



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 27, 2018, 1:30 pm

Du Quah Conference Room, Toquaht Nation Administration Building,
1971 Peninsula Road, Ucluelet, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u> (ALL VOTE)	
a. Board of Directors Meeting – June 13, 2018	10-21
<i>THAT the minutes of the Board of Directors meeting held on June 13, 2018 be adopted.</i>	
b. Alberni Valley & Bamfield Services Committee Meeting – June 20, 2018	22-24
<i>THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on June 20, 2018 be adopted.</i>	
c. Electoral Area Directors Committee Meeting – June 21, 2018	25-27
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on June 21, 2018 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Ursula Banke, Community Liaison, Island Work Transitions Inc. & Interim Volunteer Coordinator for West Coast Seniors Hub, Abby Fortune, Parks & Recreation Director, District of Ucluelet, Margaret Morrison, Executive Director, Westcoast Community Resources	

**Society – Request for Special Events Funding Support for Westcoast
Community Resources Society for the West Coast Seniors Hub
Intercommunity Event for Seniors.**

6. CORRESPONDENCE FOR ACTION

(ALL VOTE)

- a. **REQUEST FOR SUPPORT** **28**
Island Work Transitions Inc., on behalf of West Coast Community Resources Society, June 7, 2018 regarding request for Special Events Funding to Help with the Cost of Hosting the 2018 Fall Forum for Seniors.

(Board Direction Requested)

- b. **INVITATION TO MEET WITH MINISTER OF MUNICIPAL AFFAIRS & HOUSING AT UBCM** **29**
Honourable Selina Robinson, Minister of Municipal Affairs & Housing, June 2019 regarding the procedure to request a meeting at UBCM with the Minister.

(Board Direction Requested)

- c. **INVITATION TO MEET WITH PREMIER OF BC & MINISTERS AT UBCM** **30**
Honourable John Horgan, Premier, June 2019 regarding advising on how to request a meeting at UBCM with the Premier or Ministers.

(Board Direction Requested)

7. CORRESPONDENCE FOR INFORMATION

(ALL VOTE)

- a. **FISHERIES AND OCEANS CANADA** **31-46**
External Review of the Critical Habitat (Section 7) of the Draft *Species at Risk Act Amended Recovery Strategy for the Northern and Southern Resident Killer Whales in Canada*.
- b. **MARILYNN AND TERRY NEWSTED** **47-48**
Copy of Letter sent to Premier Horgan regarding Rail Service on Vancouver Island
- c. **ISLAND COASTAL ECONOMIC TRUST** **49-50**
Planning Process Launched for Discovery Islands Marine Trail Development
- d. **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT** **51-52**

Hucuktlis Lake Adopted as Official Place Name Replacing Name
“Henderson Lake”

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **53-54**
Plan H: Creating Healthy Spaces Grant
(ALL VOTE)

THAT the Alberni-Clayoquot Regional District Board of Directors apply for funding on behalf of the Air Quality Society to the Plan H: Creating Healthy Spaces Grant in the amount of \$5,000.00 towards the creation of an air shed management strategy for the Alberni Valley.

- b. **REQUEST FOR DECISION** **55-64**
Fire Protection Services Agreement – District of Ucluelet
(ALL VOTE/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$10.00 for a ten year term.

- c. **REQUEST FOR DECISION** **65-77**
2018/19 Alberni Valley Bulldogs Partnership Program
(ALL VOTE/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 partnership program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

- d. **REQUEST FOR DECISION** **78-113**
2017 Statement of Financial Information
(ALL VOTE)

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2017 Statement of Financial Information (SOFI) including all of the statements and schedules.

- e. **REQUEST FOR DECISION** **114-115**
Public Transit Study for the Alberni Valley Electoral Areas & New Taxi Saver Program
(PARTICIPANTS/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

- j. **REQUEST FOR DECISION** **137-141**
Bylaw No. R1021-6, Garbage and Recyclable Materials Collection
Amendment
(ALL VOTE)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as “Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018”.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVA18012, BRADLEY, 290 NORTH ROAD (BAMFIELD)** **142-146**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVA18012, subject to neighbouring properties being notified as per Local Government Act s.499.

- b. **RA18007, CHAMBERS, 264 SEABIRD WAY (BAMFIELD)** **147-153**
Rezoning Application – Report and Bylaw P1379

THAT Bylaw P1379, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaw P1379 be delegated to the Director for Electoral Area 'A', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaw P1379 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that an on-site sewage disposal system can be designed and installed to meet the sewerage regulations of the proposed development.

Review by Environmental Services staff to ensure that the Bamfield Water System can accommodate the additional density on the property.

Meeting technical referral agency requirements.

- c. **DVD18009, THOMSEN, 5625 SILVERSPoon ROAD (SPROAT LAKE)** **154-159**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVD18009, subject to neighbouring properties being notified as per Local Government Act s.499.

- d. **DVD18010, EVANS, 10884 LAKESHORE ROAD (SPROAT LAKE)** **160-166**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVD18010, subject to neighbouring properties being notified as per Local Government Act s.499.

- e. **DVD18011, DAILEY, 9195 FABER ROAD (SPROAT LAKE)** **167-172**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVD18011, subject to neighbouring properties being notified as per Local Government Act s.499.

- f. **DVE18013, LOKSZYN & WIGGINS, 7898 BEAVER CREEK ROAD (BEAVER CREEK)** **173-178**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVD18013, subject to neighbouring properties being notified as per Local Government Act s.499.

- g. **RE18008, CALDWELL, 6210 WALKER ROAD (BEAVER CREEK)** **179-185**
Rezoning Application – Report and Bylaw P1378

THAT Bylaw P1378, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaw P1378 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaw P1378 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;

Meeting technical referral agency requirements.

- h. **BEAVER CREEK WATER SYSTEM SERVICE AREA DCC BYLAW F1133 (BEAVER CREEK)** **186-192**
Request for Decision

THAT the Board of Directors adopt Bylaw F1133.

THAT the Board of Directors direct staff to prepare an information brochure explaining how and when development cost charges will apply in the Beaver Creek Water System Service Area and advertise the changes.

9.2 ALL DIRECTORS

- a. **MISC18009, TOFINO WILDERNESS RESORT, QUAIT BAY (LONG BEACH)** **193-202**
Request for Decision

THAT the Board of Directors support the Tofino Wilderness Resort Liquor Primary License application for a maximum of 32 patrons.

10. REPORTS

10.1 STAFF REPORTS

(ALL VOTE)

- a. **Meeting Schedule – July 2018** **203**
b. **Financial Statement – May 31, 2018** **204-205**
c. **Climate Action Revenue Incentive (CAROP) Public Report For 2017 – June 27, 2018** **206-218**
d. **Forest Fire Hazard – ACRD Parks and Trails – June 27, 2018** **219**
e. **Information Report – June 27, 2018** **220-230**

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

(ALL VOTE)

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library - L. Banton
- c. Central West Coast Forest Society – T. Bennett
- d. Alberni Valley Chamber of Commerce – Jack McLeman
- e. Coastal Community Network – T. Bennett/D. St. Jacques
- f. Island Coastal Economic Trust – J. Jack
- g. Air Quality Council, Port Alberni – K. Wyton
- h. West Coast Aquatic Board – T. Bennett/K. Wyton
- i. Association of Vancouver Island & Coastal Communities – P. Cote
- j. Beaver Creek Water Advisory Committee – J. McNabb
- k. West Island Woodlands Advisory Group – M. Kokura (verbal)
 - June 14, 2018 Meeting
- l. Other Reports
 - Vancouver Island Regional Library
May 2018 – From the Board Table

231-237

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

(ALL VOTE)

Motion to close the meeting to the public as per the Community Charter section:

- i. 90 (1) (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or

- agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for the purpose;*
 - iii. 90 (1) (j) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the 'Freedom of Information and Protection of Privacy Act';*
 - iv. 90 (2) (b) The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or federal government or both and a third party.*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN
(ALL VOTE)

Next Board of Directors Meeting: Wednesday, July 25, 2018, 1:30 pm
Regional District Board Room



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 13, 2018

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chair, Mayor, District of Tofino
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
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
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

Alan McCarthy, Member of Legislature, Yuułu?iŋáth Government

STAFF PRESENT:

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

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the following amendment:

Item 8 (m) Fire Protection Services Agreement – Dist. of Ucluelet - removed and place for consideration on the next Board agenda

Item 12 (a) Discussion - Tax Notices late mailing

10.3 (b) Report – Director Cote regarding Sproat Lake Water Quality

CARRIED

3. DECLARATIONS

Director McNabb declared a financial conflict of interest with respect to item 8 (e) Request for Decision – Vehicle Maintenance Contract.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 23, 2018

MOVED: Director Bennett

SECONDED: Director Cootes

THAT the minutes of the Board of Directors meeting held on May 23, 2018 be adopted.

CARRIED

b. Fisheries Resource Committee Meeting – May 16, 2018

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the minutes of the Fisheries Resource Committee meeting held on May 16, 2018 be adopted

CARRIED

c. West Coast Directors Committee Meeting – June 6, 2018

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the minutes of the West Coast Directors Committee meeting held on June 6, 2018 be adopted.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Terry Deakin, Patty Edwards, Alberni Valley Community Stakeholder Initiative to End Homelessness regarding the accomplishments of the Committee.

Ms. Deakin and Ms. Edwards presented the 2016 – 2026 Port Alberni Strategic Plan to House Our Community & End Homelessness and provided an overview of the Strategic Plan Priorities and activities over the past two years. The delegation requested the Regional District to consider conducting a referendum to establish a homelessness support service similar to one created by the Comox Valley Regional District.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Creative, Innovation Economy Builds on Powell River’s Cultural Assets
- b. **OMBUDSPERSON**
Quarterly Report – January 1-March 31, 2018
- c. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
Alberni-Clayoquot Regional District 2018 Resolution to be presented to the UBCM Membership for Consideration at the 2018 UBCM Convention

MOVED: Director Kokura
SECONDED: Director McLeman

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Finance Warrant No. 589.**

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Board of Directors approve Finance Warrant Number 589 in the amount of \$1,237,762.47 dated May 31, 2018.

CARRIED

- b. **Request for Decision regarding June 27th Board of Directors Meeting – Location Change.**

MOVED: Director Kokura
SECONDED: Director St. Jacques

THAT the regular meeting of the Alberni-Clayoquot Regional District Board of Directors scheduled for 1:30 pm on June 27, 2018 be held at the Toquaht Nation Administration Building, Du Quah Conference Room, 1971 Peninsula Road, Ucluelet, BC.

CARRIED

- c. **Request for Decision regarding Bylaw A1083, Elections and Assent Voting 2018.**

MOVED: Director Cootes
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

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

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

*MOVED: Director Bennett
SECONDED: Director McLeman*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1083, Elections and Assent Voting, 2018.

CARRIED

*MOVED: Director Kokura
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. A0183, Elections and Assent Voting, 2018.

CARRIED

d. Request for Decision regarding Memorandum of Understanding – BC Transit/Alberni-Clayoquot Regional District – West Coast Public Transit Feasibility Study.

*MOVED: Director Bennett
SECONDED: Director Osborne*

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Memorandum of Understanding with BC Transit as presented in order to undertake a public transit feasibility study on the West Coast between Ucluelet and Tofino.

CARRIED

Director McNabb left the meeting at 2:22 pm due to a conflict of interest.

e. Request for Decision regarding Vehicle Maintenance Contract.

*MOVED: Director Kokura
SECONDED: Director McLeman*

THAT this report be deferred and staff be instructed staff to bring back more details to the next Board of Directors meeting.

CARRIED

Director McNabb re-entered the meeting at 2:26 pm

f. Request for Decision regarding Termination of Orca Air – Kiosk #9 Lease – Long Beach Airport Terminal Building.

MOVED: Director Bennett

SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional District Board of Directors terminate the five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building.

CARRIED

g. Request for Decision regarding Kiosk #9 Lease – Long Beach Airport Terminal Building.

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement for kiosk #9 at the Long Beach Airport terminal building with Pacific Coastal Air.

CARRIED

h. Request for Decision regarding Long Beach Airport Lease Lot F – Tofino Air Hangar Lease – Renewal.

MOVED: Director Kokura

SECONDED: Director St. Jacques

THAT the Board of Directors enter into a one year lease agreement with Tofino Air at the Long Beach Airport, commencing August 1, 2018 and expiring July 31, 2019 with an annual rent of \$6,333.43 plus applicable taxes and the option to renew for two additional one year terms.

CARRIED

i. Request for Decision regarding Long Beach Airport Lot A – Atleo Air Hangar – Renewal.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Board of Directors approve to renew Atleo Air's Hangar lease at the Long Beach Airport for a 3 year term commencing August 1, 2018 and ending July 31, 2021 at a rate of \$5,033.28 plus applicable taxes with increases based on the prior year's BC CPI increases.

CARRIED

j. Request for Decision regarding Long Beach Airport Lease Lot 165 – Ocean Network Canada – Renewal.

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter in a lease agreement with Oceans Network Canada for a 3 year term commencing July 1, 2018 and ending May 31, 2021 at the rate of \$3,647.28 per year plus applicable taxes, to occupy a portion of land at the Long Beach Airport for the purpose of operation of a High Frequency Radar system to monitor the adjacent ocean surface currents and Tsunami detection.

CARRIED

k. Request for Decision regarding Long Beach Airport (CYAZ) Airport Operations and Staffing.

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to add an additional full time employee to the Long Beach Airport.

CARRIED

MOVED: Director St. Jacques

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare options for increasing the requisition limit for the Long Beach Airport.

CARRIED

l. Request for Decision regarding Composting of Tofino & Ahousaht Liquid Waste Treatment Plant Bio-solids.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors support that staff continue discussions with both the District of Tofino and the Ahousaht First Nation regarding the possible composting of bio-solids from each of their new waste water treatment plants as part of the future ACRD regional organics diversion program.

CARRIED

n. Request for Decision regarding Cougar Smith Bike Park Maintenance.

MOVED: Director Cote

SECONDED: Director St. Jacques

THAT the Board of Directors direct staff to enter into a maintenance agreement for bike skills section of Cougar Smith Park with Dylan King not to exceed \$6000, inclusive of material and labour.

CARRIED

o. Request for Decision regarding Rogers Communications – Proposal for Cellular Tower at West Coast Landfill.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to enter into initial discussions with Rogers Communications regarding the proposed construction of a cellular tower at the West Coast Landfill.

CARRIED

p. Request for Decision regarding Salmon Beach Administration Building & Carport Demolition.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Board of Directors direct staff to award the Salmon Beach Administration Building and Carport Demolition contract to J. Robbins Construction Ltd for \$21,750.00 plus GST inclusive of labour, equipment, materials and tipping fees.

CARRIED

9. PLANNING MATTERS

- a. DVE18008, MCCARTHY, 6390 KAREN PLACE (BEAVER CREEK)
Development Variance Application – Report**

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors is, at this time, disposed to deny this application and prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.

CARRIED

b. RE18005, CHARLESWORTH, 8088 CAMERON ROAD (BEAVER CREEK)

Rezoning Application – Report and Bylaws P1375 and P1376

MOVED: Director McNabb

SECONDED: Director Wyton

THAT Beaver Creek Official Community Plan Amendment Bylaw P1375 be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1376 be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the public hearing for Bylaws P1375 and P1376 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Board of Directors confirm that adoption of Bylaws P1375 and P1376 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 2 acre density; and

Meeting technical referral agency requirements.

CARRIED

c. SHORT TERM VACATION RENTAL UPDATE
Memorandum

MOVED: Director Bennett
SECONDED: Director Banton

THAT the Board of Directors receive the memorandum.

CARRIED

d. AHOUSAHT CEMETERY APPLICATION
Memorandum

MOVED: Director Bennett
SECONDED: Director St. Jacques

THAT the Board of Directors receive the memorandum.

CARRIED

e. CANNABIS REGULATIONS
Request for Decision

MOVED: Director McNabb
SECONDED: Director Ruttan

THAT the Board of Directors direct staff to develop a policy for reviewing cannabis retail referrals from the Liquor Control and Licensing Branch which would set out criteria the Board would use in assessing cannabis retail referrals, including public input.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors direct staff to prepare a zoning bylaw amendment to regulate cannabis production.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

a. Building Inspectors Report – May 2018

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this report be received.

CARRIED

10.2 COMMITTEE REPORTS

a. 2018 Advisory Planning Commission Appointments - Bamfield

MOVED: Director Wyton

SECONDED: Director Bennett

THAT the following individual be appointed to the Bamfield Advisory Planning Commission for a 23-month term: Kevin McAughtrie.

CARRIED

10.3 OTHER REPORTS

a. BC Transit Forum – June 4-7, 2018 – J. McNabb/P. Cote (Verbal)

Director McNabb reported on the forum. He attending sessions respecting custom transit services and BC Transit's long-term plan for vehicles and infrastructure for those vehicles.

Director Cote reported on attendance at the BC Transit workshop. Several topics were covered including climate change and how it will affect transit.

b. Other Report – Sproat Lake Water Quality

Director Cote reported she has been getting complaints from Sproat Lake residents concerning their water quality. Director Cote contacted the Ministry of Environment, Department of Fisheries and Oceans and Island Health. She is waiting for more information from Island Health.

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this verbal report be received.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

Director Cootes left the meeting at 4:05 pm.

MOVED: Director Osborne
SECONDED: Director St. Jacques

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 4:07 pm

The meeting was reconvened at 4:12 pm

16. IN-CAMERA

MOVED: Director Osborne
SECONDED: Director Cote

THAT the meeting be closed to the public as per the Community Charter section:

- i. 90 (1) (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (c) Labour relations or other employee relations;*
- iii. 90 (1) (n) The consideration of whether a regional district meeting should be closed under a provision of this subsection or subsection (2);*
- iv. 90 (1) (g) Litigation or potential litigation affecting the regional district;*
- v. 90 (1) (f) Law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- vi: 90 (1) (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 4:12 pm.

The meeting was re-opened to the public at 5:01 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

MOVED: Director Cote

SECONDED: Director Osborne

THAT this meeting be adjourned at 5:01 pm

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 20, 2018, 1:30 PM

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

- DIRECTORS PRESENT:** John McNabb, Chair, Electoral Area "E" (Beaver Creek)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Jack McLeman, Councillor, City of Port Alberni
- REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Mike Ruttan, Mayor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
- INVITED GUESTS:** Myrna Moore, BC Transit
Phil Atkinson, Diversified Transportation
Joanna Salken, Vancouver Island Health Authority
Esther Pace, Vancouver Island Health Authority
Joe McQuaid, Alberni-Clayoquot Continuing Care Society
Surjit Jhaj, Alberni-Clayoquot Continuing Care Society
Darren Mead Miller, Tseshah First Nation
Macie DeWitt, Alberni-Clayoquot Continuing Care Society
- STAFF PRESENT:** Teri Fong, Manager of Finance
Rob Williams, General Manager of Environmental Services
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

Introductions were conducted around the table.

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

2. APPROVAL OF AGENDA

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

Director Banton entered the meeting at 1:33 pm

3. ADOPTION OF MINUTES

a. Alberni Valley & Bamfield Services Committee Meeting held May 2, 2018

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on May 2, 2018 be adopted.

CARRIED

4. PRESENTATION

a. Myrna Moore, Senior Regional Transit Manager, BC Transit Presentation

Re: Annual Reporting –Alberni-Clayoquot Regional District Handy
Dart Service

Ms. Moore presented the annual report for the handydart service in the Alberni Valley including: service overview, transit service outcomes, peer comparisons, custom ridership outcomes, ridership distribution by area, subscription trips and handydart bookings.

5. DISCUSSION – HANDI-DART SERVICE EXPANSION

a. Discussion on Options for Expansion – Alberni-Clayoquot HandyDart Service

Ms. Moore provided an overview of the Transit Improvement Program and potential options for expansion of the ACRD handydart system.

b. Correspondence from Alberni-Clayoquot Continuing Care Society regarding HandyDart and Adult Day Services at Fir Park Village

MOVED: Director Banton

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff and BC Transit to investigate

the following for the Alberni Valley electoral areas and report back to the Board of Directors:

- a. New potential alternative transit service options, and*
- b. The implementation of a taxi saver program*

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

Director Banton left the meeting at 3:01 pm.

- a. Request for Decision regarding Alberni Valley Bulldogs 2018/19 Proposal.**

MOVED: Director McLeman

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 partnership program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

CARRIED

7. REPORTS

8. LATE BUSINESS

9. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the meeting be adjourned at 3:10 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON THURSDAY, JUNE 21, 2018, 10:00 AM

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

DIRECTORS

Keith Wyton, Director, Electoral Area "A" (Bamfield)

PRESENT:

Mike Kokura, Director, Electoral Area "B" (Beaufort)

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

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

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

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

STAFF PRESENT:

Mike Irg, Manager of Planning and Development

Alex Dyer, Planner

Janice Hill, Executive Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:02 am.

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

2. APPROVAL OF AGENDA

MOVED: Director Banton

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting held February 7, 2018**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Electoral Area Directors Committee Meeting held on February 7, 2018 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

a. Administrative Memorandum regarding Short Term Vacation Rentals.

MOVED: Director Banton

SECONDED: Director Wyton

THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate ticketing options.

MOVED: Director Wyton

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee direct staff prepare options for notifying residents about the ACRD Short Term Vacation Rental policy and report back to the Board of Directors.

CARRIED

7. REPORTS

a. Development Permit Procedures

Brochure and Verbal Update – M. Irg (Discussion)

b. Sproat Lake, Beaver Creek and Cherry Creek Noise Bylaws

(Discussion)

c. Cannabis Regulations – Update on Non-Medical Cannabis Policy and Zoning Bylaw Amendment – M. Irg (Verbal)

(Discussion)

d. June 2018 Monthly Planning Report

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receives reports a-d.

CARRIED

8. LATE BUSINESS

9. IN-CAMERA

MOVED: Director Bennett

SECONDED: Director McNabb

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

- i. 90 (1) (f) of the Community Charter: Law enforcement, if the regional district considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

CARRIED

The meeting was closed to the public at 11:16 am.

The meeting was re-opened to the public at 11:35 am.

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned 11:36 am.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Wendy Thomson,
Manager of Administrative Services

TO: Chair John Jack and the Board of Directors
Alberni-Clayoquot Regional District
3008 5th Ave, Port Alberni, BC V9Y 2E3
Attention: Wendy Thomson (wthomson@acrd.bc.ca) Phone 250-720-2706

FROM: Ursula Banke, Community Liaison
Island Work Transitions Inc., (Alberni Valley Employment Centre)
4805-B Mar Street, Port Alberni, V9Y 7X1 Phone 250-725-8805

DATE: June 7th 2018

SUBJECT: Special Events Funding - request

MESSAGE: To the Chair and Board, Alberni-Clayoquot Regional District

I am writing on behalf of the Westcoast Community Resources Society, as volunteer facilitator for the development of the West Coast Seniors Hub. I would like to make a request to the Board for "special events funding," to help with the cost of hosting the 2018 Fall Forum for Seniors.

Event Date – October 1st, 2018

Location – Ucluelet Community Centre, Ucluelet, BC

Theme – Celebrating ‘International Day of Older Persons

a) An intercommunity event, this forum will encourage discussion and information exchange for Seniors, and supporting individuals and organizations that support Seniors Aging In-community.

b) Volunteer Fair – to engage Seniors and supporters of Seniors as volunteer

Goal – Each rural community faces unique challenges to implementing Age-Friendly Action Plans. The goal is to encourage volunteerism as well as identify the gaps/barriers and the opportunities for communities to work together on finding solutions for Aging in-community in remote communities.

Benefits - The West Coast Seniors Hub intends to bring benefit through facilitating inter community communications and strengthening the efforts to making our west coast rural communities more Age-Friendly.

Cost - The cost of hosting this intercommunity event is \$6860.

Request- We are seeking \$3500 from the ACRD’s Special Events budget.

We appreciate your consideration and look forward to including the ACRD as a key sponsor to this important event. Please notify us as soon as possible regarding the granting of our request as our event is scheduled for October 1st, 2018 and planning is underway. I will be happy to provide you require more information on this event.

Kind regards,

Ursula Banke

West Coast Resource Centre Advisor / Community Liaison

Alberni Valley Employment Centre

ubanke@avemployment.ca

West Coast Locations:

381 Main Street , P.O Box 1050, Tofino, BC V0R 2Z0

Ph: 250-725-8805 - Fax 250-725-2845



June 11, 2018

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

You will also receive a letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 13, 2018**. Meeting arrangements will be confirmed by mid -August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read "Selina Robinson".

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Wendy Booth, President, Union of British Columbia Municipalities



June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



June 12, 2018

Re: External review of the critical habitat section (section 7) of the draft *Species at Risk Act Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (Orcinus orca) in Canada*

Dear Sir/ Madam:

This letter is to invite you to provide feedback on section 7 of the *Species at Risk Act* (SARA) draft *Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (Orcinus orca) in Canada*, which provides amendments in order to update and describe identified critical habitat for this species. We welcome your input on section 7 (critical habitat) of this draft document, available on the website noted below, from June 12, 2018 to July 11, 2018.

In 2003, Northern Resident Killer Whales were listed as Threatened and Southern Resident Killer Whales were listed as Endangered under SARA. In accordance with SARA, the Minister of Fisheries and Oceans and the Minister responsible for the Parks Canada Agency developed a *Recovery Strategy for the Northern and Southern Resident Killer Whales (Orcinus orca) in Canada* that was finalized in 2008 and amended in 2011. The Recovery Strategy identified two areas of critical habitat important for the survival and recovery of Resident Killer Whales based on the best available science at the time, one for Northern Resident Killer Whales and one for Southern Resident Killer Whales. Subsequently these areas were legally protected by a SARA section 58 Critical Habitat Order in 2009. In 2017, the SARA *Action Plan for the Northern and Southern Resident Killer Whale (Orcinus orca) in Canada* was finalized, which identified recovery measures to be taken to help achieve the recovery goal and objectives identified in the Recovery Strategy, including identification and protection of additional areas of critical habitat.

The current draft Amended Recovery Strategy updates critical habitat for Resident Killer Whales, based on new science advice. In addition, the draft provides clarification of the functions, features and attributes for all critical habitat identified for Northern and Southern Resident Killer Whales. Aside from the updates to the critical habitat section on which we are seeking feedback, minor updates were made to the background section to reflect new information and formatting of the document was adjusted. No other changes to content in sections other than section 7 were made.

The draft Amended Recovery Strategy identifies two additional important habitat areas as proposed critical habitat for Resident Killer Whales:

- 1) waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (important for both Northern and Southern Resident Killer Whales); and
- 2) waters of west Dixon Entrance, along the north coast of Graham Island from Langara to Rose Spit (important for Northern Resident Killer Whales).

.../2

You may be aware that Fisheries and Oceans Canada (DFO) recently put in place fishery management measures under the *Fisheries Act* to support recovery of Southern Resident Killer Whales. There is spatial overlap between existing Resident Killer Whale critical habitat and these fishery management measures in key Southern Resident Killer Whale foraging areas. Management actions using tools such as the *Fisheries Act* are the means by which the risk that activities pose to critical habitat may be mitigated. In this case, *Fisheries Act* closures have been used to help mitigate impacts from commercial and recreational fisheries to the features, functions and attributes of critical habitat, which have been protected against destruction by Order under SARA, particularly as they relate to availability of prey and acoustic and physical disturbance. Further information on these fishery closures can be found at <http://www.pac.dfo-mpo.gc.ca/fm-gp/maps-cartes/salmon-saumon/2018-skrw-ers-eng.html>.

The draft *Amended Recovery Strategy for the Northern and Southern Resident Killer Whales (Orcinus orca) in Canada*, along with further information about these populations, critical habitat and supporting documents can be found on DFO's Regional SARA Consultation webpage at <http://www.pac.dfo-mpo.gc.ca/consultation/sara-lep/killerwhales-epaulards/index-eng.html>.

We invite you to submit comments on the critical habitat section (section 7; pages 55 to 68) of the draft Amended Recovery Strategy. Note that this external review period is limited to comments on section 7 of the draft Amended Recovery Strategy. Please provide comments through DFO's Regional SARA Consultation webpage ([link](#) above), or via email, mail or phone.

In order for your input to be considered at this stage in the Recovery Strategy amendment process, comments must be received by July 12, 2018. Following this external review, a proposed document will be posted to the SARA Public Registry for a 60-day public comment period. The Government of Canada will then have 30 days to incorporate comments before posting the final document on the Species at Risk Public Registry.

If you have any questions, or wish to obtain a hardcopy of this document, please call 604-666-7907 or e-mail SARA.XPAC@dfo-mpo.gc.ca.

Fisheries and Oceans Canada is committed to the protection and recovery of species at risk in Canada and value our relationship with you. Our continued dialogue on matters of mutual interest, such as the protection of species at risk and critical habitat for these species, will help continue to grow that relationship. We look forward to working together to protect species at risk and the critical habitat of those species.

Sincerely,



Cheryl Webb
Regional Director,
Ecosystems Management Branch
Fisheries and Oceans Canada

7. Critical habitat

7.1 Identification of the species' critical habitat

7.1.1 General description of the species' critical habitat

Critical habitat is defined in SARA section 2(1) as "...the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species' critical habitat in a recovery strategy or in an action plan for the species."

SARA defines habitat for aquatic species at risk as "... spawning grounds and nursery, rearing, food supply, migration and any other areas on which aquatic species depend directly or indirectly in order to carry out their life processes, or areas where aquatic species formerly occurred and have the potential to be reintroduced" [s. 2(1)].

Partial critical habitat was identified for both Northern and Southern Resident Killer Whales in the 2008 recovery strategy. Northern Resident Killer Whale critical habitat included the waters of Johnstone Strait and southeastern Queen Charlotte Strait (Figure 4), while Southern Resident Killer Whale critical habitat included the transboundary waters in southern BC, including the southern Strait of Georgia, Haro Strait, and Juan de Fuca Strait (Figure 5). These critical habitat areas were protected through the making of a SARA Critical Habitat Order in 2009. In 2011, minor amendments were made to the critical habitat section of the 2008 recovery strategy. These amendments clarified that attributes of critical habitat identified in the 2008 recovery strategy are a part of critical habitat.

Two additional areas were identified for consideration as critical habitat for Resident Killer Whales in DFO (2017b). These areas include: i) waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (Northern and Southern Resident Killer Whale critical habitat, Figures 4 and 5) and ii) the waters of western Dixon Entrance along the north coast of Graham Island from Langara Island to Rose Spit (Northern Resident Killer Whale critical habitat, Figure 4).

For Northern and Southern Resident Killer Whales, critical habitat is identified in this recovery strategy to the extent possible, using the best available information. A description of the functions, features, and attributes that support the identification of critical habitat is provided in section 7.1.3.

Under SARA, critical habitat must be legally protected within 180 days of being identified in a recovery strategy or action plan through a SARA Critical Habitat Order or under any other Act of Parliament, and through prohibitions to the destruction of any part of critical habitat.

This recovery strategy identifies critical habitat for Resident Killer Whales as four distinct geographic areas. These include: 1) the waters of Johnstone Strait and southeastern Queen Charlotte Strait (Northern Resident Killer Whale critical habitat); 2) transboundary waters in southern British Columbia, including the southern Strait of Georgia, Haro Strait, and Juan de Fuca Strait (Southern Resident Killer Whale critical habitat); 3) waters on the continental shelf off southwestern Vancouver Island, including Swiftsure and La Pérouse Banks (Northern and Southern Resident Killer Whale critical habitat); and 4) waters of west Dixon Entrance, along the north coast of Graham Island from Langara to Rose Spit (Northern Resident Killer Whale critical habitat).

It is unknown if the critical habitat identified in this recovery strategy is sufficient to achieve the species' recovery goal and objectives. The schedule of studies outlines the research required to identify additional critical habitat and to acquire more detail about the critical habitat identified to achieve the species' recovery goal and objectives. Additional critical habitat may be identified in future amendments to this recovery strategy.

7.1.2 Information and methods used to identify critical habitat

The movement patterns of Resident Killer Whales are influenced by the availability of their preferred prey. During the summer and fall months, Resident Killer Whale distribution is associated spatially and temporally with the migratory routes of Chinook Salmon as this important prey species returns to natal streams to spawn (Ford and Ellis 2005). For the rest of the year there is less information available on the diet, distribution, and movement patterns of Resident Killer Whales, though surveys, passive acoustic monitoring, and satellite tagging studies have been conducted to address these knowledge gaps (Riera 2012; Hanson et al. 2013; DFO 2017b). Determining whether there are additional habitats that the whales utilize during winter and spring that are critical for the survival or recovery of these populations has been and continues to be a priority. This will need to take into account the likelihood that changes in the availability of major stocks of key prey species may cause corresponding shifts in the geographic location of critical habitat for Resident Killer Whales.

Methods and rationale used to designate each of the four critical habitat areas identified to date are detailed below.

Northern Resident Killer Whale critical habitat: Johnstone Strait and southeastern Queen Charlotte Strait

Analyses of existing data on coast-wide occurrence patterns of Northern Resident Killer Whales provide quantitative documentation of the importance of Johnstone Strait and southeastern Queen Charlotte Strait (Figure 4) to these whales (Ford 2006). These analyses, along with previously published information, form the basis for this area's critical habitat designation.

One or more Northern Resident matriline are sighted in this area on most days during July through October, with peak numbers generally in mid-July to mid-September (Nichol and Shackleton 1996; Ford 2006). Sightings become more sporadic in the area during November, are scarce from December through May. Although all Northern Resident pods have been identified in the area, different pods do not use the area equally (Ford et al. 2017). For example, 75% of encounters documented during 1990-2004 included all or part of A1 pod, while only 0.7% of encounters during this same period included I18 pod, a group of similar size. Northern

Resident Killer Whales in the Johnstone Strait area spend the majority of time foraging for salmon, primarily Chinook during July-September and Chum in October (Ford 1989; Ford et al. 1998; Ford 2006; Ford et al. 2010; DFO 2017b). Other activities undertaken in the area include resting, socializing, and beach rubbing (Ford 1989; Ford et al. 2000; Ford 2006).

Beach rubbing appears to be an important activity for Northern Resident Killer Whales. More than 90% of the Northern Resident Killer Whales observed in Johnstone Strait visit the rubbing beaches, and spend about 10% of their time there (Briggs 1991). During this time they are very sensitive to disturbance. In recognition of the importance of this habitat to Resident Killer Whales, in 1982 the Province of British Columbia established the Robson Bight–Michael Bigg Ecological Reserve to protect a portion of western Johnstone Strait and the foreshore near Robson Bight, where the rubbing beaches are located. This Ecological Reserve includes the primary foraging areas for Killer Whales utilizing the Johnstone Strait area, as well as at least six beaches used to various degrees by these whales for rubbing, and is included as critical habitat within the Johnstone and southeastern Queen Charlotte Straits boundaries (see Table 4).

Given the importance of this area to a significant component of the Northern Resident community for a major portion of the salmon feeding season, and the traditional use of rubbing beaches located there, this area has been designated as critical habitat as defined in SARA.

Southern Resident Killer Whale critical habitat: transboundary waters of the southern Strait of Georgia, Haro Strait, and Juan de Fuca Strait

The transboundary waters of southern BC and Washington State (Figure 5) represent an important area of high concentration of Southern Resident Killer Whales. This area includes waters under both Canadian and U.S. jurisdiction. Analyses of existing data on coast-wide occurrence patterns of Southern Resident Killer Whales have been completed by NOAA as part of the ESA designation of critical habitat in collaboration with DFO (NMFS 2006a). This assessment provided quantitative documentation of the importance of these transboundary areas to these whales and forms, along with previously published information, the basis for the critical habitat identification.

This critical habitat area is utilized regularly by all three Southern Resident pods during June through October in most years (Osborne 1999; Wiles 2004). J pod appears to be present in the area throughout much of the remainder of the year, but two Southern Resident pods, K and L, are typically absent during December through April. This critical habitat is of great importance to the entire Southern Resident community as a foraging range during the period of salmon migration, and thus has been designated as critical habitat under SARA.

Northern and Southern Resident Killer Whale critical habitat: southwestern Vancouver Island; and Northern Resident Killer Whale critical habitat: western Dixon Entrance

Southwestern Vancouver Island and western Dixon Entrance were identified as habitats of special importance to Northern and Southern Resident Killer Whales based on photo-identification, predation, and acoustic data. Passive acoustic monitoring was used to supplement the boat-based photo-identification studies, as these areas are remote and exposed to open ocean conditions, making small boat studies difficult. Using both photo-identification and detections of Resident Killer Whale vocalizations on acoustic recording devices allowed for year-round assessment of Resident Killer Whale occurrence in these areas. Tissue samples and scales were collected at predation sites to identify prey and assess Resident Killer Whale

diet. See DFO (2017b) for detailed information about the methods used to identify these two areas as Resident Killer Whale critical habitat.

