



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 22, 2020, 1:30 pm

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at <https://www.acrd.bc.ca/>

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/UNWEIGHTED)	
a. Board of Directors Meeting – June 24, 2020	9-18
<i>THAT the minutes of the Board of Directors meeting held on June 24, 2020 be adopted.</i>	
b. Electoral Area Directors Committee Meeting – June 24, 2020	19-21
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on June 24, 2020 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Roger Harris, Forest Safety Council Ombudsmen regarding the Bamfield Road, his previous report, recommendations, observations/ comments regarding the University of Victoria’s accident investigation report and recommendations on moving this matter forward.	
b. Chief Robert Dennis, Huu-ay-aht First Nation to provide an update on the Huu-ay-ay First Nation proposal on the Bamfield Road improvements.	

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**
(ALL/UNWEIGHTED)

- | | | |
|----|---|--------------|
| a. | ISLAND COASTAL ECONOMIC TRUST | 22-25 |
| | Business Restart and Revenue Expansion Projects Receive Small Capital Grants | |
| | Latest Small Capital Restart Projects Include Technology and Small Business Solutions | 26-29 |
| b. | MINISTER OF ENVIRONMENT AND CLIMATE CHANGE | 30-31 |
| | Pathway Link – Multi-Use Pathway | |
| c. | MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | 32-36 |
| | Active Transportation Infrastructure Grants Program | |
| d. | CORPORATION OF THE CITY OF NEW WESTMINSTER | 37-38 |
| | Disaggregated COVID-19 Data Collection | |
| e. | UNION OF BRITISH COLUMBIA MUNICIPALITIES | 39 |
| | 2019 Age-Friendly Communities Program (Stream 1: Alberni Valley Age-Friendly Community Action Plan) | |
| f. | MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING | 40-41 |
| | COVID-19 Related measures Act (Bill 19) | |

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- | | | |
|----|---|--------------|
| a. | REQUEST FOR DECISION | 42-76 |
| | 2019 Statement of Financial Information
(ALL/UNWEIGHTED) | |

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2019 Statement of Financial Information (SOFI) including all of the statements and schedules.

- | | | |
|----|--|--------------|
| b. | REQUEST FOR DECISION | 77-78 |
| | Local Assistants to the Fire Commissioner Appointments
(ALL/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors recommend to the Office of the Fire Commissioner the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Chief Mike Kobus from the Beaver Creek Fire Protection Area, Deputy Chief Derrick Cyr from the Sproat Lake Fire Protection Area, Regional Fire Services Manager Charlie Starratt for the Bamfield Fire Protection Area, Beaver Creek Fire Protection Area and Sproat Lake Fire Protection Areas.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Fire Chief Phil Lavoie for the Bamfield Fire Protection Area, Fire Chief Mike Cann for the Sproat Lake Fire Protection Area, Assistant Chief Ted Maczulat for the Beaver Creek Fire Protection Area.

c. REQUEST FOR DECISION

79-105

Local Government meetings and Bylaw process (COVID) Order No. 3/
Options for holding in-person Board and/or Committee meetings
during the COVID-19 Pandemic
(ALL/UNWEIGHTED)

THAT in accordance with Ministerial Order M192 and to protect the health and safety of staff, elected officials and the public, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held without members of the public in attendance until August 31, 2020, in order for staff to finalize plans to safely holding in-person Board and Committee meetings while adhering to public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website.

d. REQUEST FOR DECISION

106-144

Meeting Requests – Premier, Cabinet Ministers & Ministry Staff 2020
UBCM Convention
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services no later than July 31, 2020 on requesting meetings with the Premier, Cabinet Ministers or Provincial Ministry staff in conjunction with the 2020 Union of British Columbia Municipalities Conference respecting issues/concerns impacting communities in the Alberni-Clayoquot Region.

e. REQUEST FOR DECISION

145-149

Community Works Fund Policy Amendment
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amendment of the Timelines section of the Community Works Fund Policy to include a proposal deadline date of October 31st of the prior year.

f. REQUEST FOR DECISION

150-153

Public Request to Lease Lot #9 and #16 Alberni Valley Regional Airport
(ALL/WEIGHTED)

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with SRM Restorations for lot # 9 and # 16 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$3,227.73 per year plus applicable taxes and yearly BC CPI increases.

