



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 26, 2019, 1:30 pm

Cherry Creek Community Hall, 3720 Moore Road, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of 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/UNWEIGHTED)	
a. Board of Directors Meeting – June 12, 2019	6-19
<i>THAT the minutes of the Board of Directors meeting held on June 12, 2019 be adopted.</i>	
b. Committee-of-the Whole Meeting – June 19, 2019	20-22
<i>THAT the minutes of the Committee-of-the-Whole meeting held on June 19, 2019 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Marcie DeWitt, Maggie Hodge Kwan, Presentation on ACRD Child Care Space Planning Project	23-25
b. Deana Horton and Tracy Moyen, Presentation on Cherry Creek Recreation Commission	
c. Mike Lange, McGill & Associates Engineering Ltd., Presentation on Cherry Creek Waterworks District	
6. <u>CORRESPONDENCE FOR ACTION</u>	

7. CORRESPONDENCE FOR INFORMATION

(ALL VOTE/UNWEIGHTED)

- | | | |
|----|---|---------------|
| a. | DISTRICT OF SECHELT/TOWN OF GIBSONS | 26-37 |
| | Fentanyl Crisis in BC – Call to Action: Help Promote Naloxone Distribution and Training in Your Community | |
| b. | REGIONAL DISTRICT OF FRASER-FORT GEORGE | 38 |
| | Single Use Plastics Ban | |
| c. | CLAYOQUOT BIOSPHERE TRUST | 39-53 |
| | 2018 Annual Report | |
| d. | OFFICE OF THE OMBUDSPERSON | 54-57 |
| | Quarterly Report: January 1-March 31, 2019 | |
| e. | E-COMM 9-1-1 | 58-92 |
| | (a)SPIRE 2025 Strategic Plan
PRIMECorp 2525 Strategic Action Plan | |
| f. | MOSAIC FOREST MANAGEMENT | 93-107 |
| | 2018 TimberWest Sustainability Progress Report | |
| g. | MINISTER OF INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT | 108 |
| | Canadian Experiences Fund Application by Alberni-Clayoquot Regional District | |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|----------------|
| a. | REQUEST FOR DECISION | 109-113 |
| | Bylaw F1141-1, 2019-2023 Financial Plan Amendment
(ALL VOTE/WEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

- b. **REQUEST FOR DECISION** **114-120**
2019 Standing/Select Committee Appointments & Appointments to
Outside Organizations – Revised.
(ALL VOTE/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the revised 2019 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

- c. **REQUEST FOR DECISION** **121-124**
Meeting Requests – Premier and Ministers at the 2019 UBCM
Convention
(ALL VOTE/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to staff on requesting meetings with the Premier and Ministers at the Union of British Columbia Municipalities Conference, September 23 to 27th in Vancouver.

9. **PLANNING MATTERS**

- 9.1 **ELECTORAL AREA DIRECTORS ONLY** **125-132**
(All Participants/Unweighted)

- a. **DVC19004, MUTCH, 1145 SEVENTH AVENUE (LONG BEACH)**
Development Variance Permit Application – Report

THAT the Board of Directors consider issuing development variance permit DVC19004, subject to neighbouring properties being notified as per Local Government Act s.499.

- b. **TUP19015, DWIGHT GIESBRECHT & JANE DAVIS, 8988 FABER ROAD (SPROAT LAKE)** **133-140**
Temporary Use Permit Application – Report

THAT the Board of Directors consider issuing Temporary Use Permit TUP19015 subject to:

Confirmation from Island Health that sewage disposal for the camping sites complies with the requirements of the Sewerage System Regulation; and

Notification of neighbouring properties as per Local Government Act s.494.

- c. **RE18008, CALDWELL, 6210 WALKER ROAD (BEAVER CREEK)** **141-143**
Rezoning Application – Memorandum and Bylaw P1378

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1378 be adopted.

- d. **RF19002, STUART SUTTON & HELEN ZANNETTE, 6159 STRATHCONA STREET (CHERRY CREEK)** **144-151**
Rezoning Application – Report and Bylaw P1390

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1390 be read a first time;

THAT the public hearing for Bylaw P1390 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District;

THAT the Board of Directors confirm that adoption of Bylaw P1390 is subject to:

Meeting technical referral agency requirements.

9.2 ELECTORAL AREA DIRECTORS AND TOFINO
(All Participants/Unweighted)

- a. **SHORT TERM VACATION RENTALS UPDATE (ALL AREAS)** **152-155**
Memorandum

THAT the Board of Directors receive the memorandum.

10. REPORTS

10.1 STAFF REPORTS
(ALL VOTE/UNWEIGHTED)

- a. **Meeting Schedule – July 2019** **156**
b. **Building Inspectors Report – May 2019** **157**
c. **Board Strategic Priorities and Resolved Staff Actions** **158-175**

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS
(ALL VOTE/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb
b. Vancouver Island Regional Library – P. Cote
c. Alberni Valley Chamber of Commerce – Sharie Minions

- d. Air Quality Council, Port Alberni – J. McNabb
- e. West Coast Aquatic Board – J. Osborne
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

(ALL VOTE/UNWEIGHTED)

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (c): Labour relations or other employee relations;*
- ii. 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 the federal government or both and a third party.*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, July 24, 2019, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 12, 2019, 1:30 PM

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

DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)
Josie Osborne, Vice-Chair, Mayor, District of Tofino (via phone)
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Nicky Ling, Alternate Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Cindy Solda, Councillor, City of Port Alberni
Deb Haggard, Councillor, (Alternate) City of Port Alberni
Mayco Noël, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞑitꞑath Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS: John Jack, Councillor, Huu-ay-aht First Nation
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Sharie Minions, Mayor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Jenny Brunn, Manager of Operations
Janice Hill, Executive Assistant

1. **CALL TO ORDER**

The Manager of Administrative Services called the meeting to order at 1:30 pm.

MOVED: Director Beckett

SECOND: Director Noël

That Director McNabb be appointed to Chair the meeting.

CARRIED

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

2. APPROVAL OF AGENDA

MOVED: Director Solda

SECONDED: Director Cote

THAT the agenda be approved as circulated with the following late items: 12 (a) Agriculture Emergency Water License Application, and request to move agenda item 8 (h) to 8 (a).

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 22, 2019

MOVED: Director Haggard

SECONDED: Director Solda

THAT the minutes of the Board of Directors meeting held on May 22, 2019 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – May 22, 2019

MOVED: Director Solda

SECONDED: Director Haggard

THAT the minutes of the Committee-of-the-Whole meeting held on May 22, 2019 be adopted.

CARRIED

c. AV & Bamfield Services Committee Meeting – May 29, 2019

MOVED: Director Cote

SECONDED: Director Shannon

THAT the minutes of the AV & Bamfield Services Committee meeting held on May 29, 2019 be adopted.

CARRIED

d. Salmon Beach Committee Meeting – May 30, 2019

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT the minutes of the Salmon Beach Committee meeting held on May 30, 2019 be adopted.

CARRIED

e. West Coast Committee Meeting – June 5, 2019

MOVED: Director Johnsen

SECONDED: Director Noël

THAT the minutes of the West Coast Committee meeting held on June 5, 2019 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. FROM YUULU?IL?ATH GOVERNMENT

Appointment to the ACRD Board of Directors.

Al McCarthy has been appointed to the ACRD Board of Directors. Charles McCarthy has been appointed the Alternate Director.

b. FROM WESTERN FOREST PRODUCTS

Western Forest Products First Annual Sustainability Report

c. FROM QATHET REGIONAL DISTRICT

Letter to the Ministry – Expand recycling for the ICI Sector

d. FROM CITY OF VICTORIA

UBCM Resolution regarding restoring Provincial support for libraries

e. FROM TOQUAHT NATION

Grand Opening Secret Beach Marina & Campground

July 21st 2019 from 2:00 pm to 4 pm.

MOVED: Director Solda

SECONDED: Director Johnsen

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Sproat Lake Community Association – Community Works Fund Contribution Agreement

MOVED: Director Cote

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Sproat Lake Community Association's request for an additional \$80,000 of Community Works Funding to upgrade the Sproat Lake Community Hall for recreational purposes for the 2019 year and exempt the project from the January 15th application deadline of the ACRD Community Works Policy as this project was in-stream when the policy was adopted.

CARRIED

*MOVED: Director Cote
SECONDED: Director Solda*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to amend Bylaw F1141, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan to budget for this project using Community Works Funds in the Electoral Area Administration budget.

CARRIED

*MOVED: Director Cote
SECONDED: Director Solda*

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Letter of Understanding with the Sproat Lake Community Association to increase the amount of Community Works Funding from \$100,000 to \$180,000 for upgrading the Community Hall for recreational purposes.

CARRIED

*MOVED: Director Shannon
SECONDED: Director Solda*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Beaver Creek Community Club regarding their upcoming hall renovation project and use the UBCM "Gas Tax Fund – Guidelines for identifying Project Eligibility for Community Works Fund Projects" to determine if the project meets the Community Works Fund requirements.

CARRIED

a. Request for Decision regarding 2018 Statement of Financial Information

*MOVED: Director Solda
SECONDED: Director Noël*

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2018 Statement of Financial Information (SOFI) including all of the statements and schedules.

CARRIED

b. Request for Decision regarding Organics Diversion – from AV & Bamfield Services Committee

MOVED: Director Solda

SECONDED: Director Cote

THAT the ACRD Board of Directors direct staff to investigate and report back on interim organic diversion service options for the City of Port Alberni.

CARRIED

c. Request for Decision regarding Organics Diversion – from West Coast Committee

MOVED: Director Noël

SECONDED: Director Osborne

THAT the ACRD Board of Directors direct staff to proceed with public consultation on the implementation of an organics disposal ban for the industrial, commercial, institutional and residential waste sectors; as well as the implementation of a three-stream curbside collection system and a potential local organics processing facility at the West Coast Landfill.

CARRIED

d. Request for Decision regarding Alberni Valley Transit

MOVED: Director Solda

SECONDED: Director Beckett

THAT the ACRD Board of Directors approve execution of the 2019 – 2020 Transit Annual Operating Agreement between BC Transit and the ACRD.

CARRIED

MOVED: Director Cote

SECONDED: Director Solda

THAT the ACRD Board of Directors approve BC Transit to proceed with phase two of the ACRD Electoral Area Transit Feasibility Study and engage the local public, First Nations, and School District No. 70 on draft service options.

CARRIED

MOVED: Director Cote

SECONDED: Director Solda

THAT the ACRD Board of Directors approve execution of the BC Transit 2019 3-Year Expansion Initiatives MOU.

CARRIED

e. Request for Decision regarding West Coast Transit Study

MOVED: Director Noël

SECONDED: Director Johnsen

THAT the ACRD Board of Directors direct staff to report back with governance and cost allocation options in order to inform the pending Alternative Approval Process for the establishment of a new West Coast transit service.

CARRIED

MOVED: Director Noël

SECONDED: Director Johnsen

AND FURTHER that the ACRD Board of Directors execute the 2019 BC Transit three year expansion initiatives MOU outlining a 2021/22 service expansion for the new proposed West Coast transit service.

CARRIED

f. Request for Decision regarding Open Burning Regulations

MOVED: Director Solda

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Outdoor Burning Smoke Control Regulation Bylaw No. R1032, 2019 be read a first time.

CARRIED

MOVED: Director Solda

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Outdoor Burning Smoke Control Regulation Bylaw No. R1032, 2019 be read a second time.

CARRIED

MOVED: Director Solda

SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Outdoor Burning Smoke Control Regulation Bylaw No. R1032, 2019 be read a third time.

CARRIED

MOVED: Director Solda
SECONDED: Director Cote

THAT the Board of Directors direct staff to refer Bylaws R1030 and R1032 to the Ministry of Environment, Island Health and Port Alberni Air Quality Council for consideration.

CARRIED

MOVED: Director Shannon
SECONDED: Director Solda

THAT the Board of Directors direct staff to proceed with public consultation in all Electoral Areas regarding the new Open Burning Regulations.

CARRIED

g. Request for Decision regarding Special Operating Facilitation Agreement (SOFA)

MOVED: Director Noël
SECONDED: Director Osborne

THAT the ACRD Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between NavCanada Port Hardy FSS, the Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport effective June 16, 2019 through May 31, 2020.

CARRIED

i. Request for Decision regarding Provincial Consultation – Private Managed Forest Land & Forest and Range Practices Act

MOVED: Director Solda
SECONDED: Director Shannon

THAT the ACRD Board of Directors direct staff to arrange a meeting with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to discuss the public consultation processes for private and Crown forest lands and set up a UBCM meeting with the Minister.

CARRIED

j. Request for Decision regarding UBCM Resolutions

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Board of Directors endorse the attached resolution for PST Exemption for Fire Apparatus and Firefighter Personal Protective Equipment and direct staff to submit the resolution for consideration at the 2019 UBCM Convention.

CARRIED

9. PLANNING MATTERS

9.1 ALL DIRECTORS

- a. MISC19003, GREEN COAST CANNABIS SALES INC, 2945 ALBERNI HIGHWAY (CHERRY CREEK)**
Cannabis Retail Store License Application – Public Meeting Report and Public Meeting Minutes

MOVED: Director Noël

SECONDED: Director McCarthy

THAT the Board of Directors receive the public meeting report.

CARRIED

MOVED: Director Noël

SECONDED: Director Beckett

THAT the Board of Directors receive the public meeting minutes.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Noël

THAT the Board of Directors recommend to the Liquor and Cannabis Regulation Branch that a Non-Medical Cannabis Retail Store License be issued to Green Coast Cannabis Sales Inc. for 2945 Alberni Highway subject to temporary use permit TUP18015 being issued.

DEFEATED

9.2 ELECTORAL AREA DIRECTORS ONLY

- a. RD18017, THOMSON, 7940 TYLER DRIVE (SPROAT LAKE)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1384, P1385 and P1389

MOVED: Director Cote

SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing report.

CARRIED
MOVED: Director Cote
SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing minutes.
CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT Sproat Lake Official Community Plan Amendment Bylaw P1384 be read a second time.
CARRIED

Director Noël left the meeting at 3:12 pm
Director McCarthy left the meeting at 3:13 pm

MOVED: Director Cote
SECONDED: Director Beckett

THAT Sproat Lake Official Community Plan Amendment Bylaw P1384 be read a third time.
CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1385 be read a second time.
CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1385 be read a third time.
CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1389 be read a second time.
CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1389 be read a third time.

CARRIED

- b. RE18008, CALDWELL, 6210 WALKER ROAD (BEAVER CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and
Bylaw P1378

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

- c. TUP19016, HOPKINS, 6573 WALKER ROAD (BEAVER CREEK)**
Temporary Use Permit Application – Report

MOVED: Director McNabb

SECONDED: Director Shannon

*THAT the Board of Directors consider issuing Temporary Use Permit TUP19016
subject to neighboring properties being notified as per Local Government Act
s.494.*

CARRIED

- d. TUP18015, ABC ALBERNI BOAT CENTER LTD, 2945 ALBERNI HIGHWAY
(CHERRY CREEK)**
Temporary Use Permit Application – Memorandum and Permit

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Board of Directors defer Temporary Use Permit TUP18015.

CARRIED

Director Noël and Director McCarthy re-entered the meeting at 3:38 pm.

10. REPORTS

10.1 STAFF REPORTS

a. Climate Action Revenue Incentive (CARIP) Public Report for 2018

b. SLMP Boating Safety Contribution Program Grant

MOVED: Director Shannon

SECONDED: Director Cote

THAT the Board receives reports a-b.

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

a. Notice of Motion – Director Solda

MOVED: Director Solda

SECONDED: Director Cote

THAT the ACRD Board of Directors invite Tofino Bus to present to the Board on their transportation plans for the region.

CARRIED

12. LATE BUSINESS

a. Agriculture Emergency Water license application.

MOVED: Director Cote

SECONDED: Director Shannon

THAT the ACRD Board of Directors direct staff to work with members of the Agricultural Development Committee on applying for an Emergency Water License for agriculture.

CARRIED

b. Notice of motion:

MOVED: Director Solda

SECONDED: Director Shannon

THAT the ACRD Board of Directors direct staff to write a letter to the Ministry of Transportation and Infrastructure requesting proper signage be installed on Hwy. 4 providing direction to McLean's Mill and Stamp River Provincial Park.

CARRIED

13. QUESTION PERIOD

14. RECESS

MOVED: Director Cote

SECONDED: Director Solda

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

CARRIED

The meeting was recessed at 3:42 pm

15. RECONVENE

The meeting was reconvened at 3:50 pm

16. IN-CAMERA

MOVED: Director Johnsen

SECONDED: Director Solda

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

- 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) (e): the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district;*

- 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 the federal government or both and a third party.

CARRIED

The meeting was closed to the public at 3:51 pm.

The meeting was re-opened to the public at 4:17 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following resolutions from the in-camera portion of the Board of Directors meeting were reported out in open meeting:

a. 2019 Advisory Planning Commission (APC) Appointments

THAT the Board of Directors appoint the following individuals to the Bamfield APC: J. P. Hasteley and Jane Morrison for an additional one-year term.

THAT the Board of Directors appoint the following individuals to the Long Beach APC: Jim Whitworth, Petra Arnold and Rachael O'Callahan for a two-year term; and Scott MacDonald and Ellen Peet for a one-year term.

THAT the Board of Directors appoint the following individuals to the Beaver Creek APC: Gordon Blakey, Patty Edwards and Nick Clarke for a two-year term.

THAT the Board of Directors appoint the following individuals to the Cherry Creek APC: John Versteeg Jr., Mike Jones and Bob Vandermolen for a two-year term; and Carrie Smith for an additional one-year term.

b. Alberni Valley Landfill Contract Extension

THAT the ACRD Board of Directors approve the following amendment to the Alberni Valley Landfill Operations Contract – October 1, 2014 to September 30, 2019:

- a. *Amend Article 31 – Term of Contract – Agreement to include the clause to extend the contract for two five-year terms, subject to mutual agreement.*

THAT the ACRD Board of Directors grant a one-year (October 1, 2019 – September 30, 2020) contract extension to Berry and Vale for the operation of the Alberni Valley Landfill.

18. ADJOURN

MOVED: Director Shannon

SECONDED: Director Johnsen

THAT this meeting be adjourned at 4:17 pm

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, JUNE 19, 2019, 1:30 PM

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

DIRECTORS

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

PRESENT:

Bob Beckett, Director, Electoral Area "A" (Bamfield) (via phone)

Tanya Shannon, Director, Electoral Area "B" (Beaufort)

Nicky Ling, Alternate Director, Electoral Area "C" (Long Beach)

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

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

Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Cindy Solda, Councillor, City of Port Alberni

Mayco Noël, Mayor, District of Ucluelet (via phone)

REGRETS:

Kel Roberts, Director, Electoral Area "C" (Long Beach)

Josie Osborne, Vice-Chairperson, District of Tofino

Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Mike Irg, Manager of Planning and Development

Janice Hill, Executive Assistant

Alex Dyer, Planner

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Solda

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – March 6, 2019

MOVED: Director McNabb

SECONDED: Director Solda

THAT the minutes of the Committee-of-the-Whole meeting held on March 6, 2019 be received.

CARRIED

4. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Non-Medical Cannabis Retail Store (NMC) Licence Application Review Policy.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Committee of the Whole refer the policy review of options and staff report to the Electoral Area Directors Committee for further discussion.

CARRIED

b. Request for Decision regarding Cannabis Production Zoning Update.

MOVED: Director Shannon

SECONDED: Director McNabb

THAT the Committee of the Whole refer the staff report with suggested amendments to the Alberni Valley Local Farmers Institute, ACRD Agriculture Committees, Electoral Area APCs, and District A Farmers Institute for feedback.

CARRIED

MOVED: Director Shannon

SECONDED: Director Solda

THAT the Committee of the Whole allow Lisa Aylard, President of the Alberni Valley Local Farmers Institute, to address the Committee.

CARRIED

Ms. Aylard advised the Committee that the AV Local Farmers Institute would appreciate the opportunity to discuss the Cannabis Production Zoning Update.

5. REPORTS

a. Information Report – UBCM Cannabis Costs Survey – T. Fong

MOVED: Director Solda

SECONDED: Director McNabb

THAT this report be received.

CARRIED

6. ADJOURN

MOVED: Director McNabb

SECONDED: Director Solda

THAT this meeting be adjourned at 2:55 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Douglas Holmes,
Chief Administrative Officer

CHILDCARE PLANNING ACROSS THE ALBERNI CLAYOQUOT PROJECT SUMMARY

PROJECT BACKGROUND

The provincial government recently announced a \$3 billion investment in the child care sector over the next three years. Funding for the creation of new child care spaces is underway and will continue until 22,000 new spaces have been created.

In order to ensure that community needs are met, the Community Child Care Planning Program is underway in tandem. The Planning Program supports local governments and child care stakeholders in understanding their current and upcoming child care needs.

Key project activities:

- Inventory current child care spaces
- Develop methodology for data collection (i.e. utilizing existing information, stakeholder survey, community consultation)
- Define mechanisms for stakeholder engagement
- Synthesize data and community input
- Write community child care space creation action plan

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future provincial investments in child care space creation. For efficiency and knowledge sharing in the ACRD region's closely connected communities and network of child care providers, the ACRD has engaged a team of experienced consultants to conduct a regional approach to undertake this work for ACRD communities.

PROJECT TEAM

The Childcare Planning Across the Alberni Clayoquot project team is made up of three local consultants with backgrounds in supporting healthy child, family and community development in the Alberni Clayoquot region. Please do not hesitate to get in touch with any questions or opportunities to collaborate.

Marcie DeWitt
250-726-5019

marcie_dewitt@hotmail.com

Maggie Hodge Kwan
250-240-1272

Maggie.hodgekwan@gmail.com

Tracy Smyth
250-731-6241

tracy.smyth@shaw.ca

A project specific email has been created for media, community feedback and inquiries:

ACRDchildcareplanning@gmail.com.

PROJECT MILESTONES

Project Milestone and Major Tasks	To be completed by	Deliverables
Project inception	May 15, 2019	NA
Background/Communications <ul style="list-style-type: none"> • Confirm stakeholder engagement strategies • Develop stakeholder engagement tools (ie survey, focus group questions, FAQ/one-pager, poster) 	May 30, 2019	Surveys, focus group questions, any formal public communications
Inventory/Policy Analysis <ul style="list-style-type: none"> • Completed mandatory inventory spreadsheet • Analysis of existing relevant policies from across the region 	July 1, 2019	Inventory spreadsheet; Summary of existing policies and plans for the “Plan, Bylaw, and Policy Review” portion of Action Plan
Community Engagement <ul style="list-style-type: none"> • Childcare provider surveys • Parent surveys • Childcare provider/community open house • Parent focus groups (marginalized groups) 	September 15, 2019	Summary of community engagement activities; “Current State of Child Care” and “Interpreting Trends” portions of Action Plan
Completion of final report, including space creation targets and short-term, medium-term, and long-term targets	October 15, 2019	Draft final report (for ACRD review before submitting to UBCM?)
Project completion	October 31, 2019	Final report

Ucluelet

Hitacu

Anacla

Port Alberni

Macoah

Hupacasath

Tseshah

Esowista/TyHistanis

Hot Springs Cove

Ahousat



CHILD CARE SURVEY

Calling all parents & caregivers!
Help build a community plan for accessible, affordable, quality child care and enter to **win** a **FAMILY FUN PACK**.

Take the online survey at
<https://www.surveymonkey.com/r/ACRDChildCare>
or ask your child care provider.



ACRD Areas

Opitsaht

Tofino



Sechelt
Office of the Mayor

June 5, 2019

Attn: All UBCM Mayors and Chairs,

RE: Fentanyl Crisis in BC – Call to Action: Help promote naloxone distribution and training in your community

Dear Mayors and Chairs,

Despite escalated efforts across the province, B.C. continues to see record numbers of illicit drug overdose deaths. Many of these deaths result from people using drugs alone. With four people a day dying of a preventable overdose, B.C. is experiencing the worst public health crisis the province has seen in decades. Naloxone is proven to save lives by reviving a person who has overdosed to give them enough time to get to the hospital. Naloxone cannot be self-administered, so drug users must rely on friends or family to help.

On January 29, 2019 Town of Gibsons Mayor Bill Beamish, shísháhl Nation Chief Warren Paull, Sunshine Coast Regional District Chair Lori Pratt and District of Sechelt Mayor Darnelda Siegers participated in a media event where we received naloxone training to raise awareness and fight stigma. We are writing to encourage you, as community leaders, to take action by helping to promote naloxone distribution and training in BC communities, to raise awareness about the fentanyl crisis, fight stigma and save lives.

Staging a media event like we did can help, but there are many other ways to start saving lives in your community as well. The latest [Overdose Response Progress Update](#) (Nov 2018 – Feb 2019) includes statistics and information on many programs and grants that are now available.

Sincerely,

Darnelda Siegers
Mayor, District of Sechelt

Lori Pratt
Chair, Sunshine Coast Regional District

Warren Paull
hiwus, shísháhl Nation

Bill Beamish
Mayor, Town of Gibsons

Responding to B.C.'s Overdose Emergency

Progress Update

November 2018 – February 2019



Ministry of
Mental Health
and Addictions

BACKGROUND

Despite escalated efforts across the province, B.C. continues to see record numbers of illicit drug overdose deaths. Data from the B.C. Coroners Service reports 1,486 people died from a preventable overdose death in 2017 and a further 1,510 people died in 2018. B.C.'s highly toxic illicit drug supply results in overdoses and overdose deaths in every corner of the province. With four people a day dying of a preventable overdose, B.C. is experiencing the worst public health crisis the province has seen in decades.

Overdose Statistics for November, December and Full-Year 2018

In November 2018, 125 people died from an illicit drug overdose. Deaths in November represent an 18% increase from November 2017 (106) and a 17% increase from October 2018 (117). In December 2018, 116 people died from an illicit drug overdose. Deaths in December 2018 represent a 13% increase from December 2017 (103) and an 8% decrease from November 2018 (125). From January 1 to December 31, 2018, at least 1,510 people died from an illicit drug overdose. This is a slight increase in the number of deaths from 2017 (1,486). However, the number of deaths in 2018 may increase as investigations conclude.

Fentanyl or its analogues were detected in approximately 87% of illicit drug overdose deaths in 2018. The majority (71%) of people who died in 2018 were between the ages of 30 and 59; the vast majority (91%) of overdose deaths overall occurred among those aged 19 to 59. Males continued to be disproportionately represented, with 80% of all overdose deaths in 2018 occurring in men. The majority (86%) of overdose deaths in 2018 occurred indoors. This suggests the trend of people using drugs alone or in the presence of someone who is unwilling or unable to call 9-1-1 is continuing.

There were 90 suspected drug overdose deaths in January 2019. Deaths in January represent a 31% decrease from January 2018 (130) and a 22% decrease over the number of deaths occurring December 2018 (116). For more information, please see [the BC Coroner's illicit drug overdose death report](#).

Report from the Representative for Children and Youth

In November 2018, B.C.'s Representative for Children and Youth (RCY) released *Time to Listen: Youth Voices on Substance Use*, which calls for youth-focused harm reduction as a key part of a comprehensive substance use service system. The report offers the first-hand perspectives of 100 young people across B.C. with lived experience, and also draws on lessons learned from an aggregate review of substance use-related injury and death reports received by the RCY in 2017.

The report's recommendations to the provincial government include:

- Developing and funding an array of substance use services that can meet the diverse needs of all youth, including culturally safe services for Indigenous youth.
- Embedding youth engagement into the Province's Mental Health and Addiction Strategy, including implementation.

Responding to B.C.'s Overdose Emergency
Progress Update: November 2018 – February 2019



Ministry of
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- Creating a single information source for publicly funded youth substance use services in B.C.
- Creating a full spectrum of youth-specific harm reduction services, including youth-specific spaces for supervised consumption.
- Implementing a comprehensive training program to help foster parents build skills for open dialogue with youth about substance use.

Escalating B.C.’s Response to the Overdose Emergency

In February 2019, the Ministry of Mental Health and Addictions released the report [*Escalating British Columbia’s Response to the Overdose Emergency*](#). The report summarizes the provincial government’s efforts over the last 18 months and highlights forthcoming actions. B.C.’s response to the overdose emergency is a collaborative effort between the Ministry of Mental Health and Addictions, the Ministry of Health, the Overdose Emergency Response Centre, and stakeholders from across the health system and civil society.

B.C.’s response focuses on six key areas:

- Saving lives
- Ending stigma
- Building an evidence-based network of treatment and recovery services
- Creating a supportive environment
- Advancing prevention
- Improving public safety

New Executive Director of the Overdose Emergency Response Centre

In January 2019, Justine Patterson was appointed Executive Director of the Overdose Emergency Response Centre (OERC). Ms. Patterson joins the OERC from Vancouver Coastal Health, where she was the Regional Lead for the Addictions Program. In addition to her work with Vancouver Coastal Health, Ms. Patterson has held leadership positions with the Elizabeth Fry Society of Greater Vancouver and in mental health and substance use services in Queensland, Australia. Ms. Patterson takes over from Miranda Compton, who returned to her role in Vancouver Coastal Health in December 2018 after a one-year secondment as the Executive Director of the OERC.

