



# Alberni-Clayoquot Regional District

## COMMITTEE-OF-THE-WHOLE MEETING

WEDNESDAY, NOVEMBER 27, 2019, 9:30 AM

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

### AGENDA

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- |   | PAGE #      |
|---|-------------|
| <b>1. <u>CALL TO ORDER</u></b>  |             |
| <b>Recognition of Territories.</b>  |             |
| <b>2. <u>APPROVAL OF AGENDA</u></b>   |             |
| <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>  |             |
| <b>3. <u>REQUEST FOR DECISIONS</u></b>  |             |
| <b>a. <u>REQUEST FOR DECISION</u></b>   | <b>2-37</b> |
| Strategic Priorities to support the 2020-2024 Financial Plan  |             |
| <i>THAT the Committee of the Whole:</i>   |             |
| 1) <i>Recommend Blocks A and B as confirmed for continued action to the ACRD Board of Directors;</i>  |             |
| 2) <i>Recommend Block C as the Next Strategic Priorities for action once resources are available to commence them;</i>  |             |
| 3) <i>After considering items on Block D, recommend a list of non-urgent Strategic Priorities to the ACRD Board of Directors;</i>                             |             |
| 4) <i>Recommend to the ACRD Board of Directors that these Blocks of strategic priorities be reflected in the preparation of the 2020-2024 Financial Plan.</i> |             |
| <b>4. <u>ADJOURN</u></b>  |             |



## REQUEST FOR DECISION

**To:** ACRD Committee of the Whole  
**From:** Douglas Holmes, Chief Administrative Officer  
**Meeting Date:** November 27, 2019  
**Subject:** Strategic Priorities to support the 2020-2024 Financial Plan

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### **Recommendation:**

***THAT the Committee of the Whole***

- 1) Recommend Blocks A and B as confirmed for continued action to the ACRD Board of Directors***
- 2) Recommend Block C as the Next Strategic Priorities for action once resources are available to commence them;***
- 3) After considering items on Block D, recommend a list of non-urgent Strategic Priorities to the ACRD Board of Directors***
- 4) Recommend to the ACRD Board of Directors that these Blocks of strategic priorities be reflected in the preparation of the 2020-2024 Financial Plan.***

### **Desired Outcome:**

That the ACRD Board of Directors articulates its strategic priorities for public service delivery to support the creation of the 2020-2024 Financial Plan that will contain the resources required to deliver those services.

### **Summary:**

Staff proposes that the 2020-2024 financial plan be prepared after the Board confirms the work and priorities that are currently underway, confirms the next/most urgent priorities, and the non-urgent but still important priorities.

### **Background:**

The ACRD Board of Directors is responsible for determining the nature and extent of services that, in its discretion, will best serve the residents, businesses and visitors to the region. With that comes the requirement to make resources available to deliver those services.

For 2019-2023, the Board went through a "priority voting" exercise to confirm its list of strategic priorities. That is, each director present assigned a priority of Zero to Four (4 = highest) and the priorities that garnered a score of OVER 50% of the possible priority vote made the list of strategic priorities. That list was subsequently confirmed by resolution of the Board in January of 2019 and informed the development of the financial planning process. Staff recommends refinements to that process for the 2020-2024 Financial Plan.

To assist in both the Board’s consideration of its priorities and administration’s execution of them, we have arranged known initiatives in the following ‘blocks’ and are recommending the treatment of each of them as described:

	<b>Reference Name</b>	<b>Description</b>	<b>Recommended treatment by the COW to Board</b>
Block A	Active Projects & Initiatives	Initiatives currently underway; previously been approved by the Board	Approve as a Block
Block B	Ongoing Foundation Work	Systems and Projects that support excellent public service delivery (e.g. procedures bylaw, delegation bylaw, policies; updating agreements and Human Resources initiatives)	Approve as a Block
Block C	‘Next Up’ Projects & Initiatives	Projects & Initiatives to be commenced as ‘Active Projects & Initiatives’ are complete or as capacity otherwise becomes available	Approve as a Block
Block D	‘Longer Term’ Projects & Initiatives	Projects & Initiatives that have been identified by the Board as important but not urgent; list will be used for recommendations to Board over time to populate Blocks C and A.	Consider each item using the Priority Voting system
Block E	Resolutions – Action Items	Matters directed by the Board that are largely transactional in nature and are completed as part of normal operations	No action – for information only
Block F	Completed items	Direction provided by the Board that has been completed presented as a retrospective.	No action – for information only

We ask that you consider the above chart and the “Blocks” that it describes in the context of continuing operations. That is, the operational aspects of services such as landfills, water utilities, airports and the like as well as the application-based work we do (development permits, rezoning, building permits, etc.) as well as the work related to supporting the deliberations of the Board and its committees (i.e. reports, agendas and minutes).

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

Meeting time for Elected Officials and staff to conclude on the Board’s priorities and financial plan and significant staff time for analysis and report writing to support the meetings and deliberations.

**Financial:**

The financial implications will be the subject of the Board's deliberations during the development of the 2020-2024 Financial Plan.

**Policy or Legislation:**

The Local Government Act requires that the Board adopt a five year financial plan before March 31 of each year.