- g. REQUEST FOR DECISION 154-156**
Public Request to Lease Lot #6 Alberni Valley Regional Airport
(ALL/WEIGHTED)

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Ken Schuurman for lot 6 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$1614.14 per year plus applicable taxes and yearly BC CPI increases.

- h. REQUEST FOR DECISION 157-158**
Transfer of Old Chlorine Building to Bamfield Parks Service
(ALL/UNWEIGHTED)

THAT the ACRD Board of Directors direct staff to transfer the old chlorine building from the Bamfield Water System Service to the Bamfield Parks Service for the price of \$1.

- i. REQUEST FOR DECISION 159-160**
West Bamfield Recycling Update
(ALL/UNWEIGHTED)

THAT the ACRD Board of Directors approve the addition of a commercial recycling container on the west side dock in West Bamfield from September 2020 to June 2021.

- j. REQUEST FOR DECISION 161-175**
Vancouver Island Emergency Response Academy - First Responder License Agreement
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a License Agreement with the City of Nanaimo, to use the Vancouver Island Emergency Response Academy First Responder Course Materials.

9. PLANNING MATTERS

- 9.1 ELECTORAL AREA DIRECTORS ONLY 176-198**
(ALL/UNWEIGHTED)

- a. **RD19010, FLEMING/DAY/FRECHETTE/DIROCCO/COATES & SHERWOOD, BEAUTY ISLAND (SPROAT LAKE)** **176-198**
Official Community Plan Amendment and Rezoning Application –
Report and Bylaws P1405 and P1406

THAT Bylaw P1405 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.

THAT Bylaw P1406 Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaws P1405 and P1406 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaws P1405 and P1406 are subject to:

Support from the Tseshaht First Nation and Hupacasath First Nation;

Confirmation of suitable parking facilities at the east end of Great Central Lake;

All docks complying with the Provincial standards;

The uninhabited cabin being demolished or brought into compliance with the BC building code; and

Meeting all technical referral agency requirements.

- b. **SD20002, WENNER/BRIGGS & WINDLEY, LOT 5, BAYLEY PLACE (SPROAT LAKE)** **199-202**
Subdivision Referral, Parcel Frontage Waiver Request – Report

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot B as per subdivision plan of LOT 5, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 37113.

- c. **TUP19018, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)** **203-217**
Temporary Use Permit Application – Report

THAT the Board of Directors consider issuing Temporary Use Permit TUP19018, subject to neighbouring properties being notified as per Local Government Act s. 494 and confirmation from the building inspector that the dwelling is safe for the intended use.

- d. **TUP19020, CURTIS, 8279 DICKSON DRIVE (SPROAT LAKE)** **218-237**
Temporary Use Permit Application – Report

THAT the Board of Directors consider issuing Temporary Use Permit TUP19020, subject to neighbouring properties being notified as per Local Government Act s. 494.

- e. **RE20001, ANKER, 6261 LAMARQUE ROAD (BEAVER CREEK)** **238-248**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1404

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

- f. **RE20002, MCNAMARA & 0960271 BC LTD, 6755/6765 BEAVER CREEK ROAD (BEAVER CREEK)** **249-260**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1407

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

10. REPORTS

10.1 STAFF REPORTS (ALL/UNWEIGHTED)

- a. **Meeting Schedule – August 2020** **261**
- b. **Building Report- June 2020** **262**
- c. **Emergency Operations Centre Update – verbal report – H. Zenner**
- d. **Regional Organics Diversion Update – J. Frank** **263-265**

- | | | |
|----|--|----------------|
| e. | North Island 911 Apportionment Methods – T. Fong | 266-275 |
| f. | West Coast Transit Service – R. Williams | 276-277 |
| g. | COVID-19 Community Recovery Team and Public Survey Update | 278-279 |

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS (ALL/UNWEIGHTED)