KEY AREAS OF FOCUS AND SUMMARY OF PROGRESS SINCE LAST REPORT

1. **Saving lives:** Services for people who use drugs that help reduce the risk of overdose, reduce the severity of overdose, or provide immediate lifesaving interventions when an overdose has happened.

Responding to B.C.’s Overdose Emergency
Progress Update: November 2018 – February 2019



Ministry of
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and Addictions

Progress since last report:

- As of February 15, 2019, over 136,000 [Take Home Naloxone](#) kits have been distributed throughout the province, with over 36,000 kits being reported to reverse an overdose.

2. **Ending the stigma around addictions and mental illness:** Activities that reduce negative attitudes about people who use drugs that may keep people from seeking and receiving help for problematic substance use.

Progress since last report:

- The Province's [public awareness campaign](#) continues to encourage the public to consider that people who use drugs are their family, friends, coworkers and neighbours. Recently, the Ministry of Mental Health and Addictions began work to refresh the StopOverdoseBC campaign to reflect how the overdose emergency disproportionately affects males.

3. **Building an evidence-based network of mental health and addiction treatment services:** Services that support treatment of and recovery from addiction.

Progress since last report:

- The [PHS Community Services Society](#) launched a pilot project to provide hydromorphone tablets to up to 50 patients with opioid use disorder.
- St. Paul's Hospital launched a [pilot project](#) to provide patients who visit the Emergency Department for an overdose with a three-day supply of Suboxone® upon discharge.
- In [Budget 2019](#), the provincial government announced an additional \$30 million investment to continue BC's response to the overdose emergency. This will help expand access to life-saving naloxone kits and fund pilot programs to help meet increased demand for paramedics in rural and remote areas of B.C.
- The B.C. Centre for Excellence in HIV/AIDS launched the [Provincial BOOST Collaborative](#), which aims to improve outcomes for clients with opioid use disorder (OUD) through a quality improvement project that provides training and networking with other OUD care providers/teams around implementing, measuring, and sharing best practices in oral opioid agonist therapy.
- In November, the B.C. Pharmacy Association launched a new [opioid agonist treatment training program for community pharmacists](#).
- Fraser Health expanded the [Roshni Clinic](#) to better support people of the South Asian community experiencing problems associated with alcohol and other drug use.
- Interior Health expanded its [Opioid Agonist Treatment Clinic](#) to double the number of patients treated for opioid use disorder.

- Effective February 1, 2019, the [First Nations Health Authority](#) began reimbursing opioid agonist treatment clinic fees to private clinics serving people in B.C. with First Nations status.
 - The [University of British Columbia](#) appointed the first Canopy Growth professor of cannabis science to explore the role that cannabis can play in treatment opioid use disorder.
 - The B.C. Centre on Substance Use released its [quarterly report on provider education](#).
 - The B.C. Centre on Substance Use released two handbooks that aim to help families impacted by substance use: [Coping Kit: Dealing with Addiction in Your Family](#) and [Gone Too Soon: Navigating Grief and Loss as a Result of Substance Use](#).
- 4. Creating a supportive environment:** Activities and services that address social factors related to substance use such as housing, income, employment, intergenerational trauma and community development.

Progress since last report:

- Communities continue to utilize funding from the Community Overdose Crisis Innovation Fund to address the overdose emergency at the local level.

- 5. Advancing prevention:** Activities and services that help keep childhood trauma and other mental health issues from driving substance use disorders.

Progress since last report:

- In [Budget 2019](#), the provincial government allocated \$74 million to improve access to mental health care for children and youth.

- 6. Improving public safety:** Law enforcement activities that disrupt drug trafficking and the crime and violence that accompany it.

Progress since last report:

- The [Pill Press and Related Equipment Control Act](#) came into effect on January 15, 2019.

1. SAVING LIVES

TAKE HOME NALOXONE PROGRAM IN BC

SAVING LIVES SINCE AUGUST 2012



To find a site in BC visit: towardtheheart.com/site-finder



CALLING 911 IS THE FIRST & MOST CRITICAL STEP OF OVERDOSE RESPONSE

Naloxone is a medication that reverses the effects of an overdose from opioids (e.g. heroin, methadone, fentanyl, morphine, oxycodone)

Take Home Naloxone (THN) kits are free for people at risk of an opioid overdose and those most likely to witness and respond to an overdose

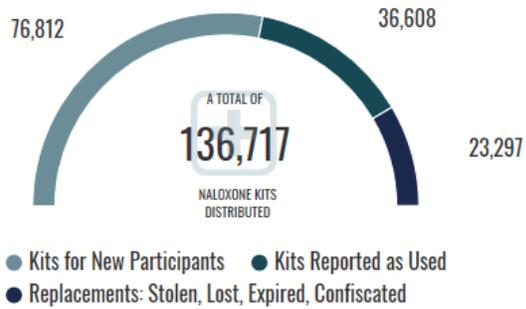
DISTRIBUTION OF KITS



1,498
ACTIVE THN DISTRIBUTION LOCATIONS IN BC INCLUDING:

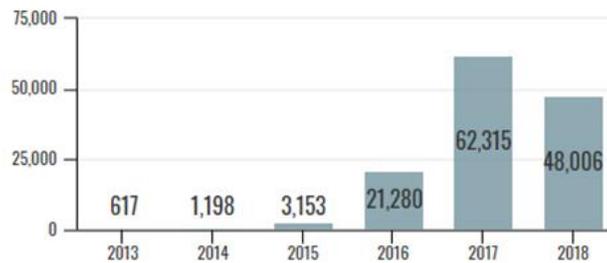


36,608
KITS REPORTED AS USED TO REVERSE AN OVERDOSE



NUMBER OF KITS DISTRIBUTED BY YEAR

Data is derived from a live environment and data from most recent two months is subject to change.



FOR MORE INFORMATION VISIT towardtheheart.com/naloxone/
WORKING TOGETHER | REDUCING HARM

Responding to B.C.'s Overdose Emergency
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Ministry of
Mental Health
and Addictions

2. ENDING THE STIGMA AROUND ADDICTIONS AND MENTAL ILLNESS

There is no one type of person who uses drugs, yet many people consider addiction and drug use as a solely street entrenched issue. However, the data tell us otherwise: overdose is a far reaching and escalating problem in B.C., with a wide range of people who are dying or experiencing non-fatal overdose events. In fact, the sheer number of people who are dying indoors alone suggests that a person is more likely to survive an overdose in areas such as the Downtown East Side of Vancouver than in a suburban dwelling.

People who do not feel comfortable coming forward to get help – whether that is to access drug checking services, to be monitored for overdose at an overdose prevention or supervised consumption service location, or to access treatment services – are at risk of overdose and overdose death. The onus is on all British Columbians to have courageous conversations about substance use, to shift perceptions of people who use drugs, and reduce the stigma that undermines efforts to save lives.

The Ministry of Mental Health and Addictions continues to expand content on StopOverdoseBC.ca, including a section called The Weekly. The Weekly provides a platform for people to hear from everyday change-makers who are working to stop overdose and to learn from those who are helping to put a human face on the overdose crisis in our province. Powerful stories can help others heal, provide hope and remind us of our humanity. Read more here: <https://www.stopoverdose.gov.bc.ca/theweekly>.

The Ministry began work to refresh StopOverdoseBC campaign elements to follow social marketing best practices. The refreshed creative will reflect how the overdose crisis disproportionately affects males, and will acknowledge public feedback on campaign language.

In addition, public consultation and engagement revealed the need to knock down language as a barrier and reach British Columbians in the South Asian and Chinese Canadian communities. Campaign concepts were developed by a specialized advertising firm, informed by advisory groups and were formally focus tested in-language. The Ministry of Mental Health and Addictions is proceeding with a revised concept that will showcase the strength of family and the power of listening.

3. BUILDING A NETWORK OF MENTAL HEALTH AND ADDICTION TREATMENT SERVICES

Hydromorphone Tablet Pilot Project

On January 8, 2019, the PHS Community Services Society launched a pilot project to provide up to 50 patients with access to hydromorphone tablets for witnessed consumption. Patients have the option to ingest the tablets orally or crush and inject them, with both forms of consumption to be observed by staff. The pilot project is being led by PHS Medical Director Dr. Christy Sutherland.

St. Paul's Hospital Emergency Department Suboxone Pilot Project

A leading-edge pilot project in the St. Paul's Hospital Emergency Department (ED) will provide opioid overdose patients with take-away treatment upon leaving the hospital. The program is a first in Canada in terms of its low-barrier approach, with an emphasis on pre-prepared, to-go packs, easy-to-understand instructions, and a well-defined follow-up care plan.

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With this new practice, patients with opioid use disorder who are being treated for an opioid overdose in the ED will see a doctor, and then receive a three-day supply of Suboxone from a specially-trained addiction nurse. Detailed information on follow-up treatment and community resources will be provided as well.

Budget 2019 Investment in Provincial Overdose Response

On February 19, 2019, the provincial Finance Minister introduced the B.C. government's budget and fiscal plan for 2019. The budget includes a \$30 million investment to increase efforts to respond to the opioid overdose emergency. The funding will be directed to initiatives delivered by B.C. Emergency Health Services and the B.C. Centre for Disease Control. This investment will significantly expand programs to meet increased demand for paramedics in rural and remote areas and broaden distribution of life-saving naloxone kits.

This new investment is in addition to the total \$578 million provided since the Budget 2017 Update for the opioid overdose emergency response and initiatives to address mental health and substance use. These investments are guided by the Ministry of Mental Health and Addictions, and will be delivered by the Ministry of Health and the Ministry of Children and Family Development.

Provincial BOOST Collaborative

On January 17, 2019, the B.C. Centre for Excellence in HIV/AIDS launched the Provincial BOOST (Best Practices in Oral Opioid agonist Therapy) Collaborative. The Collaborative is an organized effort to achieve shared learning by a network of teams from across B.C. over the next year. The Collaborative will allow team participants to maintain contact with each other, BOOST faculty members, and the Project Lead throughout the initiative. This will create a community of learning in which teams collaborate with each other to discuss common issues and spread best practices.

Opioid Agonist Treatment Training for Community Pharmacists

The B.C. Pharmacy Association launched a new opioid agonist treatment training program for community pharmacists, who are often on the front line of addressing the opioid crisis. The program is aimed at reducing stigma and expanding pharmacists' knowledge about methadone, buprenorphine/naloxone and slow-release oral morphine. The program will also improve the experience and engagement of people receiving treatment.

The training includes in-person workshops and an online self-study component. One pharmacist from every pharmacy in the province will be trained by summer 2019. As well, as part of the phased-in training, the Ministry of Health and the College of Pharmacists of B.C. will require all pharmacists dispensing opioid agonist treatment medications to complete the training by March 31, 2021.

Roshni Clinic Expansion

Fraser Health has expanded the hours and services provided by the Roshni Clinic to better support people in South Asian communities who are struggling with substance use. The first of its kind in the province when it opened in 2017, the clinic, which recently relocated to Surrey Substance Use Services at Quibble Creek, will now have the ability to connect people to first-line treatment for opioid use disorder using medications such as Suboxone and methadone.

The South Asian communities are one of the largest ethno-cultural groups in Fraser Health, and tend to access mental health and substance use services less often than the general population. The Roshni Clinic

is Fraser Health's culturally-tailored, evidence-based response to this need. All services are provided in Punjabi, Hindi, and English.

Interior Health Opioid Agonist Treatment Clinic Expansion

Access to medical treatment for opioid use disorder has been increased following the expansion of Interior Health's Opioid Agonist Treatment Clinic. The addition of three new physicians and two nurse practitioners this winter has allowed the clinic to offer evening and weekend appointments. The number of people receiving treatment is expected to double.

The Central Okanagan has been significantly impacted by the overdose emergency and responding is a high priority for Interior Health. In 2018, there were a total of 232 illicit drug overdose deaths within Interior Health.

First Nations Health Authority Opioid Agonist Treatment Clinic Fee Reimbursement

First Nations people in B.C. can now choose to receive opioid agonist treatment at both public and private clinics at no cost. When opioid agonist treatment services are provided by a public clinic, the cost of the treatment is covered by the Medical Services Plan. Opioid agonist treatment services that are provided through private clinics, however, typically charge a monthly fee for their programs. These fees are not covered by the Medical Services Plan and must be paid by the client.

As of February 1, 2019, the First Nations Health Authority began reimbursing opioid agonist treatment clinic fees to private clinics serving First Nations clients. Reimbursement of opioid agonist treatment clinic fees up to a maximum of \$70/month per client will be provided until March 31, 2020. Service providers must complete a subsidy application form with First Nations clients and submit the paperwork to the First Nations Health Authority. Clients must have First Nations status to be eligible.

Professor of Cannabis Science

Examining the potential of cannabis in addressing the opioid overdose emergency and other substance use disorders is a top priority for Dr. M-J Milloy, a recognized leader in the field of epidemiology and the first Canopy Growth professor of cannabis science at the University of British Columbia. Initially, this professorship will lead clinical trials to explore the role cannabis can play in helping people with opioid use disorder stay on their treatment plan.

Dr. Milloy is a research scientist at the B.C. Centre on Substance Use. As a substance use epidemiologist, his research has focused on the inter-relationships between illicit drugs and HIV, as well as the public health impact of cannabis regulation and the medical application of cannabis and cannabinoids, especially for people living with HIV or substance-use disorders.

B.C. Centre on Substance Use Continues to Provide Education and Clinical Guidance for Providers

In November 2018, the B.C. Centre on Substance Use released its quarterly report on provider education, noting that all of the educational programs are well-received.

- As of February 1, 2019, 2,555 clinicians have been reached through 69 Provincial Opioid Use Disorder Guideline Seminars across B.C.
- Over 13,000 people have registered in the program and 2,321 have received their diploma (865 from B.C.) since the Online Addiction Medicine Diploma Program was launched in May 2017.

- Since the free CME-accredited Provincial Opioid Addiction Treatment Support Program was launched in July 2017, there have been 2,469 registrants and 214 new authorizations to prescribe opioid agonist treatment have been processed.
- The Interdisciplinary Addiction Fellowship Program is training 27 new clinicians that will help to lead the treatment of substance use disorders in their communities upon completion of the program.

A multitude of health care professionals from various disciplines have benefited from each of the above educational programs, including family physicians, nurses, pharmacists, social workers, and other allied health care professionals.

Support Handbooks for Families

Two new handbooks written in collaboration with people who have first-hand experience with substance use and loss aim to help British Columbian families manage the day-to-day challenges of having a child or loved one with a substance use disorder.

Coping Kit: Dealing with Addiction in Your Family, developed by From Grief to Action, a volunteer-based, not-for-profit association that provides a support network for families and friends affected by drug use, was updated in collaboration with the Canadian Mental Health Association – B.C. Division, B.C. Centre on Substance Use, and Pivot Legal Society.

The kit focuses on questions, issues, and practical problems faced by parents, guardians, and loved ones of people who use drugs. It provides valuable information about substances and how to minimize risks, how to communicate with loved ones, dealing with the criminal justice system, and accessing treatment and recovery services.

A grief handbook, *Gone Too Soon: Navigating grief and loss as a result of substance use*, was developed by the B.C. Centre on Substance Use in collaboration with the B.C. Bereavement Helpline and the Affected Persons Liaison with the B.C. Coroners Service. The handbook helps people identify and manage emotions and responses they may experience with their grief, and provides advice for self-care and practical considerations in the wake of loss. The handbook was created with the guidance of Leslie McBain and Jennifer Woodside, who both lost children to drug-related harms.

4. ADDRESSING THE FULL RANGE OF SUPPORTS AND SOCIAL FACTORS

Funding for Community Overdose Response Efforts

The province's Community Overdose Crisis Innovation program capitalizes on proven and effective strategies that form B.C.'s comprehensive response to the overdose emergency. In October 2018, 27 communities received \$1.7 million in provincial funding to support local action to save lives, address stigma, and connect more people to treatment and recovery.

Responding to B.C.'s Overdose Emergency
Progress Update: November 2018 – February 2019

The Community Overdose Crisis Innovation Fund has a budget of \$6 million per year for fiscal years 2018/19 and 2019/20, and is part of the Province's three-year, \$322-million investment to address the overdose crisis.

5. ADVANCING PREVENTION

Budget 2019 Investments in Child and Youth Mental Health

On February 19, 2019, the provincial Finance Minister introduced the B.C. government's budget and fiscal plan for 2019. The budget includes a \$74 million investment in improving mental health care for British Columbians, with funds going toward new initiatives focused on prevention and early intervention for children, youth and young adults. These initiatives will aim to stabilize children and youth experiencing mental health issues, which could potentially reduce the likelihood of developing a concurrent substance use disorder.

6. IMPROVING PUBLIC SAFETY

Pill Press Regulations

New legislation is now in place to support B.C.'s actions to prevent the illegal production of illicit opioids, bolstering police efforts to disrupt the supply chain and helping to get counterfeit pills off the streets.

The *Pill Press and Related Equipment Control Act* and the associated Pill Press and Related Equipment Control Regulation came into force on January 15, 2019. The Act is comprehensive legislation that will limit the ownership, possession and use of manufacturing equipment for pills and capsules to those with a legitimate business or professional purpose.

The regulation sets out the information that authorized owners, including registered sellers, must provide in events such as the acquisition, sale, loss or theft of controlled equipment and will update a database of equipment possessed by legitimate owners and businesses. This will enable tracing and random inspections. It also will provide a process that authorized owners must follow if their licence to manufacture drugs or natural health products is suspended or cancelled by Health Canada.

CONCLUSION

British Columbians continue to experience an unprecedented rates of overdose-related harms due to an unregulated drug supply that is unpredictable and highly-toxic affecting all parts of the province. With significant new investments in accelerated cross-sector actions, the Ministry of Mental Health and Addictions is working closely with the federal government, local governments, the Provincial Health Officer, other provincial government ministries, health authorities, the First Nations Health Council, First Nations Health Authority and other Indigenous organizations such as Métis Nation B.C., and community partners in taking action to ensure a comprehensive and robust response to B.C.'s overdose emergency.



**REGIONAL DISTRICT
of Fraser-Fort George**

RECU/RECEIVED
10 -06- 2019

Head Office:
155 George Street
Prince George, BC
V2L 1P8

Telephone:
(250) 960-4400
Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdffg.bc.ca>

Municipalities:

McBride
Mackenzie
Prince George
Valemount

Electoral Areas:

Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

June 3, 2019

File No. COM 2.0

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

Dear Minister Heyman:

RE: Single Use Plastics Ban

The Regional District of Fraser-Fort George wishes to express its support for the call from the Comox Valley Regional District to consider provincial regulations that would reduce single-use plastic bags and disposable plastic packaging.

According to statistics, 3 billion single-use plastic bags are used in Canada each year. Less than 11 per cent of Canada's plastics is estimated to get recycled. The rest end up in landfills, lakes, parks and oceans, posing significant risks for animals and the environment.

There are some municipalities in BC that have begun to implement bylaws that restrict or reduce the use of single-use plastics by businesses. However, Regional Districts do not have the same authority to impose those restrictions on businesses and the resulting impact is inconsistent rules about single-use plastics, depending on the area you live.

We support the Comox Valley Regional District's call for the Provincial Government to introduce regulations that would diminish the use of single-use plastics throughout the province, regardless where you live or operate a business.

Providing a province-wide regulation will provide a level playing field for business operators and go a long way in protecting our environment from the many harmful effects of single-use plastics.

Sincerely,

Lara Beckett,
Chair, Environment and Parks Standing Committee

CC:

Shirley Bond, MLA, Prince George-Valemount
Mike Morris, MLA, Prince George-Mackenzie
Chair and Directors, BC Regional Districts

LB:RM:dh

Chairperson and Board of Directors
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3



June 12, 2019

Re: Clayoquot Biosphere Trust 2018 Annual Report

Dear Chairperson and Board of Directors,

On behalf of the Clayoquot Biosphere Trust (CBT), I would like to express our gratitude for your support, partnership and engagement. As a UNESCO Biosphere and community foundation, our success is intrinsically linked to local communities, ecosystems and organizations. I am pleased to share the attached [annual report](#) that captures highlights from 2018.

I would also like to recognize your contributions to the Clayoquot Sound UNESCO Biosphere designation. The UNESCO Biosphere program inspires people to work together to thrive in healthy places. Through shared projects, research, and partnerships we are working to achieve the vision that was established in 2000:

The community of the Clayoquot Sound UNESCO Biosphere Region will live sustainably in a healthy ecosystem, with a diversified economy and strong, vibrant and united cultures while embracing the Nuu-chah-nulth First Nations “living” philosophies of iisaak (living respectfully), qwa’ aak qin tiič mis (life in the balance), and hišukniš čawaak (everything is one and interconnected).

This year, Ashley Hawker represented the Alberni-Clayoquot Regional District of the Board of Directors before stepping down and being replaced by Rachael O’Callahan and we are very grateful for both of their contributions. The CBT recently held its AGM and there were no changes to our Executive Committee which includes Tammy Dorward (co-chair), Cathy Thicke (co-chair), Alan McCarthy (secretary), and Geoff Lyons (treasurer). All communities in the region participate on the CBT Board of Directors; other members include Tom Campbell, Chief Anne Mack, Hannah Nicholls, Ruth Charleson and Ariane Batic. The CBT also benefits from the volunteer contributions of alternate directors from each community, as well as non-voting board advisors including Chris Lee (Environment & Climate Change Canada), Denise Koshowski (Department of Fisheries & Oceans), Renee Wissink (Parks Canada) and Heidi Reinikka (Ministry of Forests, Lands, Natural Resources Operations and Rural Development).

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clayoquotbiosphere.org

I am also pleased to share the enclosed [2018 West Coast NEST annual report](#). The regional education tourism initiative continues to gain momentum with a record number of events and courses offered by the CBT and regional partners last year. The success of the NEST would not be possible without the involvement of all regional partners and we are thankful for your support of this unique sustainable development initiative.

Looking forward, we are excited to recognize the 20th anniversary of the Clayoquot Sound UNESCO Biosphere designation in 2020. We are beginning to make plans to recognize and celebrate this milestone. Please reach out if you have ideas about how we can work together to recognize the partnerships, research, and projects that are achieving our vision.

And finally - you may know that UNESCO designated sites undertake a periodic review every 10 years. Periodic reviews are an international requirement designed to ensure that the high standards characterizing the UNESCO programme are met and to affirm support for the continued commitment to biodiversity conservation, sustainable development and reconciliation. The CBT will be reaching out to communities and organizations to recommit to our shared vision in 2020. We will need your help to maintain the UNESCO Biosphere designation and will be seeking a letter of support for the continued status.

On behalf of the board and staff of the CBT, we thank you for your continued support and engagement.

Sincerely,



Rebecca Hurwitz
Executive Director

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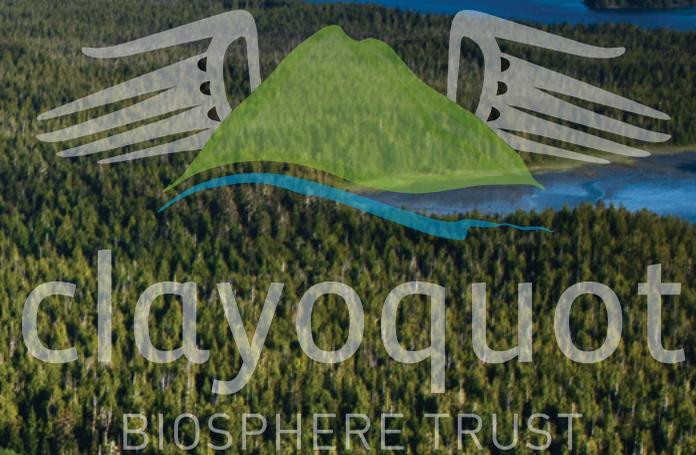


2018 Impact Report



Investing in the communities and ecosystems of the Clayoquot Sound Biosphere Region since 2000.

We acknowledge the territories of the
Hesquiaht First Nation,
Tla-o-qui-aht First Nations,
Toquaht Nation, Ahousaht,
and Yuuṭuʔitʔath
in the spirit of truth, healing,
and reconciliation.



From the Co-chairs

The Clayoquot Biosphere Trust (CBT) emerged 19 years ago out of a movement towards sustainable land use in the territories in which we live, work, and play together. Nearly two decades later, this transition is ongoing and as complex as ever.

Our region has changed rapidly from a resource-based economy to one centred on hospitality and tourism. Global effects of climate change and marine debris are increasingly apparent in our local environments, while the cost of living increases faster than wages.

In 2018, we drew attention to these emerging trends in our Vital Signs report. We also launched Vital Grants to address the region's priorities and complex challenges. We are excited to see these grants spark meaningful collaborations among organizations, communities, and cultures.

We are the only board of directors in the Clayoquot Sound Biosphere Region (CSBR) composed of representatives from all communities, which gives us an inherently regional perspective. As co-chairs, we're thankful for the opportunity to work with fellow board members, community leaders, and other dedicated volunteers towards a better future for our region and beyond.

We deeply appreciate the partners and community members who turn ideas into reality in the lands, waters, hearts, and minds of our region. And we're grateful to the donors who share our values and contribute to our fossil fuel free endowment funds. Together, we are building a sustainable future with healthy ecosystems, diversified economies, and strong, vibrant, united cultures.

Tammy Dorward and Catherine Thicke

Co-chairs, Board of Directors
Clayoquot Biosphere Trust

2018 Board of Directors

Ruth Charleson
Tom Campbell
Tammy Dorward
Ashley Hawker
Rebecca Henn
Geoff Lyons
Alan McCarthy
Anne Mack
Hannah Nicholls
Cathy Thicke



Bridging Local to Global

The CBT is the only organization in Canada that is both a UNESCO biosphere reserve and a community foundation.

The biosphere reserve and community foundation networks have both embraced the United Nations' Sustainable Development Goals (SDGs) to guide programs and monitor progress. The SDGs provide a useful framework that allows us to draw connections between the health of ecosystems and communities in the CSBR. At the CBT, we understand that thriving communities and thriving ecosystems go hand-in-hand. Guided by the Nuu-chah-nulth philosophy of *hišukniš ćawaak* (everything is one and interconnected), our biosphere reserve and community foundation initiatives are highly intertwined.



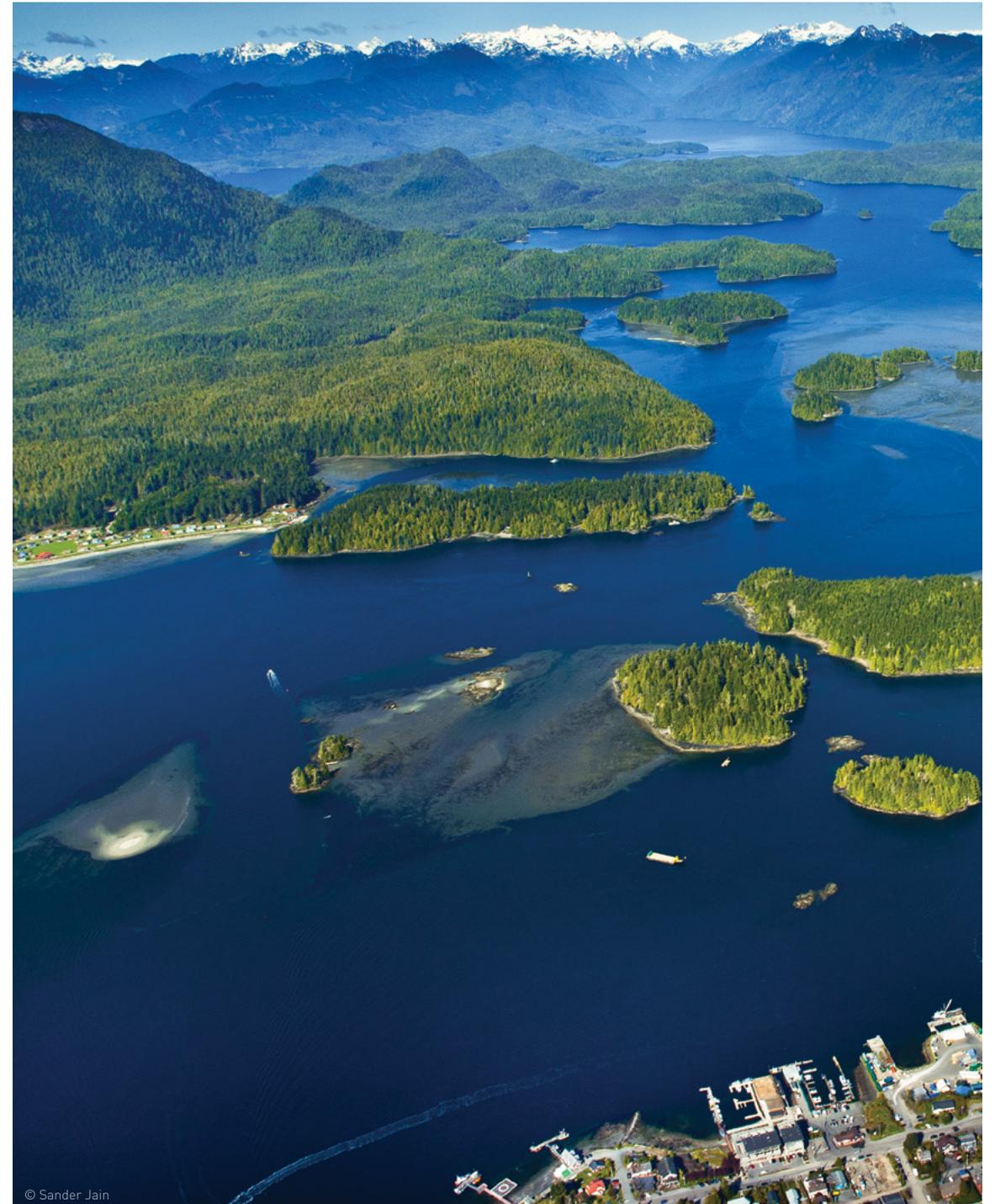
phy of *hišukniš ćawaak* (everything is one and interconnected), our biosphere reserve and community foundation initiatives are highly intertwined.