Critical habitat off southwestern Vancouver Island (Figures 4 and 5) includes the Canadian portions of Swiftsure Bank, where acoustic monitoring between August 2009 and July 2011 indicated considerable habitat use by both Southern and Northern Resident Killer Whales over much of the year. Additionally, it encompasses several other relatively shallow banks, including La Pérouse Bank which, like Swiftsure Bank, is among the most productive fishing areas for Chinook Salmon on the west coast of North America. During this acoustic monitoring, all three Southern Resident Killer Whale pods were detected in this area, with L pod being the most frequently documented (Ford et al. 2017). The area is important for Southern Resident Killer Whales, both during summer, when groups of whales spend time west of the critical habitat area in the transboundary waters in southern BC, and in winter, when whales are mostly absent from the southern BC critical habitat area, but were detected frequently off southwestern Vancouver Island (DFO 2017b). Northern Resident Killer Whales were detected in all months of the year, especially in March and April. Fifteen of the 16 pods in the Northern Resident Killer Whale population were also encountered during boat surveys in this area. Given the importance of southwestern Vancouver Island to both Northern and Southern Resident Killer Whales throughout most of the year, it meets the definition for critical habitat under SARA for both of these populations.

Critical habitat in western Dixon Entrance (Figure 4) is an important foraging area for Northern Resident Killer Whales, and is situated on migratory routes for a wide variety of Chinook Salmon stocks. Northern Resident Killer Whales were detected during acoustic monitoring activities between September 2009 and June 2012 in this area in all months of the year, but most frequently during late winter and spring (DFO 2017b). Certain pods that are rarely encountered in Northern Resident Killer Whale critical habitat in Johnstone and eastern Queen Charlotte Straits at any time of year were frequently detected in western Dixon Entrance (DFO 2017b). As habitat needed for recovery, western Dixon Entrance appears to be far more relevant for these pods than the Johnstone /Queen Charlotte Straits critical habitat area. Pods belonging to G clan were documented in western Dixon Entrance most often, followed by R01 pod (R clan). The use of western Dixon Entrance by members of the population that are rarely documented in the Johnstone Strait area and during times of year when detections of this population in the Johnstone Strait area are infrequent indicates its importance to Northern Resident Killer Whales. This area thus meets the definition for critical habitat under SARA.

7.1.3 Identification of critical habitat

Geographic information

Four critical habitat areas have been identified for Resident Killer Whales. Critical habitat has been identified using the bounding box approach. This means that critical habitat is not composed of the entire area within the identified boundaries but only those areas within the identified geographical boundaries where the described biophysical features, attributes, and the functions they support occur, as described in Table 4 and defined by the coordinates in Appendix D. The critical habitat's biophysical functions, features, and attributes are described below and summarized in Table 4.

Northern Resident Killer Whale critical habitat: Johnstone Strait and southeastern Queen Charlotte Strait

The boundaries of the existing critical habitat area for Northern Resident Killer Whales include the waters of Johnstone Strait and southeastern Queen Charlotte Strait, and the channels connecting these straits as depicted in Figure 4. This area is approximately 905 km².

Southern Resident Killer Whale critical habitat: Transboundary waters of the southern Strait of Georgia, Haro Strait, and Juan de Fuca Strait

Critical habitat for Southern Resident Killer Whales includes the transboundary areas of southern BC and Washington State. The portion of this critical habitat that is in Canadian waters is approximately 3,390 km² in size, and includes the Canadian side of Haro and Juan de Fuca Straits, as well as Boundary Pass and adjoining areas in the Strait of Georgia, as depicted in Figure 5.

Much of the area that qualifies as critical habitat for Southern Resident Killer Whales falls within U.S. jurisdiction, and the identification of critical habitat under SARA only applies to the portion of the area that is within Canadian waters (Figure 5). In November 2005, the U.S. listed Southern Resident Killer Whales as Endangered under the ESA (NMFS 2006a). As a result, 6,630 km² of U.S. inland waters of Washington State and Juan de Fuca Strait were designated as critical habitat under the ESA in November 2006 (NMFS 2006b, see Figure 5).

Northern and Southern Resident Killer Whale critical habitat: Southwestern Vancouver Island

Critical habitat for Northern and Southern Resident Killer Whales located off southwestern Vancouver Island forms a contiguous westward extension of the critical habitat area for Southern Resident Killer Whales described above. The southern boundary is formed by the Exclusive Economic Zone of Canada and extends to the 200 m isobath, or depth contour. See Figures 4 and 5 for the boundaries of this critical habitat, which encompass an area of 5,025 km².

Northern Resident Killer Whale critical habitat: Western Dixon Entrance

Critical habitat for Northern Resident Killer Whales in western Dixon Entrance includes most of the coastal waters off the north side of Graham Island. The shallow waters of Naden Harbour, Massett Inlet, and McIntyre Bay are not included as critical habitat, due to limited use of these areas by Resident Killer Whales. See Figure 4 for the boundaries of this critical habitat, which encompass an area of 1,394 km².

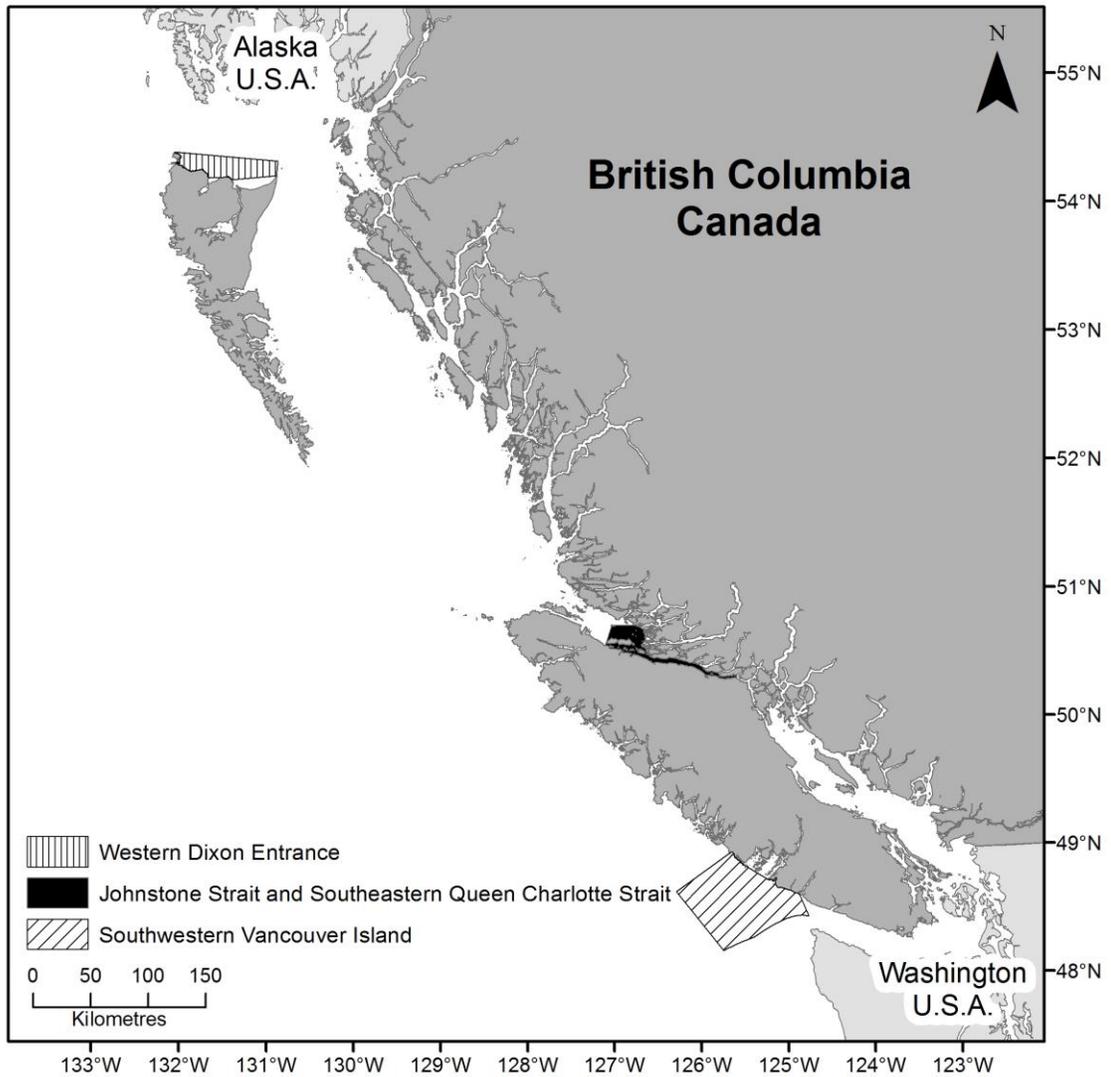


Figure 4. Critical habitat areas identified for Northern Resident Killer Whales. Critical habitat is not composed of the entire area within the identified boundaries but only those areas within the identified geographical boundaries where the described biophysical features and the functions they support occur, as described in Table 4.

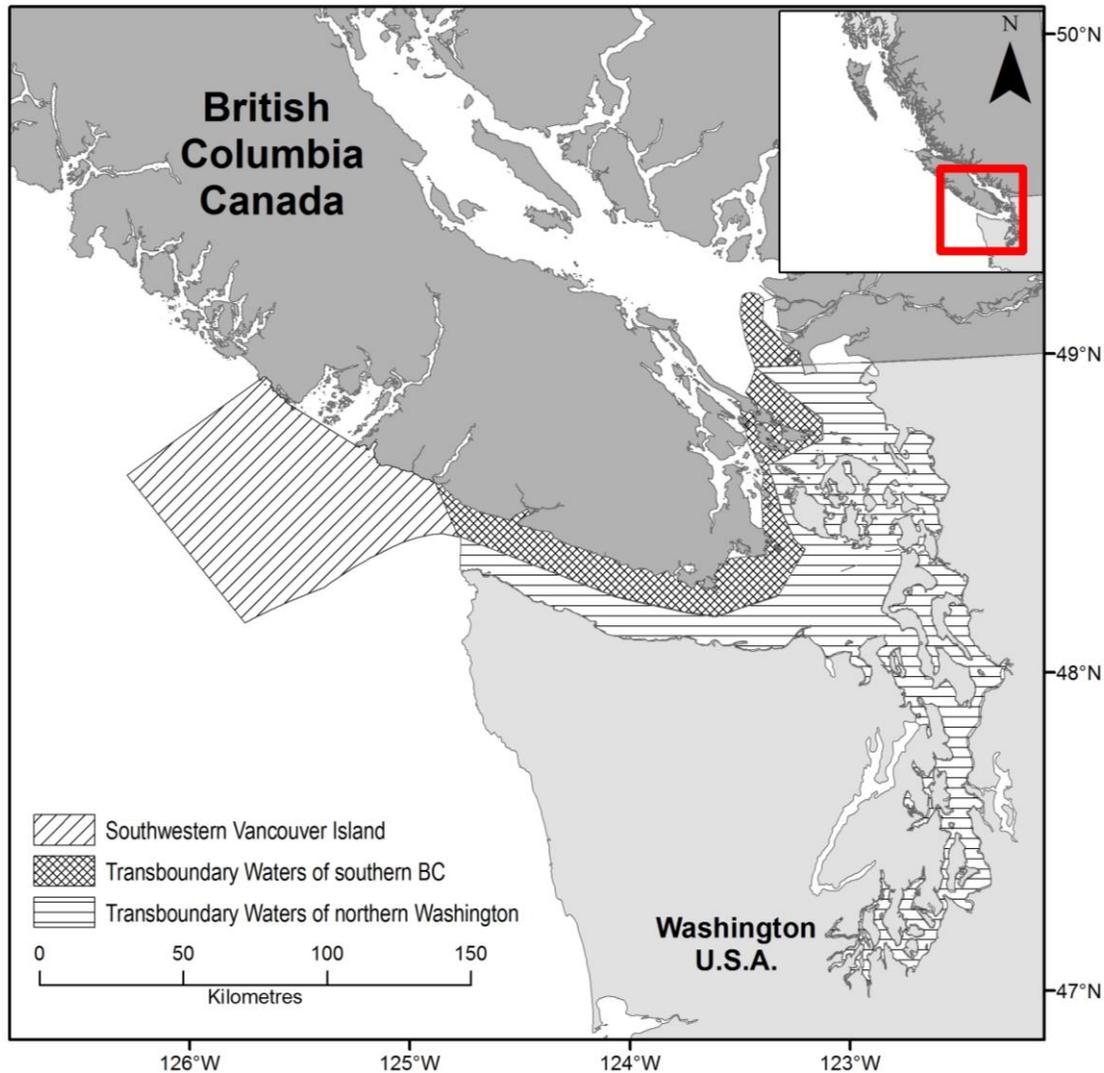


Figure 5. Critical habitat areas identified for Southern Resident Killer Whales. Critical habitat is not composed of the entire area within the identified boundaries but only those areas within the geographical boundaries where the described biophysical features and the functions they support occur, as described in Table 4. The hatched areas in the transboundary waters of southern BC and off southwestern Vancouver Island are the critical habitat areas in Canadian waters for Southern Resident Killer Whales, as designated under SARA. The hatched area in the transboundary waters of northern Washington State is designated as Southern Resident Killer Whale critical habitat under the U.S. ESA.

Biophysical functions, features, and attributes

Seasonal distribution and movement patterns of Resident Killer Whales in Canadian Pacific waters are strongly associated with the availability of their preferred prey, Chinook Salmon, and secondarily Chum Salmon (Ford 2006; Ford and Ellis 2006; Ford et al. 2010; Hanson et al. 2010). Habitats that are important for the survival or recovery of Resident Killer Whales are those that provide for profitable foraging on these key prey species, including the acoustic and

physical space required to successfully pursue and capture prey. Other activities, including resting and socializing, similarly depend on an acoustic environment that does not impede effective communication among whales.

The only activity that is strictly associated with particular geographic locations is beach rubbing by Northern Resident Killer Whales, which only takes place at specific traditional sites. Several of these sites are included in the Northern Resident Killer Whale critical habitat located in Johnstone Strait (Ford 2006). These rubbing beaches are composed of small rounded pebbles approximately 1 – 5 cm in diameter and are usually situated along otherwise rocky shorelines (Ford pers. comm. 2018).

Table 4 summarizes the best available knowledge of the biophysical functions, features, and attributes for Northern and Southern Resident Killer Whales. Note that not all attributes in Table 4 must be present in order for a feature to be identified as critical habitat. If a feature as described in Table 4 is present and capable of supporting the associated functions, the feature is considered critical habitat for the species.

The features, functions, and attributes described in Table 4 are based on narrative provided in the 2011 recovery strategy and on Table 1 of DFO (2017b). They apply to all four critical habitat areas and to both populations, with the exception of those associated with beach rubbing, a function that is known to be important for Northern Resident Killer Whales but has not been documented for Southern Residents. As Resident Killer Whales travel with their matriline throughout their lives, the features, functions, and attributes described also apply to all life stages of Resident Killer Whales.

There is currently insufficient information with which to quantify the levels of many of the attributes listed in Table 4 required to support the features and functions of critical habitat. For example, the density, quantity, and quality of prey needed to support Resident Killer Whale populations are unknown. Additionally, although it is assumed that Chinook remains the primary prey species of Resident Killer Whales throughout the year, the vast majority of Resident Killer Whale prey samples have been collected during summer and fall, and their year-round diet is not well-understood. It is therefore possible that additional important prey species may be identified in the future. Broad studies focused on identifying additional habitats that are important to Resident Killer Whales, and to better understand threats to critical habitat are included in section 7.2. In addition, the action plan for Northern and Southern Resident Killer Whales includes several recovery measures to refine knowledge of the functions, features and attributes of critical habitat. The descriptions of the attributes in Table 4 may be refined in the future, as additional information becomes available.

Table 4. Summary of the biophysical functions, features, and attributes of critical habitat necessary for the survival or recovery of Northern and Southern Resident Killer Whales

Function	Feature	Attribute
Feeding and foraging	Availability of Chinook Salmon, Chum Salmon, and other important prey species	Sufficient quantity and quality of Chinook Salmon to provide for profitable foraging Diversity of Chinook stocks with a variety of spatial and temporal migration patterns sufficient to maintain availability

		Sufficient quantity and quality of Chum Salmon and other species that comprise part of the Resident Killer Whale diet
Feeding and foraging Reproduction, socializing, resting Beach rubbing (Northern Resident Killer Whales)	Acoustic environment	Anthropogenic noise level that does not impede effective acoustic social signaling and echolocation to locate prey Anthropogenic noise level that does not result in loss of habitat availability or function
Feeding and foraging Reproduction, socializing, resting	Water quality	Water quality of a sufficient level to support Chinook stocks Water quality of a sufficient level to support Chum Salmon and other species that comprise part of the Resident Killer Whale diet Water quality of a sufficient level so as not to result in loss of function
Feeding and foraging Reproduction, socializing, resting	Physical space	Unimpeded physical space surrounding individual whales (minimum vessel approach distance 200m)
Beach rubbing (Northern Resident Killer Whales)	Rubbing beach	Suitable physical habitat to allow for beach rubbing behaviour

Summary of critical habitat relative to the recovery goal and objectives

Critical habitat areas identified in this recovery strategy are areas that, based on current best available information, the Minister of Fisheries and Oceans and the Minister responsible for the Parks Canada Agency consider necessary to partially achieve the recovery goal and objectives required for the survival or recovery of Northern and Southern Resident Killer Whales.

It is unknown if critical habitat identified in this recovery strategy is sufficient to achieve the species’ recovery goal and objectives. The schedule of studies outlines the research required to identify additional critical habitat and to acquire more detail about the critical habitat identified to achieve the species’ recovery goal and objectives. Additional critical habitat may be identified in future updates to the recovery strategy.

7.2 Schedule of studies to identify critical habitat

Further research is required to refine the understanding of the functions, features, and attributes of the currently identified critical habitat, to identify potential additional critical habitat necessary to support the species’ recovery goal and objectives and to protect the critical habitat from destruction. This additional work includes the studies listed in Table 5. Refer to the report on the progress of recovery strategy implementation for the Northern and Southern Resident Killer Whales in Canada (DFO 2016b) for more details regarding the progress made and the status of the studies outlined in Table 5. In addition to the broad studies outlined in Table 5, the Action Plan for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada (DFO

2017a) includes more specific recovery measures focused on refining the understanding of the features, functions, and attributes outlined in Table 4, on threats to critical habitat and on supporting identification of additional areas for critical habitat identification.

Table 5. Schedule of studies to refine critical habitat and identify potential additional critical habitat areas for Northern and Southern Resident Killer Whales

Study	Status
Year-round comprehensive surveys to identify areas of occupancy	Underway
Identify key feeding areas throughout the year to determine whether they should be proposed as additional critical habitat	Underway
Identify activities other than foraging that may be important functions of critical habitat	Underway
Identify sources of acoustic disturbance that may negatively impact or affect access to critical habitat	Underway
Identify sources of physical disturbance that may negatively impact or affect access to critical habitat	Underway
Identify sources of biological and chemical contaminants that may negatively impact critical habitat	Underway
Identify factors that may negatively affect an adequate and accessible supply of prey in areas of critical habitat	Underway

7.3 Activities likely to result in the destruction of critical habitat

Under SARA, critical habitat must be legally protected within 180 days of being identified in a recovery strategy or action plan. Northern Resident Killer Whale critical habitat in Johnstone and southeastern Queen Charlotte Straits and Southern Resident Killer Whale critical habitat in the transboundary waters of southern BC has been protected through a SARA Critical Habitat Order since 2009. It is anticipated that protection of the four Resident Killer Whale critical habitat areas identified in this recovery strategy will be accomplished through a SARA Critical Habitat Order made under subsections 58(4) and (5), which will invoke the prohibition in subsection 58(1) against the destruction of any part of the identified critical habitat. The term “recovery strategy” is defined in subsection 2(1) of SARA as meaning “a recovery strategy included in the public registry under subsection 43(2), and includes any amendment to it included in the public registry under section 45”. Thus, reading the definition of “critical habitat” in conjunction with the definition of “recovery strategy,” the Critical Habitat Order will apply not only to the critical habitat identified in the recovery strategy, but also to any modification to the critical habitat subsequently made in an amended recovery strategy, without the need to amend the Critical Habitat Order.

The following examples of activities likely to result in the destruction of critical habitat are based on known human activities that are likely to occur in and around critical habitat and would result in the destruction of critical habitat if unmitigated. The list of activities is neither exhaustive nor exclusive and has been guided by the threats described in section 4 of this recovery strategy. The absence of a specific human activity does not preclude or restrict the Department or Parks

Canada Agency's ability to regulate that activity under SARA. Furthermore, the inclusion of an activity does not result in its automatic prohibition and does not mean the activity will inevitably result in destruction of critical habitat. Every proposed activity must be assessed on a case-by-case basis and site-specific mitigation will be applied where it is reliable and available. Where information is available, thresholds and limits have been developed for critical habitat attributes to better inform management and regulatory decision making. However, in many cases knowledge of a species and its critical habitat's thresholds of tolerance to disturbance from human activities is lacking and must be acquired.

Reduced prey availability

Availability of Chinook and Chum Salmon is key to the presence of Resident Killer Whales in critical habitat areas (Ford and Ellis 2005; DFO 2017b). Maintaining an adequate food supply for Resident Killer Whales depends on many factors, including the body size and condition of prey, as well as sufficient stock diversity of key prey species to maintain prey availability over time. Activities that result in insufficient abundance, quality, or availability of Chinook Salmon, Chum Salmon, or other Resident Killer Whale prey species could therefore lead to destruction of critical habitat. These include fishing for Chinook Salmon, Chum Salmon, and other important prey species, as well as activities that impact the survival and prey supply of these species such that they are not of sufficient abundance, quality, or availability for Resident Killer Whales.

Acoustic disturbance

There is growing awareness of the impacts of anthropogenic noise on cetaceans (Nowacek et al. 2007; Weilgart 2007). As Killer Whales rely on sound to carry out their life functions, including foraging and socializing, the acoustic environment is an important component of critical habitat. Threats to the acoustical integrity of critical habitat include both acute and chronic noise, and are discussed in detail in section 4.2.3 Underwater noise. Acute noise, including seismic surveys, military and commercial sonars, pile driving and underwater explosions, can result in behavioural changes and displacement from habitat for cetaceans (Morton and Symonds 2002; Weilgart 2007). Chronic noise is primarily associated with vessel traffic, and can result in masking of communication and echolocation signals of Killer Whales (Erbe 2002; Foote et al. 2004; Holt et al. 2009).

Environmental contaminants

Environmental contaminants pose a serious threat to Killer Whales. These contaminants and their sources are discussed in section 4.2.1. As high trophic level, long-lived animals, Killer Whales are particularly vulnerable to persistent bioaccumulating toxins (PBTs) that accumulate in their fatty tissues as they feed on already contaminated prey. The introduction of high levels of contaminants is therefore a threat to Resident Killer Whale critical habitat. While many contaminants are airborne and dispersed throughout the coastal waters of BC, the waters surrounding the lower mainland and Vancouver Island are particularly at risk due to their proximity to human settlement.

The threat of a spill of oil or other toxic material within the areas of critical habitat poses not only an immediate and acute risk to the health of Resident Killer Whale populations (see section 4.2.4), but has the potential to make critical habitat areas uninhabitable for an extended period of time.

Physical disturbance

Vessels in close proximity to Killer Whales have the potential to disrupt behaviours, including foraging and beach rubbing (Williams et al. 2006; Lusseau et al. 2009). Additionally, prey must be physically accessible to Resident Killer Whales and physical obstacles at the surface and underwater which interfere with whales' abilities to pursue and capture prey represent a threat to critical habitat.

Killer Whales are particularly sensitive to disturbance while beach rubbing (Williams et al. 2006); the physical presence of vessels and other obstacles can not only disrupt beach rubbing, but can also prevent Killer Whales from approaching rubbing beaches to initiate this behaviour.

Geophysical disturbance

A key feature of the Northern Resident Killer Whale critical habitat in Johnstone and southeastern Queen Charlotte Straits is the presence of several rubbing beaches. Activities associated with the geophysical destruction of rubbing beaches are therefore threats to critical habitat. Rubbing beaches may also be vulnerable to activities that alter stream flow and siltation; thus, activities that occur upstream of these beaches, even outside of the designated critical habitat area, can pose a threat to critical habitat.

Table 6. Examples of activities likely to result in the destruction of critical habitat of Northern and Southern Resident Killer Whales

Threat	Activity	Effect - pathway	Function affected	Feature affected	Attribute affected
Reduced prey availability	<p>Fishing for Chinook Salmon, Chum Salmon, and other important prey species</p> <p>Other activities that are detrimental to habitat and survival of prey (e.g. fishing for forage fish species)</p>	<p>Loss of prey</p> <p>Loss of forage fish for prey species</p>	Feeding and foraging	Availability of Chinook Salmon, Chum Salmon and other important prey species	<p>Sufficient quantity and quality of Chinook Salmon to provide for profitable foraging</p> <p>Diversity of Chinook stocks with a variety of spatial and temporal migration patterns sufficient to maintain availability</p> <p>Sufficient quantity and quality of Chum Salmon and other species that comprise part of the Resident Killer Whale diet</p>
Acoustic disturbance	<p>Vessel traffic</p> <p>Seismic surveys, military, and commercial sonars</p> <p>Pile driving, underwater explosions</p>	<p>Chronic noise resulting in masking of communication and echolocation</p> <p>Acute and chronic acoustic disturbance resulting in disruption of behaviour or displacement from habitat</p>	<p>Feeding and foraging</p> <p>Reproduction, socializing, resting</p> <p>Beach rubbing (Northern Resident Killer Whales)</p>	Acoustic environment	<p>Anthropogenic noise level that does not impede effective acoustic social signaling and echolocation to locate prey</p> <p>Anthropogenic noise level that does not result in loss of habitat availability or function</p>
Environmental contaminants	<p>Release of deleterious substances</p> <p>Point source and non-point source pollution</p>	<p>Loss of prey or reduction in prey quality</p> <p>Loss of water quality</p>	<p>Feeding and foraging</p> <p>Reproduction, socializing, resting</p>	<p>Availability of Chinook Salmon, Chum Salmon, and other important prey species</p> <p>Water quality</p>	<p>Water quality of a sufficient level to support Chinook stocks</p> <p>Water quality of a sufficient level to support Chum Salmon and other species that comprise part of the Resident Killer Whale diet</p> <p>Water quality of a</p>

					sufficient level so as not to result in loss of function
Physical disturbance	<p>Vessel approach to whales (within 200m)</p> <p>Vessel anchoring in vicinity of rubbing beaches</p> <p>Activities that prevent approach of whales to rubbing beaches; or that displace or disrupt rubbing behaviour</p> <p>Human presence on rubbing beaches when whales present or nearby</p>	<p>Reduction of physical space available to whales</p> <p>Displacement of whales from rubbing beaches, prevention of use of rubbing beaches</p>	<p>Feeding and foraging</p> <p>Reproduction, socializing, resting</p> <p>Beach rubbing (Northern Resident Killer Whales)</p>	Physical space	Unimpeded physical space surrounding individual whales (minimum vessel approach distance 200m)
Geophysical disturbance	<p>Shore-based industrial activities that could alter beach substrate</p> <p>Activities that result in alteration of stream flow to rubbing beaches, beach sediment, and siltation</p>	Geophysical disturbance resulting in loss of function	Beach rubbing (Northern Resident Killer Whales)	Rubbing beach	Suitable physical habitat to allow for beach rubbing behaviour

From: Marilyn and Terry Newsted <tmnewsted67@gmail.com>
Sent: Tuesday, June 12, 2018 7:25 PM
To: premier@gov.bc.ca
Cc: info@islandrail.ca; Scott Fraser <scott.fraser.mla@leg.bc.ca>; johns@parl.gc.ca;
michelle.stilwell.MLA@leg.bc.ca; Gord.johns@parl.gc.ca; mayor@qualicumbeach.com;
mayor@parksville.ca; bill.veenhof@shaw.ca; town@comox.ca; info@cumberland.ca;
info@courtenay.ca; Administration Shared <administration@acrd.bc.ca>; office@tofino.ca;
info@ucluelet.ca; citypa@portalberni.ca; info@ladysmith.ca
Subject: Rail Service Vancouver Island

Dear Mr. Horgan,

Re: Rail Service Vancouver Island

I believe you and your counterparts have done a huge disservice to the residents of Vancouver Island by not encouraging the re-establishment of train service on Vancouver Island. To allow this corridor to sit idle and deteriorate more and more each year is disgusting and short sighted. You and your fellow government officials should have been and need to be working now with the Island Corridor Foundation to ensure we have rail service reestablished now and for future generations.

We are an aging population. Hiking trails and bike paths may be the in thing right now and suit those adults who are fit or do not have a disability and if the weather co-operates. They are grand health/fitness concepts but it is narrow minded thinking if the rail bed is removed to accommodate them. Rails and trails can work together. Not all adults, seniors, those with disabilities and small children are going to hike/bike to Victoria or up Island. We want and need another option for safe travel up and down the Island. Trails and rails can be united and in fact in places have been incorporated into a rail/trail corridor. So it is not something which cannot be done.

We have lived in Qualicum Beach for almost 40 years. We, our family and friends have often used the train and miss it immensely. On our trips there were many different types of passengers - seniors, adults, people going to work, students going to and from school, people just out for a day trip, some going shopping, tourists, others going to events in Nanaimo or Victoria etc.

In the Parksville Qualicum Beach News of Jun 7, 2018, the Kiwanis Club of Parksville Qualicum is promoting a fund raiser *Deluxe Dinner Express*. Participants are bused (ugh) to Port Alberni to ride the train to McLean Saw Mill for a dinner/dance fund raiser. What creative thinking!!! Too bad the train ride did not start in Parksville/Qualicum!

On top of the lessening of congestion on the highway, can you imagine the tourism dollars which could be generated in each and every one of the towns/cities/hamlets a train from Victoria to Courtenay stopped at. Especially now with the huge number of visitors coming into Victoria on cruise ships. Train excursions up the Island to visit and see our beautiful Island would be a hot ticket. As well as, travelling up Island to say, Nanaimo, Qualicum/Parksville or Courtenay for holiday stays, to connect with travel to the west coast or Mt. Washington, etc.

With the option of regular daily train service (in both directions) many would leave their cars at home. The tragedies of the last few weeks on our over crowded highways and the complete shut down of the access to Victoria should twig your thinking caps. The rail corridor up the Island was established to move people and goods and should and needs to be revitalized so it can serve that purpose again.

Yes, it will cost many dollars but so does any highway/bridge/ferry. The cost will be more so, as you and your predecessors have allowed this gem to sit idle for so long. Don't punish those who desire the return of rail service for your short shortsightedness. Please give this issue serious and thoughtful consideration and return our rail service. The last NDP government gave us the Inland Highway. The return of Island rail service would be visionary and could be the legacy of the Horgan government for many generations.

Thank you,

Marilynn Newsted
Qualicum Beach, BC

June 19, 2018

PLANNING PROCESS LAUNCHED FOR DISCOVERY ISLANDS MARINE TRAIL DEVELOPMENT

COURTENAY – A unique marine trail project proposal is receiving a \$10,000 grant from the Island Coastal Economic Trust to begin a complex stakeholder engagement process.

The BC Marine Trails Network Association (BCMTNA) has proposed the development of a marine trail through the Discovery Islands. The unique environment, a large and diverse marine territory with Islands, inlets and diverse parties – Indigenous communities and traditional territories, resource industries, commercial tour operators, Island residents and more – necessitates a specialized engagement process.

“One of the big lessons learned from last year’s Salish Sea Marine Trail project was the need to work with stakeholders before site selection starts,” said Paul Grey, President of the BC Marine Trails Network Association. “The funding we’ve received for the proposed Discovery Islands Marine Trail will ensure that all communities have full input into the design and development process, so that those who wish to participate can benefit fully from this new activity in their communities and territories.”

The 294-km Salish Sea Marine Trail involved engagement and cooperation between dozens of stakeholders, 19 Indigenous communities, and all three levels of government.

The newly-proposed Discovery Islands Marine Trail will be part of a larger network of marine trails, and will connect Powell River, Campbell River, and Sayward, with additional side routes and alternative trips for paddlers throughout the Great Bear Rainforest region.

“Hiking trails are a huge tourism draw across B.C., generating significant economic activity, and coastal communities are now embracing marine trails for paddlers as the next step in visitor attraction,” said Phil Kent, ICET Chair. “With the success of the Salish Sea Marine Trail we helped to fund, we’re looking forward to launching more of these unique tourism assets around the region.”

With reconciliation and engagement with First Nations a priority for projects across B.C., the BCMTNA project will use the funding from ICET and other funding partners to guide the steps needed for successful engagement and marine trail development.

The marine trail, once completed, will add considerably to the tourism infrastructure through a network of secured, formal campsites, safety stops, rest areas and inventoried and approved launch sites. The marine trail will provide new opportunities for self-directed tours, increased opportunities for eco-tourism operators, and economic opportunities for remote and Indigenous communities.

The planning process is budgeted at \$20,000, with half of the costs supported by ICET and the other half through Rural Dividend funding.

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 centered decision-making process, more than \$50 million in funding has been approved for over 180 economic infrastructure and economic development readiness projects. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2600 long term permanent jobs.

A full overview of ICET can be found at www.islandcoastaltrust.ca.

-end-

For further information:

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

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

John Kimantas, Project Manager
BC Marine Trails Network Association
Tel. 250-244-6437
john@bcmarinetrails.org



June 15, 2018

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:

This letter is to advise you that **Hucuktlis Lake** has been adopted as an official place name in British Columbia, replacing the name "Henderson Lake". **Hucuktlis Lake** is located adjacent to Thunderbird's Nest (T'iitsk'in Paawats) Protected Area southwest of Port Alberni (city), as shown on the attached map.

Hucuktlis Lake (pronunciation: *who chook-tlis*) is the Nuuchahnulth 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.

In accordance with provincial naming policy, nearby governments and relevant organizations were invited to comment on the proposal that would change the official name of the lake, bring forward local or heritage considerations, and/or provide advice about any traditional names. The name change to **Hucuktlis Lake** was supported by BC Parks and the Regional District of Alberni-Clayoquot, with member communities of City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?iŋ'ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation, Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" Sproat Lake, "E" (Beaver Creek) and "F" (Cherry Creek).

Hucuktlis Lake is now identified in the BC Geographical Names Gazetteer, on the BC Geographical Names website, and will be labelled on future editions of suitably-scaled provincial and federal government maps. Adoption of **Hucuktlis Lake** does not prejudice legitimate claims to the land.

I trust that these arrangements are satisfactory. Please feel free to contact me with any questions.

