overhead irrigation and use drip or low flow irrigation where possible.**

Improper irrigation techniques and equipment can significantly increase the amount of water you use in your landscape. Drip irrigation, micro spray nozzles and low flow nozzles can decrease your water usage by 30% while maintaining a good level of hydration close to your plants.

**5 Make an assessment of your lawn areas, as these tend to be huge water consumers.**

Look and see if there are other ground covers that could work as a great alternative. In an appropriate location, clover is an excellent example of a ground cover which requires very little care once it is established. With a bit of research we can break ourselves free of our strong ties with traditional turf grass.

**Be proactive! Drought proof your landscape and lessen your worries about water restrictions.**



Photos credit: www.jaandesigns.ca

## Rainwater harvesting is an ancient method of collecting rainwater and storing it for later use.

Traditionally, this involves harvesting rain from a roof, although in Asia it is common to harvest surface water. Rain collected from a roof is typically sent to the gutters, which then directs the water into a network of piping eventually leading to a cistern or other storage devices.

### Benefits of rainwater collection and storage

- Reduces storm water runoff from homes and businesses and reduces wear and tear on taxpayer funded infrastructure (ditches and storm pipe).
- Reduces rainwater run off and increases groundwater infiltration by storing and slowly releasing into the soil.
- Flexible and modular options exist, allowing expansion, reconfiguration, and even relocation. Systems can easily be retrofitted to an existing structure.
- Conserves ground water supplies by reducing peak summer water demands.
- Rainwater is the perfect temperature for plants when stored in a tank.
- The highest quality water for your landscape: Community water systems use disinfectants which have a negative effect on soil organisms. Rainwater is the best source of water for new seedlings and any landscape application.
- In Port Alberni an average size roof (2,000 ft<sup>2</sup>) will have over 93,000 US gallons of rainfall collection potential in an average rainfall year.



Photo credit: www.jaandesigns.ca



Photo credit: www.jaandesigns.ca

## Types of rainwater harvesting

### 1 ACTIVE

Collecting rainwater from rooftops and storing the water within barrels, underground tanks or lined ponds.

**Key components of an active system:**

- **Roof surface:** A wide variety of roof surfaces can work well with a rainwater harvesting strategy. Metal roofs offer the highest quality water harvesting potential with cedar shake being the lowest quality choice.
- **Gutters:** Most gutters work well in a rainwater harvesting system, but ensure the gutter has been sized appropriately to handle potential flows from the roof.
- **Downspouts and conveyance pipe:** New conveyance pipe, which is potable rated, is incorporated into the system to transport water from the gutter and downspout to the cistern or storage vessel.
- **Filtration:** A critical component that removes coarse and finer materials before the water enters the cistern. Proper filtration ensures good storage and quality of your water.
- **Storage:** Choices range from small, 50 gallon rain barrels to those over 10,000 gallons and made from polyethylene, concrete, fiberglass and other materials.
- Often a pump is used to deliver the stored water to its destination.

### 2 PASSIVE

The practice of intercepting and storing water directly in the soil rather than passing it through a storage tank first. Passive structures are porous earthen vessels formed by making depressions in the soil - low tech and no moving parts!

### Filter facts

Rainwater collected from roofs contains a wide range of dust, particulates, and other contaminants. The best way to ensure that your water is kept as clean as possible is to provide filtration prior to the water entering the cistern. For drip irrigation, filter your rainwater down to at least 200 microns. Options include:

- Primary debris filters, which remove large debris such as leaves.
- Self cleaning Vortex type pre-filters, which should be inspected annually.
- Tank mounted filters, such as a basket filter which sits inside the cistern lid with a 40 micron 'Tuffly' filter for improved performance.

# RAINWATER HARVESTING

## Collect it Today, Use it Tomorrow!

### Rainwater:

- Harvesting has been carried out by humans for over 5,000 years.
- Is one of the purest sources of water.
- Falls for free!
- Can be used for potable and non-potable use.
- Can green your landscape and lessen your environmental footprint.
- Promotes self-sufficiency and helps conserve existing water supplies.