Submitted by:

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

**Block A**  
**(Active Project & Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
1.	Jan. 9, 2019	Interface Wildfire response planning (Community Wildfire Protection Plan)	100	AV Emerg. Planning		Board authorized grant to application to Implement CWPP	
2.	Jan. 9, 2019	AV Landfill Tenure	98	AVLF	ES	ACRD Staff met w FLNROD staff on August 14 <sup>th</sup> .	Province consulting with First Nations
3.	Jan. 9, 2019	Landfill Organics Infrastructure and/or Landfill Gas Management	100	AVLF/ WCLF	ES	Topic discussed at June 5 <sup>th</sup> WC Committee and May 29 <sup>th</sup> AV & Bamfield meeting	Pending outcome of organics diversion program.
4.	Jan. 9, 2019	Complete AVRA Upgrades to Operational Status	92	AVRA	ES	Lighting system installed, OLS tree clearing to be completed in 2020	O & M, Policy and Procedures to be completed in 2020.
5.	Jan. 9, 2019	Water Emergency Response Plan system (WERPS)	100	BCWS/ BWS/MWS /LBA	ES	BWS WERP Complete. To BWC on Aug. 26 <sup>th</sup>	BCWS WERP project to begin Sept. 1 – Dec. 31 <sup>st</sup> .
6.	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	Public engagement planned for the week of Oct. 14, 2019	Report back to AV & Bamfield Committee late fall or early 2020.
7.	August 28, 2019 SA	Amend the zoning bylaw to prohibit new cement-based buildings for cannabis production in all zones		EA Admin.	Planning	First reading Sept. 11/19 Public Hearing November 6 <sup>th</sup> Cherry Creek Hall	3 <sup>rd</sup> reading Nov. 27 <sup>th</sup> Board Meeting
8.		Develop/Implement Capital Asset Management Plans		Gen. Gov	Finance		
9.	Nov. 13, 2019 SA	ACRD Directors bring forward possible resolutions to the December 11, 2019 or January 8, 2020 regular Board meeting for		Gen. Gov	Admin/ Board		

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

**Block A**  
**(Active Project & Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		consideration of submission to the 2020 AVICC.					
10.	August 28, 2019 SA	Arrange a tour for the ACRD Board of Directors and appropriate staff of Tilray in Nanaimo and any other cannabis production facilities on Vancouver Island.		Gen. Gov.	Admin.	Tilary contacted and they are not offering tours at this time due to renovations.	Will touch base with them in Spring of 2020.
11.	July 24, 2019 SA	Complete the Age Friendly Community Action Plan		Gen. Gov.	Planning	In progress	Work is to be completed by May 2020.
12.	July 24, 2019 SA	Engage Mosaic and the Province on public access to PMFL within the ACRD		Gen. Gov.	ES	Waiting on Province	Anticipate meeting Dec. 2019
13.	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 <sup>rd</sup> reading at June 12 meeting	Public Input to be scheduled for late 2019/early 2020
14.	June 12, 2019 SA	Invite Tofino Bus to present to the Board on their transportation plans for the region.		Gen. Gov.	Admin.	Invitation sent. They would like to present in early 2020	To be arranged for early 2020.
15.	Jan. 9, 2019	Strategic Procurement investigation	96	Gen. Gov.	Finance	Fall training sessions to be attended. Social Procurement 201 held for Nov. 1, 2019	Plan to include social procurement in an upcoming RFP in December 2019
16.	Jan. 9, 2019	LBA Strategic Plan - Lands, relationship with Parks Canada, etc.	100	LBA	Planning	Draft plan presented to WCC. Direction to broaden scope to include other stakeholders.	Revised draft to be scheduled for early 2020.
17.	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	Another meeting tentatively scheduled for Nov. 19, 2019	TBD

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**Block A**  
**(Active Project & Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
18.	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.		<b>Proposed</b>	ES	Another meeting tentatively scheduled for Nov. 19, 2019	TBD
19.	Jan. 9, 2019	Enforcement	79	<b>Various Services</b>	Planning	Bylaw Enforcement notice options ongoing	
20.	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	<b>Proposed</b>	Admin.	Next facilitation session tentatively scheduled for Nov. 19, 2019 regarding funding/governance	Meeting scheduled for December 4 <sup>th</sup> , 2019
21.	Jan. 9, 2019	Invasive Species	90	<b>Proposed</b>	ES/ Planning	Partnership established with VIU Co-op student to started Fall 2019	
22.	Jan. 9, 2019	Bell Road/Stuart Avenue Water: TFN Supply/ Bell Road/Stuart Avenue Water: Community Consultation	90	<b>Proposed</b>	ES	Project is with Hupacasath FN and their consultant.	Waiting for more information from HFN.
23.	Jan. 9, 2019	Pacific Traverse Trail Connections/ WC Multi Use Path	92	<b>Proposed</b>	ES	Prepping for BC Bike Grant/ICET submission, cycle network plan has been adopted. ICET grant submitted Oct. 18, 2019	Application submissions in the Fall 2019/Winter 2020
24.	Jan. 9, 2019	West Coast Transit	98	<b>Proposed</b>	ES	Bylaw submitted to Inspector of Municipalities. AAP will take place in Oct/Nov. 2019	AAP closes Nov. 29/19
25.	Oct. 9, 2019 SA	Refer the discussion on the West Coast Multi Use Path to the next COW meeting on Regional Parks.		<b>Regional Parks</b>	ES	Referred to COW meeting on December 11, 2019	