Sincerely,

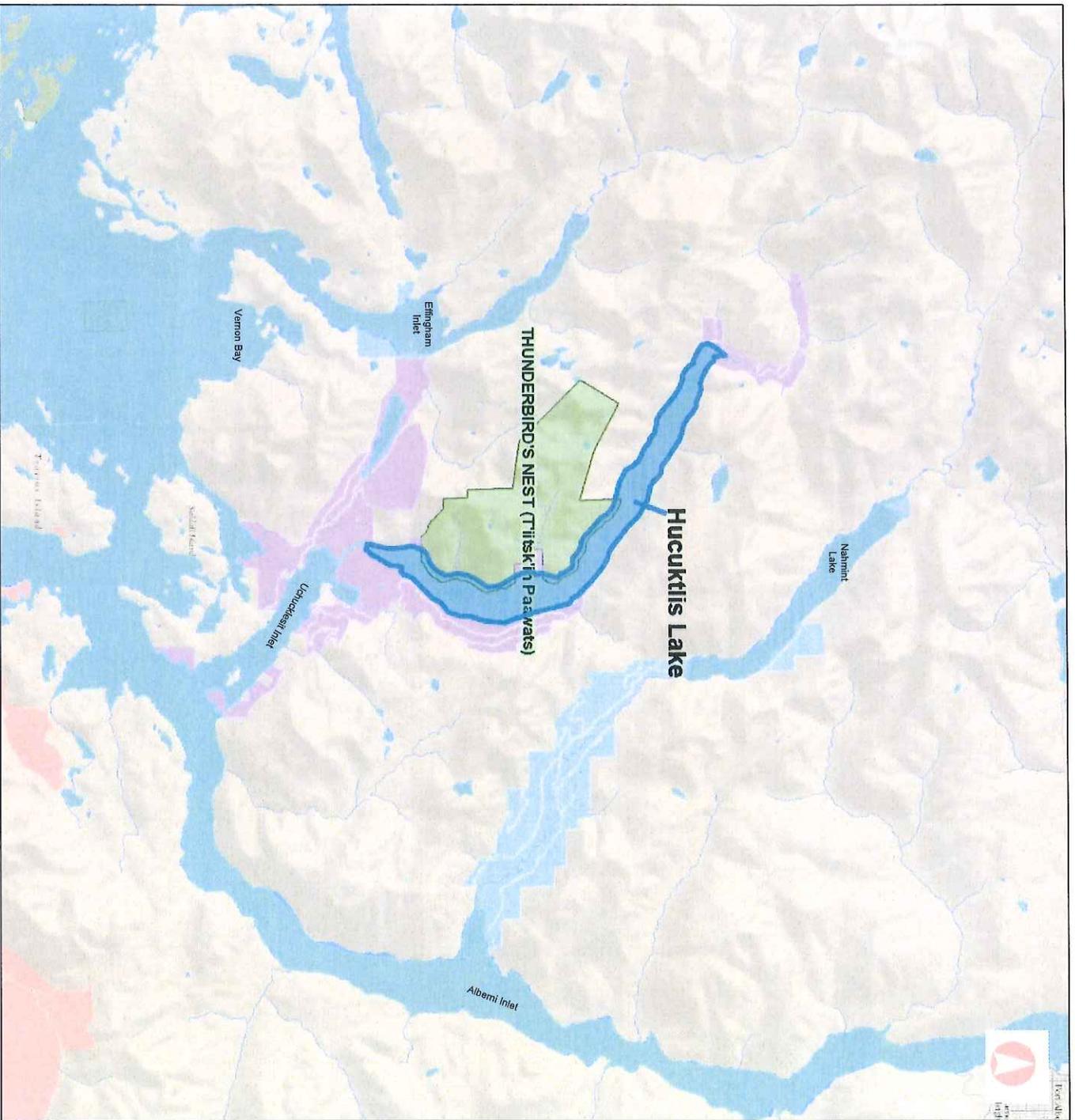
Carla Jack
Provincial Toponymist
carla.jack@gov.bc.ca

enclosure

Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development

Heritage Branch
BC Geographical Names Office

Mailing Address:
PO Box 9818 Stn Prov Govt
Victoria BC V8W 9W3
www.gov.bc.ca/bcheritage



Hucuktis Lake

Legend

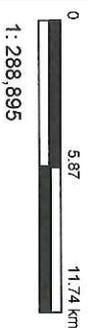
- Provincial Parks, Eco Reserves and Protected Areas
- First Nations Treaty Lands
- Hu-ay-aht First Nations
- Uchucklesaht Tribe
- Uluelt First Nation

Hucuktis Lake

Centre point:

49.093611, -125.038333

NTS map: 92F/03



Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form within can be accessed through the Copyright Information Page.

ADDITION: Maps obtained using this site are not guaranteed and may not reflect current conditions. Unplanned hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83
 Projection: WGS_1984_Web_Mercator_Auxiliary
 Sphero

Key Map of British Columbia





REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, Manager of Administrative Services
Anna Lewis, Air Quality Society

Meeting Date: July 27, 2017

Subject: **Plan H: Creating Healthy Spaces Grant**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors apply for funding on behalf of the Air Quality Society to the Plan H: Creating Healthy Spaces Grant in the amount of \$5,000.00 towards the creation of an air shed management strategy for the Alberni Valley.

Desired Outcome:

To apply on behalf of the Air Quality Society for a grant through the 2018 Creating Healthy Spaces Grant program.

Background:

The Plan H Healthy Communities Fund supports local governments in BC to work with health authorities and other partners to collectively create the conditions that enable healthy people and healthy places.

For 2018/19, one of the Plan H Healthy Communities Fund special focuses is on **Creating Healthy Places**. The Creating Healthy Places grants will support communities and regions to take multi-sectoral action to explore, learn, and innovate to enhance the built and natural environments. More information is available at <https://planh.ca/training-support/healthyandsustainableenvironmentsgrant2018>.

The Air Quality Council is working towards the creation of an airshed management strategy. As an airshed does not respect any jurisdictional boundaries an airshed management strategy represents a collaborative effort between stakeholders to manage and make improvements to the shared airshed. An airshed management strategy becomes a living document; a blueprint to coordinate a collaborative community process to address cumulative impact of human activity on air quality. It is a community action plan for clean air for all residing within the airshed to protect health, maintain and improve the environment, while supporting and improving economic development.

If successful in receiving a grant, the funds would be allocated to completing and implementing a viable project plan; pulling together all relevant information through identified stakeholder and community consultation. One of the community engagement pieces would be to host a fall forum in mid to late November. Dr. Paul Hasselback, members from Island Health, First Nations Health Authority and the Ministry of Environment have all indicated support in presenting/attending.

Time Requirements – Staff & Elected Officials:

Minimal – The Air Quality Society will manage this project if successful in receiving the funding.

Financial:

n/a

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



REQUEST FOR DECISION

To: Board of Directors

From: Rob Williams, Manager of Environmental Services

Meeting Date: June 27, 2018

Subject: Fire Protection Services Agreement – District of Ucluelet

Recommendations:

That the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$10.00 for a ten year term.

Background:

On June 6, 2018, the West Coast Committee reviewed the attached report in regards to the request for a long term Fire Protection Service agreement with the District of Ucluelet at the Long Beach Airport. After review they agreed with the recommendation to enter into an agreement.

Staff at the District of Ucluelet and the ACRD have discussed the exit provisions of the agreement and have concluded that, should the District wish to exit the agreement, the former 90 day notice period did not permit adequate time for the ACRD to make other arrangements. With that in mind, staff from both organizations will be asking their respective Council/Board to consider the exit provisions allowing for a 2-year notice period. The attached draft agreement reflects this change. The West Coast Committee did not pass a resolution specific to the 2-year notice period.

We understand that the District of Ucluelet Council will consider this matter on June 26th.

The ACRD and the District of Tofino have an identical agreement that is in its 3rd year of its 10 year life. Staff have contacted Tofino staff to update the notice period in that agreement and will report back to the Board once those conversations have concluded.

Time Requirements – Staff & Elected Officials:

Staff time will be required for recurring training for fire service personnel on airport operations and ERP requirements. The Airport Superintendant will coordinate these activities.

Submitted by: 
Rob Williams, Manager of Environmental Services

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

FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2018.

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, British Columbia, V9Y 2E3

(the "**Regional District**")

OF THE FIRST PART

AND:

DISTRICT OF UCLUELET

200 Main Street
PO Box 999
Ucluelet, British Columbia, V0R 3A0

(the "**District of Ucluelet**")

OF THE SECOND PART

WHEREAS:

- A. The Regional District has requested the District of Ucluelet to provide firefighting services to the Long Beach Airport (CYAZ).
- B. The District of Ucluelet operates the Ucluelet Volunteer Fire Department and is prepared to offer firefighting services, subject to the terms and conditions contained in this Agreement;
- C. The Regional District Board of Directors have approved this Agreement and its resolution is attached as Schedule "A" to this Agreement;
- D. The Mayor and Council of the District of Ucluelet have approved this Agreement by a Council Resolution, attached as Schedule "A" to this Agreement.

NOW THEREFORE in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Regional District and the District of Ucluelet, do hereby covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

"Fire Chief" means the person who is the head of the Ucluelet Volunteer Fire Department or that person's lawfully appointed designate;

"Airport" means the Long Beach Airport (CYAZ)

"Senior Officer" means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene.

"Aircraft Accident" means any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffer death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

"Aircraft Incident" means any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident"

"Airport Emergency" means any occasion or instance, natural or man-made that warrants action to save lives and protects property and public health.

"Airport Emergency Response Plan" The Emergency Response Plan (ERP) contains roles and responsibilities for a multi jurisdiction response to occurrences on airport property. The procedures contained in the ERP are published to provide guidance before, during and after any emergency involving aircraft, structures and other events affecting the operations of the airport.

2.0 WATER SUPPLY

2.1 The District of Ucluelet, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Airport due to insufficient supply of water, insufficient water pressure or any other reason outside the Regional District's control.

3.0 EXTENT OF SERVICE

3.1 The District of Ucluelet, through the Ucluelet Volunteer Fire Department, agrees to provide structural firefighting services to the Airport as of the date of this Agreement. A fire service area map is attached as Schedule "B"

- 3.2 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the District of Ucluelet in respect of the supply of fire protection services to the Airport than that which applies to the supply of such services to inhabitants of District of Ucluelet. Nothing in this Agreement shall require the District of Ucluelet to provide a fire service under this Agreement higher than the level of fire protection service provided to the District of Ucluelet. The Airport Emergency Response Plan (ERP) shall be used as a guide in operations.
- 3.3 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Airport and the Ucluelet Fire Hall will result in longer response times. The parties acknowledge and agree that the Ucluelet Volunteer Fire Department has limited resources for fighting fires including limited personnel, training and equipment. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Airport.
- 3.4 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the Ucluelet Volunteer Fire Department has limited resources to fight aircraft fires. The department will fight fires using equipment and apparatus designed for use for combating Structural Firefighting.
- 3.5 Nothing in this Agreement requires the Fire Chief of the Ucluelet Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment to the Airport, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire protection within the District of Ucluelet fire service area.

4.0 NATURE OF SERVICE

- 4.1 The District of Ucluelet shall provide the firefighting service on a twenty-four hour on call basis from the Ucluelet Fire Hall, utilizing the manpower and equipment available at the time of notification of a fire.

5.0 INDEMNITY

- 5.1 The Regional District shall indemnify and save harmless the District of Ucluelet, its elected officials and appointed officers, employees and volunteers from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the District of Ucluelet entering into or carrying out the provisions of this Agreement.

6.0 FEES

- 6.1 The annual fee for fire protection services provided by the District of Ucluelet under this Agreement shall be \$10.00.

7.0 COST OF ADDITIONAL AID

- 7.1 The Regional District agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the Regional District that the Regional District considers necessary to assist with an emergency situation on the Airport.

8.0 RIGHTS RESERVED

- 8.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the District of Ucluelet in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Ucluelet Volunteer Fire Department and the fire protection services provided hereunder and any other function of the District of Ucluelet as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the District of Ucluelet under the *Local Government Act* and the *Community Charter*.

9.0 TERM OF AGREEMENT

- 9.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for (10) years or until earlier terminated as provided for in this Agreement.

10.0 ASSIGNMENT

- 10.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

11.0 TIME

- 11.1 Time shall be of the essence of this Agreement.

12.0 INTERPRETATION

12.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship a landlord-tenant, or a principal-agent relationship.

13.0 HEADINGS

13.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

14.0 WAIVER

14.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

15.0 LANGUAGE

15.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

16.0 BINDING EFFECT

16.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

17.0 TERMINATION BY THE DISTRICT of UCLUELET

17.1 The District of Ucluelet may terminate this Agreement at any time upon giving two (2) years' notice in writing to the Regional District.

18.0 TERMINATION BY THE REGIONAL DISTRICT

18.1 The Regional District may terminate this Agreement at any time upon giving two (2) years' notice in writing to the District of Ucluelet.

19.0 NOTICE

19.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

3008 Fifth Avenue
Port Alberni BC V9Y 2E3

if to the District of Ucluelet:

200 Main Street
PO Box 999
Ucluelet, British Columbia, V0R 3A0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

20.0 DISPUTE RESOLUTION

20.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).

20.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

21.0 ENTIRE AGREEMENT

21.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

21.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the District of Ucluelet and the Regional District only if the amendments are in writing and executed by the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

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

Name:)

Name:)

DISTRICT OF UCLUELET by its authorized Signatories)
)

Name:)

Name:)

SCHEDULE "A"
COUNCIL RESOLUTIONS

Alberni-Clayoquot Regional District

Regular Board of Directors Meeting – _____

"That the Alberni-Clayoquot Regional District Board of Directors enters into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$__ 10.00__ for a ten year term"

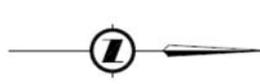
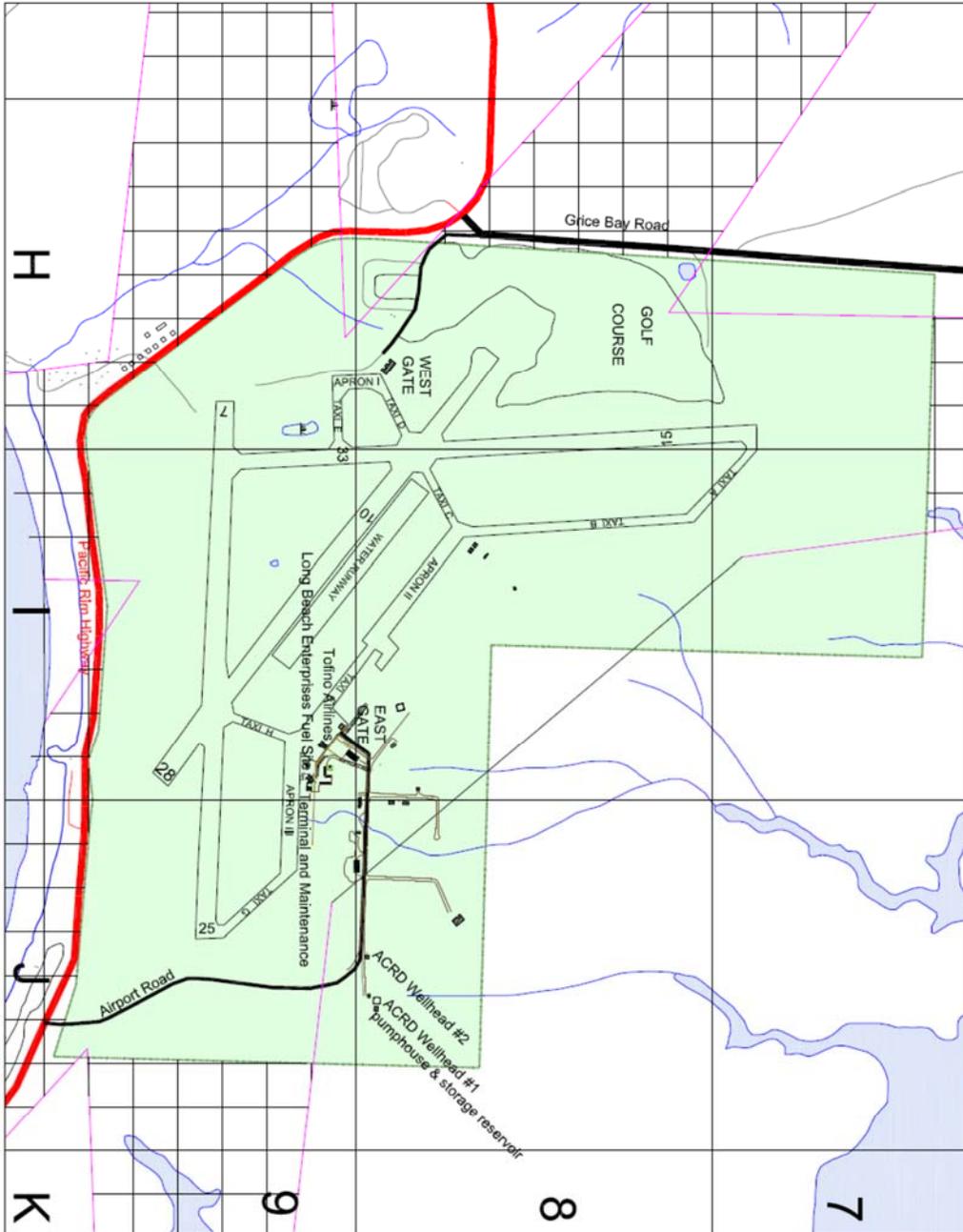
District of Ucluelet

Regular Council Meeting – _____

"That the Mayor and Council for the District of Ucluelet enters into a Fire Protection Services Agreement with the Alberni-Clayoquot Regional District to provide structural firefighting to the Long Beach Airport for a fee of \$10.00 for a ten year term"

SCHEDULE "B"

Long Beach Airport (CYAZ) Fire Protection Area





REQUEST FOR DECISION

To: ACRD Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: June 27, 2017
Subject: **2018/19 Alberni Valley Bulldogs Partnership Program**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 partnership program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

Desired Outcome:

To renew the partnership program with the Alberni Valley Bulldogs for the 2018/19 season.

Background:

The Alberni Valley & Bamfield Services Committee met on June 20th and considered the attached report regarding the 2018/19 sponsorship program with the Alberni Valley Bulldogs. The Alberni Valley Bulldogs is a society providing services to the ACRD.

The Committee passed a resolution recommending the Alberni-Clayoquot Regional District (ACRD) Board of Directors enter into a partnership program for the 2018/19 season.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

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



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 20, 2018

Subject: **Alberni Valley Bulldogs 2018/19 Proposal**

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 Sponsorship Program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

Desired Outcome:

To approve the 2018/19 Sponsorship Program between the Alberni-Clayoquot Regional District (ACRD) and the Alberni Valley Bulldogs.

Background:

At the May 2, 2018 Alberni Valley & Bamfield Services Committee meeting a presentation was received from Mr. Jim Pelk, Alberni Valley Bulldogs regarding their 2018/19 Sponsorship Proposal with the ACRD. The Committee instructed staff to work with the Alberni Valley Bulldogs on a sponsorship program for 2018/19 and bring back for consideration by the Committee.

Attached for consideration by the Committee is the 2018/19 Sponsorship Proposal. The following are the proposal highlights:

- 1 to 3 appearances by the players for ACRD events, such as farm days, emergency preparedness week etc.
- Clean up days hosted by the Bulldogs – Players participate in a river clean-up and fall clean-up on the Log Train Trail
- Education in Schools – Emergency Planning, Recycling, Fire Smart
- Signage at the arena showcasing the Alberni-Clayoquot region
- Full page advertisement in their program
- 3 Game Day Sponsorships – Comes with 50 tickets, newspaper, radio and online advertisements, can be targeted to promote ACRD programs such as emergency planning, recycling education, volunteer recognition and fire smart education

The ACRD has been a sponsor with the AV Bulldogs for the past 4 years. In the past, our game days have been used to:

- promote the Air Quality Council and educate the public on clean air initiatives
- recognize all our emergency services volunteers and provide information on services provided
- Educate the public on recycling

The AV Bulldogs get an average of 1000 fans to home games, this is a great opportunity for the Regional District to promote services, educate the public and recognize volunteers.

Time Requirements – Staff & Elected Officials:

Some staff time required to support the events throughout the season. The AV Bulldogs staff and volunteers will provide support organizing events and game days.

Financial:

The funding for sponsorship will come from the Alberni Valley service area budgets (according to the event) ie: recycling education comes out of the Alberni Valley & Bamfield Waste management budget, emergency planning events come out of the Alberni Valley Emergency Planning service budget etc. The Regional District allocated sponsorship funds in the same manner in previous years.

Policy or Legislation:

Local Government Act applies.



Submitted by: _____
Wendy Thomson, Manager of Administrative Services



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



2018-19

Alberni Valley Bulldogs Proposal

Dear Bulldogs Supporters:

What an exciting season it was with the Alberni Valley Bulldogs on and off the ice – we want to firstly express our deepest gratitude for the wonderful support many businesses in Port Alberni to the Alberni Valley Bulldogs Junior Hockey Club, but at the same time we are looking to increase that.

This past season we saw four of our players earn University Commitments, first with Sami Pharaon who is heading to Princeton University, followed by rookie Keaton Mastrodonato who will be heading to Canisius College in two years, Ryan Steele who is off to Sacred Heart University and finally our Captain Mitch Oliver who is off to Lake Superior State.

Coach Hughes and his staff are continuing to work to improve the team for next season with many commitments already made and many more to come.

This season was an incredible success off the ice as our players donated over 300 hours of their time to various events and organizations.

As many know as a Community Owned Team the cost of operating the Bulldogs is close to \$800,000 per season with the expenses of travel, ice cost, billets, equipment etc we are looking to the community to support the team through a variety of Advertising Opportunities listed in this booklet.

If you are interested in any of the opportunities please contact Tali Campbell at 250-723-4412 or Tali@AlberniValleyBulldogs.ca .

Thank you everyone for your support in the past 16 years here in Port Alberni and more importantly the past sixth season as a community owned team. We look forward to entering into our 17th season.

Yours Truly

Tali Campbell
Director of Business Operations

SUPPORTING YOUR COMMUNITY

Volunteers and Corporate Partners are two of the key players to the success of the Alberni Valley Bulldogs. Without these MVP's the Alberni Valley Bulldogs would not exist.

This year we need your support more than ever before; sponsorship for the Alberni Valley Bulldogs is not only a strong sign of community support but also delivers a large captive audience while providing advertisers with the ability to stand out from your competition. Over 40,000 fans every year walk through our games and over 100,000 more walk through the Multiplex will be able to see your company name.

Thanks for supporting the Alberni Valley Bulldogs – Community Owned since 2012.







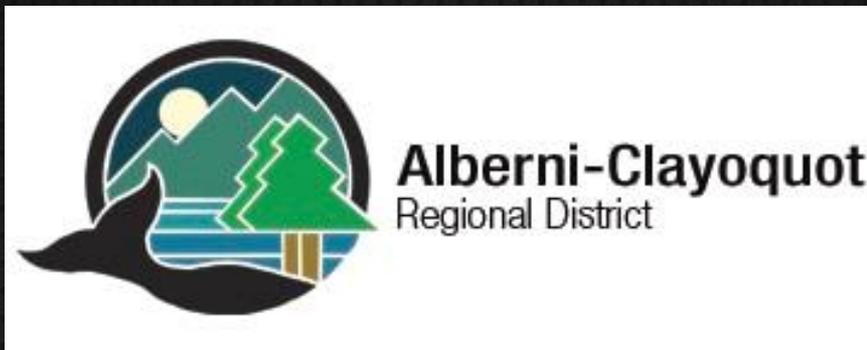
Alberni-Clayoquot
Regional District

Community:

The Bulldogs are committed to being in the Community and with the help of the ACRD we plan on doing the following things:

- 1-3 Appearances by the Players for ACRD Events, such as Farm Days, etc.
- River Clean-Up Day Hosted by the Bulldogs with partnership with ACRD.
- Tree Planting Day Hosted by the Bulldogs with partnership with ACRD.
- Log Train Trail Fall Clean-Up Hosted by the Bulldogs
- Education in Schools for Emergency Preparedness (i.e. Emergency Planning Event)
- - Bulldogs in School Program (add a teaching component of recycling) also reach out to surrounding areas in the Regional District to host a program.
- Other events we can assist ACRD in that are bettering our community.

With Co-operation from ACRD to help us with the community.



Signage:

The Bulldogs would like to offer the following signage opportunity to showcase to our community, visiting teams, fans etc.

- Rink Board (14 feet long)
- 2 Pop Up Banners to be displayed at every game when fans walk in.
- Website Link to the ACRD on our website
- 1 Full Page Color Ad in the program, inside front cover
- 1 Full Page Black and White Ad in the Program
- 2 Sets of Stair Messaging



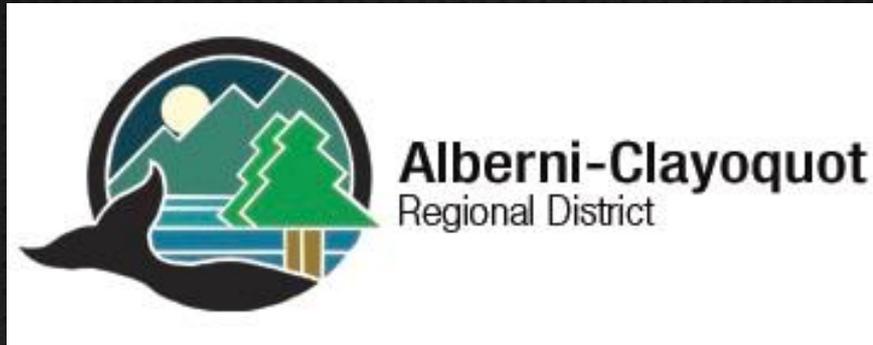
Alberni-Clayoquot
Regional District

Game Days:

The Bulldogs would like to offer the ACRD the following commitments for Game Days,

- 3 Game Day Sponsorships
 - 1 at the beginning of the season, 1 in the middle of the season and 1 at the end of the season.
 - Each Game Day comes with a minimum of 50 tickets per game, newspaper ad, radio ad, online ads, opportunity to put a table up in the front lobby, logo in the program ad insert.
 - All of these events can be targeted towards special events, like Emergency Preparedness, Volunteer etc.
 - The Bulldogs will assist in all planning of these events.

- The ACRD will also have the opportunity to have flyers handed out at any game. These flyers would be handed out by Bulldogs Volunteers.



ACRD Commitment

The ACRD Commitment to the Bulldogs would be three things:

1. Financially: \$25,000 per season.
2. Equipment for River Clean Up, Tree Planting Day etc.
3. Cost for printing and installation of board



THANKS!



TALI CAMPBELL
Director of Business Operations

Tali@AlberniValleyBulldogs.ca
250.723.4412



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: June 27, 2018
Subject: 2017 Statement of Financial Information

Recommendation:

That the Board of Directors approve the Alberni-Clayoquot Regional District 2017 Statement of Financial Information (SOFI) including all of the statements and schedules.

Summary:

The SOFI report includes the audited financial statements as well as schedules for guarantees and indemnity agreements, remuneration and expenses, and suppliers of goods and services. The report requires approval by the Board of Directors prior to submission to the Ministry of Municipal Affairs and Housing. The deadline for submission is June 30th of each year.

Background:

In past years the SOFI has been referred to as the Public Bodies report.

Policy or Legislation:

The Regional District SOFI must be prepared annually in accordance with the Financial Information Act.

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2017

Table of Contents

Audited Financial Statements which includes:

- Statement of Financial Position
- Statement of Operations
- Schedule of Debenture Debt
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Statement of Severance Agreements
- Schedule of Payments to Suppliers
- Statement of Financial Information Approval
- Management Report

Regional District of Alberni-Clayoquot
Financial Statements
Year Ended December 31, 2017

Regional District of Alberni-Clayoquot
Index to Financial Statements
Year Ended December 31, 2017

	Page(s)
Independent Auditor's Report	3-4
Financial Statements	
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Accumulated Surplus	7
Statement of Changes in Net Financial Assets	8
Statement of Cash Flows	9
Notes to Financial Statements	10-22
Schedule of Debenture Debt (Schedule 1)	23
Schedule of Tangible Capital Assets (Schedule 2)	24



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITORS' REPORT

To Board of Directors of the Alberni-Clayoquot Regional District

We have audited the accompanying financial statements of Alberni-Clayoquot Regional District, which comprise the statement of financial position as at December 31, 2017, the statements of operations, changes in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Alberni-Clayoquot Regional District as at December 31, 2017, and its results of operations, its changes in accumulated surplus, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG LLP

Chartered Professional Accountants

Victoria, Canada
May 9, 2018

Regional District of Alberni-Clayoquot
Statement of Financial Position
Year Ended December 31, 2017

	2017	2016 restated note 2
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 16,251,346	\$ 14,385,248
Portfolio investments (note 3)	2,255	1,906
Accounts receivable (note 4)	848,614	962,532
Term receivables from municipalities (note 5)	14,164,141	14,342,485
Municipal Finance Authority debt reserve deposit (note 6)	333,623	263,364
Inventories for resale	57,074	36,009
	31,657,053	29,991,544
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	1,596,385	1,533,193
Deferred revenue	250,046	267,314
Deposits (note 7)	68,050	68,050
Restricted revenues (note 8)	398,417	390,315
Short term borrowing (note 10)	-	3,000,742
Landfill closure liability (note 11)	2,618,024	2,399,371
Municipal Finance Authority debt reserve	261,963	251,703
Capital leases (note 12)	-	11,679
Debenture debt (note 13)	20,892,769	15,109,846
	26,085,654	23,032,213
NET FINANCIAL ASSETS	5,571,399	6,959,331
NON-FINANCIAL ASSETS		
Tangible capital assets (note 14, Schedule 2)	39,469,104	35,331,472
Inventories of supplies	179,821	171,916
Prepaid expenses	53,500	68,589
	39,702,425	35,571,977
ACCUMULATED SURPLUS	\$ 45,273,824	\$ 42,531,308



Teri Fong, CPA, CGA
 Manager of Finance

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Statement of Operations
Year Ended December 31, 2017

	2017 Budget	2017 Actual	2016 Actual restated note 2
REVENUE			
Tax requisitions	\$ 5,692,768	\$ 5,692,769	\$ 5,597,243
Grants in lieu of taxes	30,500	100,506	96,386
Services provided to other governments	96,349	112,548	133,729
Sales of services	3,467,240	4,052,065	3,677,581
Miscellaneous revenue	691,000	1,169,701	741,667
Government transfers			
Conditional	3,244,380	1,969,980	2,522,990
Unconditional	125,000	191,899	187,763
	13,347,237	13,289,468	12,957,359
EXPENSES			
General government services	1,487,250	1,348,206	1,299,108
Electoral area administration	73,000	75,744	64,600
Management of development - rural	375,000	272,627	305,937
Regional planning services	180,500	156,021	162,439
Building inspection services	255,500	231,339	222,448
Park services	327,600	177,134	163,779
Fire protection services	780,350	818,012	744,812
Landfill services	2,968,000	2,790,185	2,535,245
AV water study	21,000	9,985	32,798
Custom transit	547,000	467,583	469,881
Airport services	912,085	1,366,663	672,129
Street lighting	2,420	2,368	2,290
Emergency planning	217,000	140,185	210,712
E911 telephone services	307,000	305,952	298,470
Vancouver Island library services	465,500	465,024	450,088
South Long Beach bike path	7,200	7,100	1,802
Grant-in-aid	387,110	317,122	341,093
Noise control	11,300	4,078	4,434
Animal control	10,112	3,580	2,433
Multi-purpose arena contribution	308,363	300,600	228,060
Water systems	1,239,118	1,031,201	1,036,847
Salmon Beach	379,620	256,243	297,749
	11,262,028	10,546,952	9,547,154
ANNUAL SURPLUS	\$ 2,085,209	\$ 2,742,516	\$ 3,410,205

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2017

	2017 Budget	2017 Actual	2016 Actual restated note 2
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 42,531,308	\$ 42,531,308	\$ 36,952,223
Prior period restatement	-	-	2,168,880
As restated	42,531,308	42,531,308	39,121,103
ANNUAL SURPLUS	2,085,209	2,742,516	3,410,205
ACCUMULATED SURPLUS - END OF YEAR	\$ 44,616,517	\$ 45,273,824	\$ 42,531,308

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Statement of Changes in Net Financial Assets
Year Ended December 31, 2017

	2017 Budget	2017 Actual	2016 Actual restated note 2
ANNUAL SURPLUS	\$ 2,085,209	\$ 2,742,516	\$ 3,410,205
Acquisition of prepaids	-	15,089	(8,123)
Acquisition of inventory of supplies	-	(7,905)	74,842
Acquisition of tangible capital assets	-	(5,704,466)	(6,920,240)
Amortization	961,950	1,566,834	949,784
	961,950	(4,130,448)	(5,903,737)
CHANGE IN NET FINANCIAL ASSETS	3,047,159	(1,387,932)	(2,493,532)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	6,959,331	6,959,331	9,452,863
NET FINANCIAL ASSETS - END OF YEAR	\$ 10,006,490	\$ 5,571,399	\$ 6,959,331

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Statement of Cash Flows

Year Ended December 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Annual surplus	\$ 2,742,516	\$ 3,410,205
Item not affecting cash:		
Amortization of tangible capital assets	1,566,834	949,784
Developer contributions of tangible capital assets	(81,550)	-
Actuarial adjustment of long term debt	(7,174)	(6,859)
	4,220,626	4,353,130
Changes in non-cash working capital (note 15)	312,718	986,821
	4,533,344	5,339,951
FINANCING ACTIVITIES		
Proceeds (conversion) of short-term debt financing	(3,000,742)	3,000,742
Proceeds from debenture debt financing	6,000,000	-
Repayment (advances) of long term debenture debt	(31,560)	(31,560)
Repayment of obligations under capital lease	(11,679)	(32,775)
	2,956,019	2,936,407
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(5,622,916)	(6,920,240)
INVESTING ACTIVITIES		
Addition to portfolio investments	(349)	(253)
INCREASE IN CASH FLOW	1,866,098	1,355,865
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	14,385,248	13,029,383
CASH AND CASH EQUIVALENTS - END OF YEAR	16,251,346	14,385,248
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Bank balances	\$ 16,251,346	\$ 14,385,248

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

Budget reporting

The budget information reported in the statement of operations, the statement of changes in accumulated surplus and the statement of changes in net financial assets represents the 2017 budget as adopted by the District's Board on March 22, 2017.

Investments

Investments are carried at cost which approximate market value.

Portfolio investments

Portfolio investments include investments in equity securities. Portfolio investments are reported using the cost method, a basis of accounting for portfolio investments whereby the investment is initially recorded at cost and the earnings from such investments are recognized only to the extent received or receivable. When the investment is in the form of shares, dividends received in excess of the District's pro rata share of post acquisition income are recorded as a reduction of the carrying value of the investment.

Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality, Treaty First Nation and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities, Treaty First Nations and the Province (for Electoral Areas) to individual taxpayers. Instead of levying individual taxpayers, the Treaty First Nations also have the option of paying for the requisition from their consolidated revenue fund. The requisitioned amounts are turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Deferred and restricted revenues

- a) Deferred revenue includes amounts received related to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- b) Restricted revenue include amounts received for specified projects that are unspent. These amounts will be recognized as revenue when the related expenditures are incurred.

Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

Post Employment Benefits

Leave benefits such as vacation, along with retirement allowance benefits, are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight-line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10, 15, 25, 40 and 50 years
Fire department	5, 7, 15, 25, 40 and 50 years
Office and administration	5, 7 and 40 years
Land	Not amortized
Landfills	Projected closures - 2095 and 2096; 10, 25 and 40 years
Parks	5, 10, 15 and 25 years
Salmon beach	10,25 and 50 years
Water systems	25 years
Beaver Creek water system	5, 15, 20, 50 and 60 years

The District's threshold to capitalize TCAs varies between \$2,500 and \$5,000 with the exception of land, which is always capitalized. Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional district are recorded at fair value at the time of contribution.

Landfill liability

The liability for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated inflation and the usage of the site's capacity during the year.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Significant areas requiring the use of estimates include the amortization of tangible capital assets and land fill closure obligations.

Regional District of Alberni-Clayoquot
Notes to Financial Statements
Year Ended December 31, 2017

2. PRIOR PERIOD RESTATEMENT

Accumulated surplus as at December 31, 2015 has been restated as follows:

- a) During the year, it was determined that certain restricted revenues related to the Federal Gas Tax Community Works Fund would no longer be deferred and would instead be recognized as revenue on receipt and unspent funds held in reserve. This resulted in a retroactive restatement to increase accumulated surplus at December 31, 2015 by \$1,768,599, and to increase in revenue by \$333,820 during the year ended December 31, 2016.
- b) Prior year balances have been corrected to recognize employee future retirement benefit costs as per collective agreement and exempt contracts. The impact of this correction is an increase in payables by \$14,591 and a corresponding increase in expenses.
- c) The Municipal Finance Authority actuarial adjustments have also been recorded retroactively. The impact of this correction is a reduction of term receivables from municipalities by \$52,944, debt outstanding by \$54,443, and an increase in revenue of \$1,499 as at and for the year ending December 31, 2016 as well as an increase in accumulated surplus of \$11,660 as at December 31, 2015. Also, the debt reserve fund deposit decreased by \$427,501 and the debt reserve fund liability decreased by \$439,161.
- d) Parkland that was dedicated through subdivision was recorded as an increase in assets by \$388,619 and a corresponding increase in accumulated surplus at December 31, 2015.
- e) Revenue from Island Health for the Alberni Clayoquot Health Network was determined to require deferment. The impact increased deferred revenue by \$77,333 with a corresponding decrease in revenue as at and for the year ended December 31, 2016.