The CBT is an active member of the Canadian Biosphere Reserves Association as one of 18 UNESCO biosphere reserves in Canada.



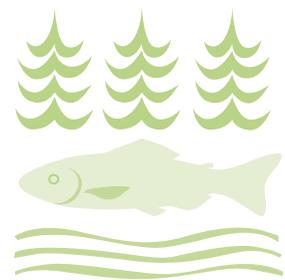
The CBT is one of Canada's 191 community foundations.



© Sander Jain

2018 Grants by numbers

\$244,000 in project funding 



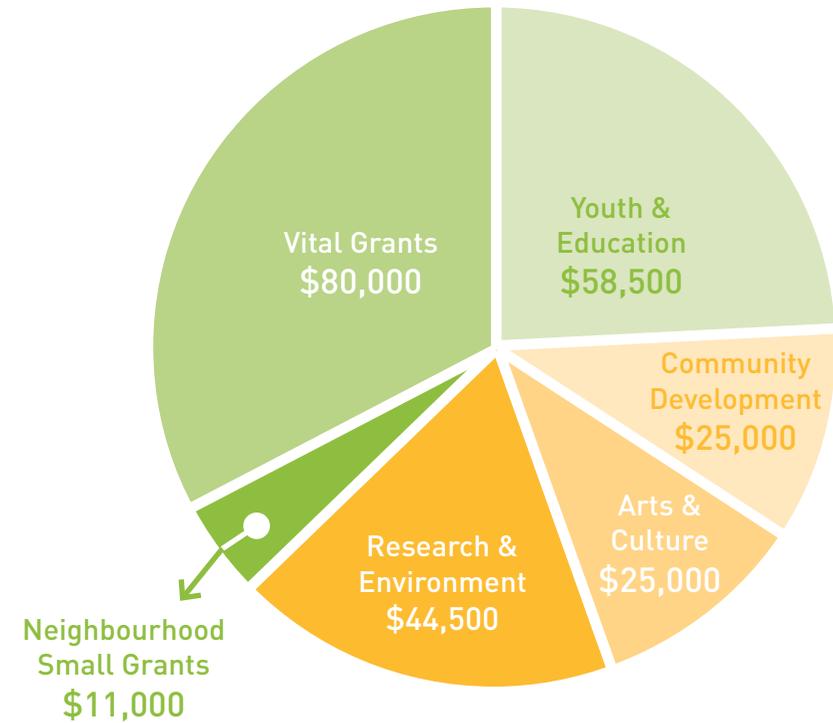
84
local
projects

26 organizations
funded



8,346

direct engagements by
community members
in CBT-funded projects



Leveraged
\$400,000 of in-kind
support 



More than
\$400,000 of partner
contributions

2018 Funded Projects

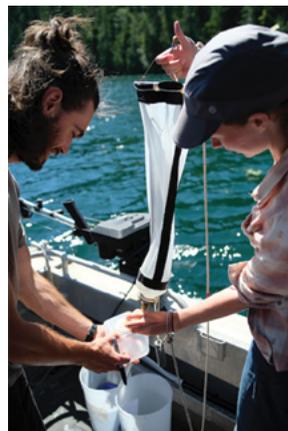
We recognize the contributions that all CBT grant recipients make to the people and places of our biosphere region. Supporting projects like these is one way that we can work together to meet our shared goals.

Arts and Culture Grants

Acknowledgement of Territory: welcome sign and carving project - Yuutułit̓ath̓ Government
Hearing Range: poetry of a soundscape - District of Tofino
Indigenous Culture Crawl: Pacific Rim Summer Festival - Pacific Rim Arts Society
Moving Forward - Westcoast Community Resources Society
Pacific Rim Youth Choir - Ucluelet Secondary School
Tofino Jazz Festival 2018 - District of Tofino
Youth Dance Intensive and Outreach - Paula Ross Dance Society

Community Development Grants

Bear Viewing Best Protocols Video
- Thornton Creek Enhancement Society
Canada Day Transportation Project - District of Tofino
Diabetes and Community Wellness - Ahousaht
Kliilth Pi-taap Taaqumths Creating a Vision
- Westcoast Community Resources Society
The Ahousaht Way: First Aid Resource - Ahousaht
West Coast Elders Technology Group
- Ucluelet Secondary School
Wickaninnish Community School Food Forest
- Wickaninnish Community School



Research and Environment Grants

Clayoquot Sound Chinook Salmon - Thornton Creek Enhancement Society
Juvenile Salmon Monitoring in Clayoquot Sound - Cedar Coast Field Station Society
Microplastic Citizen Science Study - Ucluelet Aquarium Society
Monitoring Amphibian Breeding Populations - Wetland Stewards for Clayoquot and Barkley Sounds
The Ecology and Sustainability of a Community-based, Co-managed Gooseneck Barnacle Fishery - Simon Fraser University
Tofino Mudflats Wildlife Management Area Waterfowl Surveys - Raincoast Education Society
WildSafeBC Pacific Rim - BC Conservation Foundation WildSafeBC Program

Youth and Education Grants

Children and Youth: Grief and Loss Support - Pacific Rim Hospice Society
Educational Video: A Year at Thornton Creek Hatchery - Thornton Creek Enhancement Society
Finding Solitude Hiking Vancouver Island - Ucluelet Secondary School
Glee Musical Theatre Program - Pacific Rim Arts Society
Spring Cove: Revealing the Secrets of the Mudflats and Her Inhabitants - Wild Pacific Trail Society
Yuutułit̓ath̓ Warriors Trailbuilding Workshop - Pacific Rim National Park Reserve

Biosphere Research Award

Assessing Habitat Conditions at Tranquil Estuary to Guide Chinook Restoration and Conservation Efforts - Central Westcoast Forest Society

Vital Grants

2018 Remote Clean-up Series and Ahousaht Beach Clean Team - Surfrider Foundation
Putting Culture in the Hands of our Children - Carving on the Edge Festival Society
Raincoast Field School at Ucluelet Elementary School - Raincoast Education Society
Strengthening a Strong Foundation: *Kliilth Pi-taap Taaqumths* Men's Group
- Westcoast Community Resources Society

Field Trip Funding

Heartwood Learning Community
Hesquiaht Place of Learning
Maaqtusiis Elementary School
Maaqtusiis Secondary School
Ucluelet Elementary School
Ucluelet Secondary School
Wickaninnish Community School

30 
Neighbourhood Small Grants

6 
Education Awards

Sustainability Research, Education, and Training

Vital Signs

In 2018 we released our fourth **VitalSigns**[®] (VS) report, a valuable tool for understanding our progress in achieving cultural, social, economic, and environmental sustainability. We listened closely to community concerns and collaborated with numerous organizations to collect data that highlighted priority areas for action. With the VS data collection program in its eighth year, the 2018 report identifies trends emerging in the social-ecological systems within the CSBR.

Check out an online copy of the Vital Signs report [here](#).

Sydney Remote Listening Station



The CBT initiated the Sydney Remote Listening Project in 2015 to gather baseline data on the sound patterns of wildlife interactions in the Sydney Inlet estuary. Since that time, over 2,500 hours of audio recordings of the biophony (wildlife), anthrophony (human activity), and geophony (landscape) have been collected.

As we learn more about soundscape ecology we're also experimenting with teaching

acoustic ecology as part of an environmental education curriculum. In the fall of 2018 we piloted a soundscape teaching module with grade six students from Heartwood Learning Community using handheld recorders.



Biosphere and Sustainability Field Course

For the third consecutive year, Royal Roads University (RRU) and the CBT partnered to deliver the summer field course "Biosphere and Sustainability," which is based on the principles of experiential learning, community resilience, and learning from local knowledge holders. The week-long residency has become an integral component of the Master of Arts in Environmental

Education and Communication program offered in the RRU School of Environment and Sustainability. In 2018, the course was taught in Ahousaht territory with permission from the Ahousaht chief and council and the Maaquusiis Halhouthee Stewardship Society. Ahousaht member Dr. Marlene Atleo, from the University of Manitoba, co-taught the course with Dr. Laura Loucks, CBT Research Director and Associate Professor at RRU. Guest lecturers included Moy Sutherland Sr., Rebecca Atleo, and Tyson Atleo.

Iisaak Sin Hay Tiičmis West Coast Vancouver Island Coexistence Network

In 2018, the CBT and Pacific Rim National Park Reserve (PRNPR) formed the *Iisaak Sin Hay Tiičmis*/West Coast Vancouver Island Coexistence Network with a mission

"to reduce or prevent human conflict with bears, cougars, wolves, and other species through respectful collaboration, active partnerships, and information sharing."

Together, we coordinate quarterly meetings for members, including local municipal governments, First Nations governments, and local wildlife conservation agencies. The Nuu-chah-nulth phrase *iisaak sin hay tiičmis* means respect all life, which aligns well with the network's mission.

Empowering Youth

Education Awards

In partnership with Genus Capital Management, the CBT awards two \$12,000 education awards annually.



Colton Van Der Minne, a Tla-o-qui-aht First Nations member living in Nanaimo, received the Central Region Nuuchah-nulth Student Award to support him as he earns his bachelor of science at the University of British Columbia with the goal of becoming a physician.



Matteo Ludlow of Ucluelet received the Clayoquot Biosphere Education Award to support his studies in kinesiology at the University of Victoria with the goal of becoming a physiotherapist.

Students on Ice

In partnership with David and Jacqui Manning, the CBT supported **Mark Frank Perry**, a student at Maaqtuusiiis Secondary School in Ahousaht, as he journeyed to the Arctic as part of the 2018 Students on Ice Expedition. Mark participated in the 16-day ship-based learning opportunity alongside elders, scientists, musicians, educators, artists, business leaders, dignitaries, writers, and other students.



"It was a great opportunity for me to experience the territories of other Indigenous cultures, hear their language, see their dances, and to bring this knowledge back to my own community. I have continued learning from the Students on Ice expedition even after returning home."

– Mark Frank Perry

Tofino Swimming and Water Safety Fund

In 2018, earnings from the Tofino Swimming and Water Safety Fund supported swimming lessons for 232 students. This fund was established in 2016 with the goal to create a sustainable source of funding to support swimming lessons for all students at Wickaninnish Community School. You can learn more about this endowment fund and others on pages 22-23.



Healthy Community and Ecosystem Initiatives

Neighbourhood Small Grants

In the fall of 2018, the CBT coordinated the fourth year of our popular Neighbourhood Small Grants (NSG) program in partnership with the Vancouver Foundation and the Westcoast Community Resources Society. Each of the 30 grassroots projects we funded was delivered by a team of passionate leaders with the goal to connect and engage residents. From block parties to weaving workshops, communities felt the love! We are grateful for the enthusiastic community members who make this program such a success. For the CBT, fostering a sense of belonging is vital to how we connect people and place.



The CBT is also helping to build capacity among other small community foundations on Vancouver Island. With support from the Vancouver Foundation, and in partnership with the Victoria Foundation, the CBT trained and supported the Mount Waddington Health Network and the Parksville-Qualicum Community Foundation to deliver their first round of NSGs. It is exciting to be a part of this new Vancouver Island NSG Network.

Volunteer project leader spotlight: Leah Austin

"In an age when the 'art of connection' appears to be on the decline, NSG brings neighbours together. These small grants have given our neighbours a focus for working together and increased networking. It's great to have an opportunity to engage children and youth, showing them they are a part of a close community." – Leah Austin



Eat West Coast



2018 was an exciting year for our food security action project, Eat West Coast (EWC). Leveraging a grant from the Feed Opportunity Fund, we launched a new capacity-building program to support the increasing interest in local and Indigenous food knowledge, and activities such as storing, canning, smoking, pickling, and drying. The program takes a "train the trainer" approach, giving champions the tools to implement further workshops and education in their communities.

"The knowledge to safely preserve food empowers us to become more connected to our local food systems. We gain the ability to take advantage of seasonal abundance and access nutritious, affordable, and culturally appropriate food year-round"
– H el ene Descoteaux



Workshop participant spotlight: H el ene Descoteaux

Leadership Vancouver Island



Under the direction of the steering committee and in partnership with Vancouver Island University, the CBT coordinated another successful year of Leadership Vancouver Island (LVI), a community-focused, grassroots leadership development program that inspires and builds capacity among our residents for leadership, learning, and service. Students participated in learning days in each community in the biosphere region over the course of the 10-month program that culminated in a retreat at Hooksum Outdoor School. A big round of applause to the 16 students who completed the program and the local businesses that sponsored their employees to participate.

Graduate Spotlight: Roberta Tom

Roberta is a Tla-o-qui-aht First Nations community leader, entrepreneur, mother of five, grandmother of four, great grandmother of two, and member of the LVI class of 2016.



"Between work and family commitments, life can get busy. Having the course offered here at home made it easy to say yes to the next step in my leadership journey. But beyond convenience, it was meaningful to do this personal and community development work in our territory, learning from the place we call home and feeling comfortable here. LVI helped me reflect on teachings from my mother and family growing up Tla-o-qui-aht. It helped remind me of what I already know, gave me tools to stand up and let my voice be heard. It helped me be proud of who I am. The course was a stepping stone that led to my acceptance into the Aboriginal Management Program at the Sauder School of Business at the University of British Columbia." – Roberta Tom

The CBT is home to a number of regional programs including Leadership Vancouver Island, the Coastal Family Resource Coalition, and the West Coast NEST. By taking on the critical, but time-consuming, administrative tasks, we help partner networks and initiatives focus on their missions in areas where there is strong alignment with CBT's mandate.

Coastal Family Resource Coalition

The Coastal Family Resource Coalition (CFRC) is an interdisciplinary network of service providers that develops capacity to address the needs of children, youth, families, and communities, and to improve communications between service providers, agencies, communities, and funders. The coalition serves all west coast communities and contributes to building strong and united cultures. With the goal to improve the overall health in our communities, the CBT and CFRC missions align to facilitate the sharing of knowledge and experience to achieve social and cultural sustainable development.



Language Gathering

The CFRC literacy program coordinated monthly meetings with Nuu-chah-nulth (NCN) elders and language keepers throughout 2018 to plan for NCN language revitalization activities, including the *hišukniš čawaak histaqšičiłniš ɣiqh muut* – West Coast Language Gathering hosted in the Tla-o-qui-aht hahoulthee in October. Attended by over 400 youth, elders, and language champions, the gathering featured presentations from Chuutsqa (Layla Rorick), a doctoral candidate from the Hesquiaht First Nation and a CBT research award recipient who researches Nuu-chah-nulth language revitalization at the University of Victoria.



Westcoast Children's Resiliency Initiative

With support from the Children's Health Foundation of Vancouver Island, the CBT and the CFRC launched a three-year program to help schools in the CSBR become informed about the impacts of trauma. We are hosting a number of training and professional development opportunities in the region to build shared understanding in the schools and greater community. We're supporting local schools to become hubs of wellness in order to achieve positive academic and non-academic student outcomes, including resilience and healing.

West Coast NEST

Nature. Education. Sustainability. Transformation.



This regional education tourism initiative continued to gain momentum in 2018. The NEST is a collaboration between communities, organizations, and businesses from Hesquiaht to Ucluelet with a goal of connecting visitors and residents to place-based learning opportunities. Our goal is to share knowledge, diversify the economy, and create employment opportunities.

Key achievements in 2018 include:

52% growth in westcoastnest.org website traffic

1,300 jobs supported either directly or indirectly

6 capacity building initiatives for local organizations and businesses

four major education tourism programs attended by over **1,000 people**

In 2018, the NEST was supported financially through the BC Rural Dividend Fund in partnership with Ucluelet Aquarium Society, Ucluelet Secondary School, Royal Roads University, and Aauuknuk Lodge, with Tourism Ucluelet providing both financial and in-kind contributions, and Tourism Tofino providing in-kind marketing support.

We are grateful for the support of all our collaborators to achieve this regional vision.



Thank you for Giving

Our 2018 donors join a group of committed funders who invest in our region through their donations, grants to our program, or in-kind contributions.

Sincere thanks to all our supporters, past and present.

- | | |
|--|---|
| Alberni Clayoquot Regional District | Kellsie Forbes |
| BC Rural Dividend Fund | Krystal Kastes |
| Bruce Baugh | London Community Foundation |
| Canada Council for the Arts | Ma-Mook Natural Resources |
| Canadian Biosphere Reserve Association | Marcel Bouma |
| Central Westcoast Forest Society | Mieke Dusseldorp Personal Real Estate Corporation |
| Cermaq Canada | Nuu-chah-nulth Employment and Training Program |
| Children's Health Foundation of Vancouver Island | Ocean Outfitters |
| Colette Van Essen | Royal Roads University |
| Conor and Christie Mackenzie | SPARC BC |
| Decoda Literacy Solutions Society | West Coast Aquatic |
| Denman Farmhouse | Telus |
| District of Tofino | Tofino Consumers Cooperative Association |
| District of Ucluelet | Tofino Fish Guides Ltd. |
| EcoCanada | Tofino Pool Society |
| Feed Opportunity Fund | Tofino Resort + Marina |
| First People's Cultural Council | Tourism Ucluelet |
| Fisheries and Oceans Canada | Ucluelet Consumers Cooperative Association |
| Genus Capital Management | United Way |
| Island Coastal Economic Trust | Vancouver Foundation |
| John-Paul Harrison | Vancouver Island Health Authority |

A founding contribution from the Government of Canada has supported the CBT programs and grants since our beginning in 2000. We are grateful for their investment in our region through the gift of the Canada Fund, a \$12-million endowment.

Our region has many challenges, but by working with the CBT you can be a part of the solutions.

A donation to the CBT makes meaningful and lasting impacts in areas that are important to you as a donor. From arts and culture to research, from education to the environment, the CBT works with donors to set up a personalized endowment fund.

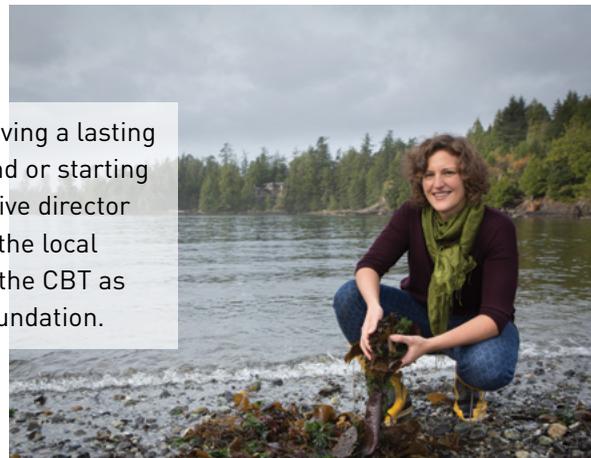
In addition to the Canada Fund, the CBT manages six other endowment funds. In 2018, contributions to these endowment funds almost doubled. These funds are pooled in our community foundation endowment and the interest earned supports specific causes.

The CBT's endowments include:

- Biosphere Centre Fund
- Biosphere Research Fund
- CBT Operating Fund
- Clayoquot Wild Salmon Fund
- Higher Education Fund
- Tofino Children's Swimming and Water Safety Fund

If you have questions about leaving a lasting legacy, whether by contributing to a fund or starting your own, Rebecca Hurwitz, our executive director would be pleased to meet with you. As the local community foundation, donors choose the CBT as an alternative to setting up a private foundation.

You can then focus on the most fulfilling part—giving.



Pacific Rim Arts Society

The Biosphere Centre

The CBT has begun the process to establish a Biosphere Centre in the region. Within the UNESCO themes of education, science, and culture, the centre will be a place of sharing and learning from which we can engage people in our programs. We envision a welcoming space, where residents, visitors, and researchers feel equally comfortable, and where scientists and storytellers can share their valuable data and teachings.

We're actively seeking a central location for our permanent home and innovative ideas to help us realize our vision. If you support our goal and would like to contribute your skills or resources to help us achieve it, please contact Rebecca Hurwitz.

Did you know that CBT is a leader in the divest-invest movement?

In partnership with Genus Capital Management, all of CBT's endowed funds have been fossil fuel free since 2012, aligning our investments with our long-standing commitment to living sustainably. We prioritize our social and environmental values and ensure returns are not generated by activities that contribute to the global issues we work to resolve locally. The CBT has been recognized as a leader in ethical investing in the community foundations sector.

CBT's fully audited financial statements are available [here](#).

Registered Charity Registration #870641727RR0001



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Ombudsperson

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Mr. John Jack
Chair
Alberni-Clayoquot Regional District
3008 5th Ave
PORT ALBERNI BC V9Y 2E3

June 5, 2019



Dear Mr. Jack,

RE: Quarterly Report: January 1 – March 31, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **Alberni-Clayoquot Regional District** between January 1 and March 31, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

40
years
1979-2019

B.C.'s Independent Voice for Fairness



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Quarterly report for Alberni-Clayoquot Regional District for January 1 – March 31, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
<i>Investigation ceased with no formal findings under the Ombudsperson Act.</i>	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	3%
Bylaw Enforcement	36	34%
Council Member Conduct (incl. Conflict of Interest)	8	8%
Official Community Plan/Zoning/Development	19	18%
Fees/Charges (incl. Taxes)	9	8%
Open Meetings	3	3%
Procurement	3	3%
Services (incl. Garbage, Sewer, Water)	7	7%
Response to Damages Claim	2	2%
Other	16	15%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	36	26%
Accessibility	3	2%
Delay	9	6%
Administrative error	5	4%
Treatment by staff	11	8%
Communication	18	13%
Process/Procedure	30	21%
Complaint/Review/Appeals Process	9	6%
Employment/Labour Relations	2	1%
Other	15	11%
Adequacy of complaint/review/investigation process	1	1%
Compliance with Legislation	1	1%

May 31, 2019

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



Dear Chair Jack,

On behalf of the respective Boards of E-Comm and PRIMECorp, I am pleased to enclose the new strategic plans for both organizations.

As referenced in E-Comm's (a)SPIRE 2025 plan, strategic planning, done well, involves the wisdom of many. We believe our plans are the culmination of the collective acumen of the public safety community and its stakeholders, and we are grateful to the more than 200 individuals who contributed to their development.

Although separate and distinct, the connection points between E-Comm and PRIMECorp are undeniable and as a result, you will note the work of both organizations intersects in many parts of each plan. We have worked hard to ensure the direction of both Boards was kept in mind throughout our planning process. Namely, to be forward thinking, to align our goals and efforts to those of our partners and users, to think big picture, but to also be realistic.

The resulting roadmaps are centred on key Commitments, supporting strategies and key initiatives that will be the focus of both organizations over the next 5-7 years. Ultimately, our work is in support of the visions of both E-Comm and PRIMECorp: Safer communities in British Columbia. Whether emergency communications or information management, excellence is our goal.

I hope when you review these plans, our visions and missions and the support of your municipalities is apparent. You will note at the back of each plan there is additional material with more detail on select initiatives outlined in the plans. We have included the initiatives we felt would be of most interest to you, but if there is anything you wish more information on, please get in touch.

I also invite you to visit www.ecomm911.ca/strategic-plan/ to learn more and to see a short video that tells E-Comm's strategic story in 90 seconds. Please feel free to forward this page to anyone who feel may benefit from its content. PRIMECorp's strategic plan is also available at www.primecorpbc.ca.

Sincerely,

Oliver Grüter-Andrew
President and CEO
604-215-5002



(a)SPIRE 2025

Strategic Plan

Service
People
Innovation
Relationships
Expansion



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► Our Strategic Planning Process

Strategic planning, done well, involves the wisdom of many. That's why talking to our stakeholders and looking to jurisdictions around the world for leading practices was a priority for E-Comm as we developed our new strategic roadmap.

Early in our planning process, our Board of Directors was clear in its direction: Our strategy must be evidence-based; be visionary, but realistic; and have clear, measurable objectives for which regular progress updates will be required. Examining key dependencies, risks and funding were also important elements.

To meet this goal, the Board established a task force to work closely with executive leadership to delve into current and anticipated service needs and challenges. These were identified through consultation with many, including police, fire and ambulance leadership, senior provincial and local government officials, technology vendors, and our staff. For the first time, E-Comm's strategic planning process was also linked to that of our public safety partner, PRIMECorp, the organization responsible for the information management system

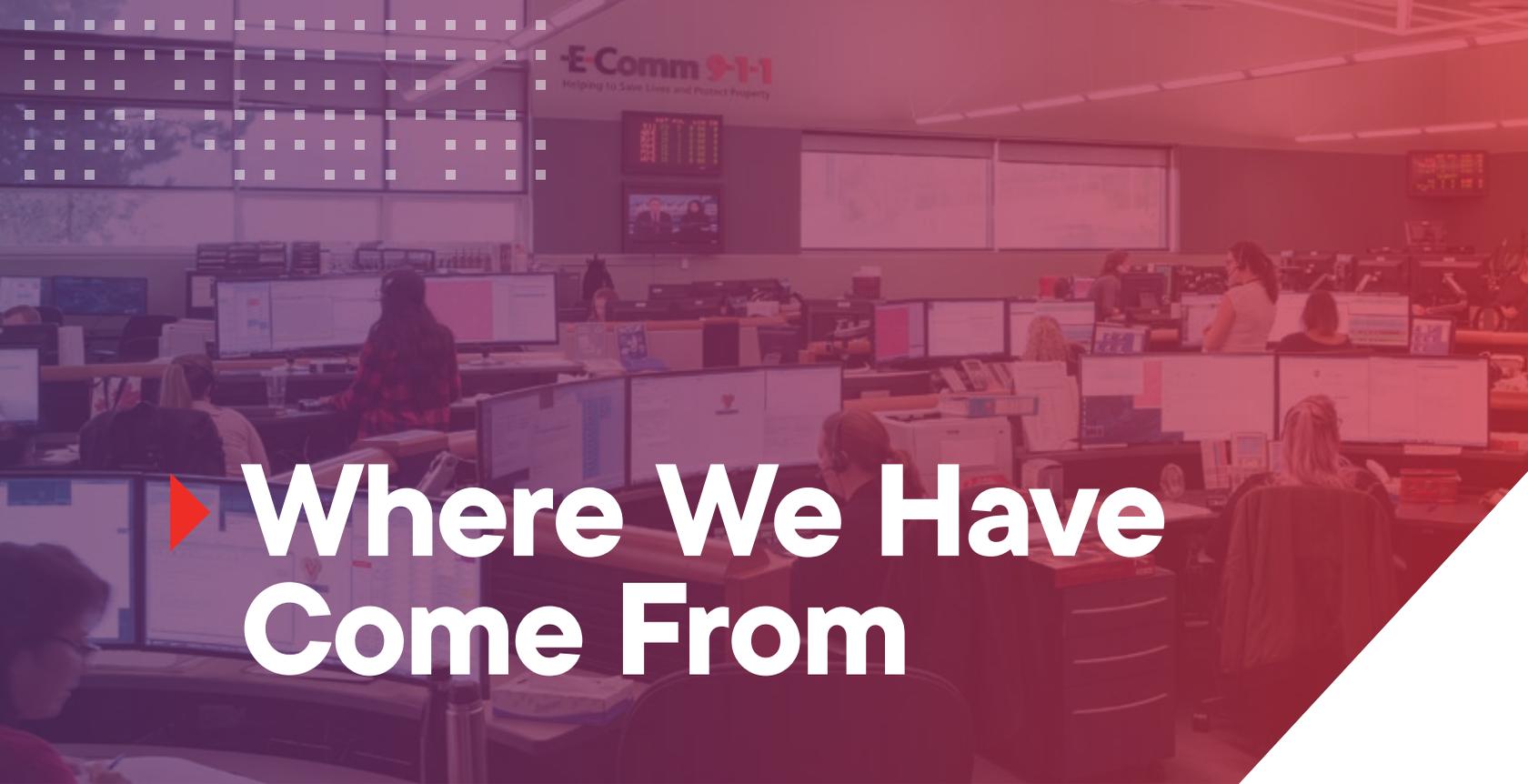
used by police personnel, including E-Comm's call takers and dispatchers, throughout British Columbia. This was particularly advantageous given our many shared strategic objectives.