- | | | |
|----|---|----------------|
| a. | 9-1-1 Corporation – J. McNabb | |
| b. | Vancouver Island Regional Library – P. Cote | |
| | • From the Board Table | 280-285 |
| c. | Alberni Valley Chamber of Commerce – Sharie Minions | |
| d. | Air Quality Council, Port Alberni – D. Bodnar | |
| e. | West Coast Aquatic Board – J. Osborne | |
| h. | Association of Vancouver Island & Coastal Communities – P. Cote | |
| i. | Beaver Creek Water Advisory Committee – J. McNabb | |
| h. | West Island Woodlands Advisory Group – J. McNabb | |
| i. | Other Reports | |
| | • Offshore Pacific Area Committee – Regulatory Process for Establishing the Proposed Offshore Pacific Marine Protected Area (verbal) – K. Roberts | |
| | • Public Transit Forum – June 16, 2020 – P. Cote | 286 |
| | • Alberni Community & Women’s Services Society – 2019/20 Annual Report | 287-309 |

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the Public respecting an agenda item can be emailed to the ACRD at responses@acrd.bc.ca and will be read out by the Corporate Officer at the meeting.

14. IN CAMERA
(ALL/UNWEIGHTED)

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

- 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) (b) personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;*
- iii. 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/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, August 26, 2020



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 24 2020, 1:30 PM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Kel Roberts, 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
Debbie Haggard, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Kirsten Johnsen, Member of Council, Toquaht Nation
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant
Heather Zenner, Protective Services Manager
Amy Anaka, Planner

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/10-6-2020/>

1. CALL TO ORDER

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

The Chairperson recognized the meeting this afternoon is being held throughout the Nuu-chah-nulth territories.

2. APPROVAL OF AGENDA

MOVED: Director Cootes
SECONDED: Director Shannon

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

- 8(j) Added Material – Request for Decision Local Government Meetings & Bylaw Process – (COVID-19) Minister Order*
- 9 (1) (a) Correspondence J. Adams re: Application AB20001*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 10, 2020

MOVED: Director McNabb
SECONDED: Director Cootes

THAT the minutes of the Board of Directors meeting held on June 10, 2020 be adopted.

CARRIED

b. Alberni Valley and Bamfield Services Committee Meeting – June 17, 2020

MOVED: Director McNabb
SECONDED: Director Haggard

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on June 17, 2020 be adopted.

CARRIED

Director Minions entered the meeting at 1:34 pm

c. COVID-19 Community Recovery Team (CRT) Meeting – June 17, 2020

MOVED: Director McNabb
SECONDED: Director Osborne

THAT the minutes of the COVID-19 CRT meeting held on June 17, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

Director Roberts entered the meeting at 1:40 pm
Director Bodnar entered the meeting at 1:42 pm

a. Mr. Larry Stevenson, CEO, Mr. Ken McRae, Director, representing ACRD, Island Corridor Foundation, update presentation

The delegation provided an update on the activities of the Island Corridor Foundation. The Province is waiting on the release of the South Island Transportation Strategy Study. The study will only deal with Duncan south with a focus on a commuter service in the Landford Victoria Corridor.

MOVED: Director Shannon
SECONDED: Director McNabb

THAT the ACRD Board of Directors receive the presentation.

CARRIED

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. ISLAND COASTAL ECONOMIC TRUST

Gold River Central Attraction Hub to Encourage Visitation
Cultural, Tourism and Hospitality Projects receive new Small Capital Grants

b. UNION OF BRITISH COLUMBIA MUNICIPALITIES

2019 Community Child Care Planning Program (Collaborative Child Care Planning Across Alberni-Clayoquot: A Child Care Needs Assessment for the ACRD 2019)

Completion of Community Wildfire Protection Plan Project (SWPI-807: Alberni Valley, ACRD Area A & Region CWPP Update, 2017)

Gas Tax Agreement Community Works Fund Payment

c. CITY OF ROSSLAND

City of Rossland Resolution – Global Covenant of mayors for Climate & Energy Change

MOVED: Director Cootes
SECONDED: Director Cote

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Bamfield Volunteer Fire Department Floating Dock and Boat House Contract Award.

MOVED: Director Beckett
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract for the replacement of the Bamfield Volunteer Fire Department Floating Dock and Boat House to Coastal Bridge & Construction Ltd. for the quoted bid price of \$45,034.00 plus taxes.

CARRIED

b. Request for Decision regarding Alberni Valley & Bamfield Waste Asset Management Plan Version 1.

MOVED: Director Cootes
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley & Bamfield Waste Management Asset Management Plan Version 1.

CARRIED

c. Request for Decision regarding ACRD – Apple and Google Developer Account Agreement.