The effect of the above restatement is as follows:

As at December 31, 2016	Balance prior to correction	Correction	Corrected Balance
Statement of financial position:			
Term receivables from municipalities	\$14,395,429	\$(52,944)	\$14,342,485
Municipal Finance Authority debt reserve deposit	690,865	(427,501)	263,364
Accounts payable and accrued liabilities	1,518,602	14,591	1,533,193
Deferred revenue	193,981	73,333	267,314
Restricted revenues	2,492,736	(2,102,421)	390,315
Municipal Finance Authority debt reserve	690,865	(439,162)	251,703
Debenture debt	15,164,289	(54,443)	15,109,846
Tangible capital assets	34,942,853	388,619	35,331,472
Accumulated surplus	40,115,035	2,416,273	42,531,308
For the year ending December 31, 2016			
Statement of operations:			
Miscellaneous revenue	722,890	18,777	741,667
Government transfers – conditional	2,279,781	243,209	2,522,990
Expenses	9,532,563	14,591	9,547,154
Annual surplus	3,162,810	247,395	3,410,205

Regional District of Alberni-Clayoquot
Notes to Financial Statements
Year Ended December 31, 2017

3. PORTFOLIO INVESTMENTS

	2017	2016
Alberni District Co-op Association equity shares	\$ 2,255	\$ 1,906

4. ACCOUNTS RECEIVABLE

	2017	2016
Trade and other receivables	\$ 619,466	\$ 608,157
Goods and services tax recoverable	92,672	30,898
Government of Canada	1,500	45,089
Province of British Columbia	110,358	274,196
Local governments	41,163	37,150
Subtotal	865,159	995,490
Less allowances for doubtful accounts	(16,545)	(32,958)
Accounts receivable - net	\$ 848,614	\$ 962,532

5. TERM RECEIVABLES FROM MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the Regional District is contingently liable to the MFA for this debt.

	2017	2016
City of Port Alberni	\$ 10,442,501	\$ 10,753,024
District of Tofino	833,851	879,527
District of Ucluelet	2,110,022	1,692,430
Multiplex Arena	777,767	1,017,504
	\$ 14,164,141	\$ 14,342,485

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

6. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for Regional Districts and their Member Municipalities. The Authority is required to establish a Debt Reserve Fund into which each Regional District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Regional District. If at any time insufficient funds are provided by the Regional District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Regional District may be called upon to restore the fund.

7. DEPOSITS

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2017	2016
Performance deposits	\$ 68,050	\$ 68,050

8. RESTRICTED REVENUES

	2017	2016
Development cost charges (Note a)	\$ 66,044	\$ 61,730
Parkland deferred contributions (Note b)	332,373	328,585
	\$ 398,417	\$ 390,315

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$3,600 (2016 - \$57,600). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$714 (2016 - \$346). Developer contributions expended on capital projects during the year was \$nil (2016 - \$nil).
- b) The regional district receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$Nil (2016 - \$nil). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$3,788 (2016 - \$3,073). Parkland acquired during the year was \$Nil (2016 - \$nil).

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

9. COMMUNITY WORKS FUNDS

The Federal Gas Tax Fund is provided by the Government of Canada. The Community Works Fund provides funding to local governments for eligible expenditures of eligible projects in accordance with an agreement between the Regional District and the Union of British Columbia Municipalities. In 2014, the Regional District entered into the Renewed Gas Tax Agreement that expanded the eligible categories to include projects for the following types of infrastructure: water, solid waste, airports, disaster mitigation, recreation infrastructure as well as capacity building. The following amounts are unspent funds held within accumulated surplus of the District.

	2017	2016
Opening balance of unspent funds	\$ 2,102,421	\$ 1,768,601
Add amount received during the year	472,296	466,542
Add interest earned	25,507	17,278
Less eligible expenditures made during the year	(85,499)	(150,000)
Closing balance of unspent funds	\$ 2,514,725	\$ 2,102,421

10. SHORT TERM DEBT

In 2016, the short-term debt consisted of borrowing from the Municipal Finance Authority (MFA) for interim funding for the Alberni Valley Regional Airport (AVRA) expansion project during construction. In the fall of 2017, the short-term debt was converted into long-term debt.

	2017	2016
AVRA Expansion Project	\$ -	\$ 3,000,742

11. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The Regional District of Alberni-Clayoquot operates the Alberni Valley Landfill and the West Coast Landfill sites. The liability for closure of operational sites and post-closure care has been recognized based upon the usage of the site's capacity during the year. The costs were based upon the 2012 budget and inflation adjusted at 1.5% per annum to the estimated year of closure. These costs were then discounted to December 31, 2017 using a discount rate of 3.23%. Post-closure care is estimated to be required for 25 years from the date of site closure.

The liability for closure and post-closure as at December 31, 2017 is \$2,618,024 (2016 - \$2,399,371). Estimated expenses for closure and post-closure care are \$17,121,625 (2016 - \$17,121,625). The liability remaining to be recognized is \$14,503,601 (2016 - \$14,722,254). It is estimated that the life of the Alberni Valley Landfill is 72 years and the West Coast Landfill is 56 years.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

12. OBLIGATIONS UNDER CAPITAL LEASES

The Regional District had financed the Long Beach Airport Kubota loader under a capital lease in the amount of \$84,270 through the MFA Equipment Financing Program. The loader was paid in full on July 28, 2017. The Principal payments on the capital lease in 2017 totaled \$11,679 (2016 - \$32,775). The outstanding obligation balance for the leased capital asset as at December 31, 2017 was \$nil (2016- \$11,679). In 2017, interest expenditures related to lease liabilities were \$1,530 (2016- \$923).

13. DEBENTURE DEBT

All borrowings for the District are with the Municipal Finance Authority of BC (MFA). Debt interest costs are charged against revenue as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments and sinking fund installments due within the next five years and thereafter are as follows:

2018	\$	862,736
2019		896,619
2020		931,856
2021		688,790
2022		708,832
Thereafter		<u>16,803,936</u>
	\$	<u>20,892,769</u>

Sinking fund installments are invested by MFA and earn income which, together with principal payments, are expected to be sufficient to retire the debt at maturity.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

14. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Airport	\$ 16,704,288	\$ 2,464,470	\$ 14,239,818	\$ 5,983,588
Fire department	5,264,545	2,613,017	2,651,528	2,584,608
Office and administration	2,160,525	1,469,401	691,124	757,538
Land	5,532,253	-	5,532,253	5,532,253
Landfills	11,184,386	2,101,376	9,083,010	8,483,014
Parks	513,934	211,641	302,293	233,216
Salmon beach	726,843	330,646	396,197	425,729
Water systems	2,769,685	1,761,627	1,008,058	1,053,514
Beaver Creek water system	7,386,722	3,249,322	4,137,400	4,151,260
Under construction	1,427,423	-	1,427,423	6,126,752
	\$ 53,670,604	\$ 14,201,500	\$ 39,469,104	\$ 35,331,472

Land includes a right-of way value of \$16,300 that relates to the land where the Bamfield Fire Department building is situated. For additional information about tangible capital assets, see Schedule 2.

15. CHANGE IN NON CASH WORKING CAPITAL AND CASH FLOW SUPPLEMENTARY INFORMATION

	2017	2016
Accounts receivable	\$ 113,918	\$ (116,739)
Inventories for resale	(21,065)	11,695
Inventories of supplies	(7,905)	74,842
Accounts payable and accrued liabilities	63,194	563,249
Deferred revenue	(17,268)	164,361
Prepaid expenses	15,089	(8,123)
Contribution to Municipal Finance Authority debt reserve deposit	(60,000)	-
Deposits	-	25,000
Restricted revenues	8,102	61,019
Landfill closure liability	218,653	211,517
	\$ 312,718	\$ 986,821

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

16. FINANCIAL INSTRUMENTS

For cash, accounts receivable, other receivables, accounts payable, and other payables, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The District is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the District has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The District does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares
Comox Valley - 6 shares
Strathcona - 4 shares

Mount Waddington - 1 share
Nanaimo - 5 shares
Powell River - 2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost. The Regional District, through approval of the annual budget, is responsible for its share in funding ongoing operations. The Regional District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

18. RELATED PARTIES

The Alberni-Clayoquot Regional District is related to the Alberni-Clayoquot Regional Hospital District, as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year, the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni-Clayoquot Regional District.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

19. CONTINGENT LIABILITIES AND COMMITMENTS

a) CLAIMS

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year-end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2017.

c) PENSION LIABILITY

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged. The next valuation will be as at December 31, 2018 with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The Alberni-Clayoquot Regional District paid \$145,322 for employer contributions to the plan in fiscal 2017 (2016 - \$141,799). Employees contributed \$128,759 to the plan in fiscal 2017 (2016 - \$129,469).

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

19. CONTINGENT LIABILITIES AND COMMITMENTS *(continued)*

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However, as sick leave benefits are only payable for sick leave and are not payable upon leaving the regional district the amounts are recognized as an expense only when a claim is made. As at December 31, 2017 accumulated sick leave amounted to \$352,766 (2016 - \$367,790).

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the long term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pump house facilities are located. The agreement has a 99-year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Regional District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

20. BUDGET RECONCILIATION

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 22, 2017. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

Adjustments to the 2017 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved March 22, 2017	\$1,162,452
Add transfers to reserves	6,181,896
Add principal debt payments	43,260
Less surplus from prior years	(1,936,047)
Less committed surplus from prior years	(2,404,402)
Less amortization	(961,950)
Accrual budgeted annual surplus	2,085,209

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2017

21. CONTAMINATED SITES

During 2017, the ACRD evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

22. COMMITMENTS

As at December 31, 2017, the District has outstanding commitments to capital projects totalling \$2,565,378 and operating contracts totalling \$4,089,291.

23. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

-

Regional District of Alberni-Clayoquot
Schedule of Debenture Debt
Year Ended December 31, 2017

(Schedule 1)

	By-law	MFA Issue	Maturity date	Term	Rate	Amount Borrowed	Total Instalments to date	Actuarial addition	2017 Balance	2016 Balance
Arena F1027	F1037	73	01 Dec 2020	20	2.10%	\$ 3,579,209	\$ 1,923,384	\$ 897,300	\$ 758,525	\$ 993,949
Arena F1027	F1041	75	01 Dec 2021	20	1.75%	68,332	33,065	16,025	19,242	23,556
Port Alberni F1062	1062	97	19 Apr 2031	25	1.75%	3,375,064	891,461	232,161	2,251,442	2,374,769
Port Alberni F1111	1111	130	14 Oct 2044	30	3.00%	5,750,000	307,569	15,203	5,427,228	5,539,065
Port Alberni F1114	F1114	131	08 Apr 2035	20	2.20%	912,000	64,498	2,810	844,692	878,925
Port Alberni F1114	F1114	131	08 Apr 2045	30	2.20%	2,000,000	77,485	3,375	1,919,140	1,960,265
Salmon Beach F1079	F1096	117	12 Oct 2031	20	3.25%	939,800	189,361	21,812	728,627	767,361
Tofino F1062	1062	97	19 Apr 2031	25	1.75%	1,250,000	330,164	85,983	833,853	879,527
Ucluelet F1074	F1095	117	12 Oct 2036	25	3.25%	1,948,000	280,652	32,328	1,635,020	1,692,429
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	-	-	475,000	-
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	-	-	6,000,000	-
									\$ 20,892,769	\$ 15,109,846

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Schedule of Tangible Capital Assets
Year Ended December 31, 2017

(Schedule 2)

	Cost				Accumulated Amortization				2017	2016	
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 7,665,473	\$ 3,884,091	\$ 5,154,724	\$ -	\$ 16,704,288	\$ (1,681,885)	\$ (782,585)	\$ -	\$ (2,464,470)	\$ 14,239,818	\$ 5,983,588
Fire department	5,029,273	230,228	5,044	-	5,264,545	(2,444,665)	(168,352)	-	(2,613,017)	2,651,528	2,584,608
Office and administration	2,110,503	50,022	-	-	2,160,525	(1,352,965)	(116,436)	-	(1,469,401)	691,124	757,538
Land	5,532,253	-	-	-	5,532,253	-	-	-	-	5,532,253	5,532,253
Landfills	10,424,371	471,154	288,861	-	11,184,386	(1,941,357)	(160,019)	-	(2,101,376)	9,083,010	8,483,014
Parks	406,347	165,690	(58,103)	-	513,934	(173,131)	(38,510)	-	(211,641)	302,293	233,216
Salmon beach	726,843	-	-	-	726,843	(301,114)	(29,532)	-	(330,646)	396,197	425,729
Water systems	2,705,270	771,791	(707,376)	-	2,769,685	(1,651,756)	(109,871)	-	(1,761,627)	1,008,058	1,053,514
Beaver Creek water system	7,239,053	131,490	16,179	-	7,386,722	(3,087,793)	(161,529)	-	(3,249,322)	4,137,400	4,151,260
Under construction	6,126,752	-	(4,699,329)	-	1,427,423	-	-	-	-	1,427,423	6,126,752
	\$ 47,966,138	\$ 5,704,466	\$ -	\$ -	\$ 53,670,604	\$ (12,634,666)	\$ (1,566,834)	\$ -	\$ (14,201,500)	\$ 39,469,104	\$ 35,331,472

The accompanying notes are an integral part of these financial statements.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Schedule of Remuneration and Expenses

1. **Elected Officials**

Name	Position	Remuneration	Expenses
Baden, Robert	Alternate Director	\$107	\$192
Banton, Lucas	Director	\$8,880	\$7,839
Bennett, Tony	Director	\$10,590	\$14,253
Cootes, Wilfred	Director	\$5,537	\$5,567
Cote, Penny	Director	\$11,830	\$14,011
Craig, Pamela	Alternate Director	\$107	\$53
Jack, John	Chairperson	\$8,580	\$6,991
Johnsen, Kirsten	Director	\$7,587	\$9,816
Kokura, Mike	Director	\$7,137	\$3,838
Lacoursiere, Rene	Alternate Director	\$47	\$39
McCarthy, Alan	Director	\$0	\$1,788
McEwen, Marilyn	Alternate Director	\$860	\$399
McLeman, Jack	Director	\$4,747	\$2,434
McNabb, John	Director	\$9,063	\$5,728
Minions, Sharie	Alternate Director	\$480	\$0
Osborne, Josie	Vice-Chairperson	\$7,139	\$7,625
Rogers, Lindsay	Alternate Director	\$153	\$85
Ruttan, Mike	Director	\$4,630	\$2,375
Sauve, Denis	Alternate Director	\$47	\$23
Shannon, Tanya	Alternate Director	\$107	\$53
St, Jacques, Diane	Director	\$6,297	\$6,216
Wyton, Keith J	Director	\$9,337	\$7,110
Total Elected Officials		\$103,262	\$96,437

2. **Other Employees** (excluding those listed in Part 1 above)

Name	Position	Remuneration	Expenses
Dyer, Alex	Planner	\$77,070	\$1,067
Fong, Teri	Manager of Finance	\$97,419	\$6,070
Fortune, Mark	Airport Superintendent	\$82,366	\$1,288
Irg, Michael	Manager of Planning	\$103,054	\$2,954
Looker, Bryan K	Maintenance Technician	\$80,632	\$1,373
McGifford, Andrew	Manager of Enviro Services	\$102,817	\$3,836
Stefani, Luc	Building Inspector/Property Maintenance Coordinator	\$75,502	\$4,701
Thomson, Wendy	Manager of Admin Services / Acting CAO	\$112,284	\$662
Zenner, Heather	Lands & Resource Coord.	\$75,253	\$3,102
Consolidated total of other employees with remuneration of \$75,000.00 or less		\$975,661	55,064
Total Other Employees		\$1,782,058	\$80,117



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Schedule of Remuneration and Expenses (Continued)

3. **Reconciliation**

Total Remuneration – Elected Officials	\$103,262
Total Remuneration – Other Employees	\$1,782,058
Subtotal	\$1,885,320
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Severance Agreements

There were no severance agreements made between the Regional District of Alberni-Clayoquot and its non-unionized employees during the 2017 fiscal year.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers

1. Suppliers who received aggregate payments exceeding \$25,000.00

Supplier Name	Aggregate Amount Paid to Supplier
666082 BC LTD (Alberni Valley Bulldogs)	\$27,221
Adelhardt Concrete Plus	\$28,143
Agat Laboratories	\$25,244
Andrew Sheret Ltd	\$41,342
AON Reed Stenhouse Inc	\$46,922
Associated Fire Safety Equipment	\$31,923
AWC Water Solutions Ltd	\$220,500
BC Hydro	\$134,346
BC Transit	\$213,565
Berry & Vale Contracting Ltd	\$1,668,440
Bowerman Excavating Ltd	\$2,629,612
Butler, Les	\$41,595
Canadian Maritime Engineering	\$87,081
Certitech IT Services	\$73,978
City of Port Alberni	\$174,225
Coastal Bridge & Construction	\$37,885
Corix Water Products Ltd	\$31,196
Davey Tree Services Co. of Canada Ltd	\$161,074
Deer Bay Contracting	\$33,792
Denis Francoeur Backhoeing	\$67,593
DeWitt, Marcie	\$83,660
District of Ucluelet	\$493,213
Eden Tree Farm and Gardening	\$39,264
Enex Fuels	\$62,854
Guillevin International Co.	\$37,099
Holder, Dan	\$53,672
Insurance Corporation of BC	\$27,733
J.W. Berry Trucking Ltd	\$42,430
Koers & Associates Engineering Ltd	\$153,304
McGill & Associates Engineering	\$147,582
Minister of Finance	\$36,959
Municipal Finance Authority of BC	\$6,690,360
Municipal Insurance Association	\$34,374
Municipal Pension Plan	\$263,318
Nexcar Sales Ltd	\$34,001
North Island 911 Corporation	\$298,775
Pacific Blue Cross	\$107,187



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

1. **Suppliers who received aggregate payments exceeding \$25,000 (continued)**

Piteau Associates	\$58,666
Raylec Power Ltd	\$1,215,455
Rayner & Bracht Ltd.	\$30,335
Rayner Bracht Construction Inc	\$26,154
Receiver General for Canada	\$516,672
School District #70	\$50,300
Smith, Ryan	\$67,501
Sonbird Refuse & Recycling	\$184,769
Stewart McDannold Stuart	\$41,816
Sun Coast Waste Services	\$334,089
Telus	\$26,585
Tetra Tech EBA Inc	\$258,919
Vancouver Island Regional Library	\$462,024
VDA Architecture Ltd	\$80,224
Viking Fire Protection Inc	\$86,991
Waterhouse Executive Search	\$25,810
WFR Wholesale Fire & Rescue Ltd	\$28,303
Worksafe BC	\$28,063
WSP Canada Inc.	\$39,826
Total Suppliers Equal & Over \$25,000	\$17,493,964
Total Suppliers Under \$25,000	\$1,654,236
Total Suppliers	\$19,598,200



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

1. Suppliers who received payments for grants and contributions

Supplier Name	Aggregate Amount Paid to Supplier
Air Quality Council	\$10,000
Alberni District Fall Fair Association	\$1,000
Alberni Valley Chamber of Commerce	\$4,000
Alberni Valley Hospice Society	\$2,500
Alberni Valley Rescue Squad	\$12,000
Alberni Valley Social Planning Committee	\$8,448
Alberni Valley Transition Towns Society	\$2,000
Alberni Valley Wrestling Club	\$1,500
Bamfield Community Affairs Society	\$7,000
Beaver Creek Community Club	\$20,044
Carving on the Edge Festival Society	\$1,853
Central West Coast Forest Society	\$3,500
Cherry Creek Recreation Commission	\$20,000
City of Port Alberni	\$129,680
Music by the Sea	\$2,000
Port Alberni Marine Rescue	\$6,000
Port Alberni Marine Heritage Society	\$5,000
Port Alberni Victim Services Society	\$26,000
Sproat Lake Community Association	\$11,900
Strawberry Isle Research Society	\$1,000
Tseshaht First Nation	\$28,851
Vancouver Island North Film Commission	\$7,500
West Coast Aquatic	\$17,000
West Coast Community Resources Society	\$5,000
West Coast Inland Search & Rescue Society	\$6,000
Total Grants and Contributions	\$339,776



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

2. Reconciliation

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$17,493,964
Consolidated Total of Payments Less Than \$25,000.00	\$1,654,236
Total of Aggregate Payments for Grants & Contributions	\$339,776
Subtotal	\$19,937,976
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

John Jack, Chair
June 27, 2018

Teri Fong, CPA, CGA, Manager of Finance
June 20, 2018



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The Manager of Finance has the responsibility for assessing the management systems and practices of the Regional District.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional District

Teri Fong, CPA, CGA
Manager of Finance
June 20, 2018



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Rob Williams, General Manager of Environmental Services

Meeting Date: June 27, 2018

Subject: Public Transit Study for the Alberni Valley Electoral Areas & New Taxi Saver Program

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas; as well as a potential new taxi saver program for the custom transit function.

Desired Outcome:

Obtain Board approve to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas.

Background:

There are currently two public transit services offered within the Alberni Valley, a fixed route service delivered to and funded and administered solely by the City of Port Alberni; and custom or handiDART service available to registered clients within the participating areas of the City of Port Alberni, Electoral Areas B – Beaufort, D – Sproat Lake, E – Beaver Creek, and F – Cheery Creek and that is administered through the ACRD.

Recent 2017/18 key performance indicators outline that the ACRD custom transit service has been performing well in comparison to other peer transit systems. However, as with a lot of transit services across the province, the demand for custom transit bookings within the ACRD has increased significantly to the point that there is now very high unmet trips due to the fact the service hours have remained static.

Local adult day programs is one specific area where there has been an increase in demand for specific trip times, particularly in the peak am and pm. The local operating company has done their best to accommodate the booking requests with the service hour resources available. However, there has been concerns raised by local day program staff that they cannot get their clients to regularly scheduled programs due to a lack of available service hours.

Increased demand for local custom transit services by health care programs is a common issue across the province and the Province has committed to working more closely with the various ministry's to break down silos and better allocate provincial resources. While there are programs elsewhere, such as the BC Interior Health Connections program, there does not currently appear to be any direction from Island Health to contribute funding towards local public transit in order to help provide access to adult day programs.

At the June 20, 2018 Alberni Valley & Bamfield Committee Meeting BC Transit presented an expansion option to increase the current service level by 1,000 – 1,300 annual service hours in order to better meet local demand for the custom service. While the Committee did not resolve to adopt this recommendation at this time, through their

discussions they did see the need to explore other less costly service options including the possible implementation of a taxi saver program. In short, taxi saver programs are cost-shared services between BC Transit and the local governments whereby registered handiDART clients can purchase discounted taxi coupons to use at their discretion. The program is meant to complement the existing transit service and provide clients a transportation option when handiDART is not available.

The Committee also requested that staff and BC Transit conduct a feasibility study to look at service options to provide alternative transit service to the Electoral Areas within the Alberni Valley.

Time Requirements – Staff & Elected Officials:

A marginal amount of time will be required to work with BC Transit on this initiative.

Financial:

Implementation of a new taxi saver program will have a budget impact which will need to be considered as part of the 2019 ACRD budget discussions.

A new budget function may need to be created for any new transit service for the Alberni Valley Electoral Areas.

Policy or Legislation:

A new transit service and or the addition of a taxi saver program would require an amendment to the existing BC Transit service agreement.

Options Considered:

Not proceed to investigate a new taxi saver program and or transit service options for the Alberni Valley Electoral Areas.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Manager

Approved by: 

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Mike Irg

Meeting Date: June 25, 2018

Subject: Data Sharing Agreement with Integrated Cadastral Information Society (ICI Society) to Retain Access to Utilities Mapping

Recommendation:

THAT the Board of Directors authorizes signature of the attached addendum agreement with ICI Society in order to retain access to utility mapping.

Strategic Priorities:

This is part of the mapping support provided to several ACRD services, including 911.

Summary:

This addendum allows the ACRD continued access to utility mapping data currently provided by the ICI Society.

Time Requirements – Staff & Elected Officials:

There are minimal time requirements in administering this agreement.

Financial:

There minimal costs in staff time for preparing this report.

Policy or Legislation:

The Board has the ability to enter into these types of agreement. The Board may want to consider delegating and authorizing staff to enter into these types of administrative agreements in the future without bringing them to the Board.

Submitted by: _____

Mike Irg MCIP, RPP, Manager of Planning and Development

Approved by: _____

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

June 18, 2018

RE: ICI Society Member Utility Data Storage

Dear ICI Society Utility Member;

The ICI Society has undertaken a recent review of the Data Sharing and Licensing Agreement (DSLAs) and has determined that the DSLA requires updating to reflect current trends in cloud-based data storage solutions.

At the request of Board Utility representatives, the Society Board of Directors has agreed that to comply with restrictions on non-domestic data storage, an Addendum to the DSLA is required that restricts Society members' storage of downloaded Utility data to domestic (Canadian) data storage solutions.

The attached [Utility Addendum](#) will be circulated to all Society members with access to Utility data prior to implementation of data restrictions to provide ample time for completion of the Utility Addendum for uninterrupted service delivery for our members.

We have taken this measure to ensure that our Society is pro-actively responsive to our members' needs as technology evolves.

Please review and sign the attached Addendum to continue Utility data download privileges through the Society and please feel free to contact me if you have any questions regarding this measure.

Yours truly,



Ann Archibald

Executive Director, ICI Society

**ADDENDUM TO DATA SHARING AND LICENSE AGREEMENT
RESTRICTIONS ON UTILITY MEMBER DATA**

This Addendum to Data Sharing and License Agreement (the "**Addendum**") hereby supplements and amends the Data Sharing and License Agreement (the "**DSL**A") between the member identified below as the signator (the "**Member**") and Integrated Cadastral Information Society (the "**Society**").

In consideration of the covenants contained in this Addendum and the Member's further access to certain data described below, the parties agree as follows:

1. DEFINITIONS

In this Addendum, capitalized terms not otherwise defined below will have the meaning given to them in the DSLA.

"**Utility Member**" means a Contributor that is or was a member of the Society within the "utility" class of members or is otherwise defined by the Society as such.

"**Utility Member Data**" means all Authorized Data that was contributed by a Utility Member as Submitted Data, including utility infrastructure data.

2. RESTRICTIONS ON UTILITY MEMBER DATA

2.1 **Utility Restriction.** The Member will ensure that all Utility Member Data in its custody or under its control is stored only in Canada and accessed only in Canada, unless one of the following applies:

- (a) if the Utility Member that contributed the Utility Member Data expressly authorizes the Member in writing to it being stored in or accessed from, as applicable, another jurisdiction; or
- (b) the storage in or access from, as applicable, another jurisdiction is compelled by applicable law and the Member has complied with Section 2.2 of this Addendum.

2.2 **Compelled Access.** If the storage in or access from, as applicable, a jurisdiction other than Canada is compelled by applicable law, the Member will first give the Society notice of the same and will use commercially reasonable efforts to provide the applicable Utility Member with an opportunity to take such steps as it desires to challenge or contest such storage or access compelled by applicable law.

3. TERM AND TERMINATION.

3.1 **Term.** The term of this Addendum will commence on the date indicated below and will continue until terminated pursuant to the DSLA or Section 3.2 of this Addendum.

3.2 **Termination.** The Society may terminate this Addendum upon 30 days written notice to the Member for any or no reason. Any termination of this Addendum will not, in and of itself, terminate the DSLA.

4. GENERAL TERMS

4.1 **Integration with DSLA.** The DSLA will be read and construed in conjunction with this Addendum. All references to the "Agreement" in the DSLA will be deemed to incorporate and include this Addendum.

4.2 **Third Party Beneficiary.** Each Utility Member is a third party beneficiary of this Addendum as it relates to Utility Member Data contributed by the Utility Member as Submitted Data in respect thereof and is entitled to enforce Section 2 of this Addendum as if actually a party to this Addendum.

4.3 **Electronic Transmission.** Delivery of an executed signature page to this Addendum by electronic transmission will be as effective as delivery of a manually executed copy of this Addendum.

This Addendum is agreed to by the parties as of as of _____:

Integrated Cadastral Information Society

Member: _____

Signator: _____

Signator: _____

Name: _____

Name: _____

Title: _____

Title: _____



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Mike Irg, Manager of Planning and Development
Meeting Date: June 27, 2018
Subject: Cannabis Regulations – Letter to Minister of Health

Recommendation:

That the Board of Directors:

1. *THAT the ACRD Board of Directors write a letter to the Federal Minister of Health, with copies to the local MP, MLA, and Provincial Minister of Municipal Affairs and Housing, requesting a change in legislation for designated production licenses for medical cannabis. The Alberni-Clayoquot Regional District request that designated production of medical cannabis, resulting in multiple licenses at one address, be considered a commercial operation and that local government bylaws regulating commercial uses apply.*

Desired Outcome:

That designated production of medical cannabis be considered a commercial use.

Policy or Legislation:

At the June 13, 2018 Board Meeting, staff were directed to draft the above resolution for the Board's consideration.

Medical use of cannabis is regulated by Health Canada. Licensed production under the Access to Cannabis For Medical Purposes Regulations (ACMPR) requires that Local Government to be notified of the facility which must comply with local government regulations, including zoning. Personal and designated production licenses differ as there is no notification of Local Governments and licence information is confidential and protected by the Freedom of Information and Protection of Privacy legislation. This can result in uses on properties that would otherwise not be permitted.

Summary:

Local governments are required to work within the regulations and authority granted by both the Federal and Provincial governments.

Submitted by:

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

Approved by:

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



REQUEST FOR DECISION

To: Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: June 27, 2018
Subject: Exempt Compensation Policy

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors:

- 1. Rescind the 2005 Exempt Employee Vacation Policy (attached);***
- 2. Adopt the Exempt Compensation Policy (attached).***

Background:

There was an inherent conflict of interest in the Board's previous policy that mandated management compensation being tied to the raises in the collective agreement, given management negotiates the collective agreement with the union. Accordingly, on March 14, 2018, the Board passed the following resolutions:

THAT the Alberni-Clayoquot Regional District Board of Directors:

- 1. Rescind the resolution from 2007 tying changes in exempt compensation to CUPE increases (attached as "Appendix A"), and;***
- 2. Instruct the CAO to draft an exempt compensation policy that includes periodic market testing of comparable exempt positions in comparable organizations with interim adjustments tied to change in the consumer price index.***

It is generally accepted that exempt compensation should:

- be periodically looked at by an independent party;
- be consistently and predictably administered;
- not be a distraction (by being far below market or by being inconsistently administered) so as to be a disincentive;
- not be relied on to single out the ACRD as an excellent employer
- not prohibit the ACRD from being a competitive employer.

Staff has prepared the attached policy for the Board's consideration that is intended to meet the above criteria while insuring transparency and excellent value for communities we serve.

Time Requirements – Staff & Elected Officials:

Some time to retain a compensation consultant and prepare a report to summarize the results to the Board of Directors once each electoral term. A further negligible amount of time to adjust the exempt pay grid for any CPI changes.

Financial:

Approximately \$10,000 to retain a consultant once each electoral term.

Conclusion:

An exempt employee compensation policy is an important element of the employment relationship. The establishment of such a policy is timely given the pending standardization of management employment contracts.



Submitted by: _____

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



Alberni-Clayoquot Regional District

EXEMPT COMPENSATION POLICY

Policy Issued by: Board of Directors
Date Adopted: June 27, 2018
Date(s) Amended:

1.0 PURPOSE

With the objective of providing excellent and efficient public service, the ACRD must establish and consistently administer exempt compensation in order to attract and maintain qualified and engaged employees.

This policy establishes the guidelines for administering exempt compensation.

2.0 POLICY

ACRD is committed to providing compensation that is competitive and guided by the following principles:

- ✓ Aligned with and supportive of ACRD's short and long term strategies and objectives
- ✓ Competitive to the external market in which the ACRD competes for talent
- ✓ Equitable internally to the organization
- ✓ Accountable to tax payers and rate payers in that it is cost effective
- ✓ Easy to administer and understand
- ✓ Clearly and consistently communicated

2.1 APPLICATION

This policy applies to ACRD employees (typically managers) whose terms and conditions of employment are not covered by a collective agreement.

2.2 RESPONSIBILITY

The ACRD Board is responsible to:

- Familiarize themselves with this policy;
- Periodically review this policy to ensure it remains current in serving the best interests of the ACRD
- Approve the salary ranges for Exempt Compensation administration

- Approve a financial plan that reflects the administration of salaries
- Administer the compensation of the Chief Administrative Officer in accordance with this policy

The CAO is responsible to:

- Provide orientation to the Board in relation to exempt compensation;
- Administer the compensation for exempt employees in accordance with this policy; and
- Engage an independent compensation specialist to garner the relevant data to inform the salary range for exempt salary administration in accordance with this policy

3.0 DEFINITIONS

Compensation: The sum of salary, benefits and paid time off.

Salary: The pay earned by an employee for working the standard workweek, usually expressed as an annual pay figure.

Benefits: include pension, life insurance, medical/dental benefits, STD/LTD, and other programs that support the health and long-term well-being of an employee and his/her family.

Paid time off: includes vacation, sick days, time-in-lieu, and other holiday allocations.

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

4.0 PROCEDURES

1. Staff will engage a compensation consultant to gather comparative data for exempt positions that are comparable to those at the ACRD once per electoral term.
2. Comparative organizations will include Local Governments (municipalities and regional districts) in British Columbia that contain positions of similar scope, complexity and responsibility as those exempt positions at the ACRD.
3. Comparative data will be collected at the median (i.e., the middle or 50th percentile) level of our defined external market and will be used to establish the upper limit (maximum salary) of exempt positions which the ACRD will administer in 3 steps.
4. The maximum salary range represents the maximum amount the ACRD is willing to pay incumbents who continually meet or exceed performance expectations for the jobs that are classified at that range.
5. Stated another way, the maximum of the salary range is a proxy for the median level of market and considered sufficiently competitive with the external market to attract and retain qualified employees. This target level of competitiveness may need to be considered and adjusted if/as service and market conditions change.
6. Newly hired exempt employees would typically start on the first step for his/her position, (the CAO may approve starting an employee at the 2nd or 3rd step if

- circumstances warrant).
7. Exempt employees will, with good performance, move to the next step on each work anniversary, (the CAO may, in exceptional circumstances, delay or accelerate an employee on his/her steps)
 8. The ACRD will maintain the steps with CPI increases in years that are not market tested. The CPI increase will be calculated as the greater of Zero (0.0%) and the percentage change of the CPI from the last two (2) years. CPI shall mean the Consumer Price Index for Victoria, BC, All Items, annual average, not seasonally adjusted, as published by Statistics Canada.
 9. Adjustments (by market data or CPI) to the steps will be effective July 1st of each year
 10. Vacation will be based on **Schedule “A”**. The CAO may vary the basis of vacation accumulation with bona fide reasons such as recruitment.
 11. Statutory Holidays will be based on **Schedule “B”**
 12. Exempt employees will typically be eligible to participate in the standard group benefit plan(s) the ACRD makes available from time to time to its exempt staff, subject to the waiting periods, eligibility requirements and other conditions set out in such plan(s) as set out in the attached **Schedule “C”** (current as at the adoption of this policy). The ACRD’s obligation under the benefit plans shall be limited to payment of the employer’s share of the premiums. The ACRD reserves the right to amend, alter or vary the terms of the Plans, including the employer’s share of the premiums, and/or change benefit carrier(s), from time to time in its sole discretion.

5.0 REFERENCES / POLICY INTEGRATION

- ACRD Officers Delegation Bylaw A1058
- *Local Government Act*, Part 6: Division 8 – Officers and Employees (attached for convenience, current as at 2018 June 27)
- Employment agreements between exempt employees and the ACRD
- Exempt Flex Time Policy

SCHEDULE “A”

Exempt Employee Vacation

- Staff shall accumulate vacation credit on the following basis:
 - four weeks per annum during each of the first four years of employment
 - five weeks per annum during the fifth to the tenth year of employment
 - six weeks per annum during the eleventh to the twentieth year of employment
 - seven weeks per annum after the twentieth year of employment
- Vacation credit may be taken in whole or in part as it is earned dependent upon the approval of the supervisor and subject to operating requirements.
- Vacation credit is normally to be taken during the year in which it is earned. Unused vacation credit of two weeks may be carried over to the next year. Unused vacation credit in excess of two weeks will be paid out on December 31 in the year in which it is earned.

SCHEDULE “B”

Exempt employees are entitled to the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

SCHEDULE “C”

Benefits Plans

The ACRD will pay 100% of the premiums for all health and welfare benefits included in the Plans, with the exception of long-term disability insurance, the premiums for which are paid 100% by the Employee.