The result is a roadmap that is centred on five key commitments. Each commitment has supporting strategies and key initiatives that the organization will focus on over the next five to seven years.

Although our strategic plan will guide the organization's direction to 2025, it is adaptable to shifting public safety priorities and the emerging needs of the communities we serve.



Step 01	Step 02	Step 03	Step 04	Step 05
DIAGNOSIS	DIRECTION	ACTION	VALIDATION	APPROVAL + IMPLEMENTATION
<ul style="list-style-type: none"> > Research > Analysis 	<ul style="list-style-type: none"> > Vision > Commitments 	<ul style="list-style-type: none"> > Strategies > Initiatives 	<ul style="list-style-type: none"> > Stakeholders > Adjustments 	<ul style="list-style-type: none"> > Ownership > Monitoring + Control
UNDERSTAND	DECIDE	ACT	FEEDBACK	MOBILIZE
Build a common understanding	Build a consensus on future state	Provide the means to deliver concrete results	Create awareness and foster support	Monitor action and adjust plan
BOARD TASK FORCE (INCLUDED EXECUTIVE)				
STAFF				
STAKEHOLDERS				



▶ Where We Have Come From

The origin of E-Comm is connected to one of Canada's favourite pastimes—hockey.

While the concept of consolidating emergency communications emerged in the early 1990s after a series of international disasters, including a devastating earthquake in San Francisco, it was the 1994 Stanley Cup riot in Vancouver that brought Metro Vancouver municipalities and the Provincial Government together to create shared services and technology to better meet the safety needs of citizens and first responders.

A lot has happened since E-Comm took its first 9-1-1 call in 1999. Our 9-1-1 service has expanded beyond Metro Vancouver, making us the first point of contact for 9-1-1 callers stretching from Vancouver Island to the Alberta border, and from the US border to north of Prince George.

We have grown from supporting one police department's call-taking and dispatch function to supporting dozens of police and fire agencies across the province. We have also evolved from one agency on the E-Comm radio

system in Metro Vancouver in 1999, to more than 30 today. This trajectory of growth and change has evolved over many years and will continue to evolve into the future.

Building on the organization's previous strategic plans, we considered both the external and internal environments in which E-Comm operates in the formulation of (a)SPIRE 2025. The external perspective considered a very competitive labour market, changing demographics, serious and complex social and mental-health challenges, rapidly changing technology and evolving first-responder needs.

From an internal perspective, we took into account recruitment and retention, strengthening existing lines of business before further expansion, an increased focus on resiliency, the introduction of Next Generation 9-1-1 technologies, and evolving our governance structure.

▶ Into the Future

With the pace of change accelerating to what can feel like the speed of light some days, developing a strategic roadmap that is both visionary and practical is essential. With that in mind, we believe that E-Comm's strategic plan—rooted in consultation and informed by research—is both.

We hope that as you read our plan, you will have a good sense of our view of the future and our key priorities. More important, we hope we will be successful in showing you how we plan to bring our strategic plan to life to deliver on our commitments.

As an organization built literally from the ground up, E-Comm has achieved many milestones in the course of our 20 years of service. We have shown we can save lives and protect property through helping 9-1-1 callers and supporting our first responder partners. We have become leaders in emergency communications through our new digital radio system and other technical innovations. This leadership is grounded in our smart, capable people and their ongoing collaboration with our many partners, whom we respect and value. The dedication of those who work in emergency services cannot be overstated.

There are many challenges in front of us, no doubt. But with (a)SPIRE 2025 as our guide, we will meet them as we continue to evolve from a regional service to one with a broader provincial focus. Whether it be adapting to technology change, managing increasing emergency and non-emergency call volumes, competing for talent or ensuring the public and first responders benefit from strong and resilient systems and services, we're focused on tackling these challenges head on, in new and innovative ways.

We believe (a)SPIRE2025 puts us on the path to what matters most—safer communities in British Columbia.

We welcome your comments at talktoecomm@ecomm911.ca



Doug Campbell, Board Chair

Oliver Grüter-Andrew, President & CEO

Vision

**Safer communities in
British Columbia through
excellence in public safety
communications.**

Mission

Deliver exceptional emergency communications to the public and first responders that help save lives and protect property.

Values

Our values guide how we carry out our work. Developed and defined by our staff, we are proud of our values: Respect, Integrity, Collaboration, Accountability and Service.

Where We Are **Going**

Our commitments will guide and inspire our actions. Ultimately, the services we provide to our partners and the public are our highest priority. Services will be enabled by our people, innovation, and partnerships.

Over the next five to seven years, E-Comm will be focused on five key commitments:

01 / Service

E-Comm delivers reliable, continuous, high-quality services that meet the needs of first responders and public safety.

02 / People

E-Comm provides a meaningful, professional work experience and a workplace that values and supports its people.

03 / Innovation

E-Comm provides leadership in emergency communications innovation.

04 / Relationships

E-Comm fosters strong stakeholder relationships and builds partnerships that advance emergency communications and public safety.

05 / Expansion

E-Comm continually strengthens its services and provides them to communities across British Columbia.

Putting our Commitments into Action ▶

We hope you never have to call us, but if you do, our number one priority is to be there for you—to answer your call and get you the help you need.

We also want to make sure first responders have the communications tools they need to keep themselves safe and to be successful in their jobs.

Each of our five Commitments is supported by a number of strategies to make us successful.



Our first commitment is all about service and the highest levels of effectiveness every day or during a disaster.

COMMITMENT 01

Service

E-Comm delivers reliable, continuous, high-quality services that meet the needs of first responders and public safety.

Strategies:

1. Expand operating facilities so that a single site disruption does not interrupt services
2. Increase technology redundancy and continually evolve security to ensure continued service
3. Enhance and automate business processes and operating procedures to increase service efficiencies and effectiveness
4. Advance emergency and business continuity plans to ensure continued operations and that we meet partners' expectations
5. Ensure hiring and training supports organizational needs



COMMITMENT 02

People

E-Comm provides a meaningful, professional work experience and a workplace that values and supports its people.

Our people are the heart and soul of our organization so we have developed a commitment that focuses on them. We want our employees to feel proud of what they contribute to communities across our province and to feel great about doing it through E-Comm.

Strategies:

1. Ensure a respectful and flexible work environment that supports a positive culture and a healthy life balance
2. Create a work environment focused on wellness in which all employees feel supported physically and mentally
3. Locate future operating facilities in areas that consider operational needs, including accessibility to staff
4. Review and refresh employee value proposition to ensure it remains competitive

COMMITMENT 03

Innovation

E-Comm provides leadership in emergency communications innovation.

Technology is changing quickly and now more than ever, our organization must be flexible, responsive and open to change. Our third commitment is focused on innovation because we believe it directly links to taking a leadership role in working with our partners on solutions and approaches that make a real difference to public safety.

Strategies:

1. Provide the means by which E-Comm and its partners collaboratively research and implement new emergency communication solutions
2. Facilitate dialogue among first-responder agencies to evolve operational processes and prepare for the implementation of Next Generation 9-1-1 technologies
3. Connect with organizations globally to identify and assess new approaches in emergency communications
4. Continue to lead the expansion of information exchange and interoperability between emergency service agencies across British Columbia



COMMITMENT 04

Relationships

E-Comm fosters strong stakeholder relationships and builds partnerships that advance emergency communications and public safety.

“...No strategy impacts your business more than how relationships are managed, inside and outside the organization.”¹

As a service-based organization, we believe that too. Continued strong relationships with employees, partners and external stakeholders like our members and community groups are at the heart of our future success.

Strategies:

1. Build on our current partnerships to maintain and advance collaborative relationships
2. Ensure our corporate structure provides effective oversight, and meets the evolving needs of our stakeholders
3. Maintain close dialogue with E-Comm’s communities of interest and collaborate on issues and challenges that impact emergency communications and public safety
4. Maintain regular contact with a wide range of organizations at the federal, provincial and municipal levels to leverage opportunities and manage risks

¹ Harvard Business Review, August 2016

COMMITMENT 05

Expansion

E-Comm continually strengthens its services and provides them to communities across British Columbia.

From Abbotsford to Zeballos, we are here to help make your community safer.

Strategies:

1. Develop and implement the Next Generation 9-1-1 platform provincewide
2. Offer call-taking and dispatch services on Vancouver Island
3. Continue the sustainable integration of call-taking and dispatch services in the Lower Mainland
4. Offer our new and existing technology services across the province in a sustainable fashion



Key Initiatives ▶

Certain commitments and strategies will be completed before others due to interdependencies, resource requirements and funding availability. However, the chronological order of completion does not indicate that any one specific commitment, strategy or initiative is more important than the others.

Ten key initiatives have been established in support of our Commitments. Initiative teams, each with an executive sponsor, will work over the next five to seven years on their implementation. Initiatives are summarized below:

1 Service Resilience and Optimization

Ensure staffing across all portfolios supports our partners' evolving needs, safeguards quality, and supports employees in their work experience. Enhance business/operational processes, including automation and business continuity, to maximize effectiveness and meet project timelines.

2 Strong Workforce

Improve the end-to-end process of recruiting, training, career development and employee retention. Strengthen the culture, wellness and mental health of our workforce.

3 Additional Operating Centres

Open and develop the Vancouver Island Operating Centre. Establish a second operating centre in the Lower Mainland to enhance overall operational resilience, including during a disaster.

4 Strong Relationships

Continue collaboration with current partners to develop and enhance the quality of our services. Cultivate new relationships and partnerships to expand the reach, scope and evolution of our services, and to ensure strong and trusting connections within the communities we serve.

5 Innovation Centre

Establish a function and team dedicated to the identification, evaluation and potential adoption of innovative ideas in emergency response communications and information management.

6 Next Generation 9-1-1 Implementation

Deploy the technology upgrades associated with Next Generation 9-1-1. Review call-taking and dispatch practices at E-Comm. Provide provincewide thought leadership and change management to ensure a smooth transition to Next Generation 9-1-1.

7 Computer-Aided Dispatch/Records Management System Evolution

Work in partnership with PRIMECorp and police and fire agencies to define, evaluate, and implement the next generation of computer-aided dispatch and records management system solutions.

8 Service Expansion

Expand the reach of current E-Comm services across Vancouver Island and Mainland British Columbia. Build on existing service offerings by introducing new and in-demand services that E-Comm is best positioned to deliver.

9 Sustainable Funding Assurance

Ensure adequate funding to deliver long-term sustainable services. Work with stakeholders to refine the use of current funding sources and develop new ones.

10 Corporate Structure Evolution

Examine the current structure of the E-Comm legal entities in light of changes to the scope, scale and geographic reach of the corporations' respective mandates. Align governance models to support evolving corporate structures.

► Making it Count

Visionary and realistic—two words we have focused on during the development of this plan.

There is no doubt that to reach our objectives, funding considerations must be examined. This is why we have included sustainable funding as one of our key initiatives.

Present and future initiatives will need to be examined in the context of long-term budget considerations. In this context, E-Comm will prioritize keeping stakeholders informed of budget requirements, including extensive notice and detailed rationale behind any proposed funding changes.

E-Comm leadership acknowledges that there are a number of challenges in front of us as we work to achieve what is laid out in this plan. Notably, we know that continued planning for a catastrophic or major emergency event must be a high priority for the future. We are addressing this risk by investigating the option for an additional emergency communications centre in the Lower Mainland to address redundancy needs while improving current services.

We will also need to ensure that our team has the capacity and capability to execute across our portfolio of new initiatives. In the context of change, communication with our stakeholders will be required. We are committed to maintaining the momentum and strong relationships we have built during the development of our future direction.

The Board of Directors will take a lead role in providing oversight of this strategic plan and our progress against it. Regular reporting will be undertaken in order to keep our shareholders, partners, staff and other key stakeholders informed.

Acknowledgements

In 2018, E-Comm was the beneficiary of tremendous insight and guidance as we undertook extensive stakeholder consultation in support of the development of our next strategic plan.

Our sincere thanks to our many partners and stakeholders who have helped us develop this plan. Your open and candid feedback was instrumental to the shaping of our plan and enabled the Board to confidently chart a path forward that was informed and grounded by your insight.

Thank you...

E-Comm Board of Directors and members of the task force:

- Doug Campbell
- Anne Kinvig
- Bill McNulty
- Paul Mochrie
- Warren Lemcke
- Mark Sieben
- Terry Waterhouse

E-Comm User Committee

E-Comm staff and managers

Ministry of Public Safety and Solicitor General

Ministry of Health and Addictions

British Columbia Police Leadership (Municipal and RCMP)

British Columbia Fire Chiefs

BC Emergency Health Services

Emergency Management BC

Healthlink BC

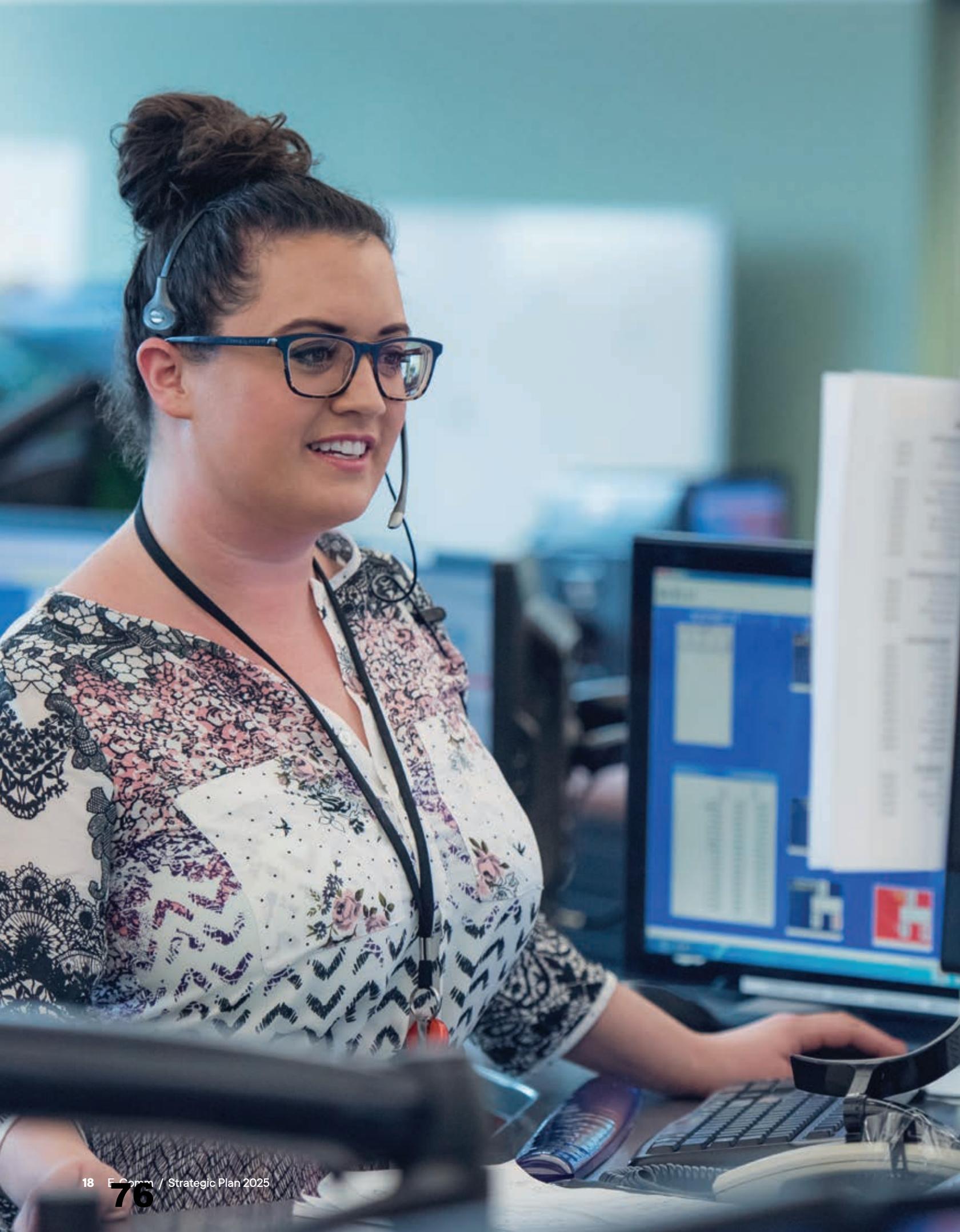
KPMG

Pacific Autism Network

PRIMECorp Board of Directors

Provincial Health Services Authority

Our valued technology suppliers



- ▶ E-Comm handles approximately 1.6 million 9-1-1 calls each year from across British Columbia and is the dispatch partner of more than 70 police and fire agencies.
- ▶ E-Comm owns and operates the largest multi-jurisdictional radio network of its kind in British Columbia, allowing first responders to communicate their essential messages effectively and securely.
- ▶ E-Comm provides a variety of secure, mission-critical technology services that support its own operations and those of its public safety partners.





PRIMECorp

Proudly supporting British Columbia's
policing community through PRIME-BC

PRIMECorp

2025 Strategic Action Plan



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▶ Our Strategic Planning Process

Our Board instructed us to develop a forward-looking strategic plan that aligns to the public safety objectives of the policing community and broader justice system in British Columbia.

With the Board's direction as the strategic planning priority for PRIMECorp, we began a thorough examination of the future of the organization and the needs of the PRIME-BC system and its more than 13,000 users.

To that end, consultation with system users and key stakeholders formed the foundation of this strategic action plan—PRIMECorp's first long-term comprehensive strategy.

Our strategic planning process was linked to that of our public safety partner, E-Comm, the emergency communication organization that provides 9-1-1 call-answer for most of British Columbia and is the dispatch partner of more than 30 police agencies in Metro Vancouver, the Sea-to-Sky region, the Sunshine Coast and southern Vancouver Island. Linking our strategies will prove beneficial given our many shared public safety objectives and partners.

An in-depth planning process, which included establishing a Board Task Force and interviews with more than 80 individuals from the police and justice communities, the provincial government and others, resulted in a roadmap built on four commitments. Each commitment has supporting strategies and key initiatives that the organization will focus on over the next five to seven years.

Though the strategic plan will guide PRIMECorp's direction to 2025, it is adaptable to meet the evolving needs of the constituents we serve.



Step 01	Step 02	Step 03	Step 04	Step 05
DIAGNOSIS	DIRECTION	ACTION	VALIDATION	APPROVAL + IMPLEMENTATION
<ul style="list-style-type: none"> > Research > Analysis 	<ul style="list-style-type: none"> > Vision > Commitments 	<ul style="list-style-type: none"> > Strategies > Initiatives 	<ul style="list-style-type: none"> > Stakeholder Feedback > Adjustments 	<ul style="list-style-type: none"> > Ownership > Monitoring + Control
UNDERSTAND	DECIDE	ACT	FEEDBACK	MOBILIZE
Build a common understanding	Build a consensus on future state	Provide the means to deliver concrete results	Create awareness and foster support	Monitor action and adjust plan as required
BOARD TASK FORCE (INCLUDED EXECUTIVE)				
STAFF				
STAKEHOLDERS				



► Where We Have Come From

Beginning as a pilot project in 2001 with the Vancouver and Port Moody police departments and the Richmond RCMP, PRIME-BC is now one of the broadest multijurisdictional police information management systems in North America.

PRIME-BC has been described as both unique and leading edge, and a model for sharing critical police information. It allows for real-time access to the vital data that supports frontline policing, criminal investigations and crime analysis. More than 13,000 police personnel interact with PRIME-BC every day.

Since 2003, PRIMECorp has managed PRIME-BC under the direction of the Ministry of Public Safety and Solicitor General and the PRIMECorp Board of Directors. The Board is composed of representatives from municipal police, the RCMP, E-Comm,

B.C. municipalities and the Ministry of Public Safety and Solicitor General, providing a cross-stakeholder perspective.

To take the organization and the systems it supports into the future, PRIMECorp will build on the extensive consultation undertaken as it formed its strategic plan. This will allow us to embrace new opportunities for integrating new and innovative technology into police operations and address current challenges, including an extremely competitive market for technical talent.



► Our Focus; Our Commitments

Securing and protecting the information that British Columbia's police agencies enter into PRIME-BC, ensuring high-quality service delivery to our users, and evolving the PRIME-BC system to meet the needs of the police and their partners are at the forefront of this strategic plan.

There is no doubt that policing mandates have evolved over the past 20 years and continue to do so. No longer are police agencies focused exclusively on preventing and solving crime. Their mandates have grown to more broadly consider social concerns such as mental health, addiction, and homelessness. These societal issues require police to work collaboratively with community groups and service providers while at the same time, address increased levels of gang violence, organized crime activity and cybercrime. Their mandates now extend to enhancing public safety overall and engaging with the communities they serve like never before.

As you read PRIMECorp's plan, we hope that we leave you with a strong sense of our key priorities and the initiatives that we believe will help us deliver on our commitments.

Police face many challenges and we recognize we have a major role to play in their success through the information systems we supply. Whether it be protecting these systems from cyberattack, to evolving them to meet agency needs in the future or improving upon service delivery today, we are ready to meet these challenges in new and innovative ways.

We believe our new strategic plan puts PRIMECorp on the path to contributing to safer communities in British Columbia and we welcome your thoughts at www.primecorpbc.ca

Chief Officer Dave Jones, Interim Board Chair
Oliver Grüter-Andrew, CEO

Vision

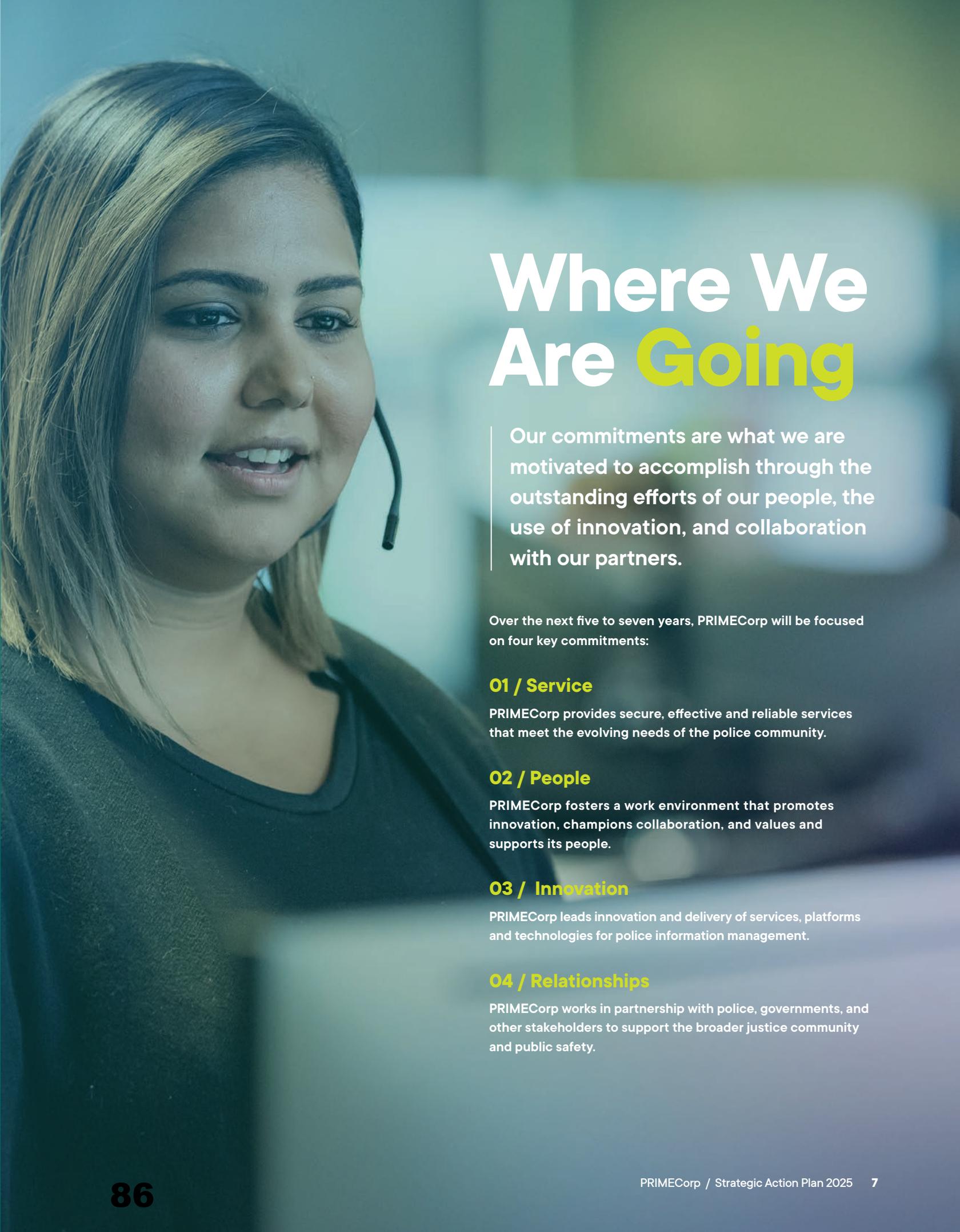
**Safer communities in
British Columbia through
excellence in police
information management.**

Mission

To help police in their public safety mandates through excellence and innovation in information services delivery and technology.

Values

Our values guide how we carry out our work:
Respect, Integrity, Collaboration, Accountability,
and Service.



Where We Are **Going**

Our commitments are what we are motivated to accomplish through the outstanding efforts of our people, the use of innovation, and collaboration with our partners.

Over the next five to seven years, PRIMECorp will be focused on four key commitments:

01 / Service

PRIMECorp provides secure, effective and reliable services that meet the evolving needs of the police community.

02 / People

PRIMECorp fosters a work environment that promotes innovation, champions collaboration, and values and supports its people.

03 / Innovation

PRIMECorp leads innovation and delivery of services, platforms and technologies for police information management.

04 / Relationships

PRIMECorp works in partnership with police, governments, and other stakeholders to support the broader justice community and public safety.

Putting our Commitments into **Action**

Each of our four Commitments is supported by number of strategies to aid in our success.

COMMITMENT 01

Service

PRIMECorp provides secure, effective and reliable services that meet the evolving needs of the police community.

Strategies:

1. Ensure services are focused on current policing needs and adaptable to future requirements
2. Optimize the resiliency and effectiveness of systems and services, while balancing cost, benefits and risk
3. Enhance security framework to address evolving threats and mitigate risk
4. Increase service capabilities to be more responsive to user needs
5. Work with stakeholders to invest in new technologies and services that support effective policing and safer communities

COMMITMENT 02

People

PRIMECorp fosters a work environment that promotes innovation, champions collaboration, values and supports its people.

Strategies:

1. Ensure a respectful and flexible work environment that supports a positive culture and a healthy life balance
2. Create a work environment focused on wellness in which all employees feel supported physically and mentally
3. Provide staff with assignments that allow them to grow, while ensuring training that supports organizational needs
4. Shift from an operational mindset to an innovative mindset, questioning the status quo



COMMITMENT 03

Innovation

PRIMECorp leads innovation and delivery of services, platforms and technologies for police information management.