MOVED: Director Haggard
SECONDED: Director Beckett

THAT the Alberni-Clayoquot (ACRD) Board of Directors authorize George Rose, ACRD Manager of Information Technology, to enter into current and subsequent Apple Developer and Google Play Developer Program agreements on behalf of the ACRD which gives ReCollect permission to create and maintain the ACRD Collects app.

CARRIED

d. Request for Decision regarding Alberni Valley Landfill Recycling Depot – Product Care Recycling Agreement.

MOVED: Director McNabb
SECONDED: Director Cootes

THAT the ACRD Board of Directors authorize the Board Chair and CAO to enter into an agreement with Product Care Recycling effective upon signing and ending December 31, 2021 with the option to renew.

CARRIED

e. Request for Decision regarding Alberni Valley Electoral Area Transit Feasibility Study.

MOVED: Director Cootes
SECONDED: Director Haggard

THAT the ACRD Board of Directors direct staff to work with BC Transit on further developing a new rural transit service option for the Alberni Valley.

CARRIED

f. Request for Decision regarding FireSmart Residential Curbside Pickup and Disposal of Yardwaste in the Alberni Valley FireSmart Assessments on Critical Infrastructure in the Alberni Valley.

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the ACRD Board delegate the Chief Administrative Officer authority to enter into contract(s) for FireSmart Residential Curbside Pick-up with a contractor that submits a suitable proposal.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the ACRD Board delegate the Chief Administrative Officer authority to enter into contract(s) for FireSmart Assessments on Critical Infrastructure.

CARRIED

g. Request for Decision regarding Alberni-Clayoquot Regional District COVID-19 Safety Plan.

MOVED: Director Haggard
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors adopt the ACRD COVID-19 Safety Plan as presented.

CARRIED

h. Request for Decision regarding Alberni-Clayoquot Regional District COVID-19 Playground Policy.

MOVED: Director Shannon
SECONDED: Director Beckett

THAT the ACRD Board of Directors adopt the Alberni-Clayoquot Regional District COVID-19 Playground Policy.

CARRIED

i. Request for Decision regarding Proposed Building Inspection Agreement with Uchucklesaht Tribe.

MOVED: Director Cootes

SECONDED: Director Roberts

THAT the Board of Directors enter into a two (2) year agreement with Uchucklesaht Tribe to provide building inspection services and direct the CAO and Chairperson to sign the attached INSPECTION SERVICES AGREEMENT.

CARRIED

j. LATE REPORT - Request for Decision regarding Local Government Meetings & Bylaw Process – (COVID-19) Minister Order No. 3.

MOVED: Director Shannon

SECONDED: Director Roberts

THAT in accordance with Ministerial Order M192 and to protect the health and safety of staff, elected officials and the public, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held without members of the public in attendance until July 23, 2020, in order for staff to investigate and report back to the ACRD Board of Directors on possible options for safely holding in-person Board and or Committee meetings while adhering to public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website.

CARRIED

9. PLANNING MATTERS

9.1 ALL DIRECTORS

- a. AB20001, CITY OF PORT ALBERNI, 5633 SMITH ROAD (BEAUFORT)**
Non-Farm Use Agricultural Land Reserve Application – Report & Late Correspondence – J. Adams requesting an opportunity to provide input into Application AB20001.

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors support the City of Port Alberni's application for non-farm uses at the McLean Mill National Historic Site and forward the application to the Agricultural Land Commission noting that the uses comply with the Beaufort Official Community Plan and ACRD Zoning Bylaw.

CARRIED

b. ALBERNI VALLEY AGE-FRIENDLY PLAN (ALBERNI VALLEY)

Request for Decision and Staff Presentation
(Appendix A attached separately) A. Anaka, Planner

Ms. Anaka presented the Alberni Valley Age Friendly Plan to the Board of Directors.

MOVED: Director Cote
SECONDED: Director Shannon

THAT the Board of Directors endorse the Alberni Valley Age-Friendly Plan and Appendices as presented, highlighting the vision statement to ensure seniors in the Alberni Valley are included, respected, and supported to age well, and contribute through active participation in their community.

CARRIED

MOVED: Director Cote
SECONDED: Director Cole

THAT the ACRD actively participates, supports, promotes and works toward becoming an age-friendly community through the implementation of the Alberni Valley Age-Friendly Plan, and that Plan implementation be referred to the Board's strategic planning process.