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**Block A**  
**(Active Project & Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
26.	Sept. 11, 2019 SA	Bring funding shortfall options to the next EA Directors committee meeting, and to request funding for the WC Multi Use Path project from the District of Ucluelet and the Yuułu?if?ath Government		<b>Regional Parks</b>	ES	Referred to COW meeting on December 11, 2019	
27.	Feb. 13, 2019 & Sept. 26 2018 SA	Develop a strategy for the adoption of a Bylaw Enforcement Notice ticketing system.		<b>Regional Planning</b>	Planning	Currently researching and drafting bylaw	
28.	Jan. 9, 2019	Agricultural Initiatives: Grow Local	88	<b>Regional Planning</b>	Planning	Developing options for WC	Ongoing
29.	Nov. 13, 2019 SA	Add additional staff time for 2020 to complete the Board's rural planning projects initiated in 2019 in the amount of approximately \$42,000 for a 0.75 FTE Planner for six months beginning January 1, 2020.		<b>Rural Planning</b>	Planning/ Finance	In progress	
30.	Jan. 9, 2019	Cannabis Control	86	<b>Rural Planning</b>	Planning	In progress	Board contemplating additional regulatory provisions
31.	Nov. 13, 2019 SA	Budget \$5,000 in the 2020 FP (SB transportation services budget) for the creation and implementation of a road maintenance and repair plan		<b>SB Transp.</b>	Finance	To be included in financial planning	
32.	Nov. 28, 2018 SA	Develop a draft lake surface zoning presentation for public meetings at Sproat Lake for consultation with and consideration		<b>Sproat Lake</b>	Planning	2019 Work Plan	Included in draft zoning bylaw.

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**Block A**  
**(Active Project & Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		by the entire community, similar to the presentation of options for Short Term Vacation Rentals and report back at the March 27 <sup>th</sup> Board meeting.					
33.	Jan. 9, 2019	Log Train Trail Management & Maintenance. Activate Committee to review service and participation	79	<b>Unknown</b>	ES/Admin /Finance	Working with Province on feasible cost allocation options	Report to December 11 COW meeting.
34.	Jan. 9, 2019	Emergency Plan for Long Beach & related implementation steps	100	<b>WC Emerg. Planning</b>	PS	In Progress	Winter 2019
35.	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 waste water treatment plants as part of the future ACRD regional organics diversion program		<b>WC Waste</b>	ES	To be included as part of the organics diversion project.	TBD
36.	Oct. 10, 2018 SA	Negotiate an agreement with Rogers Communications regarding the proposed construction of a cellular tower at the WC Landfill.		<b>WC Waste</b>	ES	Negotiating with Rogers	TBD
37.	Oct. 9, 2019 SA	Investigate and report back on the feasibility of a clear bag program for the West Coast		<b>WC Waste</b>	ES		
38.	Oct. 9, 2019 SA	Investigate the feasibility of a centralized recycling center in Tofino and Ucluelet		<b>WC Waste</b>	ES		

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**Block B**  
**(Ongoing Foundation Work)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
1.	Jan. 9, 2019	Grants –Evaluate need of external resources (or not) for every service/project/grant opportunity	88	<b>Gen. Gov.</b>	Admin	Ongoing	Ongoing
2.	Jan. 9, 2019	Records Management System	90	<b>Gen. Gov.</b>	Admin	Retaining a contractor to review and recommend records management improvements in 2019	Early 2020
3.	Jan. 9, 2019	Procedures Bylaw – update	94	<b>Gen. Gov.</b>	Admin	In progress	
4.	Jan. 9, 2019	Contractor Database/Policy: WCB, Insurance, Compliance Requirements met	100	<b>Gen. Gov.</b>	ES	Currently addressing on a project basis	Ongoing
5.	Jan. 9, 2019	General Review of Policies	100	<b>Gen. Gov.</b>	Admin	Ongoing	Ongoing
6.	Oct. 9, 2019 SA	Negotiate a 3 year (Nov. 1, 2019 – Oct. 2022) lease agreement with the Long Beach Recreational Cooperative and bring the lease back to the Board for approval.		<b>LBA</b>	ES	In Progress	

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**Block C**  
**(Next Up Projects and Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
1.	Jan. 9, 2019	AVRA Develop Strategic Plan & Operational Guidelines	71	<b>AVRA</b>	ES	To commence after consultation with AVRA Advisory Committee	Not started yet
2.	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		<b>EA Admin.</b>	Planning	Bylaw R1020 Solid Fuel Burning Appliance Emission Regulation read 3 times at May 8/19 meeting.	Public info sessions needing to be held.
3.	June 12, 2019 SA	Proceed with public consultation in all EAs regarding the new Open Burning Regulations		<b>EA Admin.</b>	Planning	Bylaws received 3 <sup>rd</sup> reading June 12 <sup>th</sup>	Updated bylaw to go to Air Quality Council and Ministry of Environment in December for review. Public consultation to begin in January 2020.
4.	June 12, 2019 SA	Work with members of the Ag. Dev. Comm. applying for an Emergency Water License for agriculture.		<b>EA Admin.</b>	Planning	Not active at this time.	Planning staff to follow up with the Agricultural Support Worker in Winter 2019
5.	Nov. 13, 2019 SA	Work with the Min. of Attorney General to request the Lieutenant Governor in Council of the Province of BC enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act, applying the Act to the ACRD.		<b>Gen. Gov</b>	Bylaw/ Planning		
6.	Nov. 13, 2019 SA	Engage with the City of Nanaimo to prepare an agreement for cost sharing and joint		<b>Gen. Gov</b>	Bylaw/ Planning		