Strategies:

1. Create an innovation framework that engages the police community through an innovation council, processes and accountabilities
2. Evolve project management practices to implement initiatives faster and more efficiently
3. Seek opportunities to partner with organizations known for innovation and expertise

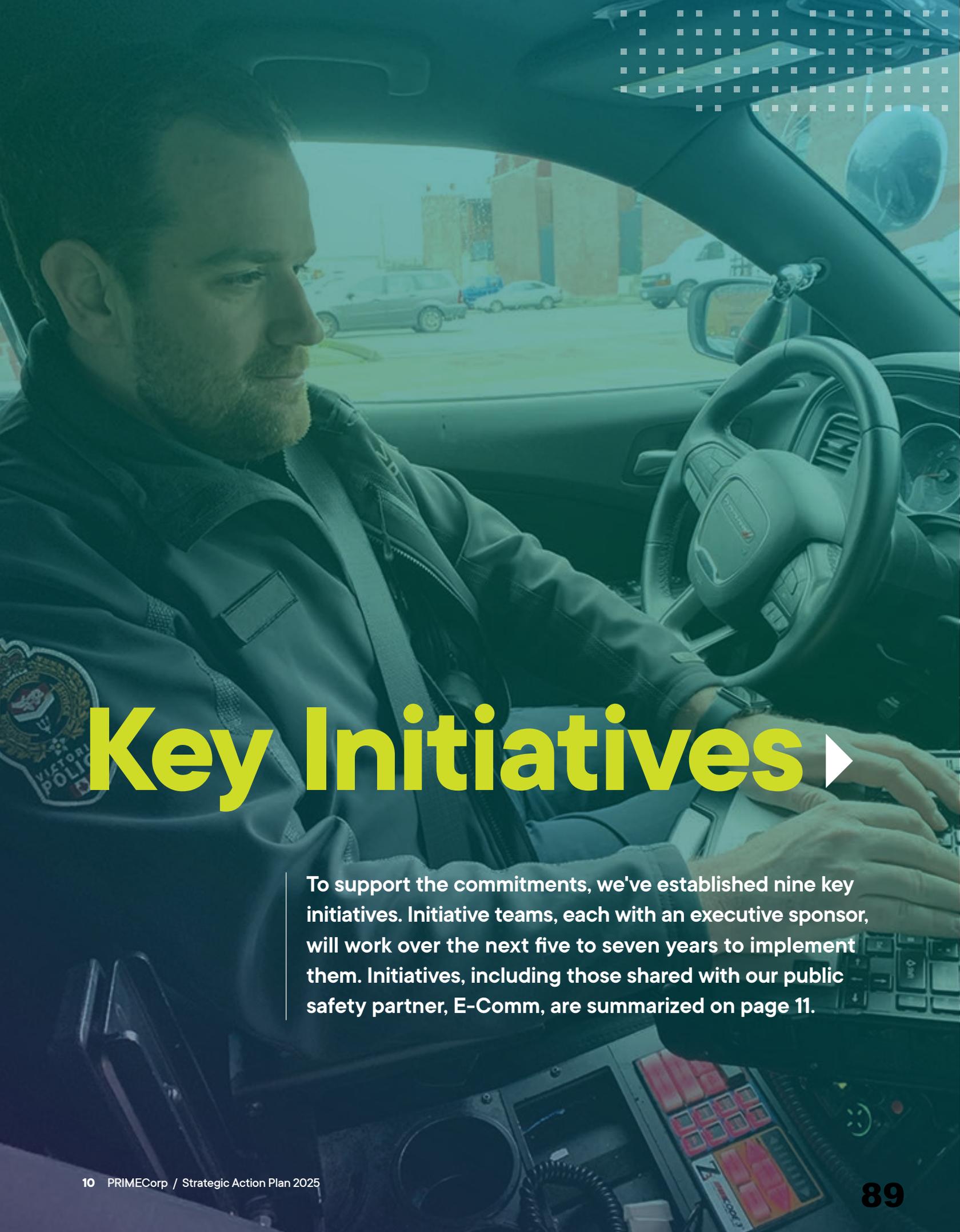
COMMITMENT 04

Relationships

PRIMECorp works in partnership with police, governments, and other stakeholders to support the broader justice community and public safety.

Strategies:

1. Seek opportunities for partnerships, information exchange and service improvements
2. Evolve the role of PRIMECorp to extend beyond data storage to facilitate data quality
3. Facilitate the harmonization of regulation and policy for police information management and sharing



Key Initiatives ▶

To support the commitments, we've established nine key initiatives. Initiative teams, each with an executive sponsor, will work over the next five to seven years to implement them. Initiatives, including those shared with our public safety partner, E-Comm, are summarized on page 11.

PRIMECorp Initiatives

1 Service Delivery Evolution

Develop the manner in which we deliver operational and project services in line with the rapidly changing needs of our partners, the growing complexity of our scope of services and the changing nature of the workforce.

2 Digital Evidence Management

Develop provincial capability for digital evidence management and ensure that police and organizations involved in the justice system provincewide are able to utilize this information.

Shared Initiatives with E-Comm

3 Computer-Aided Dispatch/Records Management System Evolution

Work with police and fire partners to define and implement the next generation of computer-aided dispatch and records management system solutions to suit their needs.

7 Innovation Centre

Establish a function and team dedicated to the identification, evaluation and potential adoption of innovative ideas in emergency response communications and information management.

4 Service Resilience and Optimization

Ensure staffing across all portfolios supports our partners' evolving needs, safeguards quality, and supports employees in their work experience. Enhance business/operational processes, including automation and business continuity, to maximize effectiveness and meet project timelines.

8 Next Generation 9-1-1 Implementation

Deploy the technology upgrades associated with Next Generation 9-1-1. Review call-taking and dispatch practices at E-Comm. Provide provincewide thought leadership and change management to ensure a smooth transition to Next Generation 9-1-1.

5 Strong Workforce

Improve the end-to-end process of recruiting, training, career development and employee retention. Strengthen the culture, wellness and mental health of our workforce.

9 Sustainable Funding Assurance

Ensure adequate funding to deliver long-term sustainable services. Work with stakeholders to refine the use of current funding sources and develop new ones.

6 Strong Relationships

Continue collaboration with current partners to develop and enhance the quality of our services. Cultivate new stakeholder relationships and partnerships to expand the reach, scope and evolution of our services and to ensure strong and trusting connections with the communities we serve.

Acknowledgements

In 2018, PRIMECorp was the beneficiary of tremendous insight and counsel as we conducted an extensive stakeholder consultation process to develop our organization's next strategic plan.

Our sincere thanks to those who have played such a valuable role. Your open and candid feedback was instrumental to the shaping of our plan and enabled the Board develop a path forward that was informed and grounded by your insight.

Thank you...

PRIMECorp Board of Directors and members of the task force:

- Denis Boucher
- Oliver Grüter-Andrew
- Dave Jones
- Jason Rude
- David Stuart
- Carla Baehler
- Teresa Book
- Wayne Plamondon

PRIMECorp Strategic Advisory Committee

PRIMECorp staff and managers

Ministry of Public Safety and Solicitor General

Ministry of Health and Addictions

British Columbia Police Leadership (Municipal and RCMP)

E-Comm Board of Directors

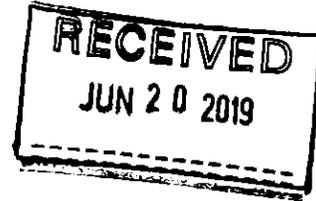
KPMG

Our technology vendors

- ▶ **PRIMECorp is the organization that manages PRIME-BC by providing operational and technical support for the system. In short, PRIMECorp is the custodian of police information and data contained within PRIME-BC.**
- ▶ **A ten-member Board of Directors, composed of senior police officials and representatives from both municipal and provincial government and E-Comm, oversees PRIMECorp. The Board is responsible for the organization's strategic direction and its financial and operational results.**



June 4, 2019



Sustainability²

TimberWest 2018 Sustainability Report

I am pleased to share our *2018 Sustainability Progress Report* with you. As you will see, our efforts have focused on the four key areas of safety, environmental leadership, First Nations partnerships and community support.

Whether it is striving for carbon neutrality, creating First Nations scholarship programs, supporting habitat enhancement, delivering safety training or investing in coastal community initiatives, our priority is to continually improve on our performance. That is why we believe it is important to not only report on the key highlights from 2018, but also outline our commitments for 2019.

In late 2018, we announced that TimberWest and Island Timberlands affiliated our forest management, planning, operations and sales functions as Mosaic Forest Management. As such, going forward our progress report will include Mosaic's overall performance and commitments across the affiliated lands.

Sustainability is about more than measuring and reporting; it is about setting a standard for how decisions are made and being accountable to our communities, our employees and our shareholders.

We look forward to continuing on this journey with you.

A handwritten signature in black ink, appearing to read "J. Zweig".

Jeff Zweig
President & CEO
Mosaic Forest Management

HEAD OFFICE

Mosaic Forest Management

Suite 2000,
1055 W. Hastings St.
Vancouver, BC
Canada V6E 2E9

T 604.654.4600

F 604.654.4571

mosaicforests.com

2018 Sustainability Progress Report

TimberWest.com

-  @TimberWest
-  TimberWestForestCorp
-  TimberWestForest
-  TimberWest.com/news



TimberWest
Managed by Mosaic Forest Management

Sustainability²

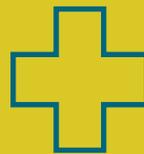


Sustainability is at the core of our business.

We have operated on the land base for over 100 years through multiple growing cycles. The continued health of our forest is a function of applying leading science and a strong commitment to doing right by our staff, partners and neighbours. This is embodied in our Values where we define an aspiration to be the **leader in sustainable timberlands management**. **We will only be successful when we fulfill all of our Values.**

OUR VALUES

We aspire to be the Asia-Pacific leader in sustainable timberlands management, optimizing long-term returns for our shareholders.



Safety & Wellness

Our highest priority.



People

Inspired, empowered and engaged.



As affiliated companies under Mosaic Forest Management, TimberWest and Island Timberlands can do more to deliver a range of economic, social and environmental benefits for our many partners, stakeholders and communities across our lands.

— Jeff Zweig, President & CEO, Mosaic Forest Management



In November 2018, TimberWest and Island Timberlands affiliated under the management of Mosaic Forest Management. With the affiliation, more can be done to plan and invest for the future of a stable, sustainable and competitive coastal forest sector. That is **Sustainability²**.

TimberWest has committed to report on its sustainability progress for 2018; this report also highlights the future initiatives intended under the affiliation.

We believe in holding ourselves to account and putting into daily practice the values that underpin the success of TimberWest. Mosaic Forest Management inherits those same values, and therefore all future sustainability progress reports will be delivered through Mosaic Forest Management and include accountability and progress updates for the timberlands under its management.

Thank you to everyone who made 2018 a successful year.



Sustainability
Responsible, science-based environmental management.



Superior Performance
Long-term value creation through operational excellence, innovation and an unrelenting focus on continuous improvement.



Integrity
Respectful and honest in our relationships by always doing the right thing and holding ourselves to account.

2018 ACCOMPLISHMENTS



0

MAJOR NON-CONFORMANCES
on independent environmental audit.

24%

REDUCTION
in burning on-site harvest residuals.



6.5 MILLION
SEEDLINGS PLANTED.

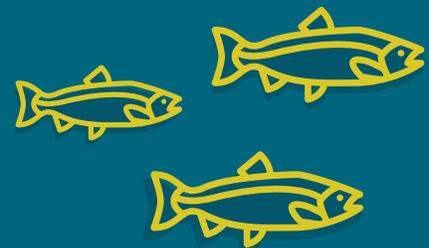
**\$500,000
DONATED**
to environmental
initiatives and local
communities.



**OVER
800,000
JUVENILE
SALMON**
released from
hatcheries on
TimberWest lands.



**\$200,000
DONATED**
in scholarships &
training to support
First Nations
education initiatives.



FIRST FOREST COMPANY
in the world to obtain certification for
its entire supply chain carbon footprint.



Committed to Safety



Our highest priority is safety. Nothing supersedes it. We believe all injuries are preventable and that is our goal. Nothing short of ensuring everyone goes home safely every single day is acceptable.

2018 TIMBERWEST ACHIEVEMENTS

» **OUR MEDICAL INCIDENT RATE INCREASED TO 2.74 FROM 2.01.** While below the Coastal average, disappointingly, it is not an improvement over last year. Our goal is to improve every year in the continual pursuit of ensuring everyone gets home safely every single day.

We are committed to do better.

» **SUCCESSFULLY DEPLOYED COLLISION AVOIDANCE TECHNOLOGY** across all TimberWest log handling facilities. RFID technology sounds an alarm when ground-staff are close to moving equipment.

» **PILOTED DRIVER FATIGUE DETECTION SENSORS IN LOG TRUCKS.**

» **PILOTED ROLLOVER RISK DETECTION SENSORS IN LOG TRUCK TRAILERS.**

2019 MOSAIC INITIATIVES

» **10% REDUCTION IN SAFETY INCIDENTS.**

» **DEPLOY LOG TRUCK SPEED MONITORING** and automated safety performance reporting across 200 log trucks.

» **2ND PHASE FATIGUE MANAGEMENT DETECTION PILOT PROJECT** with BC Forest Safety Council and FPIInnovations.

» **2ND PHASE ROLLOVER RISK DETECTION SENSORS IN LOG TRUCK TRAILERS** with BC Forest Safety Council and FPIInnovations.

» **DEPLOY COLLISION AVOIDANCE TECHNOLOGY** across 5 additional Mosaic log handling facilities.

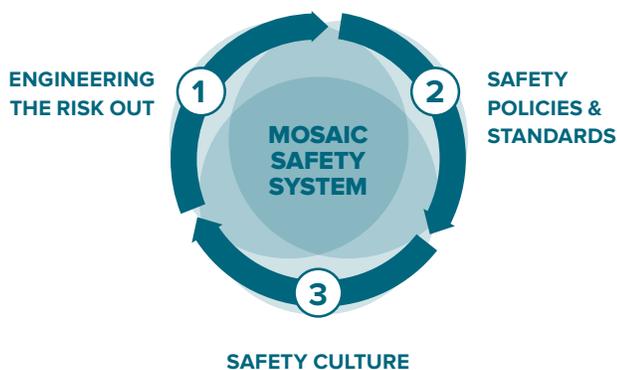
» **DEPLOY INTEGRATED WEATHER STATIONS ACROSS LANDBASE** with satellite communication links to accurately monitor fire and other weather-related risks.

I believe that the forest industry will continue to use increasing amounts of technology because it will continue to make forestry more efficient, and it's going to make our practices that much better.

— Dr. John Innes, Dean, Faculty of Forestry at UBC

MOSAIC'S SAFETY SYSTEM IS PREDICATED ON THE THREE PILLARS:

1. **Engineering the risk out** where possible.
2. **Employing leading safety policies, standards and procedures.**
3. **Moving the safety culture from one of rules-based "compliance" to one of true "commitment" to zero harm**, where every individual is devoted to their own safety and the safety of those around them.



Underpinning these pillars is an unrelenting dedication to improving safety performance for Mosaic staff and crews that work on Island Timberlands and TimberWest lands, as well as thousands of employees who work for our contractors. To do this, we benchmark against the best in the world, conduct our own research, analyze and deploy new safety technology, and learn from every incident, no matter how small.

SAFETY VISION & PRINCIPLES

We, the staff, contractors & partners of Mosaic Forest Management

- Value people's safety and wellness above all else
- Believe all injuries are preventable
- Consider safety a shared commitment
- Address every unsafe situation
- Regard open communication as key to our safety culture
- Strive to engineer the risk out
- Believe safety is critical to our overall success
- Work to continuously improve our safety and wellness

The principles we live by

- Be fit for work
- Be risk aware for every task
- Wear appropriate protective equipment
- Use the right tools/equipment for the job, in good repair
- Ensure competency for the task
- Stay out of the bight



Environmental Leadership

Environmental stewardship is at the cornerstone of our century-old business. We work hard every day to earn our international reputation as an environmentally responsible supplier of BC coastal timber.

2018 TIMBERWEST ACHIEVEMENTS

FIRST FOREST COMPANY

in the world to obtain certification for its entire supply chain carbon footprint.



EXCEEDED OUR GOAL OF 20% REDUCTION

in burning on-site harvest residuals and achieved a 24% reduction; this amounted to twice as much recovered residual wood over the previous year.

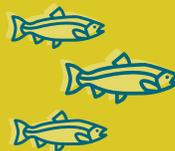


8 HECTARE FOREST

donated for conservation with the creation of Koksilah-Siddoo Park.

OVER \$100,000 DONATED

to local community stewardship projects.



OVER 800,000

juvenile salmon released from hatcheries on TimberWest lands.

6.5 MILLION SEEDLINGS PLANTED

across our land base.





Good measurement is the crucial first step to effective management. TimberWest is the first forest company we have provided with an organisational certification that goes beyond just the carbon footprint from its own operations, by also looking at the emissions associated with its supply chain energy use, the distribution of products to customers and long-term carbon storage.

— Hugh Jones, Managing Director – Business Services at the Carbon Trust

Managing our lands with care: All of our lands are 100% certified to the Sustainable Forestry Initiative® (SFI)® 2015–2019 Forest Management Standard.

2018 TIMBERWEST ACHIEVEMENTS

- » **REDUCED SLASH PILE BURNING BY 24%.**
- » **REALISED 22% REDUCTION** in environmental occurrences.
- » **ACHIEVED ZERO MAJOR NON-CONFORMANCES** on its independent environmental audit.
- » **SUPPORTED RESTORATION PROJECTS** at Oyster River Hatchery, Dove Creek, Tsolum River, 19 Creek and the San Juan River.
- » **CONTRIBUTED OVER \$300,000** in financial, in-kind and research support for environmental leadership and conservation initiatives.
- » **EXPANDED OUR WESTERN WHITE PINE ORCHARD** to provide more climate-change adapted species for the future.

2019 MOSAIC INITIATIVES

- » **MEASURE AND INDEPENDENTLY VERIFY THE CARBON FOOTPRINT OF ISLAND TIMBERLANDS LANDBASE AND EXTEND THE CARBON REDUCTION STRATEGY.**
- » **REDUCE ON-SITE BURNING** of harvest residuals by a further 10%.
- » **SIGN TWO NEW AGREEMENTS** with community stewardship groups.
- » **IMPLEMENT A SINGLE LANDSCAPE LEVEL PLAN** for all Mosaic managed lands to benefit watersheds and wildlife.
- » **INCREASE FUNDING FOR MARMOT RECOVERY PROGRAM** by 33%.
- » **TAKE A LEADERSHIP POSITION ON SALMON RECOVERY PROJECTS** through sponsorship of the Pacific Salmon Foundation.



Partnering with First Nations



At TimberWest, we are committed to recognizing and respecting the rights of Indigenous peoples. Our goal is to be a respectful, trustworthy neighbour and to foster business relationships with First Nations, and continually work to deepen and strengthen these connections.

2018 TIMBERWEST ACHIEVEMENTS

INITIATED THE SFI SMALL-SCALE FOREST CERTIFICATION PILOT

with K'ómoks First Nation managed timberlands, which includes their partnership with Qualicum First Nation.



IN PARTNERSHIP WITH THE BC BUSINESS COUNCIL AND THE CHAMPIONS TABLE,

provided forest industry work experience to an Indigenous Intern.



SIGNED TWO ADDITIONAL AGREEMENTS WITH FIRST NATIONS.



\$105,000 DONATED

to support First Nations' culture, education and community events.

MORE THAN \$200,000 IN SCHOLARSHIPS AND TRAINING TO SUPPORT FIRST NATIONS

education initiatives in forestry trades, diploma, degree programs and work experience.





When SFI® approached us to consider this small-scale forest management certification, we knew it was something we wanted to implement, and we knew TimberWest could lend their expertise.

— Nicole Rempel, Chief of the K'ómoks First Nation

2018 TIMBERWEST ACHIEVEMENTS

- » **ANNOUNCED FIRST-OF-ITS-KIND \$100,000 ENDOWMENT PROGRAM** for Indigenous forestry students in collaboration with the UBC School of Forestry.
- » **ACHIEVED \$2.7 MILLION OF SPEND WITH INDIGENOUS CONTRACTORS.**
- » **9 CEDAR LOGS DONATED TO FIRST NATIONS.**
- » **SPONSORED SECOND ANNUAL FIRST NATIONS CULTURAL ART SHOWCASE PROGRAM** *Reclaimed: Culture and Life* featuring First Nation artists from the major language groups on the Coast at the Royal BC Museum.
- » **SUPPORTED BUSINESS INITIATIVES,** educational and training opportunities, and work placement experience for 12 First Nation groups.
- » **PROVIDED FIREWOOD TO SEVERAL FIRST NATION GROUPS** across Vancouver Island: Cowichan Tribes (all 3 long houses), Halalt, Stz'uminus, Pacheedaht, Wei Wai Kum, Homalco, Namgis, Klahoose.

2019 MOSAIC INITIATIVES

- » **SEEK PROGRESSIVE ABORIGINAL RELATIONS CERTIFICATION THROUGH THE CANADIAN COUNCIL FOR ABORIGINAL BUSINESS FOR ISLAND TIMBERLANDS.**
- » **COLLABORATE ON LIDAR DATA ACQUISITION** and drone training with interested First Nation partners.
- » **ONGOING CULTURAL SUPPORT** through log donations for First Nation groups.
- » **WORK IN PARTNERSHIP WITH FIRST NATIONS** to provide data for Emergency Response planning.
- » **PROVIDE TWO ADDITIONAL WORK PLACE OPPORTUNITIES FOR INDIGENOUS INTERN LEADERSHIP PROGRAM** in partnership with the BC Business Council and the Champions table. The program is designed to build capacity in Indigenous communities, employment diversity, and providing essential workplace mentorship and training.



Supporting Communities



We provide responsible organizations with access to our private timberland and support our neighbours on initiatives important to the communities in which we live, work and play.

2018 TIMBERWEST ACHIEVEMENTS

ESTABLISHED a long-term commitment to provide community firewood to Quadra Island seniors.



\$500,000 in donations to over 100 community initiatives.

Hosted more than **8,500 PEOPLE** at TimberWest campsites.



\$90,000 DONATED

through matched staff donations towards the United Way, the Heart and Stroke Foundation Big Bike event, and BC Wildfire Relief efforts.



MENTORED AND TRAINED 8 SUMMER STUDENTS

from across Canada with hands-on skills development in sustainable forest management.



COLLECTED 5.6 TONNES OF ILLEGALLY DUMPED GARBAGE

as part of our Earth Day Clean Up with the Regional District of Nanaimo, the Nanaimo Mountain Bike Club and 80 volunteers.





TimberWest is a committed supporter of The Great Trail and their community. Their continued support will allow both locals and visitors to enjoy the incredible landscapes that the Cowichan Valley Trail has to offer.

— Valerie Pringle, Co-Chair of the Trans Canada Trail Foundation Board

2018 TIMBERWEST ACHIEVEMENTS

- » **LOG DONATIONS** for Royal BC Museum carving project *Crossing Cultures and Healing*, Logger Sports events in Port McNeill, Campbell River and Lake Cowichan.
- » **THROUGH COUVERDON'S JUBILEE HEIGHTS DEVELOPMENT** we have donated park trails, wetlands, playfields and an elementary school site to the City of Campbell River.
- » **SIGNED TWO LONG-TERM PUBLIC RECREATIONAL ACCESS AGREEMENTS** with the BC Bike Race and the BC Wildlife Federation.
- » **DONATED \$200,000 TO THE TRANS CANADA TRAIL** for the Cowichan Valley Trail Rail Connector.
- » **CONTRIBUTED \$8.5 MILLION IN MUNICIPAL PROPERTY TAXES**, up 4% from 2017.

2019 MOSAIC INITIATIVES

- » **ONGOING FINANCIAL SUPPORT** for local community groups.
- » **TWO ADDITIONAL** long-term public recreational access agreements.
- » **CREATE A ONE-STOP ACCESS ONLINE PORTAL** for information about gate openings, campsites and other access opportunities on Mosaic lands.
- » **ESTABLISH ONE NEW CAMPSITE** to complement the existing 11 campsites already available to the public.
- » **PILOT A REGIONAL APPROACH TO ACCESS** with one regional district to identify and develop new opportunities.
- » **PRODUCE A SINGLE DONATION PLATFORM** for non-profits to easily submit applications.
- » **DEVELOP A FLAGSHIP PARTNERSHIP** with a community-based organization with far-reaching benefits.

TimberWest



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa
Room 524
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville
Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of Parliament
Courtenay — Alberni

Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Port Alberni
Satellite Community Office
Open Tuesdays
2533 Port Alberni Hwy
Port Alberni, BC
V9Y 8P2
Tel: 1-844-620-9924

Courtenay
Satellite Community Office
Open Wednesdays
437 5th Street
Courtenay, BC
V9N 1J7
Tel: 1-844-620-9924

Honourable Navdeep Singh Bains
Minister of Innovation, Science and Economic Development
House of Commons
Ottawa, Ontario
K1A 0A1



June 13, 2019

Re: Canadian Experiences Fund application by Alberni-Clayoquot Regional District

Dear Minister,

The purpose of this letter is to provide my full support to the Canadian Experiences Fund application by the Alberni Clayoquot Regional District (ACRD) to support the development of Agri-tourism as a draw and economic driver within the Alberni Valley and in coastal and First Nations communities of my riding.

The Agricultural Plan Implementation Project of the ACRD has been funded and supported at the regional level since 2014 and this grant offers the opportunity to strongly upscale and showcase the agricultural products and producers within the Region. It also supports the Alberni Agricultural Land (2011) and related Coastal Addendum (2018).

I am satisfied that the ACRD application meets the criteria of the CEF and should be ranked high as a priority.

The ACRD is well known to me as an innovative government with strong connections to the private sector and local institutions. This project will be a win-win for everybody.

Please don't hesitate to contact me directly should you required clarification or additional information.

Sincerely,

Gord Johns, MP Courtenay-Alberni

cc: Heather Shobe
 Alberni-Clayoquot Regional District



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: June 26, 2019
Subject: Bylaw F1141-1, 2019-2023 Financial Plan Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1141-1, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Background:

At the June 12, 2019 Board of Directors meeting an additional grant of \$80,000 was approved for the Sproat Lake Community Association. The 2019-2023 Financial Plan requires amendment in order to authorize this expenditure. The bylaw amendment is attached for your consideration.

Time Requirements – Staff & Elected Officials:

Staff time has been required to draft this bylaw and further time will be required to submit the amendment to all member municipalities, treaty first nations and the Ministry of Municipal Affairs and Housing.

Financial:

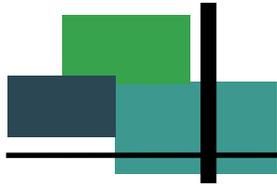
There is no tax implication to the amendment as the funding for this grant is the Community Works Fund. The impact of the amendment is that it reduces the balance available at year end for future Community Works projects.

Policy or Legislation:

Section 374 of the Local Government Act enables the Regional District to amend the financial plan during the year.

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

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



ALBERNI CLAYOQUOT REGIONAL DISTRICT



**2019-2023 FINANCIAL PLAN
AMENDMENT**

Schedule 'A' of Bylaw F1141-1



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
ELECTORAL AREA ADMINISTRATION
PARTICIPANTS: ELECTORAL AREAS**

Draft for amendment by the
Board of Directors on June 26, 2019

Line	History		REVENUE	Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
1	\$ 17,939	\$ 17,957	Surplus (deficit) from prior years	\$ 1,541	-\$ 0	-\$ 0	-\$ 0	0	1
2	2,494,682	2,494,682	Committed surplus from prior year	725,864	0	0	0	0	2
3	92,043	92,043	Tax requisition	78,458	86,088	91,477	126,280	112,186	3
4	2,462	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	488,809	488,810	Federal government grant	488,810	488,810	488,810	488,810	488,810	5
6	28,258	15,000	Other sources	15,000	-	-	-	15,000	6
7	48,706	8,000	Interest revenue	8,000	14,000	16,100	19,900	23,700	7
8	\$ 3,172,899	\$ 3,117,492	TOTAL REVENUE	\$ 1,318,674	\$ 589,898	\$ 597,387	\$ 635,990	\$ 640,696	8
EXPENDITURES									
9	\$ 40,000	\$ 40,000	Administration charge	\$ 24,000	\$ 15,000	\$ 15,300	\$ 40,000	\$ 40,800	9
10	63,855	35,000	Elections & referenda	20,000	20,000	25,000	35,000	35,000	10
11	-	1,000	Area 'A' - Bamfield administration	1,000	1,000	1,000	1,000	1,000	11
12	16	1,000	Area 'B' - Beaufort administration	1,000	1,000	1,000	1,000	1,000	12
13	-	1,000	Area 'C' - Long Beach administration	1,000	1,000	1,000	1,000	1,000	13
14	2,068	3,000	Area 'D' - Sproat Lake administration	3,000	3,000	3,000	3,000	3,000	14
15	-	1,000	Area 'E' - Beaver Creek administration	1,000	1,000	1,000	1,000	1,000	15
16	650	2,000	Area 'F' - Cherry Creek administration	2,000	2,000	2,000	2,000	2,000	16
17	7,592	10,000	AVICC dues & convention expenses	10,000	10,000	10,000	10,000	10,000	17
18	21,083	28,000	UBCM dues & convention expenses	28,000	28,000	28,000	28,000	28,000	18
19	3,897	4,000	Labour & benefits	5,000	5,088	5,177	5,280	5,386	19
20	2,277,241	2,236,536	Contribution to CWF reserve	412,310	502,810	504,910	508,710	512,510	20
21			<i>CWF grants to outside organizations</i>						21
22	21,504	29,956	Beaver Creek Community Club	12,952	-	-	-	-	22
23	-	625,000	Cherry Creek Waterworks District	625,000	-	-	-	-	23
24	7,588	100,000	Sproat Lake Community Association	172,412	-	-	-	-	24
25	29,092	754,956	Total CWF grants to outside organizations	810,364	-	-	-	-	25
26	\$ 2,445,494	\$ 3,117,492	TOTAL EXPENDITURES	\$ 1,318,674	\$ 589,898	\$ 597,387	\$ 635,990	\$ 640,696	26



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2019-2023 FINANCIAL PLAN
 ELECTORAL AREA ADMINISTRATION (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft for amendment by the
 Board of Directors on June 26, 2019

Line	History			Budget					Line
	2018	2018		2019	2020	2021	2022	2023	
27	\$ 727,405	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	27
28	2,277,241	2,236,536	Add: Transfer to reserves	412,310	502,810	504,910	508,710	512,510	28
29	2,512,621	2,512,638	Deduct: Surplus from previous year	727,405	-	-	-	-	29
30	\$ 492,025	-\$ 276,102	ANNUAL SURPLUS/(DEFICIT)	-\$ 727,405	\$ -	\$ -	\$ -	\$ -	30
COMMUNITY WORKS FUND RESERVE									
31	\$ -	\$ -	Balance, beginning of year	\$ 2,169,967	\$ 1,860,910	\$ 1,899,720	\$ 2,404,630	\$ 2,913,340	31
32	2,228,535	2,228,535	Contribution from operating fund	397,210	488,810	488,810	488,810	488,810	32
33	48,706	8,000	Interest earnings	15,100	14,000	16,100	19,900	23,700	33
34	<i>Less - capital expenditures</i>								
35	-	30,000	Alberni Valley Regional Airport upgrades	30,000	-	-	-	-	35
36	-	400,000	Bamfield Water System upgrades	400,000	-	-	-	-	36
37	-	-	Bell Road/Stuart Avenue water system	-	414,000	-	-	-	37
38	-	154,140	Long Beach Airport water system upgrades	154,140	-	-	-	-	38
39	14,739	94,501	Millstream Water System upgrades	79,762	-	-	-	-	39
40	-	50,000	Salmon Beach Water well development	50,000	50,000	-	-	-	40
41	92,535	100,000	Sproat Lake Community Park trail	7,465	-	-	-	-	41
42	107,274	828,641	Total capital expenditures	721,367	464,000	-	-	-	42
43	\$ 2,169,967	\$ 1,407,894	BALANCE, END OF YEAR	\$ 1,860,910	\$ 1,899,720	\$ 2,404,630	\$ 2,913,340	\$ 3,425,850	43



REQUEST FOR DECISION

To: Board of Directors

From: John Jack, Chairperson/
Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2019

Subject: **2019 Standing/Select Committee Appointments & Appointments to Outside Organizations - Revised**

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the revised 2019 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

Desired Outcome:

To make amendments to ACRD committees/commissions, outside boards, agencies and commissions for 2019 in order to include the Directors of Beaufort and Cherry Creek.