CARRIED

MOVED: Director Cote
SECONDED: Director Cole

THAT the Board of Directors direct staff to explore options to establish a new Age-Friendly Stakeholder Advisory Committee, or partner with an existing established committee.

CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

THAT the Board of Directors direct staff to apply for Age-Friendly BC Community recognition from the Province of BC and BC Healthy Communities.

CARRIED

10. **REPORTS**

10.1 **STAFF REPORTS**

- a. **Meeting Schedule – July 2020**
- b. **Building Inspector’s Report – May 2020**
- c. **Information Report – Update on 3rd Avenue Recycling Depot**
- d. **Emergency Operations Centre Update – Verbal Update – Protective Services Manager**

The Protective Services Manager provided an update on the COVID-19 pandemic. The ACRD Emergency Operations Centre (EOC) remains at level one. The Province has announced they are moving into phase three of BC’s restart plan. This includes the opening of hotels, motels, RV parks, resorts and movie theatres.

MOVED: Director Cote

SECONDED: Director Roberts

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

CARRIED

10.2 **COMMITTEE REPORTS**

- a. **Electoral Area Directors Committee Meeting, June 24, 2020 – P. Cote (verbal)**

Director Cote reported on the Electoral Area Directors meeting held earlier today. The Committee received Staff reports on the following: Community Works funds projects for 2020, Planning and Development update on rural planning and building inspection services and bylaw options for enforcement and fines – ACRD Bylaw PS1008.

MOVED: Director Shannon

SECONDED: Director Roberts

THAT this verbal report be received.

CARRIED

10.3 **MEMBER REPORTS**

- a. **9-1-1 Corporation – J. McNabb**

Director McNabb advised there is a meeting this Friday and will report back at the next Board meeting.

- b. **Vancouver Island Regional Library – P. Cote**

Director Cote reported the Port Alberni Library is now open, but the Tofino and Ucluelet remain closed at this time.

c. Alberni Valley Chamber of Commerce – S. Minions – No Report

d. Air Quality Council, Port Alberni – D. Bodner – No Report

Director Bodnar the Council is working with Airways Legacy for Health to conduct a survey on the effects of wildfire smoke.

e. West Coast Aquatic Board – J. Osborne – No Report

f. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported the Association met last week and discussed their virtual convention that will be backing onto UBCM. More details to come.

g. Beaver Creek Water Advisory Committee – J. McNabb – No Report

h. West Island Woodlands Advisory Group – J. McNabb

Director McNabb reported on the last meeting. The audit report from Western Forest Products was reviewed by the Group.

i. Other Reports

- **Clayoquot Biosphere Trust – 2019 Annual Report**

MOVED: Director Roberts

SECONDED: Director Shannon

THAT the Board of Directors receive the Member Reports a-i.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

In order to provide the public with an opportunity to ask questions or provide input to the Board of Directors respecting a topic on the agenda, the Regional District set up an email address responses@acrd.bc.ca. The Corporate Officer reported there were no questions or comments received from the public with respect to the meeting today.

14. IN-CAMERA

MOVED: Director Cootes

SECONDED: Director Cote

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

- 90 (1) b) : Personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;*

- ii. 90 (1) (c) . Labour relations or other employee relations;
- iii. 90 (1) (k): Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.

CARRIED

The meeting was closed to the public at 4:05 pm.

The meeting was re-opened to the public at 4:21 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director Cote

SECONDED: Director Bodnar

THAT this meeting be adjourned at 4:21 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 24, 2020, 10:00 AM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

DIRECTORS PRESENT: Penny Cote, Chair, Director, Electoral Area “D” (Sproat Lake)
Bob Beckett, Director, Electoral Area “A” (Bamfield)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Kel Roberts, Director, Electoral Area “C” (Long Beach)
John McNabb, Director, Electoral Area “E” (Beaver Creek)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant

1. CALL TO ORDER

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

The Chairperson recognized the meeting this morning being held throughout the Nuuchah-nulth territories.

2. APPROVAL OF AGENDA

MOVED: Director Roberts

SECONDED: Director Bodnar

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – March 3, 2020.**

MOVED: Director Roberts

SECONDED: Director Shannon

THAT the minutes of the Electoral Area Directors Committee Meeting held on March 3, 2020 be reviewed.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Community Works Funds Project 2020

Director Beckett entered the meeting at 10:16 am.