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**Block C**  
**(Next Up Projects and Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
		administration of a Bylaw Notice Dispute Adjudication System.					
7.	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.		<b>GEN. GOV.</b>	PS	Approved – Creating Working Group	Meeting of Working Group setting benchmarks and time management
8.	Oct. 9, 2019 SA	Implement a live streaming and archiving video system similar to the City of Port Alberni with two cameras to enable switching to view a presenter and/or on-screen presentation, including extra wiring for future camera expansion		<b>Gen. Gov.</b>	IT		
9.	Oct. 9, 2019 SA	\$13,000 be included in the 2020 Financial Plan for the above purpose and staff be directed to live stream and archive both Board and Committee meetings once implemented.		<b>Gen. Gov.</b>	Finance	In progress	To be included in 2020 Financial Plan
10.	Jan. 9, 2019	West Coast Emergency Planning Coordination Service	100	<b>Proposed</b>	Protective Services	Drafting plan	In progress
11.	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.		<b>WC Waste</b>	ES	Reviewing options in accordance with SPF grant	TBD

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**Block D**  
**(Long Term Projects and Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
1.	Nov. 13, 2019 SA	Appoint Mr. Jerry Gassner to the volunteer position of Bamfield Community Emergency Program Coordinator		<b>Bamfield EP</b>	Admin.		
2.	Jan. 9, 2019	Bamfield: Community Park 1. Evaluating options for community hall. 2. Review Commission bylaw.	100	<b>Bamfield Parks</b>	Planning	Community Hall meeting held January 21, 2019	Waiting for input from Bamfield Community Hall Association
3.	Jan. 9, 2019	Fire Departments Capital Planning - Training Center	56	<b>BCVFD/ BVFD/ SLVFD</b>	Protective Services	Not active	
4.	Aug. 22, 2018 SA	Investigate increasing the Public Hearing Fee to include an amount to cover the Director's remuneration for chairing the meeting.		<b>GEN. GOV</b>	Planning	Will review	Winter 2019
5.	Jan. 9, 2019	Reconciliation Committee Initiatives/Develop Long Term Plan & Transition Committee	100	<b>Gen. Gov.</b>	Admin	Not active	
6.	Jan. 9, 2019	Broader Health Care Lobbying Efforts	79	<b>Hospital District</b>	Admin	Ongoing	Ongoing
7.	June 13, 2018 SA	Prepare options for increasing the requisition limit for the Long Beach Airport		<b>LBA</b>	Finance	Asset Management Coordinator currently developing asset management plan.	Draft Plan to be presented to Asset Mgmt. committee upon completion.
8.	Jan. 9, 2019	Great Central Lake Water	75	<b>Proposed</b>	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 GC Lake Holdings	Study should be completed by January 2020

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**Block D**  
**(Long Term Projects and Initiatives)**  
**Board of Directors' Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
9.	Jan. 9, 2019	Business Licensing	79	<b>Proposed</b>	Planning		On hold
10.	Jan. 9, 2019	AV Regional Water Paper Excellence Negotiations	90	<b>Proposed</b>	ES/Plan	Not active	
11.	Jan. 9, 2019	Sproat Lake Water Quality	90	<b>Proposed</b>	ES	Not currently in work plan	
12.	Jan. 9, 2019	Watershed Management	93	<b>Proposed</b>	Planning	ADC Subcommittee developing options for an Agricultural Com.	ADC to provide recommendations
13.	Jan. 9, 2019	Cellphone – Regional Coverage	93	<b>Proposed</b>		Not active	TBD
14.	Jan. 9, 2019	Sproat Lake Debris Sweep	96	<b>Proposed</b>	Planning	Preliminary discussions with Paper Excellence	

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**Block E**  
**(Staff Action from Board Meetings – Resolutions in Progress)**  
**Board of Directors’ Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
1.	June 12, 2019 SA	Investigate and report back on interim organic diversion service options for the City of Port Alberni.		<b>AVLF</b>	ES	Investigating next steps, support letter sent to CPA.	Working with grant administrators on possible project scope changes
2.	Sept. 11, 2019 SA	Investigate and report back on the feasibility of a clear bag program for the Alberni Valley and Bamfield		<b>AVLF</b>	ES	In progress	Report to Board in November
3.	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.		<b>AVRA</b>	ES	Agreement will commence once GPS Approach is completed	Pending Nav Canada’s GPS review between late 2019 and mid-2020.
4.	Nov. 13, 2019 SA	Enter into the amended First Responder and BCEHS Collaboration Agreement with BCEHS in order for the Bamfield Volunteer Fire Department. The Chairperson and CAO are authorized to enter into the amendment agreement on behalf of the ACRD.		<b>Bamfield EP</b>	Admin	Agreements in progress	
5.	Oct. 9, 2019 SA	Forward a letter to the MOTI regarding safety concerns on the corner of Kitsuksis and Batty Road.		<b>Gen. Gov.</b>	Admin/ Planning		
6.	Nov. 13, 2019 SA	Place a ¼ page colour advertisement in the BC/Yukon Command Royal Canadian Legion “Military Service Recognition Book” for 2020 at a cost of \$595.00 and staff be instructed to come back with options for local advertising in 2021.		<b>Gen. Gov.</b>	Admin		