The current Plans include the following:

- Medical Services Plan (MSP)
- Extended Health Benefits
- Dental – 100% of Plan A and 50% of Plans B and C
- Vision Care - \$400.00 per employee and each of his dependent family members in any consecutive 24-month period
- Group Life Insurance and AD & D for 2 times annual salary up to a maximum of \$200,000
- Employee and Family Assistance Plan
- Long Term Disability Insurance (100% of premium paid for by the Employee)

The benefits provider(s) will determine eligibility for benefits. In the event that the benefit provider determines that the Employee is not eligible for one or more of the benefits outlined above, the ACRD will deposit into an RRSP account in the name of the Employee an amount equal to what the Employer’s cost of that benefit would have been had the Employee been eligible for that benefit.

CHAPTER #1 [RSBC 2015]**LOCAL GOVERNMENT ACT**

Part 6: Division 8 – Officers and Employees

Part 6: Division 8 – Officers and Employees**Officers and employees for regional district**

- 233.** (1) Without limiting section 263 [*corporate powers*], a board may
- (a) provide for the appointment of **officers** and other employees for the regional district, and
 - (b) subject to the *Labour Relations Code* and the *Employment Standards Act*, establish the terms and conditions of their employment, including terms and conditions respecting their remuneration, benefits, expenses, hours of work and manner of appointment, promotion, discipline and dismissal.
- (2) In the event of a conflict between terms and conditions of employment established by bylaw, resolution or policy and those established by contract of employment or collective agreement, the contract or agreement prevails.
- (3) A board may, by an affirmative vote of at least 2/3 of the votes cast, provide for the inclusion of its regional district in an employers' organization under the *Labour Relations Code*.

RS2015-1-233 (B.C. Reg. 257/2015).

Officer positions

- 234.** (1) A board
- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 236 [*corporate administration*] and 237 [*financial administration*], with titles it considers appropriate,
 - (b) may, by bylaw, establish other officer positions for its regional district, with titles it considers appropriate, and
 - (c) may, by bylaw or resolution, assign powers, duties and functions to those officer positions.
- (2) For certainty,
- (a) a board may assign to an officer position powers, duties and functions in addition to those required or permitted to be assigned by this Act or another enactment, and
 - (b) the same person may be appointed to 2 or more officer positions.

RS2015-1-234 (B.C. Reg. 257/2015).

Chief administrative officer

- 235.** One of the officer positions established under section 234 may be assigned the chief administrative responsibility, which includes the following powers, duties and functions:
- (a) overall management of the administrative operations of the regional district;
 - (b) ensuring that the policies and directions of the board are implemented;
 - (c) advising and informing the board on the operation and affairs of the regional district.

RS2015-1-235 (B.C. Reg. 257/2015).

Corporate administration

- 236.** One of the officer positions established under section 234 must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- (a) ensuring that accurate minutes of the meetings of the board and board committees are prepared and that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe;

- (b) ensuring that access is provided to records of the board and board committees, as required by law or authorized by the board;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act relating to regional districts;
- (e) accepting, on behalf of the board or regional district, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the board or regional district;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

RS2015-1-236 (B.C. Reg. 257/2015).

Financial administration

- 237.** One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:
- (a) receiving all money paid to the regional district;
 - (b) ensuring the keeping of all funds and securities of the regional district;
 - (c) expending and disbursing money in the manner authorized by the board;
 - (d) investing funds, until required, in authorized investments;
 - (e) ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;
 - (f) exercising control and supervision over all other financial affairs of the regional district.

RS2015-1-237 (B.C. Reg. 257/2015).

Oath of office for officers

- 238.** Before taking on the duties of office, a person appointed to an officer position for a regional district must swear or affirm an oath of office in the form prescribed by regulation or established by bylaw.

RS2015-1-238 (B.C. Reg. 257/2015).

Chair to direct and inspect officers and employees

- 239.** (1) The chair must inspect and direct the conduct of officers and employees of the regional district.
- (2) So far as the chair's power extends, the chair must see that negligence, carelessness and violation of duty by an officer or employee is prosecuted and punished.

RS2015-1-239 (B.C. Reg. 257/2015).

Suspension of officers and employees

- 240.** (1) The chair must suspend an officer or employee if the chair considers this necessary.
- (2) A suspension under subsection (1) must be reported to the board at its next meeting, and the board may
- (a) reinstate the officer or employee,
 - (b) confirm the suspension,
 - (c) confirm and extend the suspension, or
 - (d) dismiss the officer or employee.

2003-52-214 (BC Reg 465/03, repealing BC Reg 428/03).

Termination of officer

- 241.** (1) Subject to a contract of employment and subject to providing the officer with an opportunity to be heard, the appointment of a regional district officer may be terminated by the board as follows:
- (a) in the case of termination for cause, by immediate termination without any period of notice;
 - (b) in any other case, by termination on reasonable notice.

- (2) A termination under subsection (1) (b) may be made only by the affirmative vote of at least 2/3 of all directors.

RS2015-1-241 (B.C. Reg. 257/2015).

Prohibition against interfering with regional district officials

- 242.** A person must not interfere with, hinder or obstruct a regional district officer or employee in the exercise or performance of his or her powers, duties or functions.

RS2015-1-242 (B.C. Reg. 257/2015).

[« Previous](#)

[Next »](#)

CHAPTER #1 [RSBC 2015]

LOCAL GOVERNMENT ACT

Part 6: Division 8 – **Officers** and Employees



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: June 27, 2018
Subject: Security Issuing Bylaw F1138, 2018

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1138, 2018”.

Summary:

The Bamfield Water System Treatment Plant project is nearing completion and the next step is to secure a long-term debenture in the Municipal Finance Authority’s (MFA) fall borrowing opportunity. The Loan Authorization Bylaw for this project is for borrowing to the maximum of \$600,000, a term of 20 years and was adopted in the fall of 2016. In advance of this borrowing, staff provided a parcel tax prepayment opportunity to owners and 43 of the 245 property owners elected to prepay. The revenue from prepayment equals \$105,306 and as a result, the long-term debenture required is for \$494,694.

Attached for your consideration, is the Security Issuing Bylaw. Please note that the MFA will provide Schedule ‘A’ upon issuance of the debenture debt.

Time Requirements – Staff & Elected Officials:

Minimal time is required by staff and elected officials in order to secure the long term borrowing.

Financial:

The MFA process for a 20-year loan is to issue the debt for a 10-year term that means the lending rate will be set from the date of funding for a period of 10 years. Then the MFA renews the debt for two 5-year terms. Each time the debt is renewed it is subject to a new interest rate. The current interest of the Municipal Finance Authority is 3.05% for 10-year loan.

Policy or Legislation:

Local Government Act sections 411 applies to financing regional district undertakings.

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

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

Regional District Security Issuing Bylaw

Regional District of Alberni-Clayoquot

Bylaw No. F1138

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Alberni-Clayoquot and the Municipal Finance Authority of British Columbia

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

<u>L/A Bylaw Number</u>	<u>Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
F1126	Bamfield Water System Treatment Plant	\$600,000	\$0	\$600,000	20 years	\$494,694
		<u>\$600,000</u>	<u>\$0</u>	<u>\$600,000</u>		<u>\$494,694</u>

1. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Four Hundred and Ninety Four Thousand, Six Hundred and Ninety Four Dollars (\$494,694) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$494,694 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to

SCHEDULE "A" to Bylaw No. _____

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of dollars (\$____) in lawful money of Canada, together with interest thereon from the ___ day of _____ 20__, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ___ day of _____, 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ___ day of _____, 20__

IN TESTIMONY WHEREOF and under the authority of Bylaw No. _____ cited as "_____". This Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: June 27, 2018

Subject: Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

That the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018".

Desired Outcome:

To amend the bylaw to increase the West Coast garbage collection fees to reflect the impact of the increased tipping fees and to remove the West Coast container fee that was a one-time fee in 2017.

Summary:

In July 2017, the residential tipping fee at the West Coast Landfill was increased from \$95 per tonne to \$120 per tonne. Due to this increase, the garbage collection contract with Sonbird Refuse and Recycling Ltd. was increased from \$8.20 to \$8.88 per household per month. As a result, an increase to the annual collection fee is required and staff recommend an increase from \$105 to \$115 per annum.

Included in this amendment is also the ability for staff to distribute a recycling container to newly developed households and charge a container fee of \$15 to ensure the consistency of containers throughout the area. In 2017 new standardize containers were delivered to households to replace the blue or yellow plastic bags that they previously utilized and owners were charged a one-time fee for the container.

This bylaw comes into effect on July 1, 2018.

Background:

Bylaw R1021 sets out the rates and rules for garbage and recyclable materials collection for the areas of City of Port Alberni, Beaver Creek, Tofino, Ucluelet and parts of Long Beach. This amendment will affect the West Coast areas only as there is no charge for recyclable collection in the Alberni Valley since the creation of Recycle BC in 2014. No other bylaw amendments are recommended at this time.

Time Requirements – Staff & Elected Officials:

Staff time will be required to develop a newsletter to inform owners of this increase. Minimal staff time will also be required to amend this bylaw and update the rates.

Financial:

The new garbage collection fee of \$115 per annum has been recommended as it funds the estimated total cost of the service. The costs include the collection contract as well as some of the overhead for the printing, mailing, and collection of the annual bills. The cost per residence for garbage collection is \$2.21 per week. The billing cycle is July 1 to June 30 of each year and all outstanding amounts at December 31 are transferred to the owners property tax account.



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



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



Regional District of Alberni-Clayoquot

Bylaw No. R1021-6

**A Bylaw to Amend the Collection of Garbage
and Recyclable Materials within the
Regional District of Alberni-Clayoquot**

WHEREAS pursuant to Bylaw No. R1020, cited as the “Solid Waste Management Plan Bylaw No. R1020, 2007”, the Regional District of Alberni-Clayoquot is authorized to collect garbage and recyclable materials;

AND WHEREAS the Regional District Board operates a garbage and recyclable material collection service to certain areas and classes of land within the District;

AND WHEREAS the Regional District Board wishes to amend the bylaw to allow for changes in the collection fees;

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

1. Bylaw cited as, “Bylaw No. R1021 Garbage and Recyclable Materials Collection Bylaw, 2008” is hereby amended by replacing Schedule “A” with the new Schedule “A”, attached to and forming part of this Bylaw.
2. This Bylaw may be cited as **“Bylaw No. R1021-6, Garbage and Recyclable Materials Collection Amendment, 2018”**.

This bylaw will come into effect July 1, 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
**“Bylaw No. R1021-6, Garbage and
Recyclable Materials Collection
Amendment, 2018”**

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

Wendy Thomson,
Manager of Administrative Services

John Jack,
Chairperson

Schedule "A" Recycling and Garbage Collection Fees

1. A recycling container will be provided and the following container fee will apply to new **Eligible Residences** upon occupancy or upon issuance of an occupancy permit, within the following **Recycling Collection Area**:

Recycling Collection Area	Per Container Fee
District of Tofino	\$15.00
District of Ucluelet	\$15.00
"Port Albion", a Portion of Electoral Area "C" (Long Beach)	\$15.00
"Millstream Subdivision", a Portion of Electoral Area "C" (Long Beach)	\$15.00

2. Garbage Collection Fees for **Eligible Residences** within each **Garbage Collection Area**:

Garbage Collection Area	Annual Fee
District of Tofino	\$115.00
District of Ucluelet	\$115.00
"Port Albion", a Portion of Electoral Area "C" (Long Beach)	\$115.00
"Millstream Subdivision", a Portion of Electoral Area "C" (Long Beach)	\$115.00

3. Tags for disposal of extra **Garbage** as specified in Section 6(b) is \$3.00 for a single use tag good for one **Garbage Container**.
4. The fees specified in Section 2 of this schedule will apply to a new **Eligible Residence** upon occupancy or upon issuance of an occupancy permit, whichever is earlier and the fee will be pro-rated by the number of months or part months left in the billing cycle.
5. The billing cycle will be July 1 to June 30.
6. Billing will be in advance and payment is due 30 days after the **Regional District** mails the bill.
7. A penalty of \$2.00 will be applied to fees not collected by the due date as recorded on the invoice.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

DEVELOPMENT VARIANCE APPLICATION

MEETING DATE: June 27, 2018

ACRD FILE NO.: DVA18012

APPLICANTS: Erin and Julie Bradley

LEGAL

DESCRIPTION: LOT A, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP46026

LOCATION: 290 North Road, Bamfield

ELECTORAL AREA: "A" (Bamfield)

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required side yard setback, for the western property line, from 15 feet to 0 feet to bring an existing cabin on the property into compliance with the ACRD Zoning Bylaw.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVA18012, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVA17007:

- i. Development variance of Section 200 – Schedule No. II – Bulk and Site Regulations of the ACRD Zoning Bylaw to vary the required side yard setback from 15 feet to 0 feet to bring an existing cabin on the property into compliance with the proposed Cottage Residential (RC) District zoning.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 2.04 acre parcel is mostly treed, and slopes from the southern property line down towards the northern property line and Grappler Inlet. There is currently an existing single family dwelling on the property connected to community water and with

DVA18012

onsite sewage services. To the east and west of the property are residential properties, to the south is community forest, and the northern edge of the property is bounded by Grappler Inlet. There also appears to be an older mobile home in the southeast corner of the property.

The property owners have specific permission on a portion of crown foreshore to allow for the existing dock. The permission is for an indefinite term allowing for private moorage purposes.

ii. **Services**

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** Bamfield Community Water System.
- c. **Fire Protection:** Bamfield Volunteer Fire Department.
- d. **Access:** Access for the property is off North Rd. at the east end of Tower Rd.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Bamfield Official Community Plan designates the property as “Residential Use”. There is an application in progress to change this designation to “Mixed Use” to accommodate the proposed development of the property as an ecotourism lodge.

The OCP designates three Development Permit Areas (DPA) that impact development on this property: “Development Permit Area I – Riparian Areas Protection”, “Development Permit Area II – Natural Hazard Areas Protection”, and “Development Permit Area IV – Coastal Protection”. No DPA requirements are triggered by this application as no new construction is proposed.

The proposed variance complies with the goals and policies of the Bamfield Official Community Plan.

- c. **Zoning:** The applicants are in the process of rezoning the property from Small Holdings (A1) District to Cottage Residential (RC) District. The proposed variance would apply to the RC zoning requirements.

	RC requirements:	Proposed variance:
Minimum Setbacks (single family dwelling)		
Front:	40 feet	-
Rear:	30 feet	-
Side:	15 feet	0 feet

The property owners are applying for a variance to reduce the side yard setback from 15 feet to 0 feet to bring an existing cabin on the property into compliance with the ACRD Zoning Bylaw. This development variance is a condition of the rezoning application currently in progress for the subject property. The existing cabin is understood to have

DVA18012

been constructed prior to ACRD zoning being put in place.

The applicants are applying for a development variance to reduce the required side yard setback from 15 feet to 0 feet in order to bring an existing structure on the property into compliance with the ACRD Zoning Bylaw.

Comments:

The applicants have applied for an OCP amendment to change the designation of the property from "Residential Use" to "Mixed Use" and a rezoning of the property from Small Holdings (A1) District to Cottage Residential (RC) District. As a condition of this earlier application, they have applied for the current variance to bring the existing structure on the property into conformity with the ACRD Zoning Bylaw and proceed with the rezoning.

The ACRD has no record of a building permit issued for the cabin, and it is likely that the cabin was built prior to the requirements of zoning being imposed on the property. It is located along the western property line and extends into a road allowance beside the property. The applicants are working with MoTI to legalize the encroachment.

The cabin is also located in a BC Hydro right of way. One of the conditions of this right of way is that no structure shall be built within it though it is likely that the cabin existed prior to the right of way. Should the owners wish to modify or add to the cabin, they would need to obtain permission from BC Hydro before a building permit would be issued by the ACRD.

The purpose of this variance is to bring the existing structure into compliance with the ACRD Zoning Bylaw so that the OCP amendment and rezoning can proceed. Planning staff are supportive of this application as they have been supportive of the OCP amendment and rezoning application. Staff do not feel that the variance will negatively impact the community as it serves to legalize an existing structure and no other changes are requested in this application.

Staff recommend that the Board of Directors consider issuing development variance permit DVA18012, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by:



Peter Thicke, Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning & Development

Approved by:



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

DVA18012

GRAPPLER

THIS DOCUMENT PREPARED FOR THE LOCATION OF THE HOUSE

NW CORNER OF DECK
REINFORCES 1.96 FT OVER
ROAD ALLOWANCE

1.96 FT

8.29 FT

STEEL PIN UNDER DECK
SW CORNER OF DECK
15'-2" BEYOND PIN
FOR ROAD ALLOWANCE

deck
encroaches

1.0'

ROAD
↑ 32.39
106.26'

BC HYDRO
R/W

ROAD

16' = 52.49'
METERS

STEEL PIN IN TRAIL



LOT PLAN

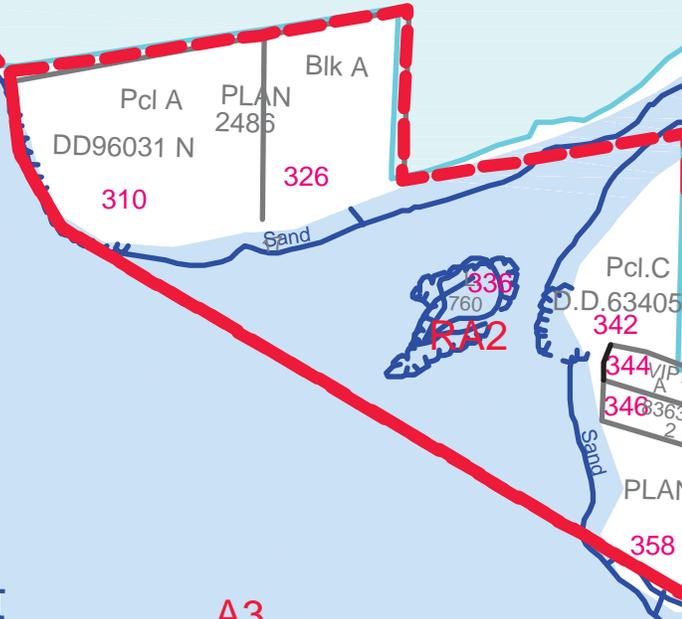
Note Restrictive and vegetat

426.54
145

RP EPP6621

A

Grappeler



A2

Port Desire

A3

LINE

A3



315 treatment
305 Pump House
285 CI bldg

368
SW2
PLAN
23308
1 RC
2
146



SUBJECT PROPERTY

A2



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: RA18007

APPLICANTS: Fiona Hamersley Chambers and Patrick Edmunson

LEGAL

DESCRIPTION: LOT B, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP56011 EXCEPT PART IN PLAN VIP72726.

LOCATION: 264 Seabird Way, Bamfield

ELECTORAL AREA: "A" Bamfield

Recommendations:

- THAT Bylaw P1379, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaw P1379 be delegated to the Director for Electoral Area 'A', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaw P1379 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that an on-site sewage disposal system can be designed and installed to meet the sewerage regulations of the proposed development.
 - b. Review by Environmental Services staff to ensure that the Bamfield Water System can accommodate the additional density on the property.
 - c. Meeting technical referral agency requirements.

Applicant's Intention: The property owner has applied to rezone the property from Acreage Residential (RA2) District to Acreage Residential (RA3) District to facilitate a two lot subdivision consisting of a 0.72 acre new lot and 1 acre remainder lot.

RA18007

Observations:

i) **Status of Property:** The 1.72 acre lot is undeveloped with a slight slope from north to south. There is a small boggy section in the northern part of the lot, but the property is mainly forested. To the north, east, and west are other residential lots, with a commercially zoned property to the south.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal.
- b. **Water Supply:** Bamfield Community Water System.
- c. **Fire Protection:** Bamfield Volunteer Fire Department
- d. **Access:** Access for the property is off Seabird Way.

iii) **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Bamfield Official Community Plan designates the property as "Residential Use". Policies associated with this designation support a range of residential densities based on good planning principles and infrastructure capabilities.

The proposal complies with the policies and objectives of the Bamfield Community Plan.

c. **Zoning:****Zoning Bulk and Site Regulations**

	RA2 District (existing)	RA3 District (proposed)
Minimum Lot Area:	1 acre	25834.23 sq. ft.
Minimum Lot Width:	120 feet	98.425 feet
Lot Coverage:	25%	15%
Minimum Setbacks		
Front:	40 feet	49.21 feet
Rear:	30 feet	32.8 feet
Side:	15 feet	16.4 feet

The applicants intend to rezone the property from Acreage Residential (RA2) District to Acreage Residential (RA3) District to allow for a two-lot subdivision creating a 0.72 acre New Lot A and a remainder lot of 1 acre.

The proposal requires a rezoning of the subject property from Acreage Residential (RA2) District to Acreage Residential (RA3) District in order to accommodate the proposed development.

RA18007

Comments:

1. Confirmation from a Registered On-Site Wastewater Practitioner that an on-site sewage disposal system can be designed and installed to meet the sewerage regulations of the proposed development will be required prior to rezoning.
2. Review by Environmental Services staff to ensure that the Bamfield Water System can accommodate the additional density on the property will be required prior to rezoning.
3. Meeting all technical referral agency requirements will be required prior to rezoning.

The development proposal requires a zoning amendment for a two-lot subdivision. The proposal fits with the Bamfield OCP and provides a good opportunity for infill development.

Planning staff are supportive of the application and recommend that the Board proceed with first reading of the associated bylaw and delegate the public hearing to the area director or alternate director.

Submitted by:



Peter Thicke
Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning & Development



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RA18007

RA2

5
PLAN

432

PLAN 20233

2

RA2

A1

SUBJECT PROPERTY

4

PLAN

PLAN 59644

2023

RA1

1

A

A2

Pt of Rem 3

452

2

DVA13001
63870

264

272

ROAD

PLAN 1 458

RA1

2

462

A2
A

460

PLAN

21412

3 468
VIP53714

PLAN 53983

Rem 1

1 45448

P.P. 49854
REM. B
38547

PLAN 53979

476

R2

A

264
RA2

A1

VIS 4583

242

246

RM1

VIS3089
480

VIP7272
C3

A

272

280

RM1

294

BINNACLE ROAD

A

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1379

OFFICIAL ZONING ATLAS AMENDMENT NO. 708

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1379.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT B, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP56011 EXCEPT PART IN PLAN VIP72726 from Acreage Residential (RA2) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

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

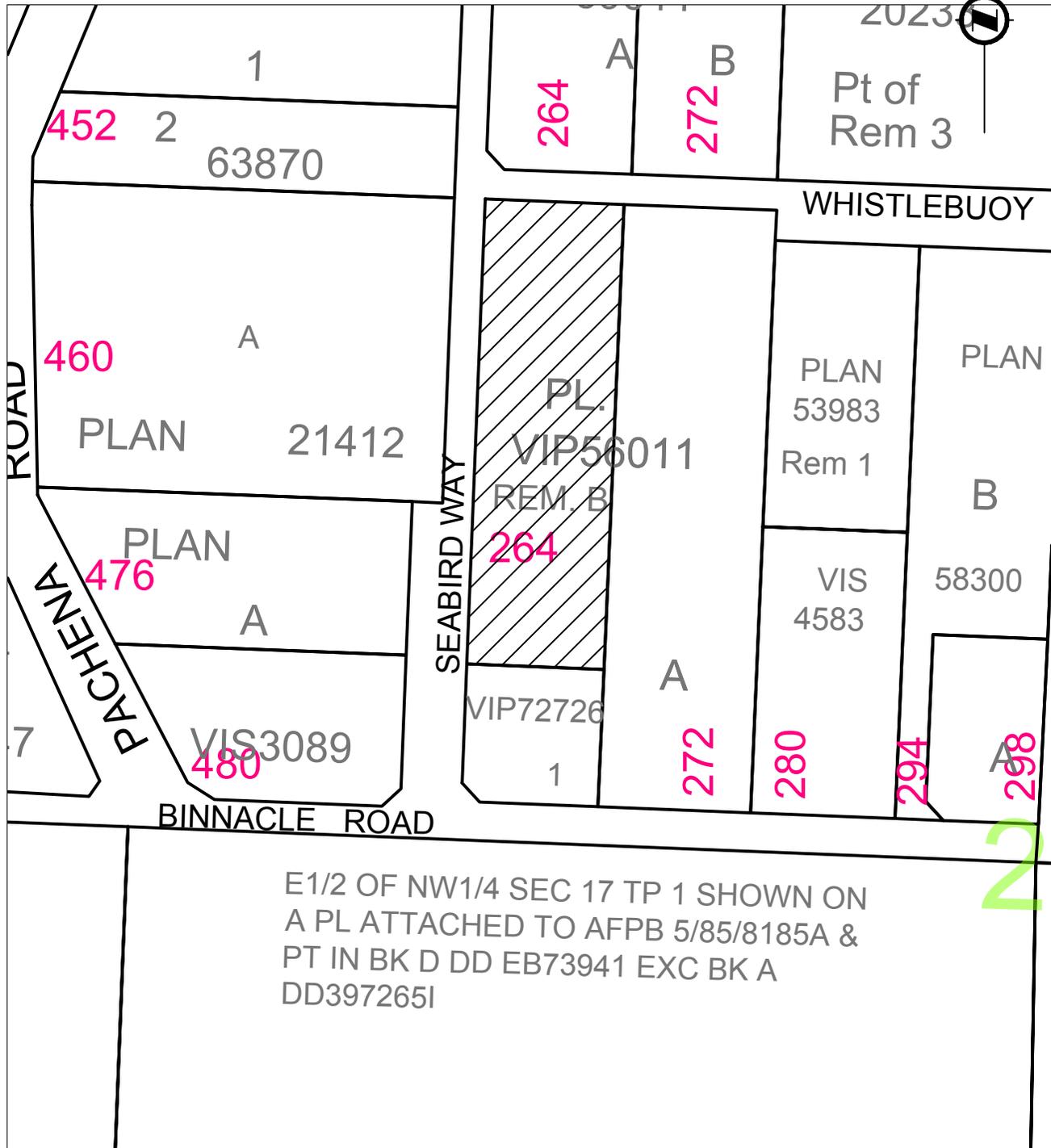
Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1379



Legal Description: LOT B SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP56011 EXCEPT PART IN PLAN VIP72726



To be rezoned from Acreage Residential (RA2) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: DVD18009

APPLICANTS: Kaj and Wynn Thomsen

LEGAL

DESCRIPTION: LOT 44, DISTRICT LOT 41, ALBERNI DISTRICT, PLAN 1880

LOCATION: 5625 Silverspoon Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required rear yard setback for an accessory building in an "A" district from 15 feet (4.6 metres) to 5 feet (1.5 metres).

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVD18009, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVE18002:

- i. Development variance of Section 6.5(2)(c)(ii) of the ACRD Zoning Bylaw to reduce the required rear yard setback for an accessory building in an "A" district from 15 feet (4.6 metres) to 5 feet (1.5 metres).

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 0.96 acre lot is cleared and slopes gently from south to north towards Faber Road. There is an existing single family dwelling located in the southern portion of the lot. There are residential properties to the north, east, and west, with crown land to the

DVD18009

south.

ii. **Services**

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** On-site water system.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is off Silverspoon Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates the subject property as Residential Use. This designation seeks to ensure that the principal use in all areas designated Residential Use be residential.

There are no Development Permit Areas that impact the subject property.

- c. **Zoning:** The property is zoned Small Holdings (A1) District.

	Required	Proposed
<i>Accessory Building Setbacks</i>		
Side yard	15 feet	Approx. 20 feet
Rear yard	15 feet	5 feet

The property owner is applying to reduce the required rear yard setback for an accessory building in an "A" district from 15 feet (4.6 metres) to 5 feet (1.5 metres). The applicant would still be required to observe minimum side yard setbacks of 15 feet (4.6 metres) and the base maximum accessory building height in an "A" district of 20 feet.

Other than the requested variance, the proposal complies with the requirements of the ACRD Zoning Bylaw.

The applicant is applying for a development variance to reduce the required rear yard setback from 15 feet to 5 feet to accommodate greater flexibility in siting an accessory building.

Comments:

The applicant has indicated that there is a parking pad and drainage system located close to the house that prevents the proposed accessory building being located further away from the rear property line. Reducing the required rear lot line setback would enable the applicant to locate the structure behind the existing single family dwelling while also avoiding the existing pad and drainage system. The rear property line abuts crown land, minimizing the potential for the variance to disturb other property owners.

DVD18009

Planning staff recommend that the Board of Directors consider issuing development variance permit DVD18009, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by: 

Peter Thicke
Junior Planner

Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning & Development

Approved by: 

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

DVD18009

R.N. ACRES LAND SURVEYING LTD.
R.N. ACRES, B.C.L.S.
e-mail address - rnacres@shawbiz.ca

D.M. POLLOCK LAND SURVEYING LTD.,
D.M. POLLOCK, B.A., B.C.L.S.
e-mail address - dpollock@metrolib.com.net



ACRES+POLLOCK

BRITISH COLUMBIA LAND SURVEYORS

SUB-DIVISION DESIGN
LEGAL, TOPOGRAPHICAL, RIGHT-OF-WAY AND FORESHORE SURVEYS

4710 ROGER
PORT ALBERTA,
V9Y 3Z2

250-723-5412 (phone)
250-723-1500 (fax)

SMITTY CONSTRUCTION,
NANOOSE BAY, B.C.
ATTN: MR. DARREN SMITH

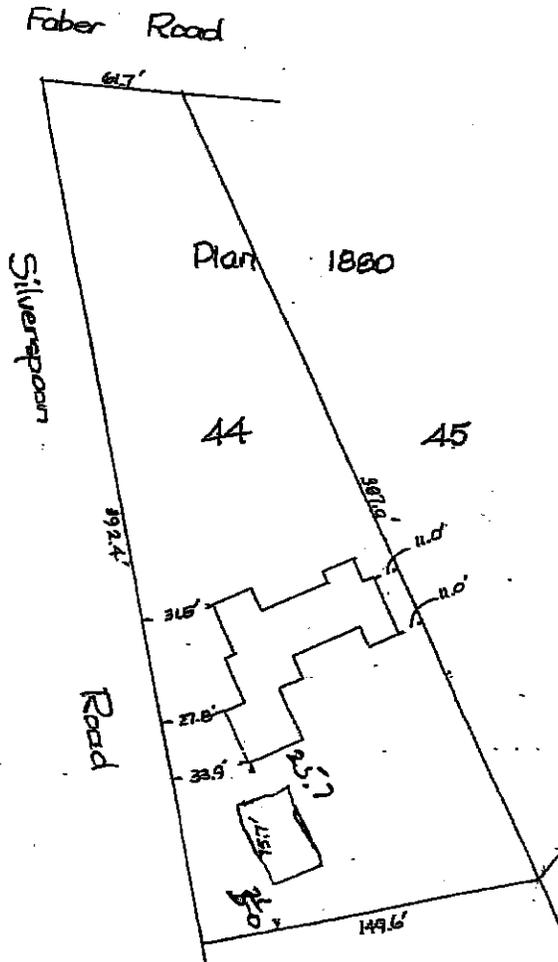
RE: HOUSE UNDER CONSTRUCTION ON LOT 44, D.L. 41,
ALBERNI DISTRICT, PLAN 1880
(SMITH)

5625 Silverspoon Road

Lot dimensions are derived from survey of surrounding area.
Building to boundary distances are measured from foundation

OUR FILE : 13934

SCALE:- 1" = 60' (imperial units)



© 2011 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 21ST DAY OF JULY, 2011

[Signature]
B.C.L.S.

NOTE:- This certificate was prepared for mortgage purposes and is for the exclusive use of our client.
This document shows the relative location of the surveyed structures with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.
The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.
All rights reserved. No person may copy, reproduce, transmit or alter this document in whole, or in part without the consent of the signatory.

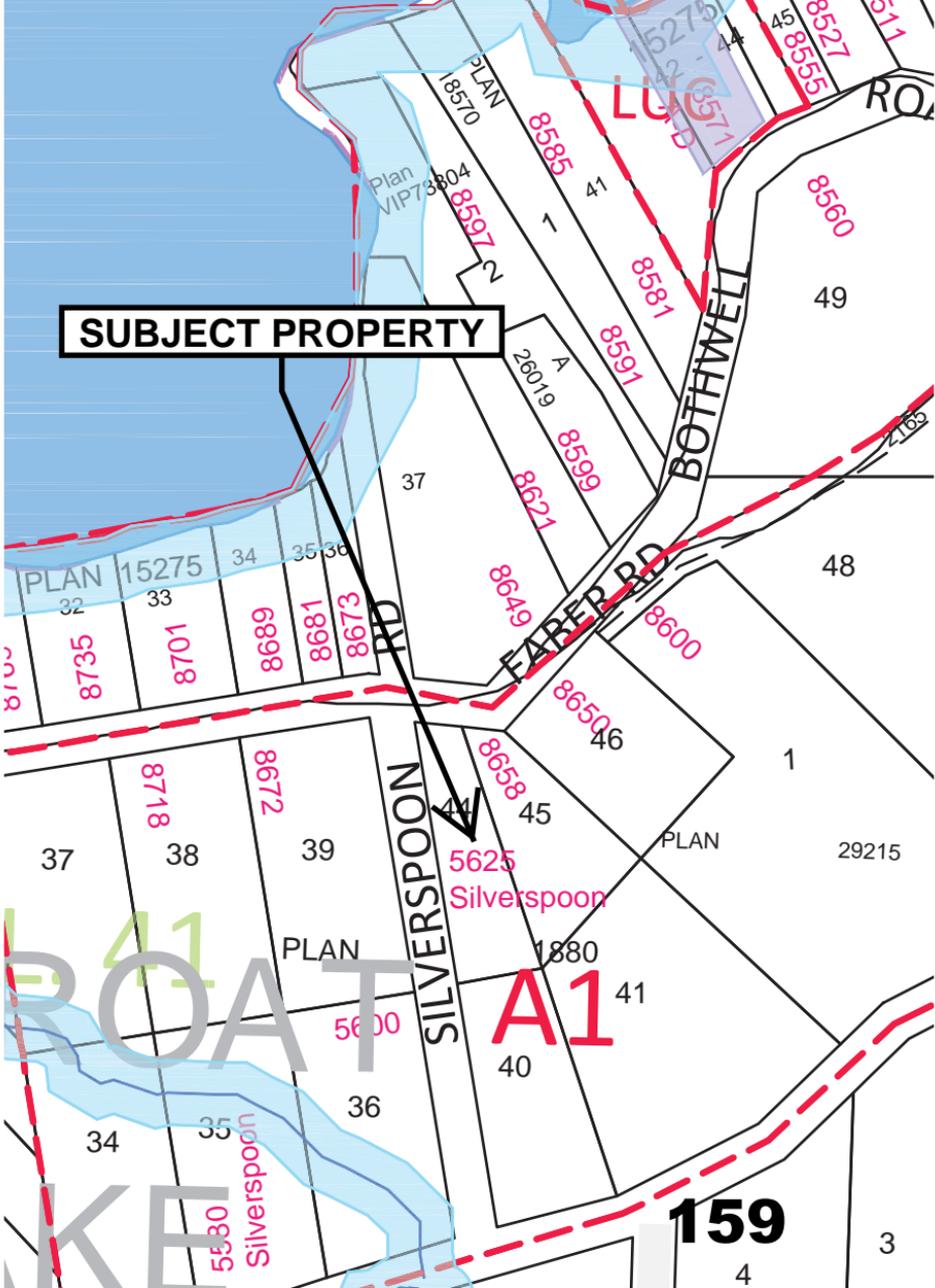


Site of proposed structure, looking northeast



Site of proposed structure, looking northwest

SUBJECT PROPERTY





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: DVD18010

APPLICANTS: Myles Evans

LEGAL

DESCRIPTION: LOT 2, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 16835

LOCATION: 10884 Lakeshore Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required front yard setback in an RA1 zone from 40 feet to 26.9 feet for the construction of a four-car garage and sundeck that will replace the existing smaller single bay garage in approximately the same location. The applicant has also applied to reduce the 100 foot watercourse setback specified in the ACRD Zoning Bylaw from 100 feet to 12 feet to bring the existing single family dwelling into compliance with the zoning bylaw.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVD18010, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVE18002:

- i. Development variance of Schedule No. II of the ACRD Zoning Bylaw to reduce the required front yard setback from 40 feet (12.2m) to 26.9 feet (8.2m) for the construction of a four bay garage.
- ii. Development variance of section 6.2(4)(a) of the ACRD Zoning Bylaw to reduce the required watercourse setback from 100 feet (30.48m) to 12 feet (3.65m) to bring the existing single family dwelling into compliance with the zoning bylaw.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and

DVD18010

tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

i. **Status of Property:** The 2.53 acre property slopes gently from west to east from the rear of the property towards Lakeshore Road and Sproat Lake. The property is split by Lakeshore Road, and there is an existing single family dwelling on the western portion of the property, fronting onto the west side of the road. East of Lakeshore Road, the property fronts onto Sproat Lake. To the north and south are other residential properties, and to the west is undeveloped crown land.

ii. **Services**

- a. **Sewage Disposal:** Community septic system.
- b. **Water Supply:** On-site water system.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is from Lakeshore Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates the subject property as Residential Use.