*Island-wide demand for clean water is growing while supply diminishes.*

Cover photo credit: [www.grooving.com](http://www.grooving.com)

## Water, too precious to waste.

### Uses of collected rainwater

Rainwater can be used for nearly any purpose that requires water:

- Landscape irrigation and outdoor use at home
- Stormwater control
- Livestock watering
- Toilet flushing
- Potable water source (with appropriate filtration and design)
- Fire suppression and emergency preparedness

For more information, contact:

Alex Dyer, Planner, Alberni-Clayoquot Regional District

📞 250-720-2700

✉️ [adyer@acrdd.bc.ca](mailto:adyer@acrdd.bc.ca)

🌐 [www.acrdd.bc.ca/av-ag-plan](http://www.acrdd.bc.ca/av-ag-plan)



This Project is made possible with funding from the Real Estate Foundation of British Columbia.

# FARM-SCALE RAINWATER HARVESTING & STORAGE

## Additional resources:

Search the following terms online for some great resources

- The Partnership for Water Sustainability in BC
- BC Farm Practices and Climate Change Adaptation - Water Storage
- BC Farm Water Dugouts, Ministry of Agriculture
- Water Sustainability Act of BC
- Keyline Water Management - Field Research

## Collect it Today, Use it Tomorrow!

Rainwater:

- Harvesting has been carried out by humans for over 5,000 years.
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*Island-wide demand for clean water is growing while supply diminishes.*

Cover photo credit: worldagroforestry.org

# Water, too precious to waste.

## Rain & surface water: Slow it, Sink it, Spread it & Store it!

For more information, contact:

Alex Dyer, Planner, Alberni-Clayoquot Regional District

250-720-2700

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🌐 [www.acrdr.bc.ca/av-ag-plan](http://www.acrdr.bc.ca/av-ag-plan)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



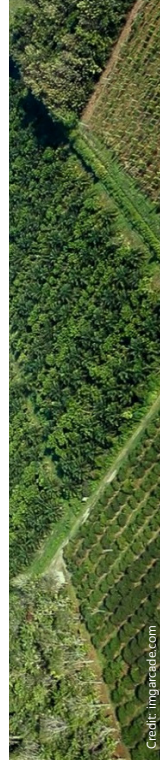
This Project is made possible with funding from the Real Estate Foundation of British Columbia.

Water is a vital component of every agricultural operation. Ground water resources on Vancouver Island are being depleted, and in our drought-subject climate, producers need to adapt and innovate to fully take advantage of our abundant seasonal rains.

## Here are some proven techniques which can help create a more resilient farm water system:

- 1 Active rainwater harvesting**  
Water is collected from roof structures and stored in large volume cisterns, with overflow directed to other rainwater harvesting structures, which slow the movement of water through the landscape.
- 2 Passive rainwater harvesting**  
This is one of the simplest, yet most often ignored, ways to improve water retention on a farm. Land forms capture water flows from roadways, paths, and other hard surfaces and direct it to further landforms, such as swales or ponds. By developing these systems, we are able to hold or slow the movement of immense quantities of water. Planning and design is an important first step in any passive process. Please consult the key regulatory points and reference materials listed within this brochure.
- 3 Keyline planning**  
Keyline planning and ploughing are management and implementation tools that use natural landscape contours and a series of soil rips to **slow, sink, spread and store** rainwater and **build soil fertility**. Using a detailed contour map, keyline plans also help determine the optimal placement for farm elements such as irrigation ponds, cropping and orchard rows, roads, fences, livestock rotation, etc. Vancouver Island has a Keyline research project underway in the Capital Region.

- 4 Agroforestry**  
This integrated land use system combines elements of agriculture (agro) and trees (forestry) in a sustainable production system. The emphasis is on managing the complexity of a farm's ecosystem, and creating functional and bio-diverse systems that balance productivity with environmental enhancement and protection. The forest elements, in part, provide shade, windbreaks, and a temperature moderation in order to reduce the water needs of other agricultural crops.