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**Block E**  
**(Staff Action from Board Meetings – Resolutions in Progress)**  
**Board of Directors’ Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
7.	Nov. 13, 2019 SA	Appoint Director Cote as appointee on the VIRL Board of Trustees for 2020; a Director Jack be appointed as the alternate on the VIRL Board of Trustees for 2020.		<b>Gen. Gov.</b>	Admin		
8.	Nov. 13, 2019 SA	Assist Director Cote to apply to the ACHN Table of Partners for a two (2) year term commencing January 1, 2020.		<b>Gen. Gov.</b>	Admin		
9.	Nov. 13, 2019 SA	Appoint Director Cote to the ACRD Age-Friendly Working Group		<b>Gen. Gov.</b>	Planning		
10.	Oct. 9, 2019 SA	Amend the existing contract with Hazelwood Construction for additional asphalt, joint sealing and line painting as part of the LBA apron and taxiway project; at a cost of \$234,525 to be covered under the ACAP grant		<b>LBA</b>	ES		
11.	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		<b>Regional Planning</b>	Planning	Request sent	Awaiting reply
12.	Nov. 13, 2019 SA	Send a letter to the appropriate Minister regarding the importance of second multi-general dwellings for continued agricultural purposes		<b>Rural Planning</b>	Planning		
13.	June 26, 2019 SA	Enter into an agreement with Parks Canada for the disposition of spoil material at the LBA from construction of the ʔapsčiiik t’ašii (Ups-cheek ta-shee); and staff work with the West Coast Committee on possible compensation options		<b>WC</b>	ES	Tender closed Oct. 8, 2019	TBD

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**Block E**  
**(Staff Action from Board Meetings – Resolutions in Progress)**  
**Board of Directors’ Strategic Priorities**  
(Sorted by Service Area and SP % and date)

	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
14.	Sept. 11, 2019 SA	Award and negotiate the terms of the WC Organics Pilot Project contract with Tofino Urban Farms Co.; full costs to be recovered under the Strategic Priorities Fund and CAO to sign		<b>WCLF</b>	ES	Contract sent, waiting for signatures	
15.	Nov. 13, 2019 SA	Send letters to the Tla-o-qui-aht FN & Yuułu?it?ath Government inviting them to join the ACRD’s WC Garbage & Recycling Curbside collection program		<b>WCWM</b>	ES		

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	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"> <li>• Climate Change and Agriculture</li> <li>• Regional Agricultural Support</li> </ul>			Planning	Completed	Completed
2.	June 27, 2018 SA	Work with BC Transit on a transit service options feasibility study for the AV EA's, as well as potentially increasing the taxi supplement program and or the creation of a new taxi saver program for the custom transit function.		AV	ES	Approval to do phase 2 of study, public engagement in the Fall. Taxi saver program increase included in 3-year plan	Public engagement completed in Fall 2019
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 adopted at September Board meeting
4.	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
5.	July 24, 2019 SA	Submit a letter to the MOECCS to expand the Recycling Regulation to include the ICI for all PPP.		AV/WC Landfill	ES	Completed	Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
6.	Sept. 11, 2019 SA	Apply for a grant through the UBCM Community Resiliency Investment Program for FireSmart planning and activities that reduce the risk of wildfire in the Alberni Valley		<b>AVEP</b>	ES	Grant currently being prepared.	Submitted to UBCM in October 2019
7.	Sept. 11, 2019 SA	Invite other partners to collaborate on a regional FireSmart project for the Alberni Valley.		<b>AVEP</b>	ES	Done	Completed
8.	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		<b>AVLF</b>	ES	Done	Completed
9.	Mar 13, 2019 SA	Refer Regional Organics Diversion RFD to the respective AV & Bamfield and WC Committees for further discussion and possible recommendations on moving forward with specific service options		<b>AVLF</b> <b>WCLF</b>	ES	Looking at interim options for the City of Port Alberni Looking to include organics in WC Curbside RFP	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.
10.	Mar 13, 2019 SA	Approve that the current Suncoast Waste Services Curbside, Port Alberni Recycling Depot and Bamfield Solid Waste Hauling contracts be assigned to Waste Management		<b>AVLF</b>	ES		Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		of Canada for the remainder of the contract term expiring November 30, 2019 and August 15, 2020 respectively					
11.	May 8, 2019 SA	Adopt Bylaw R1029, AVLF Tipping Fee & Regulation, 2019.		AVLF	ES	Done	Adopted
12.	May 8, 2019 SA	Adopt Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019.		AVLF	ES	Done	Adopted
13.	June 12, 2019 SA	Amend the Alberni Valley Landfill Operations Contract – Oct. 1, 2014 to Sept. 30, 2019: 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	Done	Complete
14.	June 12, 2019 SA	Directors grant a one-year (Oct. 1, 2019 – Sept. 30, 2020) contract extension to Berry and Vale for the operation of the AV Landfill.		AVLF	ES	Done	Complete
15.	August 28, 2019 SA	Adopt bylaw cited as “Alberni Valley Landfill Tipping Fee and Regulation Amendment Bylaw R1029-1”.		AVLF	ES	Done	Complete
16.	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
17.	Jan. 9, 2019 SA	Enter into a Crown tenure agreement and contract(s) for Obstacle Limitation Surface	Y	AVRA	ES	Tenure received. Tree clearing tender awarded	Completed

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		clearing at the AVRA with CAO authorized to sign.					
18.	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 Aug. 31, 2021.		AVRA	ES	Done	Completed
19.	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		Completed
20.	July 24, 2019 SA	Respond to the AVDRA addressing the questions raised in their June 6, 2019 letter and the Board have a discussion at a later date regarding the request by the AVDRA by the end of September 2019.		AVRA	ES	Meeting scheduled with Staff and AVDRA September 26 <sup>th</sup> .	Met. Discussions will continue
21.	July 24, 2019 SA	Enter into a CGA with the MoT's BCAAP to a maximum of \$68,875 or 75% of the total Eligible Costs for the purchase of an Automatic Weather Observing System for the AVRA.		AVRA	ES	Complete	Done
22.	July 24, 2019 SA	Renew the FLNRO lease at AVRA 3 year term commencing Sept. 1st, 2019 and ending Aug. 31st, 2022 at the rate of \$5,917.58 plus applicable taxes		AVRA	ES	Complete	Done
23.	Sept. 11, 2019 SA	Enter into L50594 and L50630 with the MOF in order to conduct tree clearing at the AVRA for OLS requirements.		AVRA	ES	Done	Completed