The OCP designates a Development Permit Area (DPA) that impacts development on this property: "Development Permit Area I – Riparian Areas Protection". This DPA extends to areas within 15m of Sproat Lake measured from the high water mark, and also from the high water mark of any minor stream. This DPA is intended to minimize negative environmental impacts from development activities. The applicant has submitted an application for a development permit related to the proposed construction covered under this development variance permit (see DPD18012).

The proposal requires a development permit that the applicant has applied for to satisfy the conditions of Development Permit Area I – Riparian Areas Protection.

- c. **Zoning:** The property is zoned Acreage Residential (RA1) District.

	Required	Proposed
Front lot line setback:	40 feet	26.9 feet
Watercourse setback:	100 feet	12 feet

The property owner is applying to reduce the required front lot line setback specified in the ACRD Zoning Bylaw Schedule No. II – Bulk and Site Regulations from 40 feet (12.2m) to 26.9 feet (8.2m). They are also applying to reduce the required watercourse setback from 100

DVD18010

feet (30.5m) to 12 feet (3.7m) in order to bring the existing single family dwelling on the property into compliance with the ACRD Zoning Bylaw.

The applicant is applying for a development variance to reduce the required front lot line setback from 40 feet to 26.9 feet to construct a new four-bay garage after removing the existing single-bay garage. The applicant is also applying to reduce the required watercourse setback from 100 feet to 12 feet to bring the existing single family dwelling on the property into compliance with the ACRD Zoning Bylaw.

Comments:

The applicant has applied for both a development permit and a development variance permit in order to allow the removal of an old, unusable garage attached to the single family dwelling and replace it with a larger garage that extends the footprint of the original. The existing structure was built prior to ACRD zoning and this development variance and associated development permit would bring the structure into compliance.

Although the proposed garage is larger than the existing garage to be removed, the existing encroachment on the front yard setback would be unchanged by the development.

There is an identified watercourse on the property within approximately 12 feet of the single family dwelling that was constructed prior to zoning. This variance will also reduce the required watercourse setback in order to bring the existing structure into compliance and allow for the proposed development to proceed.

Planning staff recommend that the Board of Directors consider issuing development variance permit DVD18010, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by:



Peter Thicke
Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning & Development

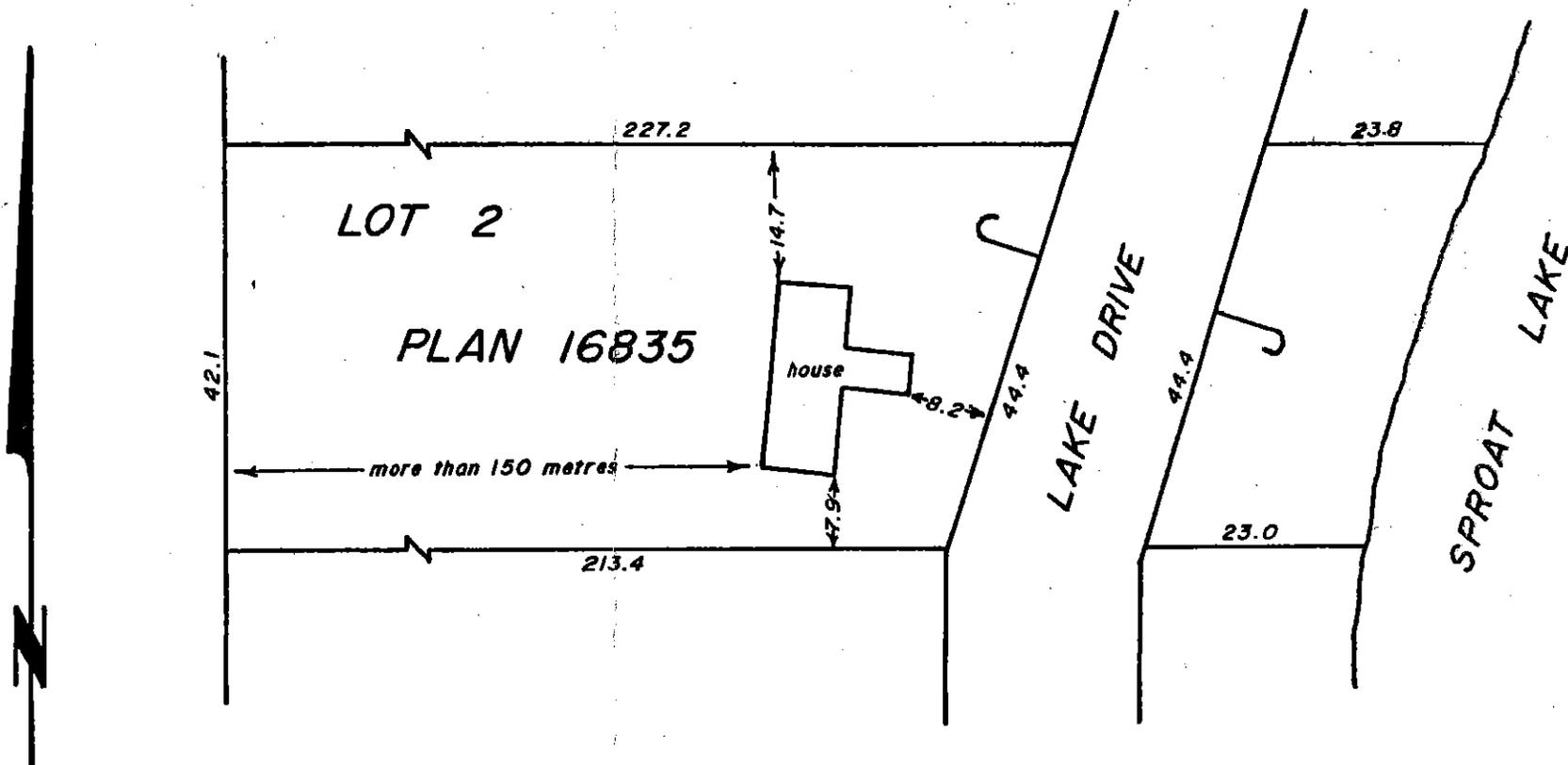


Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

DVD18010

PLAN OF LOT 2, PLAN 16835,
DISTRICT LOT 622, CLAYOQUOT DISTRICT.
SHOWING LOCATION OF HOUSE THEREON.
SCALE 1:750

All distances are in metres.

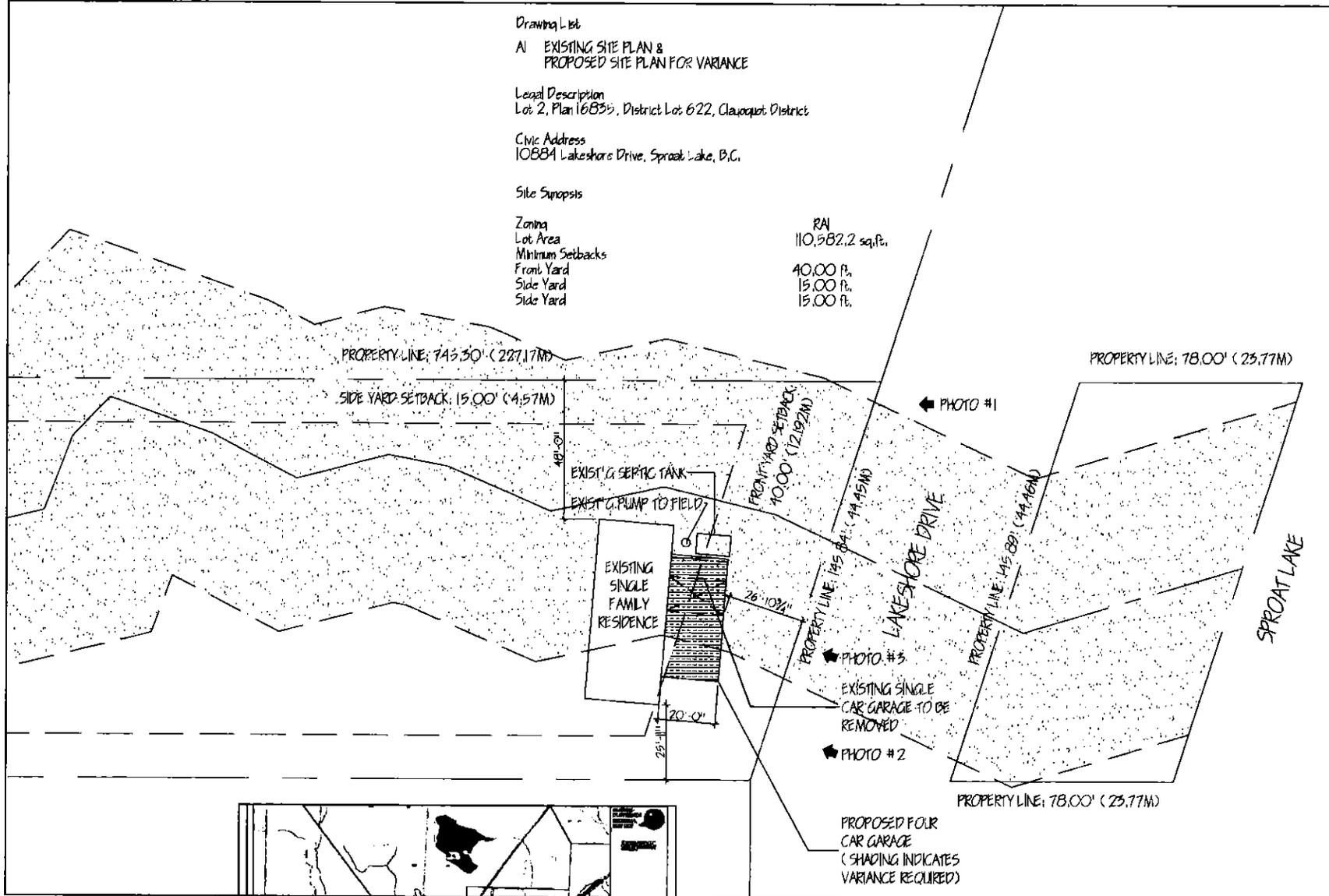


Certified correct this 22nd day of September, 1988.

Michael A. Sims B.C.L.S.

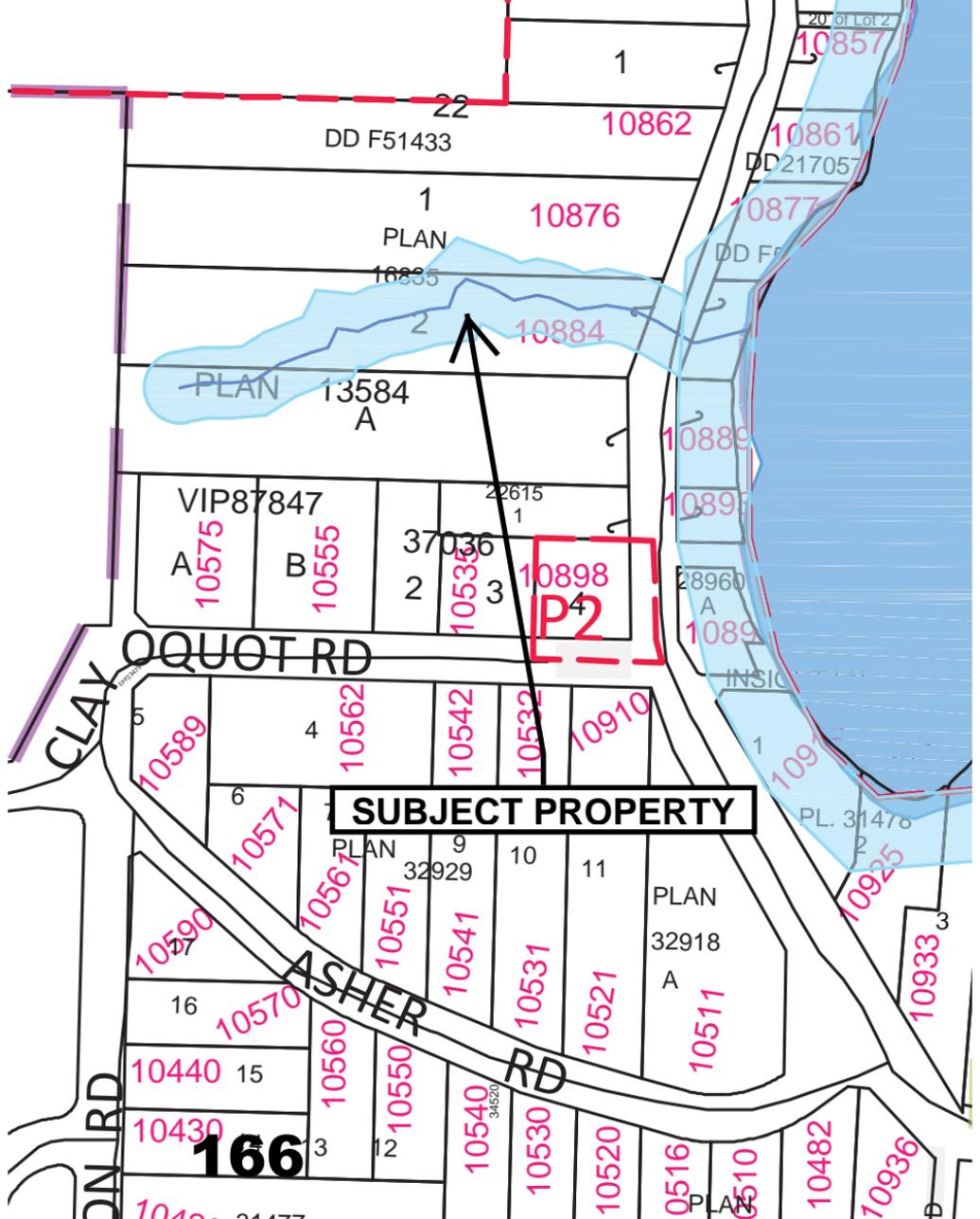
SIMS ASSOCIATES
B. C. Land Surveyor,
P. O. Box 1327,
Qualicum Beach, B.C., V0R 2T0
Phone: (604) 752-9121
File: 88-245-M

Figure 1. Excerpt from the Preliminary Site Plan





Front view of the subject property. Existing garage to be removed is located behind camper.



SUBJECT PROPERTY

RD

166

QUOT RD

CLAY

ASHER

CON RD

20 of Lot 2

INSIC

PL. 31470

PLAN
32918
A

PLAN
16835

PLAN
13584
A

VIP87847
A
10575

B
10555

37036
2
10533

10898
P2

28960
A
10895

PLAN
32929

10

11

10590
27

10571

10567

10551

10541

10532

10910

10590
27

10570

10560

10550

10540
34520

10530

10521

10511

10440
15

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936

DD F51433

DD 217057

DD F

5

4

10910

1

6

PLAN

32929

10

11

16

15

3

12

34520

PLAN

0610

D

1

22

10862

10857

10861

10876

10877

10884

10889

10895

10895

10895

10925

10933

10936

VIP87847

22615

37036

10533

10898

28960

QUOT RD

CLAY

ASHER

CON RD

20 of Lot 2

INSIC

PL. 31470

PLAN
32918
A

PLAN
16835

PLAN
13584
A

VIP87847
A
10575

B
10555

37036
2
10533

10898
P2

28960
A
10895

PLAN
32929

10

11

10590
27

10571

10567

10551

10541

10532

10910

10590
27

10570

10560

10550

10540
34520

10530

10521

10511

10440
15

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936

DD F51433

DD 217057

DD F

5

4

10910

1

6

PLAN

32929

10

11

16

15

3

12

34520

PLAN

0610

D

1

22

10862

10857

10861

10876

10877

10884

10889

10895

10895

10895

10925

10933

10936

VIP87847

22615

37036

10533

10898
P2

28960
A
10895

QUOT RD

CLAY

ASHER

CON RD

20 of Lot 2

INSIC

PL. 31470

PLAN
32918
A

PLAN
16835

PLAN
13584
A

VIP87847
A
10575

B
10555

37036
2
10533

10898
P2

28960
A
10895

PLAN
32929

10

11

10590
27

10571

10567

10551

10541

10532

10910

10590
27

10570

10560

10550

10540
34520

10530

10521

10511

10440
15

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936

10430

10430

10560

10550

10540
34520

10530

10520

0516

0610

10482

10936



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: DVD18011

APPLICANTS: Marilyn & Sandra Dailey

LEGAL

DESCRIPTION: LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041

LOCATION: 9195 Faber Road

ELECTORAL AREA: "D" Sproat Lake

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required rear yard setback in an RA1 zone from 30 feet to 20 feet to construct an addition above the carport attached to the existing home on the property.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVD18011, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVE18002:

- i. Development variance of Schedule No. II – Bulk and Site Regulations of the ACRD Zoning Bylaw to reduce the required rear yard setback from 30 feet (9.1m) to 20.01 feet (6.1m) for the construction of a living space above the existing carport.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 1.3 acre lot fronts onto Sproat Lake, sloping down to the lake from east to west, and is split by Faber Road. There is an existing single family dwelling on the west side of the road that was constructed prior to the existence of the ACRD and relevant zoning.

DVD18011

The property located east of Faber Road is undeveloped. To the north of the property are residential lots, south is a road allowance and further residential lots, east is a large property owned by Island Timberlands, and west is Sproat Lake.

ii. **Services**

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** On-site water system.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is from Faber Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates the subject property as Residential Use.

The OCP designates a Development Permit Area (DPA) that impacts development on this property: “Development Permit Area I – Riparian Areas Protection”. This DPA extends to areas within 15m of Sproat Lake measured from the high water mark, and also from the high water mark of any minor stream. This DPA is intended to minimize negative environmental impacts from development activities. The proposed development will not be within DPA I and no development permit is needed.

- c. **Zoning:** The property is zoned Acreage Residential (RA1) District.

	Required	Proposed
Rear lot line setback:	30 feet	20 feet

The property owner is applying to reduce the required rear lot line setback specified in the ACRD Zoning Bylaw Schedule No. II – Bulk and Site Regulations from 30 feet (9.1m) to 20.01 feet (6.1m). There is an existing single family dwelling and attached carport that are legally non-conforming as they were constructed prior to the existence of the ACRD. The proposed addition would be built on top of the carport. This variance would bring the existing structure into compliance with the ACRD Zoning Bylaw and allow a building permit to be issued for the proposed addition to the existing structure.

The applicant is applying for a development variance to reduce the required rear lot line setback from 30 feet to 20 feet to construct a new approximately 600 sq. ft. living space above an existing garage.

Comments:

The existing single family dwelling on the subject property was constructed prior to ACRD zoning and is considered legally non-conforming. The owners wish to construct an addition to the dwelling, adding approximately 600 sq. ft. of living space as a second storey above the

DVD18011

existing carport. The footprint of the structure would not change, but an additional storey would be added.

As it pertains to a legally non-conforming building, the requested variance is necessary to bring the structure into compliance with the ACRD Zoning Bylaw and allow the proposed development to go forward.

Planning staff recommend that the Board of Directors consider issuing development variance permit DVD18011, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by:



Peter Thicke
Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning & Development



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

DVD18011

PLAN OF PART OF LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041.

SHOWING PROPOSED ADDITION THEREON (FOR BUILDING PERMIT APPLICATION).

SCALE 1:300

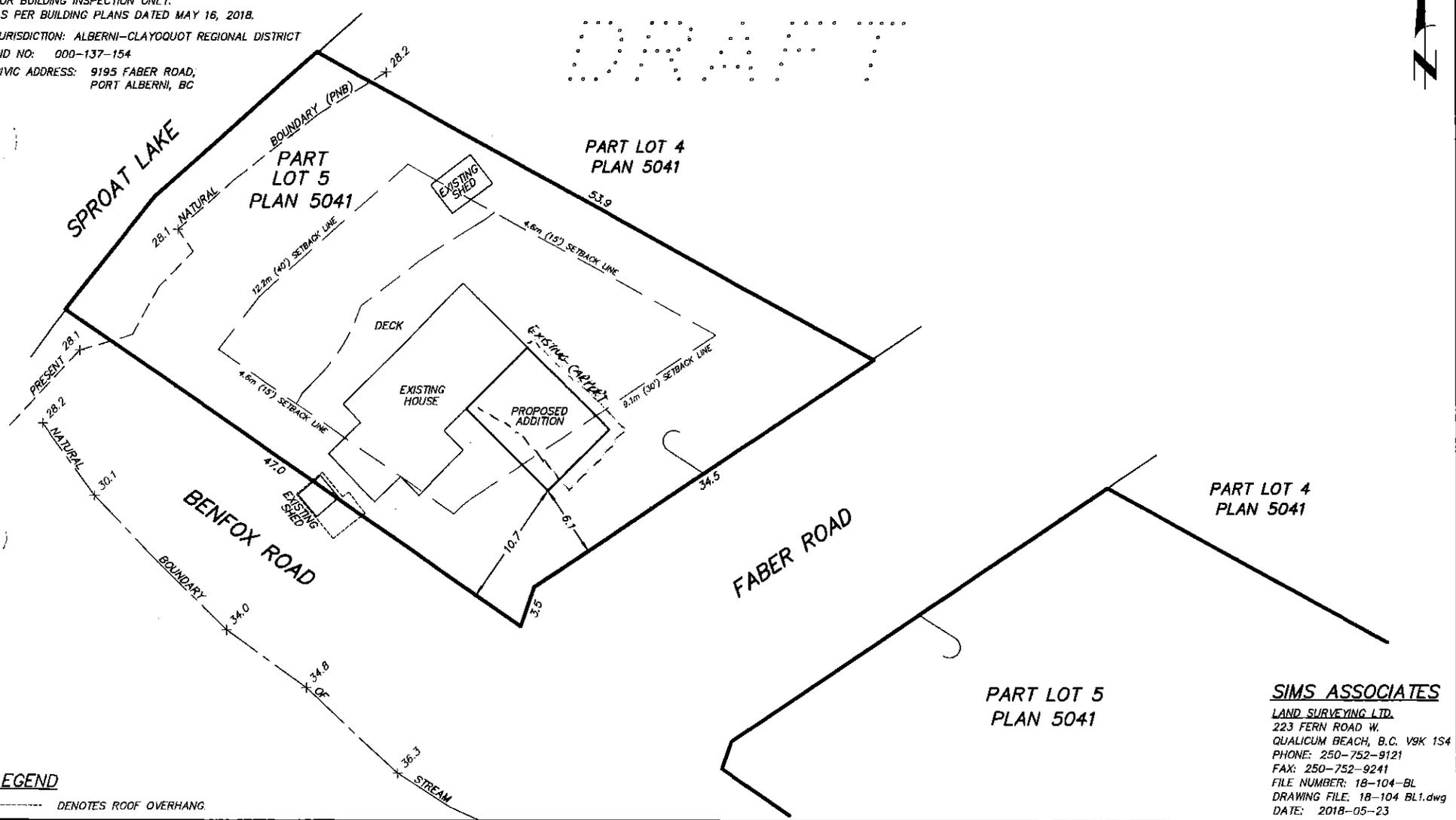
ALL DISTANCES ARE IN METRES.
ELEVATIONS ARE IN
FOR BUILDING INSPECTION ONLY.
AS PER BUILDING PLANS DATED MAY 16, 2018.

JURISDICTION: ALBERNI-CLAYQUOT REGIONAL DISTRICT

PID NO: 000-137-154

CIVIC ADDRESS: 9195 FABER ROAD,
PORT ALBERNI, BC

DRAFT



LEGEND
----- DENOTES ROOF OVERHANG

PART LOT 5
PLAN 5041

SIMS ASSOCIATES
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 18-104-BL
DRAWING FILE: 18-104 BL1.dwg
DATE: 2018-05-23



Looking south, proposed addition on top of carport.



Looking north, proposed addition on top of carport.



Looking west, showing roof of carport where proposed addition will be located.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: DVE18013

APPLICANTS: Sheena Lokszyń and Wayne Wiggins

LEGAL

DESCRIPTION: PARCEL "A" (DD 17560-N), DISTRICT LOT 30, ALBERNI DISTRICT, EXCEPT THAT PART IN PLAN 9186.

LOCATION: 7898 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to reduce the required lot line setback for an animal boarding facility in a Rural (A2) District from 80 feet to 42 feet to facilitate the construction of a cat boarding facility on the property.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVE18013, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVE18013:

- i. Development variance of section 6.18(8) of the ACRD Zoning Bylaw to reduce the required lot line setback for structures housing cats for commercial gain from 80 feet (24.4m) to 42 feet (12.8m).

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

Observations:

- i. **Status of Property:** The 7.29 acre lot is mostly flat with some slight elevation changes throughout, and is cleared except for a stand of trees along the western edge. There is

DVE18013

currently a single family dwelling on the property along with numerous accessory buildings on the property. To the north, west, and east are residential properties, and to the south is undeveloped land.

ii. **Services**

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** Beaver Creek Water Service Area.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** Access to the property is from Beaver Creek Road.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** The property is partially within the Agricultural Land Reserve. The proposed development will not occur on that part of the property within the ALR.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan (OCP) designates the non-ALR portion of the property “Residential Use”. This portion of the property is where the proposed development will occur. This designation ensures that the principal use in this area is residential.

The other portion of the property, within the ALR, is designated “Agricultural Use”.

There are no Development Permit Areas that impact development on the property.

The proposal complies with the policies and objectives of the Beaver Creek OCP.

- c. **Zoning:** The property is zoned Rural (A2) District which permits single family dwellings and accessory uses.

	Required	Proposed
Minimum lot line setback for animal boarding facilities	80 feet	42 feet

The applicant is applying to reduce the required lot line setback for an animal boarding facility in an “A” zone from 80 feet to 42 feet. The proposal complies with all other ACRD Zoning Regulations.

The proposal requires a Development Variance Permit to reduce the required lot line setback for animal boarding facilities from 80 feet (24.4m) to 42 feet (12.8m).

Comments:

The applicant is proposing to construct a cat boarding facility to supplement the family’s income. The proposed structure would be 42 feet from the eastern side lot line. The ACRD Zoning Bylaw

DVE18013

specifies a minimum lot line setback, from all lot lines, of 80 feet in order to reduce excessive noise coming from animal boarding facilities.

As the proposal is for a cat boarding facility, it is likely that noise would be minimal. ACRD Staff are supportive of the application, and do not think that the reduced lot line setback would cause undue nuisance to neighbouring properties.

Staff recommend that the Board of Directors consider issuing development variance permit DVE18013, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by: 
Peter Thicke
Junior Planner

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

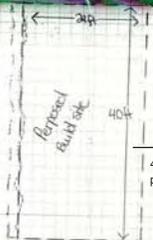
Approved by: 
Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

DVE18013

Highway Right of Way 200.00 ft
Boulevard Range ← BEAVER CREEK RD → TOWN

7878 BEAVER CREEK RD
Shaara Loistyn
Wayne Wiggins

80 ft



42 feet to property line



NO OPEN BURNING ON SITE (ART 55A) at present.



Looking southwest onto the subject property from the neighbouring driveway



Looking south at the proposed development site



Looking southeast at the single family dwelling and main driveway on the property



Looking southwest at the proposed development site with the existing house in background



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: June 27, 2018

ACRD FILE NO.: RE18008

APPLICANTS: Raymond and Alice Caldwell

LEGAL

DESCRIPTION: LOT 1, DISTRICT LOT 108, ALBERNI DISTRICT, PLAN 1439, EXCEPT THAT PART IN PLAN 17495, AND 51383

LOCATION: 6210 Walker Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owners have applied to rezone the 4.61 acre parcel from Acreage Residential (RA2) District to Acreage Residential (RA3) District to facilitate a 3 lot subdivision of the subject property.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1378 be read a first time;
- THAT the public hearing for Bylaw P1378 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1378 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;
 - b. Meeting technical referral agency requirements.

Observations:

- i) **Status of Property:** The 4.6 acre parcel is flat, with two single family residences and associated accessory buildings on the eastern and western portions, with a forested area containing a watercourse running from north to south through the

RE18008

middle of the property. The property is surrounded by other residential properties.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the property owner will need to seek confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage.
- b. **Water Supply:** Beaver Creek Community Water.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** Access for the property is off Walker Road, with access to the proposed lots off Wadena Road.

iii) **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as “Residential Use”.

The OCP designates a Development Permit Area (DPA) that impacts development on this property: “Development Permit Area I – Riparian Areas Protection”. This DPA extends to areas within 15m from the high water mark of any minor stream. This DPA is intended to minimize negative environmental impacts from development activities. A development permit is not a requirement of this rezoning, but it will need to be addressed at the subdivision stage.

The proposed development conforms to the policies and objectives of the Beaver Creek OCP.

- c. **Zoning:** The property is zoned Acreage Residential (RA2) District and the property owner is applying to rezone to Acreage Residential (RA3) District.

	RA2 District (existing)	RA3 District (proposed)
Minimum Lot Area:	1 acre	0.6 acres
Minimum Lot Width:	120	98.425
Lot Coverage:	25%	15%
Minimum Setbacks		
Front:	40 feet	49.21 feet
Rear:	30 feet	32.8 feet
Side:	15 feet	16.4 feet

The applicant intends to rezone the property to allow for a three lot subdivision of the 4.61 acre parcel. Rezoning the property to Acreage Residential (RA3) District from Acreage Residential (RA2) District would allow the property to be subdivided into 3 lots, two approximately 0.6 acres in size and a remainder lot of 3.4 acres.

RE18008

The proposed development requires a rezoning of the subject property from Acreage Residential (RA2) District to Acreage Residential (RA3) District.

Comments:

The applicants wish to subdivide the subject property, creating three parcels. The proposed Zoning Bylaw amendment would facilitate this subdivision. The subject property is 4.6 acres in size, and the applicants are proposing to create two approximately 0.6 acre lots on the western side of the lot, with a remainder approximately 3.4 acre lot occupying the eastern half and a portion of the northwestern section of the lot.

The central portion of the lot is almost entirely occupied by a development permit area. Planning staff raised concerns that one of the proposed lots may be almost entirely covered by the DPA, but the applicant claims that this will not be an issue and that there will be ample room for a single family dwelling permitted by RA3 zoning. Historically, neither the ACRD nor MoTI have been supportive of the creation of lots that are dominated by a DPA, but this will be addressed at the subdivision stage of the process.

Staff recommend that Bylaw P1378 be given first reading and proceed to public hearing subject to:

1. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and
2. Meeting technical referral agency requirements.

Submitted by:



Peter Thicke, Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning & Development

Approved by:



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RE18008

PLAN OF SUBDIVISION OF PART OF THE REMAINDER OF LOT I, PLAN 1439, AND LOT A, PLAN 17495, ALL IN D.L. 108, ALBERNI DISTRICT.

PLAN N^o: S/383



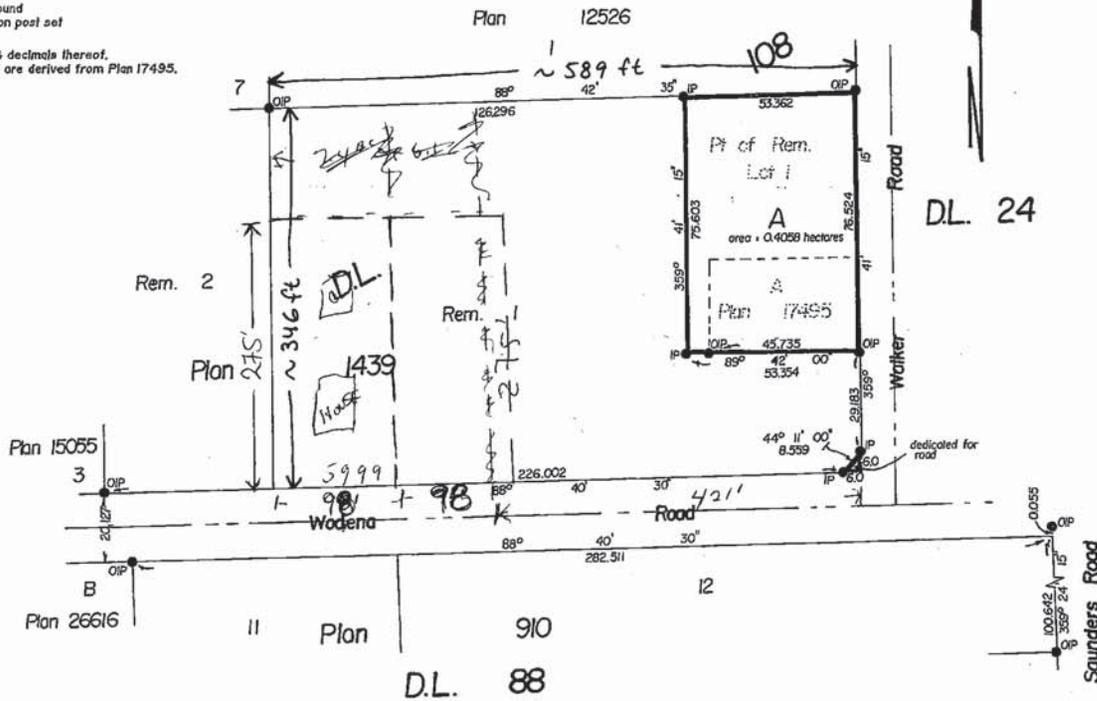
05-AC.R60

FD 115473

Legend

- OIP denotes iron post found
- IP denotes standard iron post set

All distances are in metres & decimals thereof.
Bearings are astronomic and are derived from Plan 17495.



Deposited in the Land Title Office of Victoria, B.C.

This 2nd day of Nov, 1990.

Richard Norman Acres
Land Surveyor

Raymond Caldwell
RAYMOND CALDWELL owner

Alice Caldwell
ALICE CALDWELL owner

Richard Norman Acres
witness to both

4710 Roger St Port Alberni
witness address

Land Surveyor
witness occupation

Ronald James Caldwell
RONALD JAMES CALDWELL owner

Sheila Caldwell
SHEILA CALDWELL owner

Richard Norman Acres
witness to both

4710 Roger St. Port Alberni
witness address

Land Surveyor
witness occupation

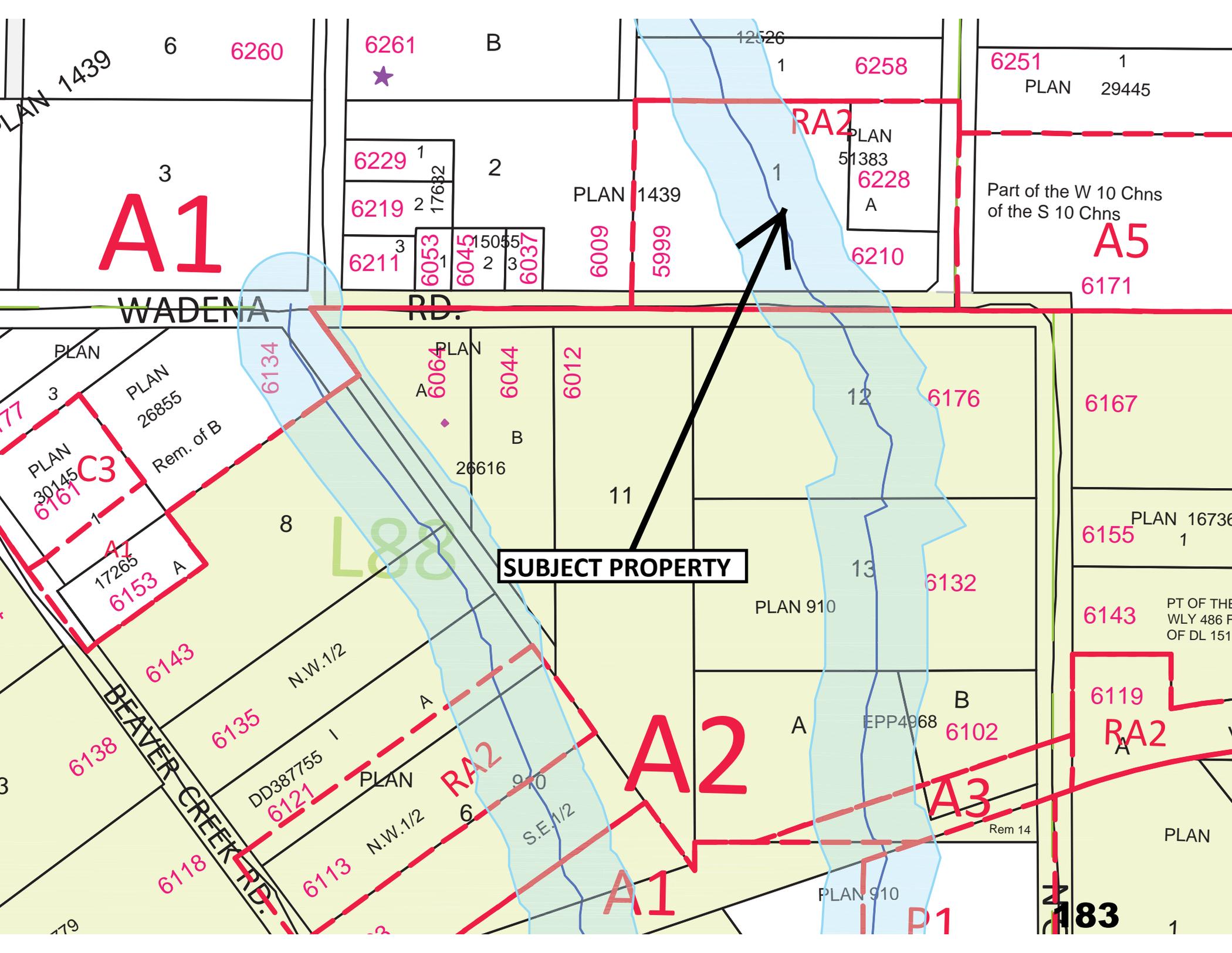
I, Richard Norman Acres, a British Columbia Land Surveyor, of Port Alberni, in British Columbia, certify that I was present at and personally superintended the survey represented by this plan, and that the survey and plan are correct.