5

### Two-stage ditch design

This system incorporates floodplain zones, called benches, into a ditch by removing the ditch banks roughly 2-3 feet above the bottom for a width of about 10 feet on each side. This allows the water to more area to spread out on and decreases its velocity. Water quality, soil biological conditions, and production capacity increases.

6

### Compost and soil biology

There are over 7 billion microorganisms in one tablespoon of healthy soil, but often years of farming have depleted this microbiological life. Through applications of high quality compost and compost tea or extract we can reintroduce soil organisms, leading to better quality soils which have larger water holding capacities. Each 1% increase in soil organic matter helps soil hold 20,000 gallons more water per acre!

7

### Hügelkultur

This production technique employs large raised beds constructed from decaying wood debris and other compostable plant materials. Inside the mounds, the huge reservoir of rotting wood acts as a holding sponge for water over extended time periods. The process also helps to improve soil fertility and soil temperature, thus benefiting the plants grown on or near such mounds.



## Key Regulatory Points

The Water Sustainability Act (WSA) was adopted in 2016. It is the principal law for managing the diversion and use of water resources, and includes the regulatory requirements for licensing and use of groundwater, streams, and dams, and other water resources.

Generally, if water is diverted from a stream or groundwater for a pond, a water license is required. If it is filled with surface water run-off or snow melt, it does not require a license. Referencing the WSA is an important step when planning any surface or ground water initiative.

Credit: jingarcade.com

# Appendix 8: Letter to Province of British Columbia

October 31, 2017  
The Honourable John Horgan,  
M.L.A., Premier of the Province of BC  
PO Box 9041  
STN Provincial Government  
Victoria, BC V8W 9E1

CC: Ms. Lana Popham, Minister of Agriculture, M.L.A. Saanich South  
CC: Mr. Scott Fraser, Minister of Indigenous Relations and Reconciliation, M.L.A. Mid-Island Pacific Rim

**Re: Support for UBCM Resolution: B115 - Task Force for Watershed Management**

Dear Sirs and Madam:

We represent a diverse group of stakeholders convened by the Alberni-Clayoquot Regional District (ACRD) to make recommendations to government that will support our agricultural producers and work towards implementation of our Agricultural Plan.

Many of our regions's largest producers draw their water directly from the Beaufort Range Watershed, and the integrity of their water supply is being compromised by commercial activities taking place on private lands within that watershed. This committee therefore reiterates the request made to the Province in the Central Kootney Regional District's UBCM Resolution: B115 - Task Force for Watershed Management, that *the Province create a task force to consult with local governments to determine their concerns on consumptive watershed management.*

The ACRD has a documented history of contraventions to the Private Managed Forest Land Act. Four of the 11 'Determinations' of the Private Managed Forest Land Council relate to forestry activity on the Beaufort Range. The impact of poorly executed forestry operations on producers range from the forced relocation of a home due to a landslide, to damaged irrigation systems and roadways, and foreign injection of herbicides, rocks, and debris into irrigation systems.

The Water Sustainability Act (WSA) aims to ensure a sustainable supply of fresh, clean water that meets the needs of B.C. residents, but it does not adequately address quality issues when exceptions are allowable under section 46 of the Forest and Range Practices Act, and these exceptions, particularly section 46(1)b referring to weather and site factors, are repeatedly taken advantage of. In 2008, the ACRD sponsored a UBCM resolution requesting that private lands in the area be managed to the same standards as public lands. In 2014, 2015 and 2016 the UBCM requested regulations that would establish an increased local role in manners pertaining to their watershed.

*The Province must establish an avenue whereby local governments maintain some authority to manage the use and activities within their community's watersheds.* Agriculture depends on safe and reliable water sources. The ACRD welcomes the opportunity to participate in a Watershed Management Task Force, with the specific objective of better supporting the region's agricultural industry and stakeholders. We look forward to receiving your timely response to this letter and to Resolution: B115.