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
24.	Feb. 8, 2017 SA	Support to the first responder transportation issues in Bamfield		<b>Bamfield</b>	Protective Services	Draft agreement completed legal review. Negotiations continue with BCHS	Ambulance delivered to Bamfield Oct. 1 2019
25.	Aug. 22, 2018 SA	Submit grant application to the Green Infrastructure Grant Program for the construction of a liquid wastewater main line.		<b>Bamfield</b>	ES	Grant application denied due to WWTP construction not started	Will consider new application once project is further along.
26.	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.		<b>Bamfield</b>	Finance/ ES	Done	Completed
27.	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.		<b>Bamfield</b>	Finance/ ES	Done	Completed
28.	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.		<b>Bamfield</b>	Finance/ ES	Done	Completed
29.	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.		<b>Bamfield</b>	Finance/ ES	Done	Completed
30.	May 8, 2019 SA	Proceed with Pilot Program for Bamfield for 5 free non-transferrable tipping fee vouchers per household be implemented at the AVL effective October 1, 2019 to September 31, 2020.		<b>Bamfield</b>	ES	Vouchers mailed	Done
31.	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.		<b>Bamfield Water</b>	ES	Done	Complete

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	<b>Meeting Date</b>	<b>Action Item</b>	<b>%</b>	<b>Service Area</b>	<b>Lead Depart.</b>	<b>Status</b>	<b>Next Milestone with Estimated date of Completion</b>
32.	April 25, 2019 SA	Enter into a contract with Les Butler to carry out the duties on the Bamfield Water system as an independent waterworks contractor at a rate of \$5,500.00 plus GST per month for a period of five (5) years commencing May 1, 2019 ending April 30, 2024.		<b>Bamfield Water</b>	ES	Done	Complete
33.	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.		<b>BC</b>	Finance	Met with Beaver Creek Community Club on July 31st	RFD for August 28 <sup>th</sup> Board meeting
34.	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.		<b>BCCP</b>	ES	Letter sent Feb. 13 <sup>th</sup>	Completed
35.	Feb. 13, 2019	Provide a letter of support to the Beaver Creek Community Club, supporting a grant application to resurface the Beaver Creek Community Hall basketball court through the Tire Stewardship of BC Community Grant.		<b>BCCP</b>	ES	Letter sent Feb. 13 <sup>th</sup>	Completed
36.	August 28, 2019 SA	Approve the additional costs for the Pumper Fire Apparatus for the Beaver Creek Volunteer Fire Department to Fort Gary Fire Trucks Ltd. in the amount of \$25,463.52 plus GST.		<b>BCVFD</b>	Finance	Done	Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
37.	August 28, 2019 SA	Award the Walker Road water main upgrade to Leuco Construction Inc. for the tender price of \$435,729.59 including GST.		<b>BCWS</b>	ES	Preconstruction meeting Oct. 1, 2019	Construction to begin Oct. 3, 2019
38.	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		<b>BVFD</b>	PS	Completed	Completed
39.	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 and authorize the Chairperson and CAO to enter into the Agreement on behalf of the ACRD.		<b>BVFD</b>	PS		Done
40.	June 12, 2019 SA	Execute of the 2019 – 2020 Transit Annual Operating Agreement between BC Transit and the ACRD.		<b>Custom Transit</b>	ES	Done	Completed
41.	June 12, 2019 SA	Execute the BC Transit 2019 3-Year Expansion Initiatives MOU		<b>Custom Transit</b>	ES	Done	Completed
42.	May 8, 2019 SA	Adopt the Community Works Fund Policy.		<b>EA Admin</b>	Finance	Adopted	Completed
43.	May 8, 2019 SA	Adopt the Community Works Fund Policy.		<b>EA Admin</b>	Finance		Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
44.	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	Adopted Oct. 9 2019	Presented at the Oct. 9/2019 Board Meeting
45.	Sept. 11, 2019 SA	Provide a letter of support to the Minister of Agriculture for ACRD's request for Regional Designation under the Provincial Meat Inspection Regulations.		EA Admin	Planning		Done
46.	Jan. 9, 2019	Gas Tax Policy - Priorities, Policies, Outside Agencies	98	EA Admin	Finance	Adopted	Done
47.	Jan. 9, 2019	Gas Tax Policy - Priorities, Policies, Outside Agencies	98	EA Admin	Finance	Adopted	Done
48.	August 28, 2019 SA	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.		EA Admin.	Finance	Adopted August 28 <sup>th</sup> , 2019	Adopted
49.	August 28, 2019 SA	Adopt bylaw cited as "Bylaw F1141-2, 2019 to 2023 Alberni-Clayoquot Regional District Financial Plan Amendment".		EA Admin.	Finance	Adopted August 28 <sup>th</sup> , 2019	Done
50.	August 28, 2019 SA	Enter into the Contribution Agreement with the Beaver Creek Community Club outlining the terms and conditions of the \$26,000 Community Works Funding grant.		EA Admin.	Finance	Done	Done
51.	August 28, 2019 SA	Respond to the Provinces' call for feedback on the Plastics Action Plan supporting efforts to increase the removal and/or diversion of		Ge. Gov.	ES	Complete, joint group response letter submitted by District of Tofino.	Submitted