Background:

The ACRD Board of Directors at their regular meeting held on January 23rd approved appointments to ACRD standing/select committees and appointments to outside organizations for 2019. Following the by-election in April 2019 for Director of Beaufort and Cherry Creek, amendments to these appointments are required in order to include participation from Director Shannon and Director Bodnar on the various committees.

Chairperson Jack consulted with Director Bodnar and Director Shannon to get their input into which committees/agencies they were interested in participating on. The attached revised appointment lists are presented for consideration of approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

n/a

Policy or Legislation:

Section 218, 263, 461 of the *Local Government Act* and ACRD Procedures Bylaw apply.



Submitted by:

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



Wendy Thomson, Manager of Administrative Services



Approved by:

John Jack, Chairperson



Alberni-Clayoquot Regional District 2019 Standing/Select Committee & Commission Appointments

STANDING COMMITTEES:

Alberni & Bamfield Services Committee

- John McNabb (Chair)
- Cindy Solda (Vice-Chair)
- Sharie Minions
- John Jack
- Dianne Bodnar
- Tanya Shannon
- Penny Cote
- Wilfred Cootes
- Bob Beckett

Electoral Area Directors Committee

- Penny Cote (Chair)
- Tanya Shannon
- John McNabb
- Bob Beckett
- Dianne Bodnar
- Kel Roberts

West Coast Committee

- Josie Osborne, (Chair)
- Mayco Noël, (Vice-Chair)
- Kel Roberts
- Alan McCarthy
- Kirsten Johnsen
- Ex-Officio Members:
 - Tla-o-qui-aht First Nation Rep.
 - Ahousaht First Nation Rep.
 - Hesquiaht First Nation Rep.
 - Pacific Rim National Park Rep.

Bamfield Parks Commission

- Sheryl Ferguson (Chair-Treasurer) (2018-2020)
- Bob Beckett
- Andrea Butler (2019 – 2021)
- Louis Druehl (2017-2019)
- Dane Dentoon

Personnel Committee

- John Jack
- Josie Osborne
- Sharie Minions
- John McNabb
- Mayco Noël

AV Emergency Planning Policy Group

- Penny Cote
- John McNabb
- Vacant
- Cindy Solda, Councillor, City of Port Alberni
- City of Port Alberni Councillor
- Ex-Officio Members:
 - Tseshaht First Nation
 - Hupacasath First Nation

Agricultural Advisory Committee

- Penny Cote
- Lisa Aylard
- Robert Haynes
- Vicki Lee
- Ron Emblem
- Wayne Smith

Beaver Creek Water Advisory Committee

- John McNabb (Chair)
- Harold Carlson
- Gord Blakey
- Dwight Nass
- Pam Craig
- Patty Edwards

Long Beach Airport Advisory Committee

- Josie Osborne
- Mayco Noël
- Alan McCarthy
- Kirsten Johnsen
- Kel Roberts
- Pacific Rim National Park Rep.
- Ucluelet Chamber Rep.
- Tofino/Long Beach Chamber Rep.
- Tla-o-qui-aht First Nation Rep.
- Charles McDiarmid, Member at Large

Salmon Beach Committee

- Ken Lunde
- Kel Roberts
- Ellen Peete
- Jill Maibach
- Terry Graff
- Ron McKinley

Sproat Lake Parks Commission

- Joe Lamoreaux (Chair)
- Chris Law
- Kathy Burkowsky
- Sabrina Zimmerman
- Brian Callendar
- Terry Ketler
- Rob Turner
- Bob Aston
- Penny Cote
- Joe Priestland

Bamfield Water Committee

- Bob Beckett (Chair)
- John Mass
- Barry Otterson
- Lisa Herbig
- J.P. Haste
- Ex-Officio Members:
 - Bamfield Fire Chief
 - Les Jmaeff, Marine Science Centre Rep

Agricultural Development Committee

- Penny Cote
- Tanya Shannon
- Robert Haynes
- Ann Siddall
- Bob Collins
- Cathy Burkosky
- Lisa Aylard
- Pat Deakin
- Rosemarie Buchanan
- Erika Goldt
- Makenna Cyr
- Genevieve Eichstadter
- Edward Dyson

Fisheries Resource Committee**1 year term**

- John Jack
- Mayco Noël
- Bob Beckett
- Al McCarthy
- Wilfred Cootes
- Ex-Officio Members:
 - West Coast Aquatic Rep.
 - NTC Rep.
 - DFO Rep.
 - BC Rep., Min. Environment

Alberni–Clayoquot Transportation Committee

- John McNabb
- ~~John Jack~~ Dianne Bodnar
- Penny Cote
- Cindy Solda
- Deb Haggard, CPA Rep.
- Port Alberni Port Authority Rep.
- Chamber of Commerce Rep.
- Western Forest Products Rep.
- Min. Transportation Rep.
- AV Chamber of Commerce Rep.
- Island Timberlands Rep.
- Catalyst Paper Rep.
- Tseshaht First Nation Rep.
- Hupacasath First Nation Rep.
- MLA

Alberni Valley Regional Airport Advisory Committee

- Cindy Solda, Councillor, CPA (Chair)
- Penny Cote, EA Area “D” (Sproat Lake)
- Bob Kanngiesser, Member at Large
- Mike Ruttan, Member at Large
- Michael Hoff, Member at Large
- Councillor Richard Watts, Tseshaht
- Chief Councillor Steven Tatoosh, Hupacasath
- Ms. Shelley Crest, Port Alberni Port Authority
- Mr. Dan Savard, AV Chamber of Commerce

SELECT COMMITTEES:

Parks Service Review Committee

- John Jack
- Bob Beckett
- Kel Roberts
- Cindy Solda
- Mayco Noël
- Josie Osborne
- Penny Cote
- Dianne Bodnar

Somass Basin Flood Mapping Committee

- John McNabb
- Cindy Solda
- Penny Cote
- Tseshaht First Nation Rep.
- Hupacasath First Nation Rep.
- Nuu-chah-nulth Tribal Council Rep.
- Dept. of Fisheries & Oceans Rep.
- BC Hydro Rep.
- West Coast Aquatic Rep.
- AV Enhancement Society Rep.
- Timber West
- Island Timberlands
- Ministry of Environment
- PA Port Authority Rep.
- Catalyst Rep.

ADVISORY PLANNING COMMISSIONS

(APC's): (varying terms)

Bamfield APC

- Max Salamon
- Jane Morrison
- Rae Hopkins
- J. P. Hastey
- John Mass
- Brian McKay
- Kevin McAughtrie
- Tavi Kristjan (Kildonan area advisor only)
- Peter Horton (Kildonan area advisor only)

Beaufort APC

- George Haack
- Ron Emblem
- Brian Thompson
- Linda Thompson
- John Adams
- Claude Lessard
- Sarah Rymer
- Steve King

Beaver Creek APC

- Gordon Blakey
- Dorothy Brooks
- Shelley Chrest
- Patty Edwards
- Kevin Clarke
- Nick Clarke

Cherry Creek APC

- John Versteeg Jr.
- Mike Jones
- Bob Vandermolen
- Markus Urner
- Denis Francoeur
- Carrie Smith
- Jamie McKinnon
- Barb Deederly
- Anton Haffner

Long Beach APC

- Jim Whitworth
- Petra Arnold
- Ashley Hawker
- Nick Haisch
- Rachael O'Callahan

Sproat Lake APC

- Joe Van Bergen
- Joe Lamoureux
- Bob Maurice
- Roger Loggin
- Roberta Jensen
- Walter Konkin



Alberni-Clayoquot Regional District & Regional Hospital District 2019 Appointments to Outside Boards, Agencies, Commissions

REQUIRED

Municipal Finance Authority

(1 year term Jan – Dec.)

- John McNabb
- John Jack, Alternate

E911 Corporation

(1 year term – Jan. – Dec.)

- John McNabb
- Cindy Solda, Alternate

Island Coastal Economic Trust

North Island Sunshine Coast Regional Advisory
(Chair of ACRD Board)

- John Jack

Vancouver Island Regional Library Board

(1 year term Jan. – Dec.)

- Penny Cote
- ~~John Jack~~ Dianne Bodnar, Alternate

Municipal Insurance Association of BC

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

Island Corridor Foundation

- Ken McRae, Director
(2 year term – April 2017 – March 2019)
- John Jack, Member Rep.

Island Health Capital Planning Committee

- Josie Osborne

Coastal Community Network

- Mayco Noël

Coastal Community Social

Procurement Steering Committee

- John Jack

ELECTIVE

Clayoquot Biosphere Trust

(2018 – 2021)

- Vacant
- Rachel O’Callahan, Alternate

Barkley Salmon Working Group

- Penny Cote

Air Quality Council

- ~~John McNabb~~ Dianne Bodnar

West Island Woodlands Advisory Group

- ~~John Jack~~ Tanya Shannon
- John McNabb, Alternate

Vancouver Island Film Commission

- Cindy Solda

AV Museum & Heritage Board

- Penny Cote
- Cindy Solda, Alternate

Coastal Communities Network

- Vacant

AV Chamber of Commerce

- Sharie Minions
- John McNabb, Alternate

West Coast Aquatic Board

- Josie Osborne
- Kel Roberts, Alternate

Ditidaht BC Treaty Table

- Bob Beckett

Offshore Pacific Area Committee

- Kel Roberts
- Bob Beckett, Alternate

AVICC Special Committee – Political Appointments

- John McNabb
- Josie Osborne (Alternate)



**Alberni-Clayoquot Regional District & Regional Hospital District
2019 Appointments to Outside Boards, Agencies, Commissions**

ELECTIVE

Alberni-Clayoquot Health Network

Table of Partners

- Penny Cote, Chairperson
- Josie Osborne

Alberni-Clayoquot Continuing Care Society

- John McNabb

West Coast Native Health Care Society

- Penny Cote



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2019

Subject: Meeting Requests - Premier and Ministers at the 2019 UBCM Convention

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to staff on requesting meetings with the Premier and Ministers at the Union of British Columbia Municipalities Conference, September 23 to 27th in Vancouver.

Desired Outcome:

To arrange meetings with the Premier or Ministers at the annual UBCM Convention.

Background:

Attached please find a request from the Premier and the Minister of Municipal Affairs and Housing inviting local governments to meet with them and other Ministers at the annual convention.

Meetings with Ministers are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. The ACRD has met with various Ministers over the years including:

Minister	Meeting
Minister of Municipal Affairs & Housing	Rural Capacity to create an inclusive spectrum of housing with capacity of small communities
Minister of Agriculture	Gap in representation for Coastal Communities for fisheries and aquaculture issues
Minister of Forests, Lands & Natural Resource Operations	Log Export Policy in context of unmet processing needs and capacity in British Columbia
Minister of Indigenous Relations & Reconciliation	Non-Treaty Nation involvement in Regional District's

Regional District staff coordinate and prioritize meeting requests with the City of Port Alberni, District of Ucluelet and District of Tofino each year.

An email will be going out to Regional District Directors next week with details on how to request meetings with Ministry staff and agencies at the convention.

Time Requirements – Staff & Elected Officials:

Some staff time required to process and coordinate the meeting requests.

Financial:

n/a

Policy or Legislation:

n/a

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

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



June 10, 2019

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 Vancouver from September 23-27.

Resiliency and Change, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue 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 **MeetingRequest2019** 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 10, 2019

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 during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate 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 17, 2019**. Meeting arrangements will be confirmed by early September. 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 for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

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

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

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

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Arjun Singh, President, Union of British Columbia Municipalities

Ministry of Municipal Affairs and
Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/mah



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 26, 2019

ACRD FILE NO.: DVC19004

APPLICANT: Ken Mutch

LEGAL

DESCRIPTION: LOT 2, BLOCK 39, PLAN 510, SECTION 49, CLAYOQUOT LAND DISTRICT

LOCATION: 1145 Seventh Ave, Salmon Beach

ELECTORAL AREA: "C" Long Beach

APPLICANT'S INTENTION: The applicant has applied for a development variance permit to increase the maximum building height of a cabin from 5.49 metres (18 feet) to 5.61 metres (18.4 feet) and to reduce the minimum side yard setback from 3.05 metres (10 feet) to 2.7 metres (8.85 feet) for a property at Salmon Beach.

Recommendation:

THAT the Board of Directors consider issuing development variance permit DVC19004, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVC19004:

- i. Development variance of Section 143.3(7)(ii) of the ACRD Zoning Bylaw to reduce the required minimum side yard setback from 3.05 metres (10 feet) to 2.7 metres (8.85 feet).
- ii. Development variance of Section 143.3(10) of the ACRD Zoning Bylaw to increase the maximum allowable height from 5.49 metres (18 feet) to 5.61 metres (18.4 feet).

Procedure: The variance application has not been considered by the Long Beach APC at this stage. Prior to the Board making a final decision, staff will ensure that the APC considers the application and provides a recommendation to the Board.

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.

DVC19004

Observations:

- i. **Status of Property:** The 60 foot by 160 foot lot slopes up from the road to a flat bench in the middle of the property. The majority of the property is cleared and a 768 square foot cabin is currently under construction, permitted by Building Permit LB18-10 issued in September 2018. The cabin is built to lock-up with no interior finishing completed. The lot is bounded by Seventh Street to the east, with recreational lots to the north, south and east, and Toquaht Nation Lands to the west.
- ii. **Services**
 - a. **Sewage Disposal:** Community pump and haul septic system.
 - b. **Water Supply:** On-site water.
 - c. **Fire Protection:** Not within a fire protection area.
 - d. **Access:** Access to the property is from Seventh Street.
- iii. **Existing Planning Policies Affecting the Site**
 - a. **Agricultural Land Reserve:** Not within the ALR.
 - b. **Official Community Plan:** The South Long Beach OCP designates the property as “Salmon Beach Neighbourhood”. This OCP designation supports recreational residential development. The subject property is not within a Development Permit Area.
 - c. **Zoning:** The property is zoned Salmon Beach (SB) District which permits.

	Required	Actual
Minimum setbacks		
Front lot line	6.1 m (20 feet)	19.9 m (65.3 feet)
Rear lot line	6.1 m (20 feet)	13.1 m (43 feet)
North Side lot line	3.05 m (10 feet)	2.7 m (8.85 feet)
South Side lot line	3.05 m (10 feet)	3.5 m (11.5 feet)
Maximum height		
Cabin accessory use	5.49 m (18 feet)	5.61 m (18.4 feet)

The applicant is applying for a development variance permit to increase the maximum cabin accessory use height from 18 feet to 18.4 feet and to reduce the minimum side yard setback from 10 feet to 8.8 feet for a property zoned Salmon Beach (SB) District.

The cabin is currently under construction, permitted by Building Permit LB18-10. Due to a siting error in construction, the foundation was misplaced on the property. The building is encroaching into the side yard setback and excavated at the incorrect elevation to achieve the intended building height from natural grade. The encroachment was not discovered until a BCLS survey was completed as a condition of the building permit.

DVC19004

The proposal requires a development variance in order to proceed with construction of the cabin.

Comments: The applicant has partially constructed a cabin within the required side lot setbacks on the subject property. During construction the applicant mistakenly surveyed the property line from the northwest stake at a slight angle and the foundation was poured within the required side yard setback as a result. This minor error requires a variance to bring the side lot line into compliance with the Zoning Bylaw.

The cabin was constructed 5 inches over the maximum allowable cabin height. In Salmon Beach, the intent of maximum cabin height is to preserve sight lines and limit the use of permitted half storeys. The Toquaht Lands to the west are undeveloped and a site visit confirmed that the cabin poses limited obstruction to the property owner's views on the north side of the subject property.

Planning staff feels that this application is reasonable as it constitutes a minor variance of the side yard setback and maximum cabin height. Planning staff are supportive of proceeding to neighbour notification to allow for public feedback on the variance application.

Submitted by:



Sarah Holden
Junior Planner

Reviewed by:



Mike Irg MCIP, RPP
Manager of Planning & Development

Approved by:



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

DVC19004

BLOCK 39
SECTION 49
CLAYOQUOT DISTRICT

1
PLAN 510

2
PLAN 510

3
PLAN 510

DRAFT
MAY 3 2019
FOR DISCUSSION ONLY

BRIGHTON STREET

SEVENTH AVENUE



JE A JE ANDERSON
& ASSOCIATES
SURVEYORS AND ENGINEERS

203 - 177 WELD ST., PO BOX 247
PARKSVILLE, B.C. V9P 2G4
250-248-5755 parksville@jeanderson.com

**BC LAND SURVEYOR'S
BUILDING LOCATION CERTIFICATE**

**LOT 2, BLOCK 39, SECTION 49,
CLAYOQUOT DISTRICT, PLAN 510**

PID 008-376-077

PREPARED FOR
KEN MITCH

OUR FILE : 61541-1 REVISION :

ELEVATIONS:

Elevations are to an Assumed Datum.
BENCH MARK - Top of Iron Post at SE Corner Lot 2 - Elevation = 10.00 m.
12.26 x Typical Elevation taken on visible Finished Grade

Average Grade around perimeter = 12.26 m.
Measured Top Peak of Roof = 17.87 m
Therefore Height of Top Peak of Roof = 5.61 m

Legal Notations:

Annexed Easement - EH87614 - Part Lot 1 in Plan V1P59231
This Title may be affected by a L.G.A. Permit - EP80608
Building Scheme - ED73217 & EX69483

Building Dimensions are to Exterior of Main Walls
Property Line Dimensions are Derived from Plan 510

The Iron Posts found at property corners are shown on a
Plan prepared by Colin Burrige, BCLS dated June 4, 2009.

The origin of the Iron Posts found is not known.

Civic Address
1145 Seventh Avenue
Salmon Beach, BC

All Dimensions are in Metres and decimals thereof



The Intended Scale of this Plan is 1:200
when plotted on a 280 mm x 432 mm (11"x17") Sheet

This sketch has been prepared for building location purposes and does
not constitute a redefinition of the legal boundaries hereon described.
© Copyright 2019 J.E. Anderson & Associates. All rights reserved.

No person may copy, reproduce, transmit or alter this document
in whole or in part without the consent of the signatory.

This Plan has been Prepared in Accordance with the Professional Reference
Manual and is Certified Correct this _____ th Day of _____, 2019.

This document is not valid unless digitally signed.

May 13, 2019

Greg and Amanda Norby

31 Kennedy Street
Nanaimo, BC
V9R 2H5
British Columbia

To Whom It May Concern:

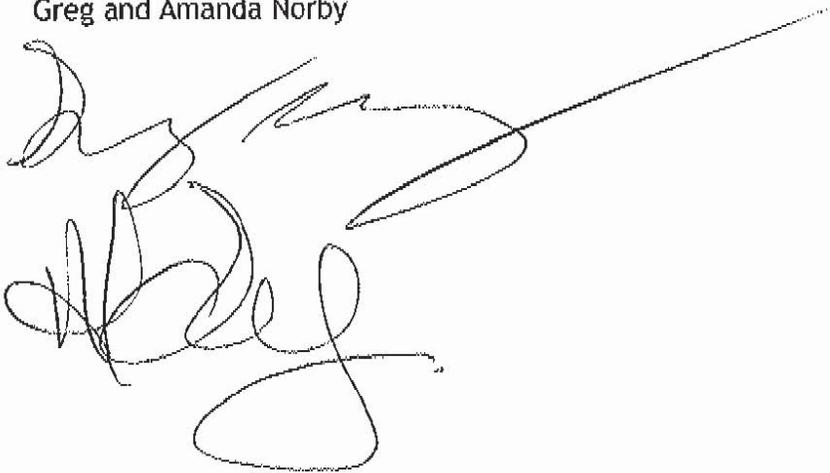
This is to confirm that Ken Mutch, owner of 1145-7th Ave in Salmon Beach, BC has asked us, Greg and Amanda Norby, as owners of 1149 - 7th Ave to provide a letter of support for his variance application.

Ken Mutch contacted me, Greg Norby, in late September 2018 when he realized the footings and foundation walls of his cabin were under the 10 foot setback on the side of the lot. He assured me this was not intentional, more a result of inaccuracy while excavating the 48 " for the crawl space.

We understand that the corner of the structure is 11.8 " below the 10 foot setback as verified by JE Anderson and Associates of Parksville, BC on April 10, 2019. We acknowledge that Ken Mutch has accepted responsibility for his mistake and that the legal survey will reflect this error.

We support his variance application, any questions please contact us.

Yours truly,
Greg and Amanda Norby

The image shows two handwritten signatures in black ink. The top signature is a cursive signature that appears to be 'Greg Norby'. The bottom signature is also in cursive and appears to be 'Amanda Norby'. Both signatures are written in a fluid, connected style.



130



4 1177	1182 4 1178	1181 17 1177	1182 4 1178	1181 17 1177
5 1173	1174 5 1174	16 1173	VIP59228 5 1172	16 1174
6 1169	1170 6 1170	15 1169	6 1170	15 1168
7 1165	1166 7 1166	14 1165	VIP59228 7 1164	14 1166
8 1161	1160 FB245963 A 12 1157	13 1161	8 1162	13 1160
9 1157	1154 10 1154	11 1153	VIP59228 9 1154	12 1158
10 1153			10 1152	11 1156

VICTORIA STREET

1 1149	1150 1 1150	1149 19 1149	1150 1 1150	20 1149
2 1145	1146 2 1146	18 1145	1145 2 1145	19 1145
3 1141	1142 3 1142	17 1141	1142 3 1142	18 1141
4 1137	1138 4 1138	16 1137	1138 4 1138	17 1137
5 1133			1133 34 1133	16 1133
6 1129	1130 6 1130	15 1129	1130 6 1130	15 1129
7 1125	1126 7 1126	14 1125	1126 7 1126	14 1125
	1122 8 1122	13 1121	1122 8 1122	13 1121
	1118 9 1118	12 1117	1118 9 1118	12 1117
	1114 10 1114	11 1113	1114 10 1114	11 1113

SUBJECT PROPERTY

AVENUE

AVENUE

AVENUE

SARATOGA AVENUE

1111 7th
Public Square

P2

NTH

1 1110	20 1109
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1 1110	20 1109
-----------	------------



TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors

MEETING DATE: June 26, 2019

TEMPORARY USE PERMIT

APPLICATION #: TUP19015

APPLICANT: Dwight Giesbrecht & Jane Davis

LEGAL

DESCRIPTION: LOT 17, DISTRICT LOT 41, ALBERNI LAND DISTRICT, PLAN 1880

LOCATION: 8988 Faber Road

ELECTORAL AREA: "D" Sproat Lake

Applicant's Intention: The applicant intends to allow for up to three (3) private camping sites for recreational vehicles on the 0.7 hectare (1.8 acre) property. The camping sites would be limited to family and family friends and would not be used for commercial short term vacation rentals.

Recommendation:

THAT the Board of Directors consider issuing Temporary Use Permit TUP19015 subject to:

- *Confirmation from Island Health that sewage disposal for the camping sites complies with the requirements of the Sewerage System Regulation; and*
- *Notification of neighbouring properties as per Local Government Act s.494.*

Procedure:

Prior to the issuance of a Temporary Use Permit (TUP), the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants and publish a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the TUP.

TUP19015

Observations:

1. Property Description: The subject property is 0.7 hectare (1.8 acre) in size and fronts onto Faber Road. It includes a shop and Quonset building for storage. There is a small cabin located in the centre of the property, equipped with a washroom and bedroom but no kitchen facilities. The cabin provides additional storage for the property owners and is connected to an existing on-site septic system. A small outdoor cooking area provides communal cooking space for short-term campers and is also connected to the on-site septic system.

Three RV parking spaces are equipped with water and power hookups but do not include septic hookups at this time. The applicant intends to install an approved septic holding tank on-site to accommodate sewage from the RVs. Trees and undergrowth provide adequate buffering and screening for the RVs and outbuildings from all adjacent properties and from traffic along Faber Road. The property is relatively level and is treed with second growth trees up to the storage areas and driveway. It is bounded by Faber Road and residential properties along Sproat Lake to the north, larger residential properties to the south and east, and Cougar Smith Park to the west.

2. Services:

- (a) Sewage Disposal:** The applicant has engaged a Registered On-Site Wastewater Practitioner to install a sewage holding tank approved by Island Health. The system would allow for septic disposal from the three RV spaces and would be accompanied by a maintenance plan as part of the Island Health permit application. Planning staff are recommending that confirmation of septic disposal approval from Island Health be provided prior to issuing the Temporary Use Permit.
- (b) Water Supply:** On-site water system.
- (c) Fire Protection:** Sproat Lake Volunteer Fire Department.
- (d) Access:** Access to the property is off Faber Road.

3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates this property as "Residential Use." This designation supports the residential use as the primary use on the property.

Section 3.2 of the OCP contains general planning policies that apply to all properties within the OCP area. Policy 3.2.11 in this section allows the issuing of TUPs at the discretion of the Regional Board of Directors in accordance with s.

TUP19015

493 of the *Local Government Act*.

Section 10.0 “Residential Use” does not include provisions that support the use of residential parcels for temporary recreational vehicle parking or camping. Section 10.2.1 of the OCP states that it is the Regional District’s policy to: “ensure that the principal use in all areas designated as Residential must be residential, as specified by the zoning bylaw.”

There is a creek that dissects the west side of the property. Development Permit Area I – Riparian Areas Protection is designated encompassing the 15 metre riparian area surrounding the creek. The riparian area is entirely treed and the camping sites are outside of the 15 metre area. No development is planned within the Development Permit Area.

The Sproat Lake OCP allows for the issuance of a TUP to allow the use requested on the subject property.

- C. **Zoning:** The property is zoned Acreage Residential (RA1) District. Camping is not a permitted use within the RA1 District.

Under Section 493 of the *Local Government Act*, the Regional District may issue a TUP, by resolution, in areas designated in an Official Community Plan. A TUP may do one or more of the following:

- i. Allow a use not permitted under the Zoning Bylaw;
- ii. Specify conditions under which the temporary use may be carried out;
- iii. Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

Where a TUP is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper.

The TUP is valid for up to three years and may be renewed by the Regional District once. After this time has expired, the property owner must apply to rezone the property to allow for the continued use or discontinue the specified use.

TUP19015

Temporary Use Permit:

The TUP for 8988 Faber Road may be subject to the following conditions and any others that the ACRD Board of Directors considers appropriate at the time of issuance:

1. The permit is limited to three (3) camping sites;
2. This permit is not intended for commercial short term vacation rentals.
3. Camping is permitted from May 1st to September 30th inclusive.
4. Each camping site will be serviced by on-site water and a sewage disposal system approved by Island Health.
5. Contact information for the owner or a caretaker and a copy of the TUP must be posted in a visible public location.
6. The owner or a caretaker must be available within 20 minutes of the property.
7. This permit is valid for three (3) years from the date of execution.
8. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to three (3) years or return the property to the original use permitted under the current zoning.
9. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments:

The applicants approached the Regional District about a Temporary Use Permit to allow for the use their property for short-term RV parking for family and friends. They intend to use the RV spaces for a few weeks over the summer months. While there is a cabin on-site, the applicants do not intend to use it for habitable space.

The applicants have indicated that the property has been in their family for decades and that their family members have been camping on the property for a number of years. A complaint was received about camping on residential property and after discussion with planning staff, the property owners decided to apply for a TUP to allow the use on a temporary basis. The property owners reside full-time on another residential property on Sproat Lake and will be available to manage any issues that arise from short term campers.