The survey was completed on the 27th day of August, 1990.

R. Acres
B.C.L.S.

Approved under the Land Title Act,
this 4th day of Oct, 1990.
Richard Norman Acres
Approving Officer,
Ministry of Transportation and Highways.

ACRES & POLLOCK
B.C. LAND SURVEYORS
PORT ALBERNI
FILE 10566



A1

RA2

A5

SUBJECT PROPERTY

A2

RA2

WADENA RD.

RD.

BEAVER CREEK RD.

L88

6260

6261

6258

6251

PLAN 29445

6229

2

PLAN 1439

PLAN 51383

6228

Part of the W 10 Chns of the S 10 Chns

6219

6211

6053

6045

6037

6009

5999

6210

6171

PLAN 177

3

PLAN 26855

Rem. of B

PLAN 30145

6161

17265

6153

PLAN 6064

A

6044

B

6012

26616

11

12

6176

6167

8

PLAN 16736

6155

1

13

6132

6143

PT OF THE WLY 486 F OF DL 151

6143

N.W.1/2

6135

PLAN DD387755

RA2

6121

PLAN N.W.1/2

6

S.E.1/2

970

A1

A

EPP4968

6102

B

A3

Rem 14

PLAN

PLAN 910

P1

183

1

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1378

OFFICIAL ZONING ATLAS AMENDMENT NO. 707

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1378.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 1, DISTRICT LOT 108, ALBERNI DISTRICT, PLAN 1439, EXCEPT THAT PART IN PLAN 17495, AND 51383 from Acreage Residential (RA2) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

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

Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Mike Irg, Manager of Planning and Development
Meeting Date: June 27, 2018
Subject: Beaver Creek Water System Service Area DCC Bylaw F1133 Adoption

Recommendation:

That the Board of Directors adopt Bylaw F1133.

That the Board of Directors direct staff to prepare an information brochure explaining how and when development cost charges will apply in the Beaver Creek Water System Service Area and advertise the changes.

Desired Outcome:

To have fair development cost charges (DCCs) applied to new subdivisions and construction within the Beaver Creek Water Service Area.

Summary:

The Inspector of Municipalities approved Bylaw F1133 on June 13, 2018 and the ACRD can now adopt the Development Cost Charge Bylaw for the Beaver Creek Water Service Area. Bylaw F1133 takes effect 60 days after the adoption. If an application meets the criteria set out in section 568 of the LGA, Bylaw F1133 would not apply for 12 months from the date of adoption of Bylaw F1133. DCCs do not apply to a building permit authorizing construction for 12 months if an application for a building permit, development permit or rezoning application was in-stream on the date the DCC bylaw was adopted.

Staff recommends that an information brochure be prepared and distributed, via a mail out, to property owners potentially impacted by Bylaw F1133 and that an advertisements be placed in the local newspaper.

Time Requirements – Staff & Elected Officials:

Staff time is required to review and amend the draft bylaw. Once adopted, administration of the DCC's will be part of the Beaver Creek Water Service and DCC charges will apply prior to subdivision approval or when a building permit is applied for.

Financial:

DCC's contribute to the capital infrastructure funds of the Beaver Creek Water Service that result from growth and development within the service area.

Policy or Legislation:

DCC's fall under Part 14 of the Local Government Act and is voted on by the Electoral Area Directors only.

Strategic Priorities:

This was a project in process in 2017 to be completed in 2018.



Submitted by:

Mike Irg MCIP, RPP, Manager of Planning and Development



Approved by:

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



Regional District of Alberni-Clayoquot

BYLAW NO. F1133

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

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

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

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

AND WHEREAS the Board has considered the following:

- a) future land use patterns and development
- b) the phasing of works
- c) how development designed to result in a low environmental impact may affect the capital costs of infrastructure under section 559(2) and (3) of the *Local Government Act*
- d) that the costs are not excessive in relation to the capital cost of prevailing standards of service,
- e) that the charges will not deter development, discourage the construction of reasonably priced housing, the provision of reasonably priced serviced land, nor discourage development designed to result in a low environmental impact on the regional district

in the Beaver Creek Water System Service Area;

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

1. INTERPRETATION

Definitions:

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

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

“Gross Floor Area” means the total area of all the floors measured to the extreme outer limits of the building, or to the centre of the firewalls, and areas giving access thereto, such as corridors, hallways, landing, foyers, staircases, and stairwells.

“Service Area” means the service area created under Bylaw No. E1054 being “A bylaw to establish a local service area within a portion of Electoral Area “E” (Beaver Creek) to provide for the supply, conveyance, storage and distribution of water to the Beaver Creek Community” as amended from time to time.

“Subdivision” means a subdivision of land under the *Land Title Act* or the *Strata Property Act*.

2. APPLICABLE SERVICE AREAS

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

3. CHARGES AND PAYMENT

3.1 Every person who obtains, in the service area:

- a) approval of a subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* which creates a parcel zoned to permit no more than two dwelling units, or
- b) a building permit, authorizing the construction, alteration or extension of a building or structure where the construction value of the work authorized by the permit exceeds fifty thousand dollars (\$50,000), authorizing the construction, alteration or extension of a building that will, after the construction, alteration or extension, be put to no other use other than the residential use in the dwelling units contained in the building;
- c) a building permit for any new floor area which has a construction value in excess of fifty thousand dollars (\$50,000);

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

3.2 Despite section 3.1, in the case of a mobile home park, a development cost charge shall be payable by every person who obtains:

- a) approval of a subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* to create a new parcel on which a mobile home is to be located or

- b) a building permit authorizing the construction, alteration or extension of a building or structure with a construction value in excess of fifty thousand dollars (\$50,000).

3.3 A development cost charge payable under this bylaw must be paid in accordance with the *Local Government Act*.

3.4 In the case of a comprehensive development area consisting of a parcel that has different uses permitted in different parts of a parcel, the development cost charges under this bylaw shall be calculated separately for each part of the comprehensive development designated respectively based on the types of development as described in Schedule A.

4. EXCEPTIONS

Section 3 does not apply to the extent that the payment of a development cost charge is subject to an exception, exemption, waiver or reduction provided for in the *Local Government Act* or in another enactment.

5. EFFECTIVE DATE

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

6. SEVERABILITY

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

7. REPEAL

This Bylaw repeals Capital Expenditure Bylaw, being Beaver Creek Improvement District Bylaw No. 148

8. CITATION

This bylaw may be cited as **the “Beaver Creek Water System Service Area Development Cost Charge Bylaw No. F1133, 2017”**

Read a first time this 8th day of November, 2017

Read a second time this 8th day of November, 2017

Amended this 25th day of April, 2018

Read a third time this 25th day of April, 2018

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS 13th day of June, 2018

ADOPTED this _____ day of _____ 2018

Certified true and correct copy of “A Bylaw to Impose Development Cost Charges for the Beaver Creek Water System Local Service Area Bylaw No. F1133, 2017”

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

Chief Administrative Officer

Chairperson

Schedule 'A'

Development cost charges payable under this bylaw are:

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alex Dyer MCIP, RPP, Planner

Meeting Date: June 27, 2018

Subject: Liquor Primary License Application – Tofino Wilderness Resort
District Lot 1378, Clayoquot Sound (Quait Bay)

Recommendation:

THAT the Board of Directors support the Tofino Wilderness Resort Liquor Primary License application for a maximum of 32 patrons.

Summary:

The existing lodge resort and foreshore at Quait Bay in Clayoquot Sound has changed ownership and will be operated under the company Tofino Wilderness Resort Ltd. The resort and floating lodge at the site had previously operated as part of the Clayoquot Wilderness Resort. The new owners are applying for a Liquor Primary License to allow for up to 32 guests at the site.

Background:

The floating lodge at Quait Bay has operated at this site since the mid-1990s. There is a 16-unit lodge and longhouse operating on the upland portion of the property. Tofino Wilderness Resort Ltd. holds an active License of Occupation on the foreshore for a dock structure and the floating lodge.

The license would apply to both the longhouse and the floating lodge for a total of 32 guests between the two facilities at any one time. The site is exclusively used by the guests staying at the property in one of the 16 lodge units. The longhouse would be operated as a lounge area and the top floor of the floating lodge would be operated as a restaurant. The Building Inspector has reviewed the floor plans and has provided a maximum occupant load of 40 persons in the longhouse and 128 persons in the restaurant. The hours of service would be 11:00am to 9:00pm seven days a week.

The site is zoned Tourist Commercial (C6) District which permits motel and hotel accommodation and ancillary uses. Ancillary facilities to a hotel include banquet rooms and rooms devoted primarily for the sale of alcoholic beverages. The floating lodge and associated lounge complies with the permitted uses in the C6 District.

MISC18009

Time Requirements – Staff & Elected Officials:

Minimal staff time required to advise the Liquor Control and Licensing Branch.

Policy or Legislation:

The Liquor Control and Licensing Branch regulates liquor licensing in the province. The applicant is responsible for notifying the local government of a Liquor Primary License application and the Licensing Branch requires that the local government consider the application and provide a Board resolution within 90 days of receiving the application.

Options:

- 1) Refer to the Long Beach Advisory Planning Commission for discussion.

Submitted by: 

Alex Dyer MCIP, RPP
Planner

Reviewed by: 

Mike Irg MCIP, RPP
Manager of Planning and Development

Approved by: 

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



Liquor Control and Licensing Branch
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 250-952-5787 Fax: 250-952-7066

LIQUOR PRIMARY LICENCE APPLICATION FORM

Liquor Control and Licensing Form LCLB001

Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

Part 1: Type of Application

New Liquor Primary Club New Liquor Primary

Office use only

Job No. _____

Identify Establishment Type:

RESORT

Part 2: Applicant

Applicant Name:

TOFINO WILDERNESS RESORT

Business Number:

Mailing Address:

PO BOX 646 TOFINO BC

VOR2Z0

If different than location address.

Street

City

Province

Postal Code

Contact Person:

RANDY GODDARD

Applicant Type:

Sole Proprietor/Individual

Partnership

Private Corporation

Public Corporation

Society

Other:

2a. Do you or any individual associated with this application have a tied house association (see page 3 of the guide) with a manufacturer or agent? No Yes

*If yes, identify each licence number(s). Attach a separate list if needed.

Please check (✓) Yes or No to each of the following:

No Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.

No Yes At the time of application, the applicant is:
 • The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
 • The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.

No Yes At the time the licence is issued, the applicant will be:
 • The owner of the place or premises that forms the establishment, or
 • The lessee of the place or premises that forms the establishment (term no less than 12 months).

Part 3: Contact Person

Name:

RANDY GODDARD

Position:

GENERAL MANAGER

Email:

RGOD52@HOTMAIL.COM

Phone:

1250 726 8557

The applicant authorizes this contact person to be the primary contact for the duration of the application process only.

Part 4: Establishment

4a. Proposed Name:

TOFINO WILDERNESS RESORT

4b. Physical Address:

QUAIT BAY BOX 646 TOFINO

VOR2Z0

Street

City

Postal Code

Phone:

1250 726 8557

Business Email:

4c. Parcel Identifier (PID):

4d. Local Government/First Nation: 4e. Local Police:

- 4f. Is this location zoned for liquor service? No Yes
- 4g. If the LP licence is issued, would you like mail sent to the establishment? No Yes
- 4h. Will this establishment overlap a food primary licence (aka dual licence)? No Yes
- 4i. Is your establishment a standalone patio with no interior seating? No Yes

Part 5: Establishment Proposal

This section requires several supporting documents to be submitted with your application. Please see page 3 of this form for more information regarding letter of Intent, floor plans and site plan.

5a. Proposed Service Areas:
Complete the following based on your establishment floor plan and occupant load (see page 6 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Outdoor	Occupant Load
1.	TOP FLOOR	✓		MAX 32
2.	LONG HOUSE	✓		MAX 32
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11	11	11	11	11	11	11
Close	9	9	9	9	9	9	9

Part 6: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the applicant or authorized signatory of the applicant, I understand and affirm that all of the information provided is true and complete.

Signature:  Authorized signatory of the applicant

Name: (last / first / middle) Position: (if not an individual) Date: (Day/Month/Year)

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

- This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:
- If the applicant is an individual or sole proprietor, the individual himself/herself
 - If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
 - If the applicant is a general partnership, one of the partners
 - If the applicant is a limited partnership, the general partner of the partnership
 - If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*)

Part 7: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Liquor Primary Licence Application (this form).
- Letter of Intent (see pages 5 & 6 of the guide).
- Floor Plan (2 copies) preferably with occupant load (see page 6 & 7 of the guide).
- Site Map that shows the location of your proposed establishment, all features of the property, parking and road access. Identify any other liquor licences and businesses operating at the same site.
- Applicant documents based on applicant type (see pages 7 & 8 of the guide). Including:
 - Personal History Summary form (LCLB004).
 - Copy of Criminal Record Search completed by local RCMP/Police Detachment.
 - Corporate documents as needed based on applicant type.
- Proposed Signage (see page 9 of the guide).
- Golf Courses and Vessels: additional documents listed on pages 9 of the guide.
- Family Food Service, if applicable (see Appendix I on page 10 of the guide).
- Patio(s), if applicable (see Appendix II on page 11 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application form, letter of intent and floor plan to Local Government/First Nation (Part 8 below).
- After Part 8 is completed, submit your application package to the Branch (Parts 9 and 10 below).



Part 8: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name): ALBERNI - CLAYQUOT REGIONAL DISTRICT

Name of official: ALEX DYER Title/Position: PLANNER

Email: ADYER@ACRD.BC.CA Phone: 250-720-2708

Signature of Official: Alex Dyer Date Received: 04-13-2018

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is this establishment located on Treaty First Nation land? No Yes

Is a zoning amendment required for the proposed site? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a new liquor licence is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed LP application form, letter of intent and floor plan to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 8 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

PART 2: Signature

Important: A person commits an offence if the person provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59. - Liquor Control and Licensing Act, Section 57 (1)(c).

Freedom of Information and Protection of Privacy:

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the Liquor Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Signature: Date:

Authorized signatory of the licensee

Day/Month/Year

Name: Position:

Last/First/Middle

(if not an individual)

Phone:

This form should be signed by an appropriate individual who has the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the Societies Act)

PART 3: Payment

NOTE: In order to ensure your privacy, the Branch no longer accepts credit card numbers submitted by email. Credit card numbers submitted by fax or mail must be provided at the bottom of this page so they can be destroyed after processing your payment.

No action can proceed with your application until the application fee is paid in full.

Payment is by:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged).
- Money order, payable to Minister of Finance.
- VISA Mastercard AMEX

If paying by credit card, you must select one of the following two payment options:

- I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information.
- I will provide the credit card number and expiry date, name of the cardholder and the cardholder's signature in the space provided at the bottom of this page.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder
(as it appears on card):

Signature:

Letter Of Intent

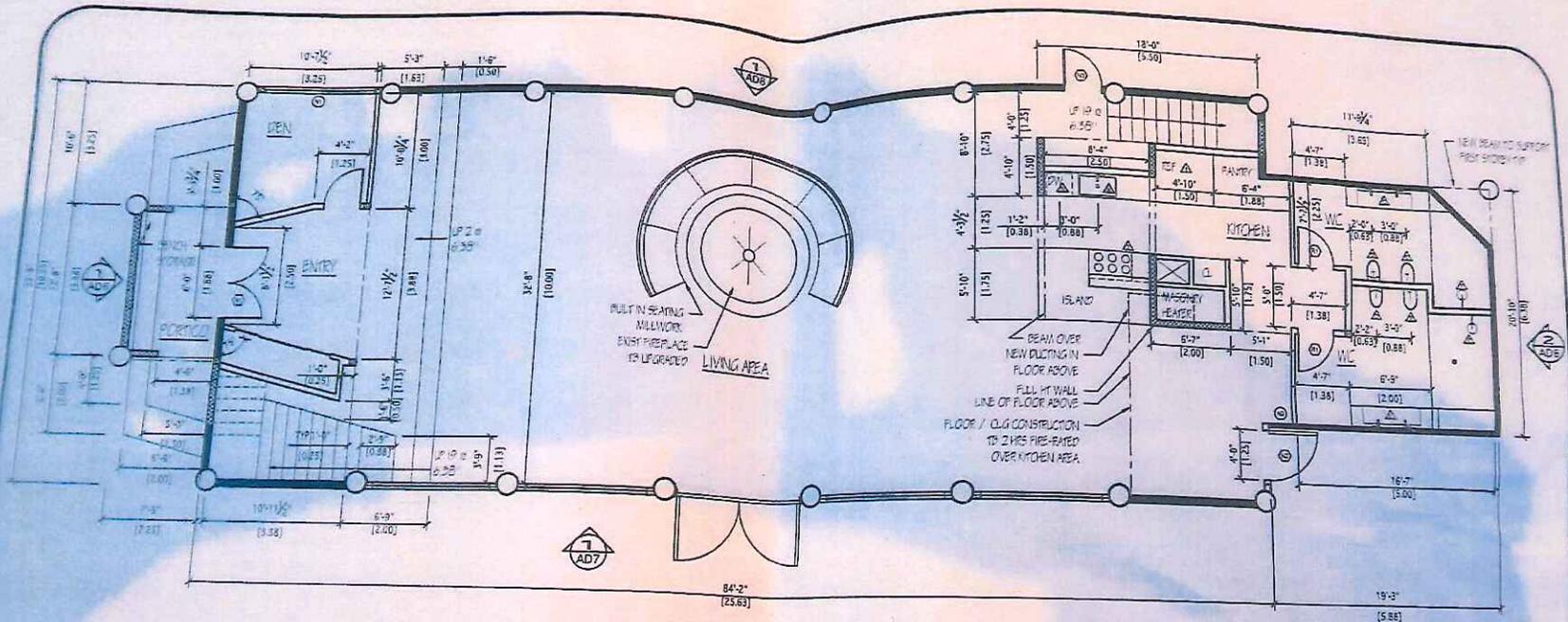
To Whom It May Concern

A division of Clayoquot Wilderness Resort was sold to new owners May 5, 2017. The resort is now called Tofino Wilderness Resort. Our intent is to open for business May 1, 2018. We are having to require a new liquor license for serving our guests only. Our maximum capacity is 32 guests.

Regards,

Randall Goddard

General Manager



GROUND LEVEL PLAN
SCALE: 1/8" = 1'-0"

PARTITION LEGEND		NOTES
SYMBOL	DESCRIPTION	
---	EXISTING WALL TO BE REMOVED	NOTES - DIMENSIONS TOTALS TO BE PROVIDED WHERE NOTED - ALL WORKMANSHIP & MATERIALS TO BE GUARANTEED FOR 1 YEAR FROM SUBSTANTIAL COMPLETION - ALL CONSTRUCTION MATERIALS & INSTALLATIONS TO MEET SPECIFICATIONS OF THE BUILDING CODE - CONTRACTOR TO MAKE GOOD DAMAGE TO OTHERS RESULTING FROM CONTRACTED WORK - CONTRACTOR AND TRADES TO VERIFY SIZE, CONDITIONS & DIMENSIONS PRIOR TO INSTALLATION, AND DISCREPANCIES TO BE NOTED TO PREVENTER PRIOR TO COMMENCING WORK.
---	EXISTING WALL TO REMAIN	
---	NEW EXTERIOR OR BEARING WALL 2 x 4 WOOD FRAMING	
---	NEW INTERIOR WALL 2 x 4 WOOD FRAMING	

FLD DESIGN
180 POND RD HWY 107 PMD SC

R. GENOVESE

QUAIT BAY
LONGHOUSE

GROUND LEVEL
PLAN

PROJECT NO:	1106
DESIGNER:	L. AKINS
DATE:	2016_02_06
SCALE:	1/8" = 1'-0"

NOTES

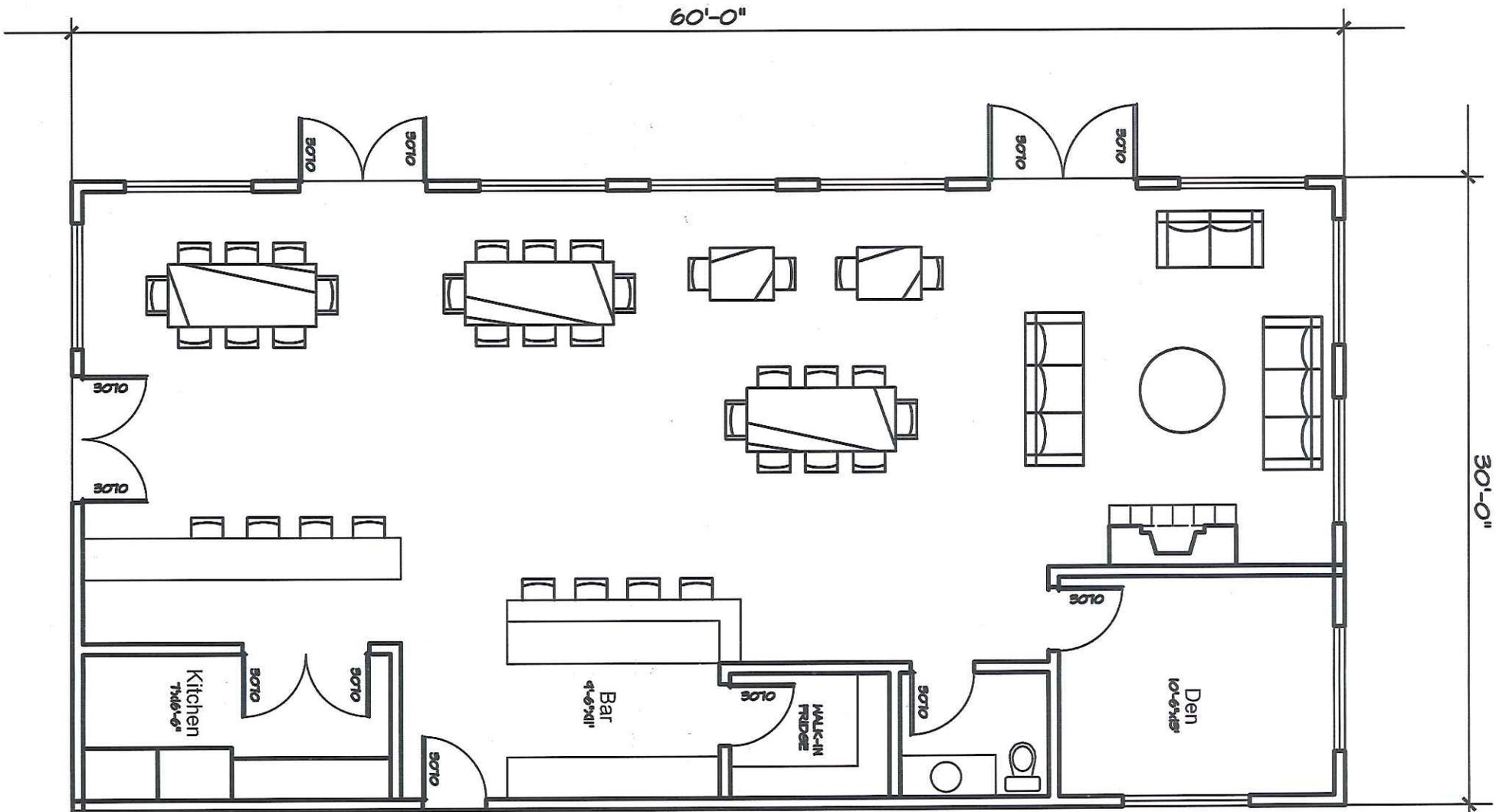
AD3 OF 9

Longhouse Occupant Load = 40 persons

* Occupant load calculations are for the purpose of liquor licensing only *

06/21/2018
Brett M. Mack - Building Inspector - ACRD

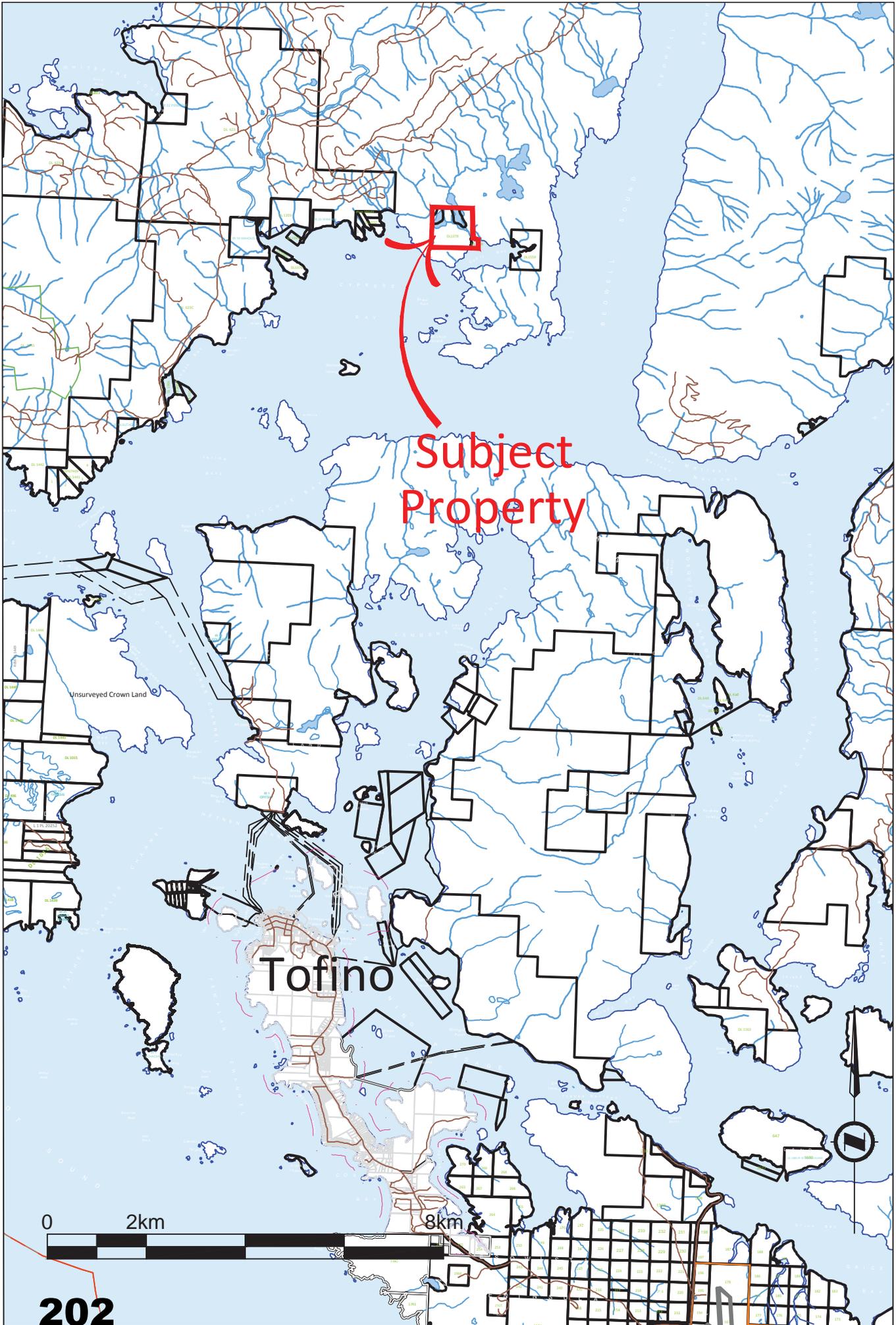
200



Restaurant Occupant Load = 128 persons
 * Occupant load calculations are for the purpose of liquor licensing only *

06.21.2018

Brett Mortlock - Building Inspector - ACRD





Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
JULY 2018

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, July 11, 2018	Committee-of-the-Whole (Tentative)	1:30 pm – Regional District Board Room	Board, City Council, Staff
Thursday, July 19, 2018	AV Emergency Planning Policy Group Meeting	3:30 pm – Regional District Board Room	Committee, Staff
Wednesday, July 25, 2018	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately following above	Board, Staff
Thursday, July 26, 2018	AV Emergency Planning Liaison Group Meeting	1:30 pm – Regional District Board Room	Committee, Staff

June 22, 2018



	2018 YEAR TO DATE ACTUAL	2018 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ 326	\$ 5,168,484	0.01%
Parcel taxes	-	856,915	0.00%
Parcel tax prepayment	51,429	-	N/A
Grants in lieu of taxes	28,918	30,500	94.81%
Services provided to other governments	24,470	34,345	71.25%
Sale of services	1,962,139	4,199,740	46.72%
Other revenue	128,098	192,500	66.54%
Grants from other sources	251,000	3,105,156	8.08%
Surplus (deficit) from prior years	2,053,558	2,067,008	99.35%
Committed surplus from prior year	2,681,229	2,681,229	100.00%
Transfers between services	4,167	69,439	6.00%
	<hr/>		
SUBTOTAL	7,185,334	18,405,316	39.04%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 404,644	\$ 551,852	73.32%
	<hr/>		
TOTAL REVENUE	\$ 7,589,978	\$ 18,957,168	40.04%
	<hr/> <hr/>		

EXPENDITURES	2018 YEAR TO DATE ACTUAL	2018 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	300,340	307,000	97.83%
General Government Services	735,710	2,094,500	35.13%
Alberni-Clayoquot Health Network	38,080	136,500	27.90%
Regional Parks	11,714	37,000	31.66%
Regional Planning	47,019	192,568	24.42%
Electoral Area's			
Building Inspection	72,456	292,500	24.77%
Electoral Area Administration	46,958	1,709,597	2.75%
Mgmt of Development - Rural Areas	123,156	432,000	28.51%
Vancouver Island Regional Library	226,272	454,000	49.84%
Alberni Valley			
Alberni Valley Emergency Planning	27,052	190,000	14.24%
Alberni Valley & Bamfield Waste Mgmt	814,095	2,718,500	29.95%
Alberni Valley Regional Airport	168,882	864,500	19.54%
Alberni Valley Regional Water - Proposed	3,750	11,016	34.04%
Custom Transit	117,834	564,000	20.89%
Sproat Lake Marine Patrol	5,027	37,000	13.59%
West Coast			
Long Beach Airport	100,680	994,692	10.12%
West Coast Emerg. Coordination - Proposed	-	9,000	0.00%
West Coast Emergency Planning	5,931	24,500	24.21%
West Coast Multiplex	2,500	5,512	45.36%
West Coast Waste Mgmt	347,135	1,171,000	29.64%
City of Port Alberni			
Port Alberni Arena	833	199,000	0.42%
Bamfield			
Bamfield Community Park	1,572	13,500	11.64%
Bamfield Volunteer Fire Dept	35,871	132,345	27.10%
Bamfield Water System	230,777	1,597,289	14.45%
Beaufort			
Mountain Ranch Rd Fire Protection	42	3,465	1.21%
Long Beach			
Millstream Water System	9,509	129,596	7.34%
Salmon Beach Garbage	11,217	24,000	46.74%
Salmon Beach Power Distribution	15,313	110,100	13.91%
Salmon Beach Recreation	10,368	32,400	32.00%
Salmon Beach Security	6,813	50,850	13.40%
Salmon Beach Sewage	18,344	72,650	25.25%
Salmon Beach Transportation	23,267	174,000	13.37%
Salmon Beach Water	6,248	69,550	8.98%
South Long Beach Bike Path	725	7,200	10.07%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	87	14,000	0.62%
South Long Beach Street Lighting	314	975	32.21%
Sproat Lake			
Sproat Lake Animal Control	493	3,100	15.90%
Sproat Lake Arena	-	27,850	0.00%
Sproat Lake Community Park	13,853	201,000	6.89%
Sproat Lake Noise Control	1,635	7,100	23.03%
Sproat Lake Volunteer Fire Department	72,480	408,950	17.72%
Beaver Creek			
Arvay Rd Street Lighting	496	1,550	32.00%
Beaver Creek Animal Control	493	3,000	16.43%
Beaver Creek Community Park	1,876	25,000	7.50%
Beaver Creek Arena	-	20,907	0.00%
Beaver Creek Noise Control	493	2,100	23.48%
Beaver Creek Volunteer Fire Department	91,601	293,000	31.26%
Beaver Creek Water System	276,790	1,209,110	22.89%
Granville Rd Fire Protection	42	1,792	2.34%
Cherry Creek			
Cherry Creek Animal Control	493	3,152	15.64%
Cherry Creek Arena	-	17,425	0.00%
Cherry Creek Noise Control	493	2,100	23.48%
Cherry Creek Community Park	1,440	13,000	11.08%
Grants-in-Aid			
Total Grants in Aid	7,238	310,687	2.33%
	4,035,807	17,434,628	23.15%
Transfers to Municipal Finance Authority on behalf of the Municipalities	404,644	551,852	73.32%
	\$ 4,440,451	\$ 17,986,480	24.69%



MEMORANDUM

To: Board of Directors

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

Meeting Date: June 27, 2018

Subject: Climate Action Revenue Incentive (CARIP) Public Report for 2017

The Alberni-Clayoquot Regional District (ACRD) signed the BC Climate Action Charter in 2017. Part of the ACRD's commitment in signing the Charter is prepare annually the Climate Action Revenue Incentive (CARIP) Public Report.

Attached for public presentation is the 2017 CARIP report. The report was completed with input from all departments. As was the case in the first year, staff found this report somewhat challenging and time consuming to complete, as the work plan for 2017 was not developed with Climate Action initiatives clearly identified.

The Carbon Tax calculation for 2017 determined that the ACRD should receive \$2,212.71 in CARIP grant funding upon approval of our 2017 report. Staff did not calculate the greenhouse gas (GHG) emissions for 2017 as we have not yet purchased or implemented the SmartTool Carbon Emissions Inventory and Reporting tool in order to calculate the GHG emissions of our contractors and ourselves. The implementation of climate change policies and procedures were not identified as a priority for the Board of Directors in January of 2018. As a result, staff will not developing an implementation plan to take action on climate change at this time. However, ACRD staff will continue to complete the annual reporting requirements.

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

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

Climate Action Revenue Incentive (CARIP) Public Report for 2017

Local Government: Alberni-Clayoquot Regional District

Report Submitted by:

Name: Teri Fong, CPA, CGA

Role: Manager of Finance

Email: tfong@acrd.bc.ca

Phone: 250-720-2715

Date: June 15, 2018



The Alberni-Clayoquot Regional District has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2017 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Broad Planning	
What is (are) your current GHG reduction target(s)?	Targets not yet determined.
Are you familiar with your community's community energy and emissions inventory (e.g. CEEI or another inventory)?	No
What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> • Community Energy and Emissions (CEE) Plan • Community- Wide Climate Action Plan • Integrated Community Sustainability Plan • Official Community Plan (OCP) • Regional Growth Strategy (RGS) • Do not have a plan • Other: 	No No No Yes No
Does your local government have a corporate GHG reduction plan?	No

2017 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2017	
	The building inspection department utilizes the new BC Building and Plumbing Codes that incorporate increased measures for energy and water efficiency.
	Building inspection staff have also been advocating on behalf of Energy Step Code and ensuring that the National Energy Code for Buildings is implemented and adhered to correctly.