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		single-use plastics from the municipal waste stream					
52.	Jan. 23, 2019 SA	Approve sharing 50% of the cost for travel and registration with the City of Port Alberni and District of Ucluelet for the Mayors attendance at the 2019 Federation of Canadian Municipalities Convention in Quebec City, May 30 – June 2nd.		<b>Gen Gov.</b>	Finance	City and District notified. Awaiting event.	Done
53.	July 24, 2019 SA	Approve the 2019/2020 Sponsorship Program with the AV Bulldogs for marketing and community outreach opportunities to a maximum of \$25,000.00 work with AV Bulldogs to ensure the marketing initiatives align with the current strategic priorities of the Board.		<b>Gen Gov.</b>	Finance	Currently working with Bulldogs staff on developing initiatives	Work to continue through 2019/2020 hockey season.
54.	August 28, 2019 SA	Director Minions be appointed and to sit on the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee and Director McNabb be appointed alternate.		<b>Gen Gov.</b>	Admin	Completed	Appointed
55.	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.		<b>Gen. Gov</b>	Finance/ Admin	Policy completed	Cards ordered
56.	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		<b>Gen. Gov.</b>	Admin	Done	Completed

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		road linking Port Alberni and the community of Bamfield.					
57.	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
58.	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	Waiting for more information	Done
59.	Jan. 9, 2019 SA	Staff to investigate an informal partnership agreement with Kackaamin Family Development Centre for their funding application for the proposed daycare project and investigate their request to waive development fees for the project and report back to the Board.		Gen. Gov.	Admin/ Planning	On hold	Group to come back to Board at a later date.
60.	Jan. 9, 2019 SA	Appoint Director Roberts to represent the Regional District on the Offshore Pacific Area Committee for 2019 and Director Beckett be appointed alternate.		Gen. Gov.	Admin		Done
61.	Jan. 9, 2019 SA	Investigate the eligibility of fire truck purchases through the Gas Tax program.		Gen. Gov.	Finance	Done	Not eligible
62.	Jan. 9, 2019 SA	Write a letter of support to the Huu-ay-aht First Nations for their application to the		Gen. Gov.	Admin	Done	Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		Federal and Provincial Governments to make improvements to the road linking Port Alberni and the community of Bamfield.					
63.	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
64.	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	Done
65.	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
66.	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
67.	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
68.	Feb. 13, 2019	Invite representatives of Owls Path Tourism to be a delegation to a future ACRD Board meeting to provide further information on their plans for the Alberni Valley and West		Gen. Gov.	Admin		Delegation at the April 10 <sup>th</sup> Board meeting.

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		Coast.					
69.	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
70.	Mar 13, 2019 SA	Provide a letter of support to Nature United to accompany their request to The Nature Fund of Canada for federal funding to establish new protected areas in Clayoquot Sound.		GEN. GOV.	Admin	Done	Completed
71.	Mar 13, 2019 SA	Provide a letter of support to Nature United to accompany their request to The Nature Fund of Canada for federal funding to establish new protected areas in Clayoquot Sound.		GEN. GOV.	Admin	Done	Done
72.	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
73.	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
74.	May 8, 2019 SA	Approve Island Health's request for a capital project funding reallocation to enable the		Gen. Gov.	Finance	Completed	Done

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		purchase of an x-ray machine at Tofino General Hospital.					
75.	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		Done
76.	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
77.	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	Removed from list
78.	June 12, 2019 SA	Arrange a meeting with the FLNRO and Rural Development to discuss the public consultation processes for private and Crown forest lands and set up a UBCM meeting with the Minister.		Gen. Gov.	ES	Meeting request submitted	Meeting occurred at UBCM
79.	June 12, 2019 SA	Write a letter to the MOTI requesting proper signage be installed on Hwy. 4 providing		Gen. Gov.	Admin.	Drafting	Done

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87.	August 28, 2019 SA	Adopt Bylaw A1087 cited as Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy, 2019.		Gen. Gov.	Admin	Done	Adopted
88.	August 28, 2019 SA	Adopt Bylaw A1085 cited as Alberni-Clayoquot Regional District Officers' Appointment and Delegation, 2019		Gen. Gov.	Admin	Done	Adopted
89.	Jan. 9, 2019	Delegation Bylaw - update	94	Gen. Gov.	Admin	Done	Adopted
90.	Oct. 10, 2018 SA	Further investigate long-term lease options with Parks Canada to be completed in 2-3 months		LBA	ES	Parks Canada staff have informed the ACRD that Federal funds can only be used on Federal lands so we will continue to operate month to month.	PC plans to leave site in 2 to 3 years.
91.	Jan. 9, 2019 SA	Provide an updated letter of support to the Tla-o-qui-aht FN confirming available land at the LBA for the new proposed WC Multiplex and general support for their recreation infrastructure grant application be delegated to the ACRD West Coast Committee.		LBA	ES	Complete	Letter sent Jan. 18/19
92.	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
93.	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		completed

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
94.	Mar 27, 2019 SA	Complete the lease lot agreement for CARE Network – Animal Care Facility at the LBA, Lot K.		LBA	ES	Done	Complete
95.	Mar 27, 2019 SA	Complete the lease lot agreement for CARE Network – Animal Care Facility at the LBA, Lot K.		LBA	ES		Complete
96.	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
97.	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 late Fall 2019
98.	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
99.	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
100.	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
101.	July 24, 2019 SA	Renew Bolton Spice's lease agreement for a 3 year term to operate a spice blending business commencing Aug. 1, 2019 and ending on July		LBA	ES	renewed	Done.