Planning staff are supportive of proceeding to neighbour notification to allow for public feedback on the TUP application.

TUP19015

Submitted by: 

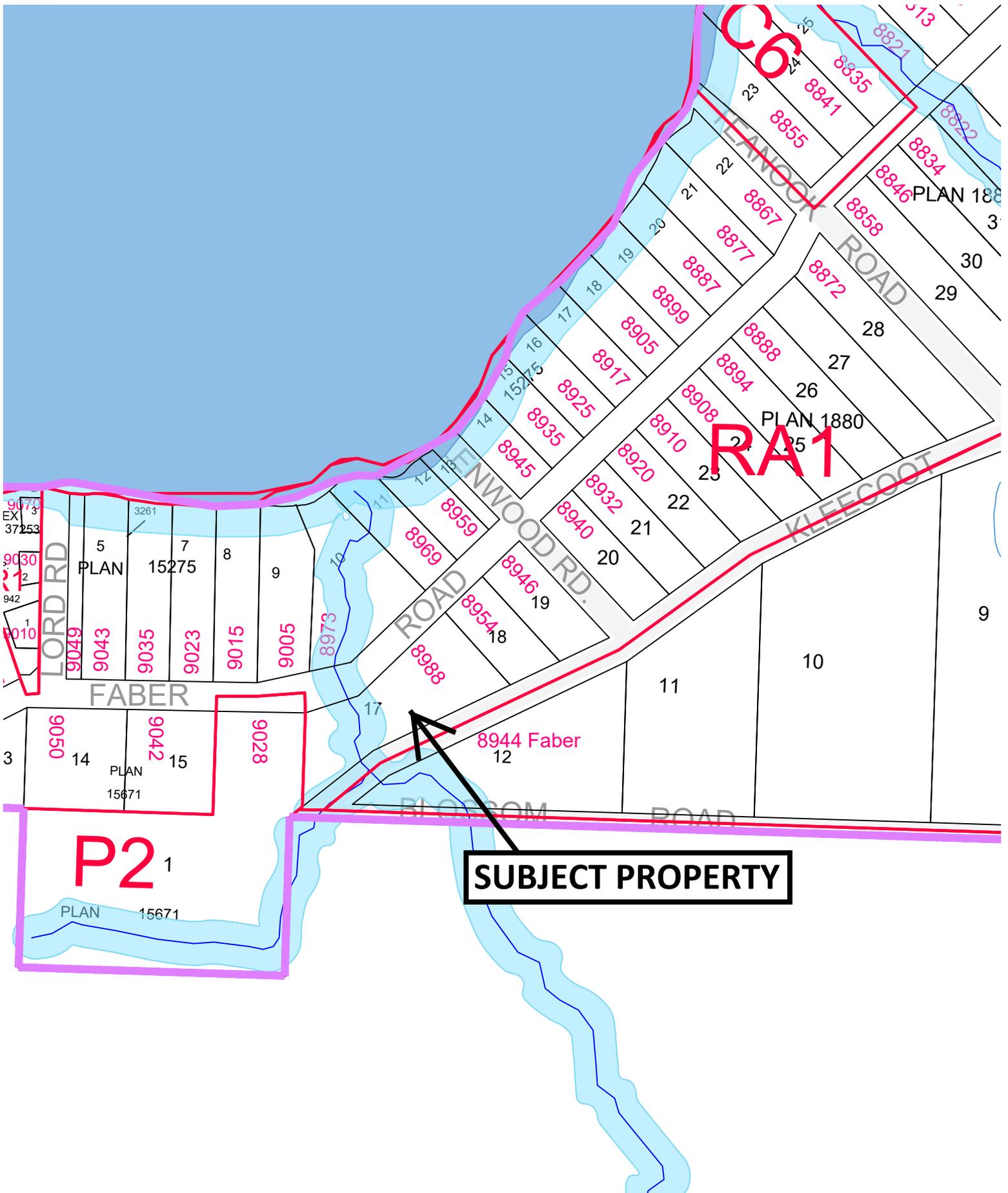
Sarah Holden
Junior Planner

Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning & Development

Approved by: 

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer



SUBJECT PROPERTY





140



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: Charity Hallberg Dodds, Planning Assistant

MEETING DATE: June 26, 2019

RE: P1378/RE18008 – 6210 Walker Road, Beaver Creek (Caldwell)

Recommendation:

THAT Bylaw P1378, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

Background:

Bylaw P1378 was given second and third readings on June 12, 2019. All conditions for the rezoning have been satisfied and planning staff recommends that the bylaw be adopted.

Prepared by: 
Charity Hallberg Dodds
Planning Assistant

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

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

RE18008

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 27th day of June, 2018
Public hearing held this 3rd day of June, 2019
Read a second time this 12th day of June, 2019
Read a third time this 12th day of June, 2019

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 P1378



Legal Description: LOT 1, DISTRICT LOT 108, ALBERNI DISTRICT, PLAN 1439, EXCEPT THAT PART IN PLAN 17495, AND 51383.



To be rezoned from Acreage Residential (RA2) 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

Rezoning Application

MEETING DATE: June 26, 2019

ACRD FILE NO.: RF19002

APPLICANTS: Stuart Sutton & Helen Zanette

LEGAL

DESCRIPTION: Lot 18, Plan 1021, District Lot 95, Alberni Land District

LOCATION: 6159 Strathcona Street

ELECTORAL AREA: "F" Cherry Creek

Applicant's Intention: The property owners have applied to rezone the 4.75 acre parcel from Rural (A 2) District to Acreage Residential (RA 2) District to facilitate a 4 lot subdivision of the subject property.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1390 be read a first time;
- THAT the public hearing for Bylaw P1390 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1390 is subject to:
 - a. Meeting technical referral agency requirements.

Observations:

i) **Status of Property:** The 4.75 acre property is mostly flat and cleared, apart from a small cluster of trees along Tebo Avenue. There is currently a single family dwelling on the property that is connected to community water and with an on-site septic system. The property is surrounded by other rural residential uses with single family dwellings to the north, south, east, and west.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. The property owner has received

RF19002

confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage for the proposed subdivision.

- b. **Water Supply:** Community water system.
- c. **Fire Protection:** Not within a fire protection area.
- d. **Access:** Access for the property is off Strathcona Street.

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

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as “Residential Use”. This designation permits a minimum parcel size of 0.4 hectares (1 acre). The proposed subdivision plan shows three (3) new 1 acre lots with a 1.75 acre remainder lot. Each of the proposed lots meet the minimum lot size required in the OCP.

The subject property is not within a Development Permit Area.

The proposed development conforms to the policies and objectives of the Cherry Creek OCP.

- c. **Zoning:** The property is zoned Rural District (A 2) and the property owner is applying to rezone to Acreage Residential District (RA 2).

	A 2 District (existing)	RA 2 District (proposed)
Minimum Lot Area:	5 acres	1 acres
Minimum Lot Width:	330 feet	120 feet
Lot Coverage:	-	-
Minimum Setbacks		
Front:	50 feet	40 feet
Rear:	30 feet	30 feet
Side:	15 feet	15 feet

The applicant intends to rezone the property to allow for a four lot subdivision of the 4.75 acre parcel. Rezoning the property from Rural (A 2) District to Rural Acreage Residential (RA 2) District would allow the property to be subdivided into the proposed three (3) 1 acre parcels with one (1) 1.75 acre remainder lot.

The proposed development requires a rezoning of the subject property from Rural District (A 2) to Acreage Residential District (RA 2).

Comments:

The applicants wish to subdivide the subject property into four parcels, which include three (3) new 1 acre lots and a 1.75 acre remainder lot. The proposed Zoning Bylaw amendment is necessary to facilitate this subdivision. ACRD Planning Staff are supportive of the application as

RF19002

it will not disturb the rural character of the area and provides an opportunity for infill development.

Access to the two proposed easternmost lots will be from Tebo Avenue and access to the new westernmost lot will be from Strathcona Street. Completion of an acceptable access to the proposed new lot will need to be addressed at the subdivision stage and will be dependent on MoTI requirements.

The applicants have received confirmation from a Registered Onsite Wastewater Practitioner (ROWP) stating that the sand soils observed meet the intent of both septic and subdivision standards for type 1 on-site treatment for 1 acre parcels.

Staff recommend that Bylaw P1390 be given first reading and proceed to public hearing subject to:

1. Meeting technical referral agency requirements.

Submitted by: 

Sarah Holden, Junior Planner

Reviewed by: 

Mike Irg, MCIP, RPP
Manager of Planning & Development

Approved by: 

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

LEGEND: -

- denotes Standard Iron Post found.
- denotes Standard Iron Post placed.

Azimuths are astronomic and are derived from Plan VIP-57229.

Registrar

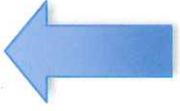
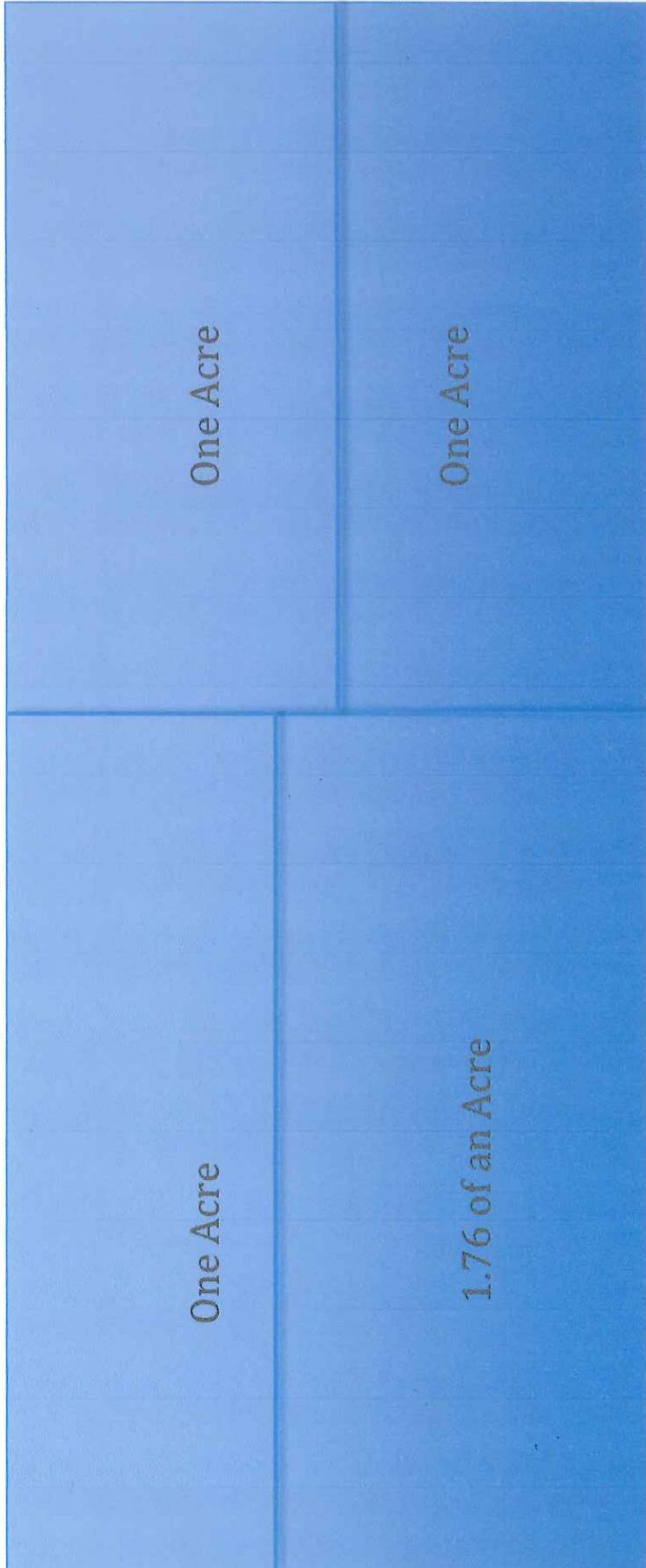


ACRES & POLLOCK,
B.C. LAND SURVEYORS.

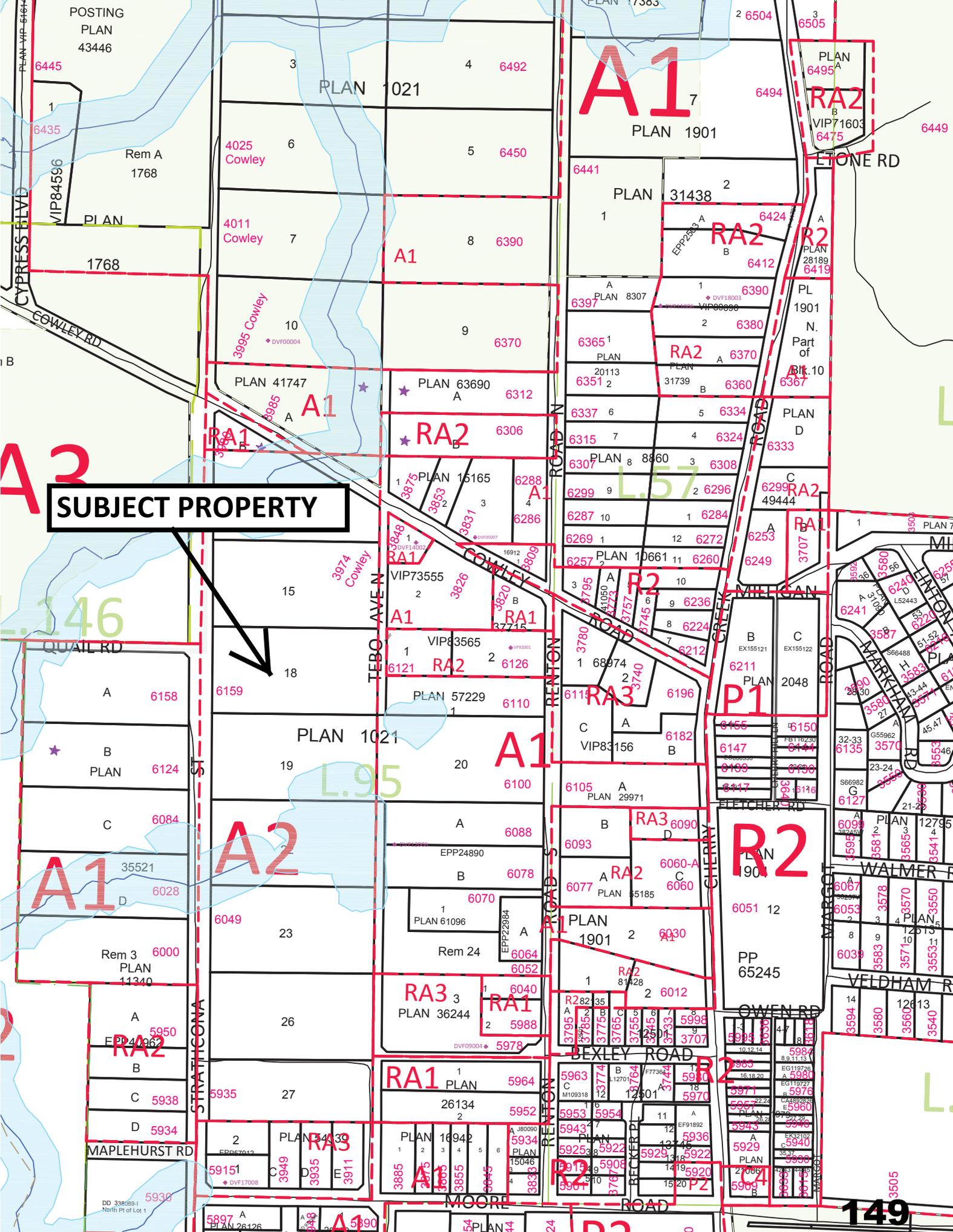
I, David Michael Pollock, a British Columbia Land Surveyor, of Port Alberni, in British Columbia certify that I was present at and personally supervised the survey represented by this plan, and that the survey and plan are correct.
The field survey was completed on the 16th day of MAY, 2008. The plan was completed and checked and the checklist filed under # 81200 on the 16th of MAY, 2008.

D. Pollock

Tebo Road



North



SUBJECT PROPERTY

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1390

OFFICIAL ZONING ATLAS AMENDMENT NO. 715

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. P1390.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 18, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN 1021 from Rural (A2) District to Acreage Residential (RA 2) 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 , 2019
Read a second time this day of , 2019
Read a third time this day of , 2019

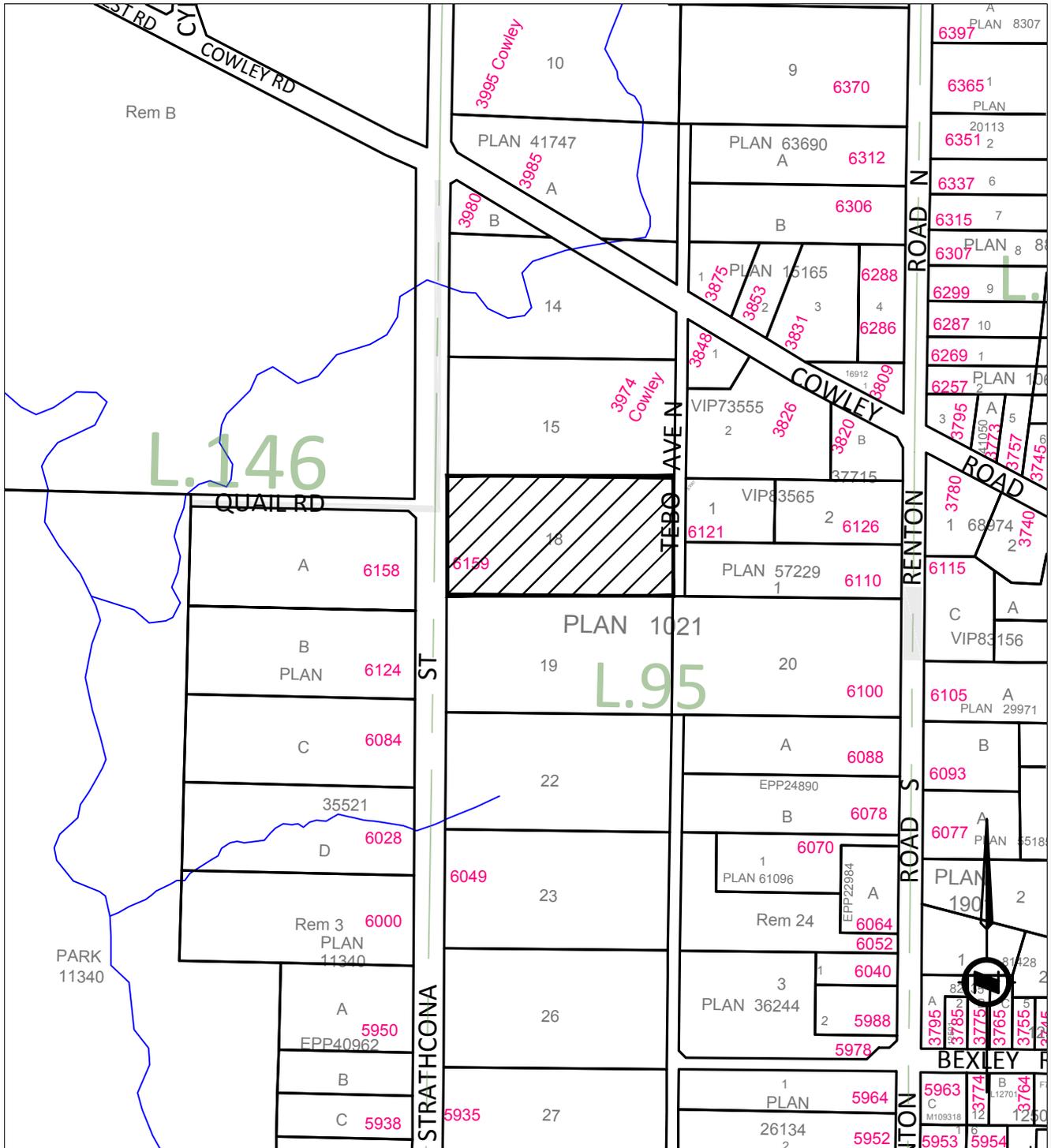
Adopted this day of , 2019

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 P1390



Legal Description: LOT 18, PLAN 1021, DISTRICT LOT 95, ALBERNI DISTRICT



To be rezoned from Rural (A2) District to Acreage Residential (RA2) District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Amy Anaka, Junior Planner

MEETING DATE: June 26, 2019

RE: Short Term Vacation Rentals Update

Recommendation: *THAT the Board of Directors receive the memorandum.*

Background

The detailed nature of this memo is to partially support the new ACRD Directors. Refer to Appendix A - 'Short Term Vacation Rentals June 2019 Summary Update to ACRD Regional Board' for a summary of STR activity in the ACRD, with additional supporting details included below.

The ACRD Board of Directors adopted the Short Term Vacation Rental (STR) Temporary Use Permit (TUP) Policy on January 24, 2018. The adoption of the policy, and associated amendment to the Development Procedures Bylaw, followed a public consultation process that took place during the fall of 2017.

Following the policy adoption, Planning staff researched to identify possible STRs and had numerous discussions about application requirements and potential conditions of use. As directed by the Board on June 13, 2018, from April to September 2018 staff contacted operators, for which complaints had been received, with mailed letters informing the operators of the policy and inviting them to apply for a TUP. Three STR TUPs were issued between May and October 2018 (one in Long Beach and two in Sproat Lake EAs).

On July 25, 2018 the Board directed staff to develop a plan for a phased approach to enforcing STRs. On September 26, 2018 the Board supported an action plan for STRs to include a public information campaign, identifying existing STRs, sending letters to all known possible STR operators, proceeding with bylaw enforcement for STR properties with complaints received and no TUP application, and reporting back to Board with enforcement and ticketing options.

On January 19, 2019 an STR information guide was mailed to all properties in the ACRD, to ensure that the policy and associated requirements were known. A total of 3,565 guides were mailed (3,303 in the Alberni Valley, 208 in Long Beach, and 54 in Bamfield). Then on February 15, 2019, 33 letters were mailed to known possible STR property owners stating that they need to apply for a TUP if operating a STR in the ACRD. Letters were mailed to property owners of 31 possible STR locations (two properties

had multiple owners) in the following EAs: 18 to Sproat Lake, nine to Long Beach, three to Bamfield, and one to Beaufort. Between March and May 2019 three STR TUPs were issued (two in Long Beach and one in Sproat Lake EAs).

June 2019 Update

Possible STRs

As directed by the Board, since the STR TUP policy was adopted in January 2018 staff have continued to actively research to compile a list of known possible STRs in the ACRD. Research has been completed by Planning staff and the Bylaw Enforcement Officer, using online vacation rental sites and various information received, to identify an additional 41 possible STRs since February 2019, for a total of 72 (29 in Sproat Lake, 24 in Long Beach, nine in Bamfield, six in Beaver Creek, three in Beaufort, one in Cherry Creek). These 72 properties require further research to confirm if the property is being used as a STR, and if so, follow up with a mailed letter stating the property owner needs to apply for a TUP to continue operating a STR. The next round of letters that will be mailed to property owners of possible STRs may include a copy of the rental listing (when available) to demonstrate the ACRD's knowledge of the STR.

Staff continue to frequently research for possible STRs via online rental listings, and continue to add to the list. Manually searching for civic addresses is labour intensive, requiring many staff hours. It is challenging to determine the exact location of the STR, as common online listings do not disclose civic addresses until after the location has been booked and paid for.

STR TUP Applications Issued

To date, a total of six STR TUPs have been issued (three in Long Beach and three in Sproat Lake). No bylaw complaints have been received for these properties. Historically, the bylaw enforcement approach for the ACRD has been complaints driven, while enforcement for STRs with issued TUPs also includes proactive enforcement, as directed by the Board. A recent visit by the Bylaw Enforcement Officer to two STRs with an issued TUP in Sproat Lake revealed that both did not have the required signage posted (a copy of the TUP and property owner or caretaker contact information). The property owners were contacted and very responsive, and the proper signage will be posted.

STR TUP Applications Under Review

There are currently seven STR TUPs under review (one in Bamfield, one in Beaufort, one in Long Beach, and four in Sproat Lake). Staff expected that a typical STR TUP application could be processed in approximately four months, yet most of the applications are taking a lot longer to process. Many of the applications that are submitted do not include the required sewage confirmation from a Registered On-site Wastewater Practitioner (ROWP), or if it is included it is not for the total number of proposed bedrooms being used for the STR, and needs to be updated by a ROWP, where possible. Four of the TUP applications under review are waiting for sewage confirmation and can't proceed to the next step of EA Advisory Planning Commission (APC) review until the letter is received.

One application under review is in the Agricultural Land Reserve (ALR), and staff are waiting for a reply from the Agricultural Land Commission to discuss options for property owners with STRs in the ALR, most of which do not have farm status. Another application under review requires a building permit as the secondary suite used for the STR was finished without a building permit.

It is also important to note that the STR TUP applications under review are more complicated than expected. For example, online listings advertise some of the STRs for occupancy far greater than the number of bedrooms and in excess of what the sewage system can accommodate. Therefore, the sewage confirmation letter is of great importance for a TUP to be issued. In many cases, in order to meet occupancy requirements, applicants would be required to complete upgrades, improvements or replace current sewage systems.

Many of the applications under review include accessory buildings that were constructed without a permit or with a permit issued for the construction of a wood working or similar type of non-habitable building. Staff want to ensure that health and safety concerns are addressed and resolved before a STR TUP is issued, and in most cases before the application is reviewed by the APC. This often requires upgrades to sewage confirmation and ACRD Building Inspectors to complete inspections to ensure compliance with the BC Building Code for building safety.

STR Inquiries

Earlier in 2019 when the STR guide was mailed to all properties in the ACRD, and letters were sent to 33 possible STR operators, phone, email and in person inquiries or complaints were more frequent. These inquiries or complaints have since tapered off but are expected to pick back up during the coming high season. Staff are developing a strategy for the adoption of a Bylaw Enforcement Notice (BEN) ticketing system, which is of great importance for the continued success of the STR TUP policy. With this system in place, the result will be increased compliance with zoning bylaw regulations, including increased applications for STR TUPs. The current application fee is \$600 for a three year term (two year term in Long Beach).

Next Steps

Staff will continue to process STR TUP applications, actively identify possible STR operators and enforce when necessary, with regular updates to the Board on the status of STRs in the ACRD.