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors amend the timelines section of the Community Works Fund Policy to include a date of October 31st of the prior year.

CARRIED

7. REPORTS

a. Planning and Development Department Update for Rural Planning and Building Inspection Services

b. Bylaw Options for Enforcement and Fines – Bylaw PS1008

The General Manager of Planning and Development provided an overview of the above two reports.

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

8. LATE BUSINESS

9. ADJOURN

MOVED: Director Shannon

SECONDED: Director

THAT this meeting be adjourned 10:51 am.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

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BUSINESS RESTART AND REVENUE EXPANSION PROJECTS RECEIVE SMALL CAPITAL GRANTS

*The Comox Valley, the Town of Ladysmith and Downtown Duncan
latest funding recipients*

COURTENAY, 2 July 2020 – The Sid Williams Theatre Society, the Town of Ladysmith and the Downtown Duncan Business Association are latest recipients of funding under the Island Coastal Economic Trust (ICET)'s [Small Capital Restart Funding Stream](#).

The recently launched program encourages innovative approaches to support COVID related business restart and increased sustainability. Up to \$15,000 is available for time-sensitive initiatives providing solutions to current health and safety related operational restrictions and business closures.

The Sid Williams Theatre Society (SWTS) project, *Livestreaming from the Sid*, will receive funding to purchase equipment for professional quality livestreaming of performances, workshops and other community-based events.

To mitigate the impacts of physical distancing guidelines, a new hybrid operating model will combine small live audiences (with physical distancing and other safety protocols) with livestreaming. This will enable “The Sid” to reach a wider audience, serve audience members who might otherwise not be able to participate in person and create a new revenue stream to offset attendance limitations. “The Sid” is one of the busiest regional theatres in the province and this project will allow them to provide relevant and meaningful artistic performances in safe and financially viable ways.

“Supporting our cultural and artistic institutions through improved and alternate revenue generation is a long-term investment in our communities,” says ICET CEO Line Robert. “The *Streaming from the Sid* project and the previously approved Tidemark Theatre project will help to stabilize the regional arts and culture sector pending Phase 4 reopening, providing benefits to community arts organizations, professional artists, event organizers and the broad audiences these events serve.”

The Town of Ladysmith, like many small communities across BC and Canada, is highly dependent on tourism. With many locals and visitors staying home this summer, the community has developed a multi-pronged initiative to attract visitors and residents to use their historic downtown’s amenities, while supporting local businesses. One aspect of this strategy is the development of permanent eating and gathering areas to add new vibrancy to the downtown area, also providing additional outdoor dining capacity to help food service businesses mitigate the impacts of physical distancing. ICET funding will be used to develop three distinct areas, featuring concrete picnic tables, umbrellas and Edison-type lighting, designed to complement the historic character of downtown Ladysmith.

“This initiative illustrates how collaboration within a community can help

adaptation to a successful ‘new normal’,” says ICET Board Chair Josie Osborne. “It also aligns with the recent launch of the Town’s innovative online investment tool, which will further attract regional residents seeking local experiences this summer.”

In Downtown Duncan, an open-air summer food court will be set up to address restrictions on customer numbers in restaurants and retail shops. The plan is to transform 85 Station Street, a currently unused grassy space, into an arrangement for outdoor dining, shopping and gathering. The area will be carefully managed by hosts to ensure health and safety and will feature an innovative online ordering option. This innovative approach will create new vitality in the downtown core, while supporting the transition to hybrid digital and in-person service in the downtown’s food sector businesses. The new facilities will also support the 39 Days of July music festival and serve as an experiment for future permanent transformation of the downtown space.

All three projects are set to get underway in the coming days.

For more information about the program, please see our guidelines and application form: www.islandcoastaltrust.ca/program-guidelines

###

[About the Island Coastal Economic Trust \(ICET\)](#)

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional governments, non-profits and indigenous communities, ICET serves nearly half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more

than \$52 million in funding for over 200 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797

Follow ICET on [Facebook](#) and [Twitter](#).