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	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		31, 2022 at a rate of \$13,848.00/year plus taxes					
102.	July 24, 2019 SA	Amend the ACRD 2019 Financial Plan to reflect a budget allocation change in order to achieve necessary repairs to damaged concrete runway panels at the LBA		LBA	Finance		August 28 <sup>th</sup> Board meeting
103.	July 24, 2019 SA	Proceed with to Hazelwood Construction in order to complete the additional concrete panel repairs in combination with the current apron and taxiway project in the amount of \$42,576.34 plus tax.		LBA	ES	Awarded, construction ongoing	Project complete by end of 2019
104.	Oct. 9, 2019 SA	Enter in to the 3 year lease with Boulton Spice Ltd. At LBA		LBA	ES		Done
105.	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.	No further action required.
106.	May 8, 2019 SA	Adopt the Millstream Water System Asset Management Plan Version 1.0.		MWS	Finance /Asset Mgt.	Adopted	Completed
107.	May 8, 2019 SA	Adopt the Millstream Water System Asset Management Plan Version 1.0.		MWS	Finance /Asset Mgt.	Completed	Done
108.	Mar 13, 2019 SA	Pursue grant opportunities for the West Coast Multi-Use Path connection including the possibility of other funding options.		Proposed	ES	Prepping for BC Bike Grant submission, including completion of a cycle network plan.	Application submissions in the Fall 2019

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**Block F**  
**(Completed Items)**  
**Board of Directors' Strategic Priorities and Board Resolutions**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
							This is also a strategic priority of the Board which updates will be shown on the Current Action list.
109.	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.		<b>Proposed</b>	Finance/ Admin.	Drafting for consideration	Report to WCC July 17 <sup>th</sup> /19
110.	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.		<b>Proposed</b>	ES	Done	Completed
111.	Sept. 11, 2019 SA	Apply for a \$200,000 grant from the ICET and to also apply for the necessary land tenure with the Province in order to support the construction of the West Coast Multi Use Path.		<b>Regional Parks</b>	ES	Grant being prepared	Submit by Oct. 18/19
112.	July 24, 2019 SA	Award the Wastewater Dispersal System Project to Denis Francoeur Backhoeing Ltd. for the tender price of \$87,500 excluding GST.		<b>SB</b>	ES	Awarded	Project will be finished by Nov. 2019
113.	May 8, 2019 SA	Forward the application to the Agricultural Land Commission noting that the second dwelling complies with the ACRD Zoning Bylaw.		<b>SL</b>	Planning	Done	Complete
114.	May 8, 2019 SA	Forward the application to the Agricultural Land Commission noting that the second		<b>SL</b>	Planning	Done	Complete

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**Block F**  
**(Completed Items)**  
**Board of Directors' Strategic Priorities and Board Resolutions**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
		dwelling complies with the ACRD Zoning Bylaw.					
115.	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	Done	Completed
116.	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
117.	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
118.	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
119.	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		Complete
120.	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
121.	Mar 13, 2019 SA	Schedule a COW meeting to further discuss funding mechanism options and other park related matters.		Unknown	Admin/ES	Meeting Scheduled	Meeting held July 3
122.	Mar 13, 2019 SA	Add the Log Train Trail to the Regional Parks Function.		Unknown	ES		Complete

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**Block F**  
**(Completed Items)**  
**Board of Directors' Strategic Priorities and Board Resolutions**  
(Sorted by Service Area and SP % and date)

	Meeting Date	Action Item	%	Service Area	Lead Depart.	Status	Next Milestone with Estimated date of Completion
123.	Jan. 23, 2019 SA	Develop a resolution for consideration at the 2019 AVICC Convention regarding improved connectivity to the west coast for emergencies.		<b>WC</b>	Planning	Complete	Complete
124.	Jan. 23, 2019 SA	Develop a resolution for consideration at the 2019 AVICC Convention regarding improved connectivity to the west coast for emergencies.		<b>WC</b>	Planning	Done	Done
125.	Nov. 28, 2018 SA	Investigate other options for the tipping fee waiver request from Ahousaht Clean-up project.		<b>WC Landfill</b>	ES	On hold pending more information regarding higher level government financial contributions.	Not required
126.	July 24, 2019 SA	Proceed with the organics pilot project at the West Coast Landfill.		<b>WC Landfill</b>	ES	Contact waiting for signatures	Done
127.	July 24, 2019 SA	Proceed with the organics pilot project at the West Coast Landfill.		<b>WC Waste</b>	ES	Contact waiting for signatures	Done
128.	Jan. 9, 2019 SA	Enter into an EOL Electronics Agreement with Encorp at the WCLF commencing Dec. 17, 2018 and expiring Dec. 31, 2021.		<b>WCLF</b>	ES	Complete	Complete
129.	Jan. 9, 2019 SA	Enter into an EOL Electronics Agreement with Encorp at the WCLF commencing Dec. 17, 2018 and expiring Dec. 31, 2021.		<b>WCLF</b>	ES	Complete	Done
130.	August 28, 2019 SA	Adopt bylaw cited as "West Coast Landfill Tipping Fee and Regulation Bylaw R1033"		<b>WCLF</b>	ES	Adopted	Done

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