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Is your local government aware of the BC Energy Step Cost?	Yes
Is your local government implementing the BC Energy Step Code?	Yes

2017 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Corporate Actions Taken in 2017	
	Facilitate a wood stove exchange program
Corporate Actions Proposed for 2018	
	Continue to facilitate a wood stove exchange program

Energy Generation	
Is your local government developing, or constructing: <ul style="list-style-type: none"> • A district energy system • A renewable energy system 	No No
Is your local government operating: <ul style="list-style-type: none"> • A district energy system • A renewable energy system 	No No
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	Yes
Are you familiar with the 2017 “List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?”	Yes

2017 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
	The ACRD completed an Agricultural Use of Water project and published “Water for Growth” in October 2017. The project investigated policy options that, if implemented, would reduce the draw on regional infrastructure and groundwater resources and increase regional water sustainability.
	The ACRD continued to implement the Alberni Valley Agricultural Plan that encourages local food security, promoting local food production and reducing food imports from outside the region.
	The ACRD, on behalf of the agricultural community, investigated the idea of a local red meat abattoir to reduce the need to transport livestock from the Alberni Valley for processing.
Community-Wide Actions Proposed for 2018	
	The continuation for the “What’s on Your Fork” Grow Local campaign that promotes backyard gardening and food production at the local level.

Corporate Actions Proposed for 2018	
	To activate the Regional Parks Committee to review the vision of the service.

Greenspace	
Does your local government have urban forest policies, plans or programs?	No
Does your local government have policies, plans or programs to support local food production?	Yes

2017 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Corporate Actions Taken in 2017	
	The ACRD submitted a Strategic Priorities Fund application for the development of an organics diversion program for the entire region.
	Construction and demolition waste bans were implemented in the Alberni Valley resulting in significant diversion from the landfill.
	The ACRD worked with the Huu-ay-aht First Nation and the Bamfield Marine Science Center to develop options to streamline the transfer of waste from the remote community.
	The ACRD continues to support back yard composting by selling composters at the office for cost.
Corporate Actions Proposed for 2018	
	The ACRD was successful in receiving the Strategic Priorities Funding and will develop an action plan and timeline for the implementation of an organics diversion program in 2018.

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	No

2017 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	The ACRD, with funding support from Bike BC, improved the trail between the City of Port Alberni and Electoral Area “F” Cherry Creek
Community-Wide Actions Proposed for 2018	
	Electoral Area “D” Sproat Lake plans to expand the trail network in their area to encourage recreation as well as provide safer transportation routes for cycling and walking.
	Investigate a transit service on the West Coast that would service the communities of Tofino, Ucluelet and Long Beach.

Corporate Actions Taken in 2017	
	The ACRD participated in a community led bulk purchase of bike racks and installed a bike rack at our main office.
	Lighting was installed at both the Long Beach and Alberni Valley Regional Airports. The LED option was selected as it was the most energy efficient of the options.
Corporate Actions Proposed for 2018	
	Continue to look for grant opportunities to complete the Pacific Traverse Trail to link Tofino, the Pacific Rim National Park, Long Beach and Ucluelet.

Transportation	
Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) 	No No No No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government integrate its transportation and land use planning?	No

2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Proposed for 2018	
	Developing a region wide water conservation plan.

Water Conservation	
Does your local government have water conservation policies, plans or programs?	No

2017 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Changes to temperature and precipitation causing seasonal drought • Heatwaves impacting population health • Increased temperatures increasing wildfire activity • Increased temperatures affecting air quality • Changing temperatures influencing species migration and ecosystem shifts • Extreme weather events contributing to urban and overland flooding • Sea level rise and storms causing coastal flooding and/or erosion 	
Other:	

In 2017 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	No
Risk Reduction Strategies	No
Emergency response planning	No
Asset management	No
Natural/Eco asset management strategies	No
Infrastructure upgrades (e.g. storm water system upgrades)	No
Beach Nourishment projects	No
Economic diversification initiatives	No
Strategic and financial planning	No
Cross-department working groups	No
OCP policy changes	No
Changes to zoning and other bylaws and regulations	No
Incentives for property owner (e.g. reducing storm water run-off)	No
Public education and awareness	No
Research	No
Mapping	No
Partnerships	No
Other:	

2017 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Corporate Actions Taken in 2017	
	ACRD staff continue to explore initiatives that have positive climate action impacts such as encouraging residents to sign up for email billing.
Corporate Actions Proposed for 2018	
	The IT department is implementing some changes that will have all ACRD computers and laptops entering into sleep mode if exceed a certain period of inactivity.

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	No
Have you used CLIC?	No

2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially the [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	No
--	-----------

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input checked="" type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	X
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

To: ACRD Board of Directors
From: Heather Zenner, Lands and Resources Coordinator
Meeting Date: June 27, 2018
Re: Forest Fire Hazard – ACRD Parks and Trails

Recommendation: *THAT the Board of Directors receive the memorandum.*

Background:

The Alberni Valley normally receives hot temperatures each summer leading to a high forest fire danger rating. During the last two summers, the Alberni-Clayoquot Regional District (ACRD) Board of Directors has given the Chief Administrative Officer the authority to close ACRD parks and trails as deemed necessary, based on the forest fire danger rating. In 2017, the trails and Mt. Arrowsmith were closed from July 13th to September 21st.

Closure of trails requires that staff hang signage at major entryways and notify the public. Staff do not enforce the trail closures to ensure that the closure is respected. This approach has been negatively perceived by some members of the public and business community. Previous trail closures have restricted access to hikers, walkers, and mountain bikers who are generally low risk. The business community has responded that the closure impacts tourism in the Alberni Valley. There is also some expectation from the public that trail closures will be enforced.

The approach of staff this summer will be to educate the public rather than closing Mt Arrowsmith and the Log Train Trail. Staff will continue to hang signage at the Log Train Trail notifying the public when the forest fire danger rating is high and that precautions must be taken. Messaging will include "No Smoking", "No motorized vehicles", and provide phone numbers to report a wildfire.

Island Timberlands may close access to their private lands during the summer, requiring ACRD to close the portions of the Alberni Inlet Trail that are located on Island Timberlands property. The closure is required as a condition of the licence of use for the trail that we have entered into with Island Timberlands.

Prepared by: 
Heather Zenner, RPF
Lands and Resources Coordinator

Reviewed by: 
Rob Williams, MSc
General Manager of Environmental Services

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



INFORMATION REPORT

To: Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: June 27, 2018
Subject: Reporting

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the report for information.

Desired Outcome:

That the Board receives and employs reporting that is relevant, succinct and timely such that the Board may monitor the ACRD's progress in relation to the Board's Strategic Priorities, resolved actions and public service delivery and make periodic policy amendments as appropriate.

Background:

The Board of Directors of the ACRD tasked the CAO to:

1. Lead the implementation of the conclusions and approved actions of the Board's Strategic Priorities report including the recruiting for the vacant positions;
2. Document the approach and expected milestones of the implementation, and;
3. Lead the creation and implementation of an enhanced reporting mechanism to track and project the completion of the Board's Strategic Priorities, Service delivery and financial position.

The status of our recruiting for vacant positions is as follows:

<u>Position</u>	<u>Status</u>
GM of Environmental Services	Position filled May 2018.
Manager of Operations	Competition closed June 20, 2018. Interviews will occur in July.
Protective Services Manager	Position filled – start date July 16 th .
Manager of IT	Position filled June 2018.
Executive Assistant	Position filled April 2018.
Environmental Services Coordinator	Position filled April 2018
Accounting Clerk	Position filled May 2018
Elections Admin. Assistant (Part-time)	Position filled May 2018
Administrative Assistant	Competition closed June 12, 2018, interviews scheduled for June 22 nd & June 26 th , 2018.
Asset Management Coordinator	Competition closed June 15, 2018, interviews scheduled for June 25 th 2018.
Airport Maintenance Staff	Job description being prepared. Will be advertised in July/August.
Environmental Services Leadhand	Position on hold until Manager of Operations is hired.
Environmental Services – Labourer (temp.)	Position filled May 2018 – August 31, 2018
Sproat Lake Marine Patrol members (4 temp.)	Positions filled - start date June 28 th , 2018

As we can see from the recruiting information above, our recruiting efforts have been a significant preoccupation for staff. This is naturally followed by the orientation process so that new employees can supporting the Board's goals and service delivery in an optimum manner.

For the most part, for staff to present a realistic and informed assessment of approach and expected milestones, the above positions need to be filled and those people, after a reasonable amount of orientation, need to participate in articulating the nature and timing of the milestones.

The reporting mechanism that staff is developing has a number of components, much of which is already being periodically received and considered by the Board, some of which is a repurposing and intended enhancement of past reporting formats. These include:

1. Board of Directors' Strategic Priorities & Resolutions Staff Action Report

- Attached with revised format.
- Strategic priorities are highlighted in green, sorted by service area and prioritized by the voting system established at the Boards strategic priority session.
- Resolutions appear with date of meeting where adopted.
- Items are all numbered to assist with discussion (as items are added and deleted the reference numbers will change; the numbers have no meaning except to aid the Board's discussions).
- Staff propose to put this report on the Board agenda:
 - i. In April after the Financial Plan is adopted
 - ii. In each of June, August and October for a status discussion
 - iii. In December to prepare for the Board's review of its Strategic Priorities

The narrative on the report (still under development as new hires are oriented and vacancies have yet to be filled). The report is intended to be specific as to milestones and commentary on either completion date or what affects the project's completion.

2. Finance Warrant

- Appears monthly.
- A list of payments issued providing a granular, transactional accounting.

3. Financial Statements

- Appears monthly.
- Provides revenues and expenditures to the reporting date and compared to the financial plan (budget) number for each line item.

4. Departmental Highlights

- Staff are developing appropriate format and level of detail.

5. Statistical summaries

- Staff are developing appropriate format and level of detail.

Conclusion:

ACRD staff are working to provide information to the Board of appropriate detail and timing to support excellent governance. We would welcome any feedback as we refine these reporting mechanisms for that purpose.

Submitted by: 

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

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
1.	Jan. 4, 2018	AV Landfill Gas Management	100	AVLF	ES	This will be included in the organics project.	Next milestone and ETA being established during the General Manager's Orientation
2.	Jan. 4, 2018	AV Landfill Tenure	91	AVLF	ES	Discussions ongoing	Next milestone and ETA being established during the General Manager's Orientation
3.	Jan. 4, 2018	AV Landfill Organics Infrastructure	75	AVLF	ES	Project tracker set up with UBCM	Report to Board on July 25 th agenda
4.	Jan. 4, 2018	AVRA Crown Land Negotiations	95	AVRA	ES		Next milestone and ETA being established during the General Manager's Orientation
5.	Jan. 4, 2018	AVRA Forest Service Road	95	AVRA	ES	RFP closed, processing bids.	
6.	Jan. 4, 2018	AVRA Industrial Road	95	AVRA	ES	Working with Contractor on timelines.	
7.	Jan. 4, 2018	AVRA Lease Sites	95	AVRA	ES		Next milestone and ETA being established during the General Manager's Orientation
8.	Jan. 4, 2018	AVRA Lighting Project	95	AVRA	ES	Lighting installed, fully operational but PAPI system is reduced until OLS is complete.	
9.	Jan. 4, 2018	AVRA OLS Clearing	95	AVRA	ES	Organizing tree removal crew. Making applications for tenure including discussions with TFN.	
10.	Jan. 4, 2018	AVRA Operations & Maintenance, Policy and Procedures	95	AVRA	ES	Estimated completion in 2018	
11.	Jan. 4, 2018	AVRA Runway Expansion	95	AVRA	ES		Runway expansion completed.

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
12.	Jan. 4, 2018	AVRA School District 70 Follow Up	95	AVRA	ES	All obligations have been met regarding the moving and setting up schoolhouse. SD project is currently on hold as per SD 70.	
13.	Jan. 4, 2018	AVRA: Advisory Committee/Commission	53	AVRA	ES		Next milestone and ETA being established during the General Manager's Orientation
14.	July 12, 2017 SA	Apply for additional funding from the Alberni Valley Community Forest Legacy Fund for Airport Projects.		AVRA	ES	Awaiting next round of application intake	
15.	Sept. 13, 2017 SA	Develop an internal borrowing policy to allow for the borrowing of funds from another ACRD capital reserve fund		AVRA	Finance	Policy to be presented at July 25/18 Board meeting	Needs to be completed soon to enable completion of AVA project.
16.	Sept. 13, 2017 SA	Secure service agreement with Direct Approach Consulting for a 4-year ongoing maintenance component under the "Designated Sponsor" requirements of Nav Canada.		AVRA	ES	Agreement will commence once GPS Approach is completed	
17.	May 23, 2018 SA	Delete a 3.1 hectare portion of the ACRD Crown Grant application area on the North West side of the AVRA.		AVRA	ES	Essentially completed. The 3.1 ha has not been deleted but the Board has agreed to the deletion subject to conversations with the Hupacasath FN.	
18.	Feb. 8, 2017 SA	Support to the first responder transportation issues in Bamfield		Bamfield	Admin	Met BCEHS, will transfer Ambulance to ACRD ownership while agreements are being reviewed.	

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
19.	Jan. 4, 2018	Bamfield: Community Park	53	Bamfield Parks			
20.	June 14, 2017 SA	Use the Beaver Creek Water System Infrastructure Assessment (2017) report information to design the Asset Management plan for the service area		BCWS	Finance	Draft completed. To be presented to staff for review in Aug. 2018 once new Asset Management Coordinator starts.	After staff review, it will be presented by BCWS Advisory Committee before adoption by BOD in the fall of 2018.
21.	Nov.8, 2017 SA	Submit Beaver Creek Water System Service Area Development Cost Charge Bylaw F1133 to Ministry of Municipal Affairs & Housing		BCWS	Planning	Submitted April 2018 awaiting response	
22.	Jan. 4, 2018	Gas Tax Policy - Priorities, Policies, Outside Agencies	73	EA Admin	Finance	Need to gather information from other Regional Districts.	Policy to be presented at Sept. 26 Board meeting
23.	June 14, 2017 SA	Draft a cooperation agreement between the ACRD and the CCWD for sharing information on Cherry Creek Water infrastructure upgrades		EA Admin	Finance		
24.	Jan. 4, 2018	ACRD. Committees general support & follow up	100	GEN. GOV.	Admin	Committees TOR have been reviewed by all of the Committees	Support is continuous
25.	Jan. 4, 2018	Asset Management: Policy & Strategy for Service and Asset Category	100	GEN. GOV.	Finance	Recruitment of a new Asset Manager. Anticipate Aug. 1 st /18 start date	2-year project assisted by SPF grant. To be completed Dec. 31, 2020
26.	Jan. 4, 2018	OH&S Practices and Procedures for ACRD	100	GEN. GOV.	Admin	Board adopted OH & S Policy May 9/18	Policy development and training is ongoing.
27.	Jan. 4, 2018	Contractor Database/Policy: WCB, Insurance, Compliance Requirements met	100	GEN. GOV.	ES	Contracts reviewed and updated as awarded.	Forensic review expected to commence in late fall.
28.	Jan. 4, 2018	Shared Services: Specific Services to Consider and Expectations	100	GEN. GOV.	Admin	Ongoing	CAO's and Managers evaluate with each vacancy or service change.

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
29.	Jan. 4, 2018	General Projects: General Review of Policies	70	GEN. GOV.	Admin	Review/establishment of policies undertaken as needs arise.	Priority of policies for review expected to be prepared in October.
30.	Jan. 4, 2018	Reconciliation Committee Initiatives/Develop Long Term Plan & Dissolve Committee	70	GEN. GOV.	Admin	Reconciliation opportunities considered during all service delivery discussions.	Longer-term plan to be drafted late fall.
31.	Jan. 4, 2018	Workshop Notes: Grants - [Retain Contractor]	64	GEN. GOV.		Use of Contractor discussed with each grant opportunity.	
32.	Feb. 14, 2018 SA	Develop a draft bylaw to regulate wood burning stoves and appliances and include in the draft bylaw a requirement for all wood burning stoves and appliances to meet EPA standards by 2023		GEN. GOV.	ES		Next milestone and ETA being established during the General Manager's Orientation
33.	Feb. 14, 2018	Implement the following staffing positions:		GEN. GOV.	Admin		
34.	Feb. 14, 2018	• General Manager of Env. Services		GEN. GOV.	Admin		Position Filled
35.	Feb. 14, 2018	• Manager of Operations		GEN. GOV.	Admin	Currently advertised, closes June 20, 2018.	
36.	Feb. 14, 2018	• Protective Services Manager		GEN. GOV.	Admin		Position filled
37.	Feb. 14, 2018	• Manager of IT		GEN. GOV.	Admin	Candidate selected, contract drafted	
38.	Feb. 14, 2018	• Executive Assistant		GEN. GOV.	Admin		Position Filled
39.	Feb. 14, 2018	• Administrative Assistant		GEN. GOV.	Admin	Closed June 12, 2018, interviews scheduled for June 22 2018	
40.	Feb. 14, 2018	• Asset Management Coordinator		GEN. GOV.	Admin	Closed June 15, 2018, interviews scheduled for June 25 2018	
41.	Feb. 14, 2018	Investigate options available to Regional Districts for regulating open burning and staff		GEN. GOV.	ES	Next milestone and ETA being established during the General Manager's Orientation	

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		resources be allocated in 2018 to complete these two projects					
42.	Mar. 14, 2018 SA	Draft an exempt compensation policy that includes periodic market testing of comparable exempt positions in comparable organizations with interim adjustments tied to change in CPI.		GEN. GOV.	Admin	Report prepared for June 27 Board meeting.	
43.	May 9, 2018 SA	Staff to prepare a report for consideration by the Board on the creation of a Broadband Committee.		GEN. GOV.	Admin	Investigating	Report to Board in July
44.	June 13, 2018 SA	Staff to provide more information to the Board on the Vehicle Mtce. Contract		GEN. GOV.	Finance	Report on June 13th Board agenda.	Deferred to June 27 th Board agenda with request for more information.
45.	June 13, 2018 SA	Develop a policy for reviewing cannabis retail referrals from the Liquor Control and Licensing Branch which would set out criteria the Board would use in assessing cannabis retail referrals, including public input		GEN. GOV.	Planning		
46.	June 13, 2018 SA	Prepare a zoning bylaw amendment to regulate cannabis production.		GEN. GOV.	Planning		
47.	Jan. 4, 2018	Water Supply from Parks Canada: Connection, Agreements, Maintenance Contract	100	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation
48.	Jan. 4, 2018	Water Supply from Parks Canada: Mothball former Water Facility	100	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
49.	Jan. 4, 2018	Water Supply from Parks Canada: Revise Capital Planning	100	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation
50.	Jan. 4, 2018	LBA Lease Agreements and opportunities	98	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation
51.	Jan. 4, 2018	LBA Naming and Marketing	98	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation
52.	Jan. 4, 2018	LBA Operations & Maintenance, New Infrastructure	98	LBA	ES		Next milestone and ETA being established during the General Manager's Orientation
53.	June 13, 2018 SA	Add an additional full time employee to the LBA.		LBA	Admin	Job description being prepared.	Position to be advertised in July 2018 with plans to be filled by Sept. 2018
54.	June 13, 2018 SA	Terminate the five year lease agreement with Orca Air for kiosk #9 at the LBA terminal building. Enter into five year lease for Kiosk #9 with Pacific Coastal Air.		LBA	ES	Notice of termination issued, Notice of Disposition currently being advertised.	Kiosk #9 lease will commence with Pacific Coastal Air on July 1 st , 2018 for a five year term
55.	June 13, 2018 SA	Enter into a one year lease agreement with Tofino Air at the LBA, commencing August 1, 2018 and expiring July 31, 2019.		LBA	ES	Notice of Disposition issued. Lease agreement being prepared for signing.	Lease will commence Aug. 1, 2018
56.	June 13, 2018 SA	Enter in a lease agreement with Oceans Network Canada for a 3 year term commencing July 1, 2018 and ending May 31, 2021		LBA	ES	Notice of Disposition issued. Lease agreement being prepared for signing.	Lease will commence July 1, 2018

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
57.	June 13, 2018 SA	Renew Atleo Air's Hangar lease at the LBA for a 3 year term commencing August 1, 2018 and ending July 31, 2021		LBA	ES	Notice of Disposition issued. Lease agreement being prepared for signing.	Lease will renew Aug. 1, 2018
58.	June 13, 2018 SA	Prepare options for increasing the requisition limit for the Long Beach Airport		LBA	Finance	Staff to investigate in July 2108	Will present options to West Coast Committee in late summer/early fall.
59.	Jan. 4, 2018	ACRD and City of PA staff to develop action plan for dev. of aquatic center and investigate potential for the dev. & services of a new aquatic center in the AV during ACRD Budget discussions	83	Proposed	Admin.	Review with AV Committee. Two facilitated sessions set for June 28 & 29 th . Funds have been approved by the City for Facilitator work.	Will depend on outcome of the facilitated sessions and then future community engagement sessions.
60.	Jan. 4, 2018	Sproat Lake Water Quality	83	Proposed	ES		
61.	Jan. 4, 2018	Pacific Traverse Trail Connections	80	Proposed	ES	Staff and directors submitted a grant for the completion of the trail.	Grant was unsuccessful
62.	Jan. 4, 2018	AV Regional Water Catalyst Negotiations	73	Proposed	ES		Next milestone and ETA being established during the General Manager's Orientation
63.	Jan. 4, 2018	Bell Road/Stuart Avenue Water: TFN Supply/ Bell Road/Stuart Avenue Water: Community Consultation	66	Proposed	ES		Next milestone and ETA being established during the General Manager's Orientation
64.	Jan. 4, 2018	Log Train Trail Management & Maintenance	61	Proposed	ES		Next milestone and ETA being established during the General Manager's Orientation
65.	Jan. 4, 2018	Fire Departments Capital Planning - Training Center	57	Proposed	PS	Will commence once Protective Services Manager is retained.	

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
66.	June 13, 2018 SA	Enter into a MOU with BC Transit in order to undertake a feasibility study for a public transit study between Ucluelet and Tofino.		Proposed	ES	WCC (June 6 th meeting) and BOD (June 13 th meeting) recommended approval of MOU with BC Transit. MOU is endorsed.	Work to proceed.
67.	Jan. 4, 2018	Activate Committee to review service and participation	77	Regional Parks	Planning	Tentative meeting in fall of 2018	
68.	Jan. 4, 2018	Agricultural Initiatives: Grow Local	60	Regional Planning	Planning	Grow local initiative is ongoing	
69.	Dec. 13, 2017 SA	NDMP and CEPF Grant Funding decisions for Sproat Lake and Somass River Flood Risks		Regional Planning	Planning	Awaiting response from NDMP	
70.	Mar. 14, 2018 SA	Award a contract to Eden Tree Farm and Gardening for agricultural support services until Dec. 31, 2018 with the cost not to exceed \$30,000		Regional Planning	Planning	Contract awarded.	Completion date Dec. 31, 2018
71.	Mar. 14, 2018 SA	Award a contract to Eden Tree Farm and Gardening to complete the Coastal Addendum to the AV Agricultural Plan, with the cost not to exceed \$15,393.		Regional Planning	Planning	Contract awarded.	Completion date Dec. 31, 2108
72.	Jan. 4, 2018	Broader Health Care Lobbying Efforts	73	RHD	Admin	Active conversations with BC Transit and Island Health	
73.	Jan. 4, 2018	Zoning Bylaw Update	77	Rural PI	Planning	Preparing zoning bylaw update for 1 st reading.	1 st Reading Fall 2018
74.	June 13, 2108 SA	Award the Salmon Beach Administration Building and Carport Demolition contract to J. Robbins Construction Ltd.		Salmon Beach	ES	Contract awarded.	Demolition to be completed by the end of June 2018

*Line item #'s are for reference only – numbers will change as items are completed or added.

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2018 updated to June 8, 2018
(Sorted by Service Area and SP % and date)

Strategic Priority

SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
75.	Jan. 4, 2018	Sproat Lake Level Management - Coordinate Discussion	75	Sproat Lake	Planning	Meeting held on May 24, 2018	
76.	June 13, 2018 SA	Enter into a maintenance agreement for bike skills section of Cougar Smith Park with Dylan King not to exceed \$6000, inclusive of material and labour.		Sproat Lake Community Park	ES		
77.	June 13, 2018 SA	Enter into initial discussions with Rogers Communications regarding the proposed construction of a cellular tower at the West Coast Landfill.		West Coast Landfill	ES		
78.	June 13, 2018 SA	Continue discussions with both the District of Tofino and the Ahousaht First Nation regarding the possible composting of bio-solids from each of their new waste water treatment plants as part of the future ACRD regional organics diversion program		West Coast Waste Management	ES	To be included as part of the organics diversion project.	

*Line item #'s are for reference only – numbers will change as items are completed or added.

from the Board Table

Intro

On May 26, 2018, the Vancouver Island Regional Library (VIRL) Board of Trustees convened for their third meeting of the year. The agenda provided a number of topics for discussion, including a presentation by Nanaimo Harbourfront Librarian, Jonathon Bigelow, about the branch's annual GeekCON event, an overview of VIRL's audited financial statements, a discussion about alternative service models, revisions to VIRL's Collection Development Policy, a review of VIRL's 2019 Budget Assumptions, and a presentation on the 2017 Annual Report, in addition to regularly occurring agenda items.

All Things Geek



Nanaimo Harbourfront Librarian, Jonathon Bigelow, provided an energetic and wide-ranging presentation on the branch's third annual GeekCON, which celebrates geek culture, from cosplay to retro gaming, sword fights to board games. Jonathon explained how the event has grown over the years and now attracts more than 2,000 people to the branch, including vendors, cosplay enthusiasts, and people who may not otherwise visit the library. The Board was struck by the depth and variety of GeekCON and was excited to hear how our libraries continue to evolve in the 21st Century.



A young Iron Man celebrates GeekCON at the Nanaimo Harbourfront library

Finance Report



Drag Queen Storytime at the Campbell River branch.

Balance Sheet: The balance sheet of \$32.9 million shows a healthy balance of cash and investments of \$6.8 million at the end of March and a year to date operating deficit of \$0.8 million.

Revenue and Expenditures: The net operating deficit as at the end of March shows that revenues were in line with expectations and that expenditures were within budget. The deficit reflects that provincial funding will not be received until mid-year, and that certain expenditures such as insurance and software licensing are paid at the beginning of the year.

Reserves Report: The Board of Trustees is provided with updated reserves information at each meeting. At the end of March, the reserves stood at a balance of \$5.3 million. Appropriations to reserves are recorded on a quarterly basis in line with the budget and at the end of March, 25% of planned appropriations have been recorded. Year to date withdrawals from reserves consist of amounts for repayments on borrowings and projects in Sooke and Chemainus, as well as purchases of furniture and equipment, IT software and hardware.

In Summary: The current position is sustainable and VIRL's operations are in a good position to complete the year in a positive position.

Facilities Updates



VIRL staff, Jonathon Bigelow, printing a book on demand on the Espresso Book Machine at the Creativity Commons, Nanaimo Harbourfront.

Chemainus

The development permit has been approved, and the building permit submitted. Construction will be tendered once all required permits and other documentation have been completed.

Ladysmith

Ladysmith is looking to initiate a mixed-use project on property owned by the town, which could include space for a new library. Discussions with Ladysmith staff indicate that the next update will be in 2018.

Masset

VIRL continues to work on the plan for the prefabricated building and is awaiting preliminary information from our consultants to move forward with planning. Site investigation including survey, geotechnical and environmental work will commence shortly.

Sandspit

VIRL is working with School District 50 to finalize a lease for land on which to house a new prefabricated branch.

Queen Charlotte

VIRL had discussions with School District 50 and local officials regarding potential sites for a new library. Information to date indicates that we will reengage discussions with Queen Charlotte in the fourth quarter of 2018.

Parksville

Preliminary designs have been provided by the architect for this refurbishment project. VIRL is reviewing the plans and will provide further direction.

Port Alberni

Preliminary designs have been provided by the architect for this refurbishment project. VIRL is reviewing the plans and will provide further direction.

Port McNeill

The landlord of the current branch space contacted VIRL to discuss the potential expansion of the branch into an adjoining space. VIRL is reviewing the site and will discuss specific items with the landlord.

Sidney

VIRL estimates that the renovation will begin in mid-2018. VIRL has finalized a space in Sidney in which to house a temporary location while the branch is closed.

Facilities Updates cont.



*Tundra, the storytime wolf, visits the Sidney/North Saanich branch.
Photo credit: Sheri Rypstra*

Sayward

VIRL is continuing to work on the plan for a prefabricated building and is awaiting preliminary information from consultants to move forward with planning. Survey, geotechnical and environmental work has been completed, which will be used to proceed with planning.

On May 22, VIRL held an Open House to present the concepts for the prefabricated designs to the public.

Sooke

Survey, environmental and geotechnical work is complete. Construction is anticipated to start in mid-2018, with the branch opening approximately a year later. On May 16, VIRL held a well-attended Open House to present the proposed designs to the public. The designs were very well received by those in attendance. Renderings of the new Sooke library are available here: <http://virl.bc.ca/branches/sooke>.

Campbell River

On November 7, VIRL staff had a productive discussion at the Campbell River Committee of the Whole meeting about a potential new branch. The meeting included a [video presentation made by VIRL](#). Campbell River staff have indicated that five potential sites have been identified for a new branch.

North Saanich

North Saanich is working with a surveyor to prepare a subdivision plan, which will determine the final site for the new branch. Preliminary site preparation and design work can commence after the plan is completed.

Tofino

On May 15, VIRL attended a conference call with Tofino, the Clayoquot Biosphere Trust, and consultants engaged by Tofino to oversee preliminary planning discussions for a mixed-use building. Further discussion will occur in June.

Tahsis

In January 2018, Tahsis Council approved a site for a prefabricated branch. The site is an approximately 27,000 square foot parcel of land owned by Tahsis and is situated next to the community centre. Pre-planning on this site has commenced, and VIRL will work with municipal staff to gather the required information. A site survey has been completed and VIRL is determining where on the site a library would best be oriented.

Woss

The Board directed staff to move forward with plans to build a prefabricated branch. VIRL will work with Woss to determine the best site for the new branch.



STEAM-inspired programming at the library.

Business Arising

Audited Financial Statements: The Board was provided with an overview of the Audited Financial Statements from the Director of Finance and a representative from MNP, which performed the audit. After hearing from the auditor that VIRL had received a clean audit, the Board voted to receive the 2017 Audited Financial Statements and the accompanying report prepared by the auditors.

Alternative Service Delivery Models – Woss: At the March 17, 2018 Board of Trustees meeting, a motion was carried that the option of placing a prefabricated building at Woss be explored with the Mount Waddington Regional District. Upon receipt of a report prepared by VIRL staff with four options for consideration at the May 26 meeting, the Board directed staff to move forward with Option 1: the construction of a new prefabricated branch.

Kicking off the 2019 Budget: The Board received a preliminary report that speaks to a 3% increase to funding for core expenditures in 2019, an increase that is forecasted to maintain existing service levels for the organization. The report was for discussion purposes only and the first draft of the Budget will be presented to the Executive Committee in July.

Business Arising cont.

Revised Collection Development Policy

The Board received and adopted the following revisions to VIRL's Collection Development Policy:

Selection Philosophy

- Endorsement of the newly-formed Canadian Federation of Library Association's *Statement on Intellectual Freedom*.
- Wording to help address inclusion of materials covering controversial topics.

Scope of the Collection

- Greater clarity on the nature of VIRL's floating physical collection, and the growing focus on digital collections.
- Removal of concepts of "urban library hub" and "community library" since all customers have equal access to resources.

Accessibility

- Addition of this section to articulate VIRL's commitment to accessible collections for customers with print disabilities.

Customer Suggestions

- Removal of statement that VIRL staff will notify customers of the library's selection decision.
- Clarification on the decision-making process in the Request for Reconsideration section to reflect VIRL's current management structure.



Virtual Reality being sampled at the library.



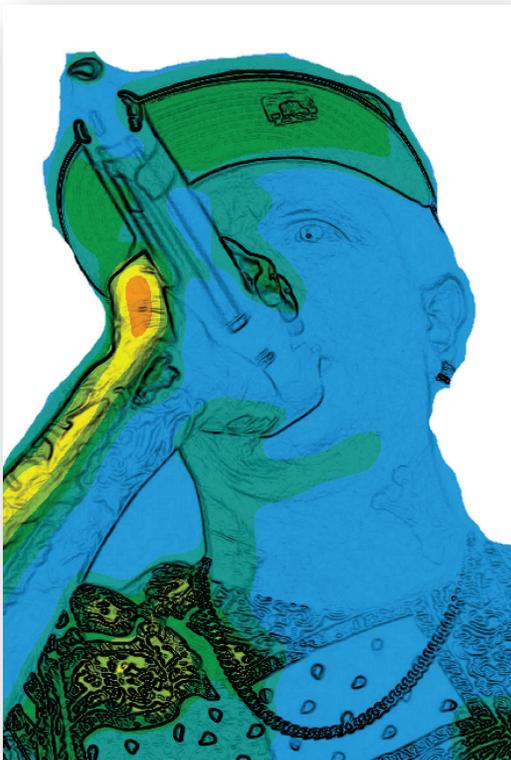
Read more: virl.bc.ca/about-us/library-policies



2017 Annual Report

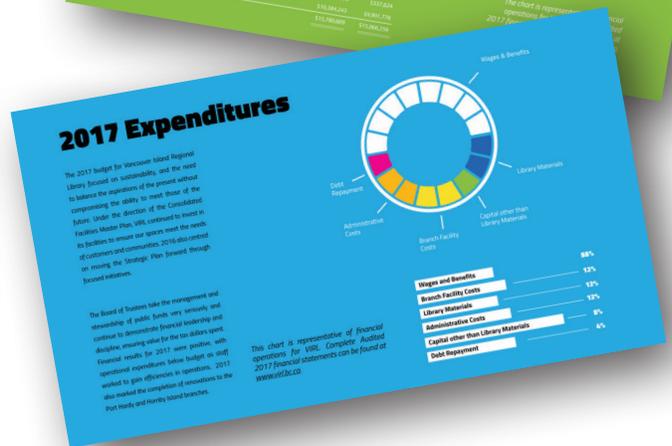
For the [2017 Annual Report](#), VIRL shifted to an entirely online environment to complement its report theme of The 21st Century Library. The report offers eye-catching media, including video, rich imagery, beautiful graphics, and a dynamic experience that leads readers through story after story of the ways our libraries enriched and inspired peoples' lives in 2017. One of the best parts about the 2017 Annual Report is that the entire report and rich media can be enjoyed by simply scrolling.

Links to the Annual Report will be emailed to all media, MLAs, Regional Districts and Municipalities in the VIRL service area. The Annual Report will be posted on our website, all social media platforms, and promoted on the large TV screens used in branches to promote programs and events.



Statement of Operations
Consolidated Statement of Operations for the year ended December 31, 2017

Account	Budget 2017	Actual 2017	2016 Actual
Revenues			
Municipal taxes	\$18,076,777	\$18,528,754	\$18,000,000
Grants	4,395,227	4,389,236	6,173,696
Fees and other income	1,387,247	1,289,177	1,700,000
Interest earned	387,262	481,993	464,527
Total revenues	24,646,513	24,689,160	26,342,223
Expenditures			
Wages and benefits	11,749,075	12,481,124	11,787,227
Administration	2,426,298	2,432,000	2,211,024
Administration - other	94,709	74,628	77,209
Administration - benefit accrual	2,106,206	2,438,198	2,441,626
Administration - capital	15,000	152	79,427
Total Expenditures	16,391,288	17,426,052	16,536,513
Annual surplus (deficit)	8,255,225	7,263,108	9,805,710
Accumulated surplus, beginning of year	10,000,000	17,086,216	14,478,776
Accumulated surplus, end of year	\$18,255,225	\$14,321,224	\$14,284,486
Which is comprised of:			
Internally restricted funds	\$1,000,000	\$1,000,000	\$1,000,000
Unrestricted funds	\$17,255,225	\$13,321,224	\$13,284,486
Net revenues to eligible capital assets	\$1,000,000	\$1,000,000	\$1,000,000



Available online: virl.bc.ca