Sincerely,

The ACRD Agricultural Development Committee

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
DECEMBER, 2017**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family													0	0
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens			1	30,000									1	30,000
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellaneous									1	32,614			1	32,614
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>32,614</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>62,614</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		<b>3</b>		<b>2</b>		<b>5</b>	<b>42</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
DECEMBER, 2017 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	347,702	2	142,556	13	4,198,272	12	3,336,928	4	981,806	32	9,007,264
Mobile Homes	0	0	0	0	0	0	3	122,917	3	325,232	0	0	6	448,149
Multi-Family	0	0	0	0	0	0	3	1,018,803	0	0	0	0	3	1,018,803
Adds&Rens	1	10,000	2	124,015	0	0	6	231,329	2	40,000	2	24,419	13	429,763
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	3	137,869	0	0	0	0	0	0	0	0	0	0	3	137,869
Industrial	0	0	1	74,697	0	0	1	131,203	0	0	2	23,602	4	229,502
Miscellaneous	2	2,000	0	0	3	55,228	13	398,659	20	645,266	4	453,946	42	1,555,099
<b>Totals</b>	<b>6</b>	<b>149,869</b>	<b>4</b>	<b>546,414</b>	<b>5</b>	<b>197,784</b>	<b>39</b>	<b>6,101,184</b>	<b>37</b>	<b>4,347,426</b>	<b>12</b>	<b>1,483,772</b>	<b>103</b>	<b>12,826,449</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2016	82	10,545,063	82	10,545,063					
2015	89	8,577,170	89	8,577,170					
2014	73	7,121,200	73	7,121,200					
2013	81	8,208,948	81	8,208,948					
2012	92	9,011,700	92	9,011,700					
2011	120	9,221,498	120	9,221,498					
2010	149	21,524,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	80	3,348,092	80	3,348,092
2008	147	22,682,130	147	22,682,130	1998	75	3,320,890	75	3,320,890
2007	163	15,007,877	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	161	15,909,705	161	15,909,705	1996	128	9,050,554	128	9,050,554
2005	138	12,962,379	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	133	11,036,854	133	11,036,854	1994	151	7,915,500	151	7,915,500
2003	97	6,925,356	97	6,925,356	1993	167	10,864,000	167	10,864,000
2002	76	2,986,134	76	2,986,134	1992	173	11,192,500	173	11,192,500
2001	89	5,790,126	89	5,790,126	1991	126	7,155,120	126	7,155,120
2000	88	4,095,339	88	4,095,339	1990	118	6,323,900	118	6,323,900



## MEMORANDUM

**To:** Board of Directors

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

**Date:** January 3, 2018

**Subject:** November Finance Warrant Inquiries

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The November 2017 Finance Warrant was presented to the Board of Directors on December 13, 2017. This report is to provide follow up on the items for which the Directors requested further information.

**Berry & Vale Contracting Ltd** – there was a question regarding the diversion spotters that are located at both the Alberni Valley and West Coast Landfills. This additional site supervision started in July of 2017 when the disposals bans for construction and demolition wood waste as well as gypsum were implemented. The diversion spotter was put in place to ensure that the public is following the bylaw and therefore there is now a transfer station attendant at both locations stationed at the bins at all times. This initiative was discussed with the Board of Directors both during budget as well as when the bylaws were amended to increase the rates of the respective landfills in the spring of 2017.

**MacDermott's Insurance** – The Arrowsmith Amateur Radio Club insurance coverage has been paid but the ACRD for many years due to the service they provide to our Alberni Valley Emergency Planning function. The insurance coverage includes property insurance for their equipment, as it is not covered under the ACRD property insurance because it is owned by the club itself. The insurance coverage also includes liability insurance for the volunteer members.

**Sonbird Refuse and Recycling** – The current West Coast Residential Recycling and Garbage Collection Services contract on the West Coast has been in place since December 1, 2014. The contract has a provision for annual increases based on the Consumer Price Index for BC (All Items). The first increase was to occur effective on December 1, 2015 but the contractor had not adjusted the invoices. Therefore, the CPI payment made in November was to account for the adjustment not previously billed.