Prepared by:



Amy Anaka, MCIP, RPP
Junior Planner

Reviewed by:



Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: for



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Short Term Vacation Rentals

June 2019 Summary Update to ACRD Regional Board

- **January 24, 2018:** Short Term Vacation Rental (STR) Temporary Use Permit (TUP) Policy adopted
- **June 13, 2018:** Staff updated Board with STR progress to date: 3 STR TUPs received, many discussions about application requirements, letters sent to STR property owners that complaints have been received
 - **April to September 2018:** Letters mailed to known STR operators based on complaints received, informing of policy and inviting to apply for a TUP
- **July 25, 2018:** Board directed staff to develop a plan for a phased approach to enforcing STRs
- **May to October 2018:** 3 TUPs issued | 2 Sproat Lake, 1 Long Beach
- **September 26, 2018:** Board supported an action plan for STRs to include: public information campaign, identifying existing STRs, sending letters to all known possible STR operators, proceeding with bylaw enforcement for STR properties with complaints received and no TUP application, reporting back to Board with enforcement and ticketing options
- **January 19, 2019:** STR information guide mailed to all properties in ACRD to inform of policy, total of 3,565 guides mailed (3,303 in Alberni Valley, 208 in Long Beach, and 54 in Bamfield)
- **February 15, 2019:** 33 letters sent to STR operators stating they need to apply for a TUP if operating a STR
- **March to May 2019:** 3 TUPs issued | 2 Long Beach, 1 Sproat Lake
- **Policy adoption (Jan 2018) to current:** Staff continue to research (via online vacation rental listings and information/complaints received) to compile list of possible STRs in ACRD
- **June 2019:** Currently 72 possible STRs on list that require further research to confirm STR use, and if so, follow up with a mailed letter stating they need to apply for a TUP if operating a STR (29 Sproat Lake, 24 Long Beach, 9 Bamfield, 6 Beaver Creek, 3 Beaufort, 1 Cherry Creek)
- **7 TUP applications currently under review:** 1 Bamfield, 1 Beaufort, 1 Long Beach, 4 Sproat Lake
 - 4 applications waiting for applicants to provide sewage confirmation
 - 1 application in the ALR, waiting for ALC to reply to conference call request to discuss options for property owners with STRs in the ALR (most without farm status)
 - 1 application needs to apply for a building permit as secondary suite used for STR was finished without a building permit
 - 1 application received June 5, 2019
- **Current Bylaw Enforcement system for issued STR TUPs:** Complaints driven and proactive enforcement with visits in marked ACRD vehicle to ensure issued TUPs in compliance (ie. signage posted) and to have a presence | Planning staff are working on a strategy for a Bylaw Enforcement Notice (BEN) ticketing system

STR PROGRESS SUMMARY

- **As of February 27, 2019:** 31 possible STRs on list for further research, 2 STR TUP applications under review, 3 STR TUPs issued
- **As of June 19, 2019:** 72 possible STRs on list for further research, 7 STR TUP applications under review, 6 STR TUPs issued



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
JULY 2019

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, July 3 rd	(In-Camera) Committee-of-the-Whole	10:00 am – Regional District Board Room	Committee, Staff
	Lunch	12:00 Noon – Regional District Board Room	Committee, Staff
	Committee-of-the-Whole (Parks & Trails))	1:30 pm – Regional District Board Room	Committee, Staff
Thursday, July 4 th	Alberni Valley Regional Airport Advisory Committee Meeting	1:30 pm - Regional District Board Room	Committee, Staff
Tuesday, July 16 th	Beaver Creek Water Advisory Committee Meeting	2:00 pm – Regional District Board Room	Committee, Staff
Wednesday, July 24 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Board, Staff

June 21, 2019

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2019**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family			1	391,738									1	391,738
Mobile Homes									1	26,847			1	26,847
Multi-Family													0	0
Adds&Rens					1	8,149							1	8,149
Commercial													0	0
Institutional											1	20,117	1	20,117
Industrial													0	0
Miscellaneous							4	129,746	1	73,718			5	203,464
Totals	0	0	1	391,738	1	8,149	4	129,746	2	100,565	1	20,117	9	650,315

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2019 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	55,000	1	391,738	1	0	2	1,899,302	1	323,790	1	400,556	11	3,259,839
Mobile Homes	0	0	0	0	0	0	2	98,436	1	26,847	0	0	3	125,283
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	1	12,543	0	0	1	8,149	0	0	0	0	4	75,733	6	96,425
Commercial	0	0	0	0	1	787,655	0	0	0	0	0	0	1	787,655
Institutional	0	0	0	0	0	0	0	0	0	0	1	20,117	1	20,117
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1,000	0	0	0	0	8	332,442	5	412,183	1	31,450	15	777,075
Totals	3	68,543	1	391,738	3	985,257	16	2,330,180	7	762,820	7	527,856	37	5,066,394

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1		1		2	7

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2018	38	4,493,506	104	12,305,797					
2017	34	4,195,057	103	12,826,449					
2016	25	2,995,016	82	10,545,063					
2015	28	2,176,279	89	8,577,170					
2014	38	2,700,204	73	7,121,200					
2013	31	5,032,441	81	8,208,948					
2012	33	2,484,000	92	9,011,700					
2011	60	4,292,042	120	9,221,498					
2010	65	10,682,812	149	21,524,170					
2009	41	4,073,709	123	11,302,380	1999	4	544,660	80	3,348,092
2008	58	5,846,304	147	22,682,130	1998	10	352,980	75	3,320,890
2007	54	4,675,576	163	15,007,877	1997	11	301,800	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	10	681,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	11	1,062,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	20	1,151,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	24	1,667,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	14	614,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	7	463,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	6	1,068,800	118	6,323,900



INFORMATION REPORT

To: Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: June 25, 2019
Subject: Board Strategic Priorities and Resolved Staff Actions

We attach the list and status of the Board Strategic Priorities and Resolved Staff Actions current to June 20, 2019. The list shows a reporting mechanism listing:

- Strategic Priorities which are highlighted in green, sorted by departmental service area and prioritized by the voting system established at the Board's strategic priority session.
- Board Resolutions which appear with date of meeting where adopted.

The 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). Completed items will be deleted from this report after appearing on a Board agenda.

It has been a busy 2019, with tasks that have taken significant staff time. The list of files include:

- Collective Bargaining
- Transit
- Cannabis (general provisions and specific applications)
- Short Term Rentals
- AV Drag Racing Association Request
- Bi election
- Organics Diversion
- Bamfield Ambulance

More recently, matters related to Parks Canada's project 'Upscheek Tashee' and the recent Protective Services Manager vacancy will also require staff time for recruitment after the joint review of the position with the City of Port Alberni. As in every year, matters that come up during the year are not included in the Board's strategic priorities nor could have been anticipated but still require addressing. .

The implications of the above in general terms as of today are that we will not complete as many of the Board's priorities by the end of the calendar year as we would have anticipated when they were established. Accordingly, we encourage the Directors to review the attached and inquire after any priority as to its likelihood of completion. If the Board has a number of items that *must* be completed, highlighting these will result in staff maintaining resources on those initiatives. In the absence of specific direction from the Board of

this nature, staff will continue to prioritize its collective efforts as indicated on the attached Board of Directors' Strategic Priorities & Resolutions Staff Action Report.

If the pace of project and priority completion needs to increase, the Board should direct staff to prepare an analysis on resources.



Submitted by: _____

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

Board of Directors' Strategic Priorities & Resolutions
Staff Action Report
Financial Plan Year 2019 updated to June 21, 2019
(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. 23, 2019	Forward the following resolutions for consideration at the 2019 AVICC Convention: <ul style="list-style-type: none"> • Climate Change and Agriculture • Regional Agricultural Support 			Planning	Completed	Completed
2.	Jan. 23, 2019 SA	Establish a select committee to provide stakeholder input into the Somass Basin Flood Mapping project consisting of the following representatives; TFN, HFN, Nuu-chah-nulth TC, DFO, BC Hydro, WC Aquatic, AV Enhancement Society, Timber West, Island Timberlands, MOE, PAPA, Catalyst, and ACRD Directors: McNabb, Cote and Solda		AV	Planning	Done	Completed
3.	Jan. 23, 2019 SA	Develop a TOR for the Somass Basin Flood Mapping committee for consideration by the ACRD Board.		AV	Planning	Committee established	TOR for July Board meeting
4.	Jan. 9, 2019	Interface Wildfire response planning	100	AV Emerg. Planning		Region-wide interface fire study underway	Draft expected Aug. 16, 2019
5.	Mar 13, 2019 SA	Approve that the current Suncoast Waste Curbside, PA Recycling Depot and Bamfield Solid Waste Hauling contracts be assigned to Waste Management of Canada for the remainder of the contract term expiring Nov. 30, 2019 and Aug. 15, 2020 respectively		AVLF	ES	Done	Completed
6.	May 8, 2019 SA	Adopt Bylaw R1029, AVLF Tipping Fee & Regulation, 2019.		AVLF	ES	Done	Adopted

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
7.	June 12, 2019 SA	Investigate and report back on interim organic diversion service options for the City of Port Alberni.		AVLF	ES	Reviewing logistics to inform service options.	Report to Sept. AV & B Meeting.
8.	June 12, 2019 SA	Amend the Alberni Valley Landfill Operations Contract – Oct. 1, 2014 to Sept. 30, 2019: a. Amend Article 31 – Term of Contract – to include the clause to extend the contract for (2) 5-year terms, subject to mutual agreement.		AVLF	ES	In Progress	Will be complete by Sept. 2019
9.	June 12, 2019 SA	Directors grant a one-year (October 1, 2019 – September 30, 2020) contract extension to Berry and Vale for the operation of the Alberni Valley Landfill.		AVLF	ES	In Progress	Will be complete by Sept. 2019
10.	Jan. 9, 2019	AV Landfill Tenure	98	AVLF	ES	Met June 6 th . Province & TFN scheduling more meetings. ACRD Staff and Directors available as needed.	TBD
11.	Jan. 9, 2019	Landfill Organics Infrastructure and/or Landfill Gas Management	100	AVLF/ WCLF	ES	Topic discussed at June 5 th WC Committee and May 29 th AV & Bamfield meeting	In progress
12.	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	Pending Nav Canada’s GPS review between late 2019 and mid-2020.

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13.	Nov. 14, 2018 SA	Award a contract to Dolan's Concrete Ltd. for the purposes of OLS Clearing, at AVRA.		AVRA	ES	Work in progress	Project estimated to be complete by end of June 2019.
14.	Mar 27, 2019 SA	Renew the sublease between Telus and the Number One Hangar Group at the Alberni Valley Airport, effective March 1, 2019 to August 31, 2021.		AVRA	ES	Done	Completed
15.	Jan. 9, 2019	AVRA Develop Strategic Plan & Operational Guidelines	71	AVRA	ES	To commence after consultation with AVRA Advisory Committee	Committee meeting to be scheduled for Summer 2019
16.	Jan. 9, 2019	AVRA Upgrades are Complete & Operational	92	AVRA	ES	Lighting system installed, OLS tree clearing to be completed in the Fall of 2019.	O & M, Policy and Procedures to be completed in 2019.
17.	Jan. 9, 2019 SA	Enter into a Crown tenure agreement and contract(s) for Obstacle Limitation Surface clearing at the AVRA with CAO authorized to sign.	Y	AVRA	ES	Tenure received. Tree clearing tender awarded	Completed
18.	Feb. 8, 2017 SA	Support to the first responder transportation issues in Bamfield		Bamfield	Protective Services	Draft agreement completed legal review. Negotiations continue with BCHS	Ambulance in Bamfield Summer 2019
19.	Aug. 22, 2018 SA	Submit grant application to the Green Infrastructure Grant Program for the construction of a liquid wastewater main line.		Bamfield	ES	Grant application denied due to WWTP construction not started	Will consider new application once project is further along.
20.	Jan. 9, 2019 SA	Apply for a \$10,000 Infrastructure Planning Grant from the Ministry of Municipal Affairs and Housing for the Bamfield Water System.		Bamfield	Finance/ ES	Done	Completed

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21.	Jan. 9, 2019 SA	Apply for a \$10,000 Infrastructure Planning Grant from the Ministry of Municipal Affairs and Housing for the Bamfield Water System.		Bamfield	Finance/ ES	Done	Completed
22.	May 8, 2019 SA	Proceed with Pilot Program for Bamfield for 5 free non-transferrable tipping fee vouchers per household be implemented at the AVLF effective October 1, 2019 to September 31, 2020.		Bamfield	ES	Organizing logistics and education	Implementation Fall 2019
23.	Jan. 9, 2019	Bamfield: Community Park 1. Evaluating options for community hall. 2. Review Commission bylaw.	100	Bamfield Parks	Planning	Community Hall meeting held January 21, 2019	Waiting for input from Bamfield Community Hall Association
24.	April 25, 2019 SA	Enter into a contract with Les Butler as an independent waterworks contractor at a rate of \$5,500.00 plus GST per month ending April 30, 2024.		Bamfield Water	ES	Done	Complete
25.	June 12, 2019 SA	Work with the Beaver Creek Community Club regarding their upcoming hall renovation project and use the UBCM "Gas Tax Fund – Guidelines for identifying Project Eligibility for Community Works Fund Projects" to determine if the project meets the Community Works Fund requirements.		BC	Finance	In Progress	To communicate with Beaver Creek Community Club late June
26.	Feb. 13, 2019	Provide a letter of support to the BCCC, supporting a grant application to resurface the BCCH basketball court through the Tire Stewardship of BC Community Grant.		BCCP	ES	Letter sent Feb. 13 th	Completed

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27.	Jan. 9, 2019	Fire Departments Capital Planning - Training Center	56	BCVFD/ BVFD/ SLVFD	Protective Services		
28.	Jan. 9, 2019	Water Emergency Response Plan system (WERPS)	100	BCWS/ BWS/MWS/ LBA	ES		
29.	May 8, 2019 SA	Enter into a new Structural Fire Protection Service Agreement with the Huu-ay-aht Government for the BVFD to provide structural fire protection to Anacla/Grappler Inlet for a five (5) year term commencing April 26, 2019		BVFD	PS	Completed	Completed
30.	June 12, 2019 SA	Execute of the 2019 – 2020 Transit Annual Operating Agreement between BC Transit and the ACRD.		Custom Transit	ES	Done	Completed
31.	June 12, 2019 SA	Proceed with phase two of the ACRD Electoral Area Transit Feasibility Study and engage the local public, First Nations, and SD No. 70 on draft service options.		Custom Transit	ES	Approval to do phase 2 of study, public engagement in the Fall. Taxi saver program increase included in 3-year plan	Public Engagement to be completed in fall 2019
32.	June 12, 2019 SA	Execute the BC Transit 2019 3-Year Expansion Initiatives MOU		Custom Transit	ES	Done	Completed
33.	Sept. 16, 2018 SA	Proceed with the action plan for Short Term Vacation Rentals (STR) as presented.		EA Admin	Planning	Ongoing, staff processing applications	Update to Board June 26th
34.	May 8, 2019 SA	Adopt the Community Works Fund Policy.		EA Admin	Finance	Adopted	Completed

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35.	June 12, 2019 SA	Amend Bylaw F1141, 2019 to 2023 ACRD Financial Plan to budget for this project using Community Works Funds in the EA Administration budget.		EA Admin	Finance	In progress	Drafted for June 26 th BOD meeting
36.	Jan. 9, 2019	Gas Tax Policy - Priorities, Policies, Outside Agencies	98	EA Admin	Finance	Adopted	Done
37.	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		EA Admin.	Planning	Bylaw R1020 Solid Fuel Burning Appliance Emission Regulation read 3 times at May 8/19 meeting.	Public input scheduled for the summer 2019
38.	June 12, 2019 SA	Proceed with public consultation in all EAs regarding the new Open Burning Regulations		EA Admin.	Planning	Bylaws received 3 rd reading June 12 th	Public input scheduled for the summer 2019
39.	June 12, 2019 SA	Work with members of the Ag. Dev. Comm. applying for an Emergency Water License for agriculture.		EA Admin.	Planning	Staff preparing application.	July 2019
40.	Aug. 22, 2018 SA	Investigate increasing the Public Hearing Fee to include an amount to cover the Director's remuneration for chairing the meeting.		GEN. GOV	Planning	Will review	Report August 28 th meeting
41.	Sept. 26, 2018 SA	Award B.A. Blackwell and Associates Ltd. the contract to provide the Community Wildfire Protection Plan Update for the ACRD for a total cost of \$49,313.00.		GEN. GOV	Protective Services	Blackwell has started work on the CWPP.	Draft plan is being reviewed. Completion August 2019.
42.	Jan. 23, 2019 SA	Rescind the Corporate Credit Card Policy dated May 26, 2004 and instruct staff to develop an administrative policy regarding the use of corporate credit cards.		Gen. Gov	Finance/ Admin	Policy drafted	Policy to be reviewed by CAO

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
43.	Dec. 12, 2018 SA	Approve the expansion of the current Connect Rocket Emergency Notification System to include the Mass Notification Component for the Alberni Valley residents and visitors.		GEN. GOV.	PS	Approved – Creating Working Group	Meeting of Working Group setting benchmarks and time management
44.	Jan. 9, 2019 SA	Write a letter of support to the HFN for their application to the Federal and Provincial Governments to make improvements to the road linking Port Alberni and the community of Bamfield.		Gen. Gov.	Admin	Done	Completed
45.	Jan. 9, 2019 SA	Request more information from CCN including the following: terms or reference, number of meetings annually, locations of meetings and membership.		Gen. Gov.	Admin	Done	Completed
46.	Jan. 23, 2019	Award a special events grant in the amount of \$1,000.00 to the Ucluelet Chamber of Commerce to support the West Coast Job Expo.		Gen. Gov.	Finance	Done	Completed
47.	Feb. 13, 2019	Enter into a one year contract with West Coast Communication Services to provide information technology support services to the ACRD.		Gen. Gov.	Admin	Done	Completed
48.	Feb. 13, 2019	Write a letter of support to The Owls Path Tourism for their application to the Government of BC's Community Workforce Response Grant for the H'ART Tourism Ambassador Program.		Gen. Gov.	Admin	Done	Completed
49.	Mar 13, 2019 SA	Provide a letter of support to Nature United to accompany their request to The Nature Fund of		GEN. GOV.	Admin	Done	Completed

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		Canada for federal funding to establish new protected areas in Clayoquot Sound.					
50.	April 25, 2019 SA	Staff to investigate and report back on options and costs for live streaming Regional District Board meetings.		Gen. Gov.	Admin/IT	Investigating	Report to Board July 2019
51.	May 8, 2019 SA	Forward a response to Mr. McGill thanking him for his letter dated April 16, 2019 that requests amendments to the electoral area boundaries of Beaufort and Cherry Creek and advise Mr. McGill that this issue has not been identified as a priority for the Regional District in 2019		Gen. Gov.	Admin	Completed	Completed
52.	May 8, 2019 SA	Approve Island Health's request for a capital project funding reallocation to enable the purchase of an x-ray machine at Tofino General Hospital.		Gen. Gov.	Finance	Completed	Completed
53.	May 22, 2019 SA	Apply for a \$30,000 Federation of Canadian Municipalities - Municipal Asset Management Program grant for building valuation and assessment.		Gen. Gov.	Finance	Program was cancelled	Remove
54.	June 12, 2019 SA	Refer Bylaws R1030 and R1032 to the Ministry of Environment, Island Health and Port Alberni Air Quality Council for consideration.		Gen. Gov.	Planning	Bylaws received 3 rd reading at June 12 meeting	Public Input scheduled for Summer 2019
55.	June 12, 2019 SA	Arrange a meeting with the FLNRO and Rural Development to discuss the public consultation		Gen. Gov.	ES	In progress	Meeting Scheduled for June 27 th 2019

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		processes for private and Crown forest lands and set up a UBCM meeting with the Minister.					
56.	June 12, 2019 SA	Submit the resolution for PST Exemption for Fire Apparatus and Firefighter PPE for consideration at the 2019 UBCM Convention		Gen. Gov.	Admin.	Resolution prepared	Submitted June 21 2019
57.	June 12, 2019 SA	Invite Tofino Bus to present to the Board on their transportation plans for the region.		Gen. Gov.	Admin.	Invitation sent	July/Aug. 2019
58.	June 12, 2019 SA	Write a letter to the MOTI requesting proper signage be installed on Hwy. 4 providing direction to McLean's Mill and Stamp River Provincial Park.		Gen. Gov.	Admin.	Drafting	June 24, 2019
59.	Jan. 9, 2019	Contractor Database/Policy: WCB, Insurance, Compliance Requirements met	100	Gen. Gov.	ES	Currently addressing on a project basis	Ongoing
60.	Jan. 9, 2019	General Review of Policies	100	Gen. Gov.	Admin	Ongoing	Ongoing
61.	Jan. 9, 2019	Reconciliation Committee Initiatives/Develop Long Term Plan & Transition Committee	100	Gen. Gov.	Admin	Not active	
62.	Jan. 9, 2019	Grants – (Contractor) Evaluate for every service/project	88	Gen. Gov.	Admin	Ongoing	Ongoing
63.	Jan. 9, 2019	Records Management System	90	Gen. Gov.	Admin	Retaining a contractor to review and recommend records management improvements in 2019	Fall 2019
64.	Jan. 9, 2019	Delegation Bylaw - update	94	Gen. Gov.	Admin	Currently underway	July 2019
65.	Jan. 9, 2019	Procedures Bylaw – update	94	Gen. Gov.	Admin	In progress	September 2019

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66.	Jan. 9, 2019	Strategic Procurement investigation	96	Gen. Gov.	Finance	Investigating	TBD
67.	Jan. 9, 2019	Broader Health Care Lobbying Efforts	79	Hospital District	Admin	Ongoing	Ongoing
68.	June 13, 2018 SA	Prepare options for increasing the requisition limit for the Long Beach Airport		LBA	Finance	Asset Management Coordinator currently developing asset management plan.	Draft Plan to be presented to Asset Mgmt. committee upon completion.
69.	Oct. 10, 2018 SA	Further investigate long-term lease options with Parks Canada to be completed in 2-3 months		LBA	ES	Exchanged information on building design. Talks ongoing.	Plan to schedule a meeting over the summer 2019
70.	Feb. 13, 2019	Renew the Long Beach Flying Club at the LBA for a 3 year term commencing April 1st, 2019 – March 31st, 2022 at a rate of \$679.80 annually.		LBA	ES	Done	Completed
71.	Mar 27, 2019 SA	Complete the lease lot agreement for CARE Network – Animal Care Facility at the LBA, Lot K.		LBA	ES	Done	Complete
72.	May 22, 2019 SA	Award the Long Beach Airport Terminal Pavement Extension Project to Tilley's Trucking.		LBA	ES	Awarded	Project estimated to be complete by Fall 2019
73.	May 22, 2019 SA	Award the Long Beach Airport Airside Civil Project to Hazelwood Construction Services Inc.		LBA	ES	Awarded	Project estimated to be complete by Fall 2019
74.	June 12, 2019 SA	Enter into the SOFA between NavCanada Port Hardy FSS, the LBA, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport effective June 16, 2019 through May 31, 2020		LBA	ES	Done	Completed
75.	Jan. 9, 2019	LBA Strategic Plan - Lands, relationship with Parks Canada, etc.	100	LBA	ES	Draft plan completed	Plan to be presented at the next WCC meeting.

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76.	Oct. 10, 2018 SA	Investigate the feasibility of expanding the boundaries of the Millstream water service area as requested by the property owner of 2401 Grant Avenue, Long Beach and report back on the feasibility of this request.		Millstream Water Supply	ES	Property owner is working with McGill Eng. On project requirements.	TBD
77.	May 8, 2019 SA	Adopt the Millstream Water System Asset Management Plan Version 1.0.		MWS	Finance /Asset Mgt.	Adopted	Completed
78.	Dec. 12, 2018 SA	Send a letter to the CPA requesting they cover the estimated \$3,000 cost for the facilitated sub-regional aquatic service governance and funding session.		Proposed	ES	Will revisit this now that the by-election is complete and there is a full Board	TBD
79.	Dec. 12, 2018 SA	Pending concurrence on a sub-regional aquatic service model, staff draft a project plan for Board review regarding a new potential sub-regional aquatic facility and service.		Proposed	ES	Will revisit this now that the by-election is complete and there is a full Board	TBD
80.	Mar 13, 2019 SA	Pursue grant opportunities for the West Coast Multi-Use Path connection including the possibility of other funding options.		Proposed	ES	Investigating grant options, including Bike BC, ICET, Rural Dividend Fund. Coordinating with the Dist. of Ucluelet	Application submissions in the Fall 2019
81.	June 12, 2019 SA	Report back with governance and cost allocation options in order to inform the pending Alternative Approval Process for the establishment of a new West Coast transit service.		Proposed	Finance/ Admin.	Drafting for consideration	In progress

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82.	June 12, 2019 SA	Execute the 2019 BC Transit three-year expansion initiatives MOU outlining a 2021/22 service expansion for the new proposed West Coast transit service.		Proposed	ES	Done	Completed
83.	Jan. 9, 2019	West Coast Emergency Planning Coordination Service	100	Proposed	Protective Services	Drafting plan	In progress
84.	Jan. 9, 2019	Great Central Lake Water	75	Proposed	ES	Working with consultant on engineering/feasibility study of the ACRD ownership of the proposed Great Central Lake Water System; 100% of costs recovered by Great Central Lake Holdings	Study should be completed by Fall 2019
85.	Jan. 9, 2019	Enforcement	79	Proposed	Planning	Bylaw Enforcement notice options	Summer 2019
86.	Jan. 9, 2019	Business Licensing	79	Proposed	Planning		On hold
87.	Jan. 9, 2019	ACRD & City of PA staff to develop action plan for dev. of aquatic center & investigate potential for the dev. & services of a new AV aquatic center during ACRD Budget discussion	81	Proposed	Admin.	Next facilitation session scheduled for Jan. 30 2019 regarding funding/governance	On hold
88.	Jan. 9, 2019	Bell Road/Stuart Avenue Water: TFN Supply/ Bell Road/Stuart Avenue Water: Community Consultation	90	Proposed	ES	Working with Hupacasath FN and their consultant on options.	TBD
89.	Jan. 9, 2019	AV Regional Water Paper Excellence Negotiations	90	Proposed	ES/Plan		
90.	Jan. 9, 2019	Sproat Lake Water Quality	90	Proposed	ES	Not currently in work plan	Review in Fall 2019

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91.	Jan. 9, 2019	Invasive Species	90	Proposed	ES	Not currently in work plan	Review in Fall 2019
92.	Jan. 9, 2019	Pacific Traverse Trail Connections	92	Proposed	ES	Looking for Grant opportunities	Researching grants
93.	Jan. 9, 2019	Watershed Management	93	Proposed	Planning	Developing options for a Agricultural committee	July 2019
94.	Jan. 9, 2019	Cellphone – Regional Coverage	93	Proposed		Not active	TBD
95.	Jan. 9, 2019	Sproat Lake Debris Sweep	96	Proposed	Planning	Preliminary discussions with Paper Excellence	Summer 2019
96.	Jan. 9, 2019	West Coast Transit	98	Proposed	ES	Public engagement complete	Governance and cost allocation options being prepared in order to inform the pending AAP for the establishment of a new West Coast transit service.
97.	Feb. 13, 2019 & Sept. 26 2018 SA	Develop a strategy for the adoption of a Bylaw Enforcement Notice ticketing system.		Regional Planning	Planning	Currently researching	July 2019
98.	Feb. 13, 2019 SA	Invite a representative to be a delegation at a future Board meeting to discuss the regulation of cannabis for medical purposes		Regional Planning	Planning	Request sent	Awaiting reply
99.	Jan. 9, 2019	Agricultural Initiatives: Grow Local	88	Regional Planning	Planning	Developing options for WC	Ongoing
100.	Jan. 9, 2019	Cannabis Control	86	Rural Planning	Planning	Researching options COW meeting held Jun 19th	Ongoing

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101.	May 8, 2019 SA	Forward the application to the Agricultural Land Commission noting that the second dwelling complies with the ACRD Zoning Bylaw.		SL	Planning	Done	Complete
102.	June 12, 2019 SA	Approve the SLCA's request for an additional \$80,000 of Community Works Funding to upgrade the SL Community Hall for recreational purposes for the 2019 year.		SL	Finance	Done	Completed
103.	June 12, 2019 SA	Approve the LOU with the SLCA to increase the amount of Community Works Funding from \$100,000 to \$180,000 for upgrading the Community Hall for recreational purposes.		SL	Finance	Awaiting Signatures	Anticipate agreement fully executed by June 30, 2019
104.	Sept. 26, 2018 SA	Submit a funding application to TC (BSCP) to support the SLMP activities for 2019 - 2021		SLMP	ES	Funding approved	Done - Remove
105.	April 25, 2019 SA	Enter into a LOO with the province for the SL Fire Practice Site for a ten year term.		SLVFD	ES	Done	Complete
106.	April 25, 2019 SA	Enter into a Licence of Occupation with the province for the Sproat Lake Fire Practice Site for a ten year term.		SLVFD	ES	Done	Complete
107.	Nov. 28, 2018 SA	Develop a draft lake surface zoning presentation for public meetings at Sproat Lake for consultation with and consideration by the entire community, similar to the presentation of options for Short Term Vacation		Sproat Lake	Planning	2019 Work Plan	Included in zoning bylaw update. Open House in May 30th

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		Rentals and report back at the March 27 th Board meeting.					
108.	Jan. 9, 2019	Log Train Trail Management & Maintenance. Activate Committee to review service and participation	79	Unknown	ES	Staff developing options to apportion costs for the Regional Parks Function that may be determined by the Board during the adoption of the financial plan each year in a manner that reflects the Board's determination of which service participants benefit in that year.	Report to go to COW July 3
109.	Jan. 23, 2019 SA	Develop a resolution for consideration at the 2019 AVICC Convention regarding improved connectivity to the west coast for emergencies.		WC	Planning	Complete	Complete
110.	Jan. 9, 2019	Emergency Plan for Long Beach & related implementation steps	100	WC Emerg. Planning	PS	In Progress	Summer/Fall 2019
111.	Nov. 28, 2018 SA	Investigate other options for the tipping fee waiver request from Ahousaht Clean-up project.		WC Landfill	ES	On hold pending more information regarding higher level government financial contributions.	TBD
112.	June 13, 2018 SA	Continue discussions with both the Dist. of Tofino and the Ahousaht FN regarding the possible composting of bio-solids from each of their new		WC Waste Manag.	ES	To be included as part of the organics diversion project.	TBD

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SA – Staff Actions from Board Meetings

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		waste water treatment plants as part of the future ACRD regional organics diversion program					
113.	Oct. 10, 2018 SA	Negotiate an agreement with Rogers Communications regarding the proposed construction of a cellular tower at the West Coast Landfill.		WC Waste Manag.	ES	Awaiting response from Rogers	TBD
114.	Jan. 9, 2019 SA	Enter into an EOL Electronics Agreement with Encorp at the WCLF commencing Dec. 17, 2018 and expiring Dec. 31, 2021.		WCLF	ES	Complete	Complete
115.	June 12, 2019 SA	Proceed with public consultation on the implementation of an organics disposal ban for the ICI and residential waste sectors; as well as the implementation of a three-stream curbside collection system and a potential local organics processing facility at the WCLF.		WCLF	ES	Reviewing options to acquire external help to assist with next steps.	

*Line item #'s are for reference only – numbers will change as items are completed or added.

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