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LATEST SMALL CAPITAL RESTART PROJECTS INCLUDE TECHNOLOGY AND SMALL BUSINESS SOLUTIONS

*The Cowichan Valley, the Vancouver Island Economic Summit and
Sechelt successful fund recipients*

COURTENAY, 16 July 2020 – The Cowichan Station Area Association, the Vancouver Island Economic Alliance and the Sechelt Downtown Business Association are the three latest organizations to receive funding through the Island Coastal Economic Trust (ICET)'s [Small Capital Restart Funding Stream](#).

The new program, launched in early June, supports innovative projects addressing COVID-related business restart and sustainability opportunities. Funds of up to \$15,000 are available for initiatives that provide timely solutions to current health and safety related operational restrictions and business closures.

The Cowichan Station Area Association (CSAA) project, *HUB Resiliency Through Technology*, will provide advanced audio-visual technological solutions

to the HUB community centre. The HUB caters to a wide cross-section of users and this project will offer a range of community benefits and back-to-work initiatives. New equipment and software will enable “plug and play” live-streaming, video conferencing, Podcasting and recording capability for any individual, business, local group or organizational meetings. The project will also provide alternative business restart opportunities for local musicians, fitness, movement, music and art instructors, community and fundraising events, currently limited by health and safety regulations.

“Encouraging technology and innovation leadership in our communities is a top priority for us and a key way forward for the region,” says ICET Board Chair Josie Osborne. “The *HUB Resiliency Through Technology* project aligns perfectly with new trends we’re seeing in the development of hybrid revenue streams that offer larger and longer-lasting community benefits.”

The Vancouver Island Economic Alliance’s (VIEA) project, *Pivoting to a Virtual Format*, will receive funding to purchase the required technology to support the transition to a virtual Vancouver Island Economic Summit. For 14 years, the event has been widely recognized as one of the region’s top forums where public and private decision makers, across various sectors, learn about economic trends, share stories, problem solve and uncover business opportunities. The reinvention of the VIEA conference to a digital format will also support hybrid in-person and digital attendance, once current large gathering restrictions are lifted.

In Downtown Sechelt, the *On-Street Patio* program will provide additional outdoor public seating for restaurant goers and shoppers to encourage increased patronage at surrounding businesses experiencing COVID related limitations. Project support includes the design, installation and maintenance of two on-street patios, including planters and umbrellas. The patios may also

serve to host small events, such as performances by local musicians, fostering greater vitality and traffic in the downtown area.

All three projects are set to get underway in the coming days.

For more information about the program, please see our guidelines and application form: www.islandcoastaltrust.ca/program-guidelines

###

[About the Island Coastal Economic Trust \(ICET\)](#)

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional governments, non-profits and indigenous communities, ICET serves nearly half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more than \$52 million in funding for over 200 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797

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Ottawa, Canada K1A 0H3

JUN 29 2020

Her Worship Josie Osborne
Vice-Chairperson
Alberni-Clayoquot Regional District
c/o Mr. Rob Williams
General Manager of Environmental Services
rwilliams@acrd.bc.ca

Dear Madam and co-signatories:

Thank you for your letter of January 22, 2020, regarding the trail system through several jurisdictions in the vicinity of Pacific Rim National Park Reserve. I regret the delay in responding.

I understand that the Alberni-Clayoquot Regional District (ACRD) proposes a pathway to link the existing Ucluelet multi-use pathway to ʔapsčiiik ʔašii, the 25-kilometre multi-use pathway currently being built along the southern boundary of Pacific Rim National Park Reserve. It is commendable that the ACRD is working to contribute to a combined regional trail system that will offer visitors and locals of all ages and abilities a safe, sustainable, and accessible pathway to explore the wonders of the region, and provide increased safety for cyclists and an alternative to motorized transport.

I am pleased to hear that the ACRD has been exploring a number of funding sources, including the Province of British Columbia and the Federal Gas Tax Fund, to complete the proposed 1.2-kilometre section of connecting trail through the regional district. I appreciate that the ACRD is working closely with the ʔapsčiiik ʔašii project team, sharing information and investigating efficiencies, as the jurisdictions work together to achieve the region's vision for a continuous pathway between the District of Ucluelet, Yuuluʔiʔaʔath First Nation businesses, and Pacific Rim National Park Reserve.

As Parks Canada is not in a position to provide financial support to this project, I encourage you to continue to seek funding from sources that support local infrastructure needs and priorities. Parks Canada continues to support the completion of the multi-use pathway on the West Coast and can express that to potential funding partners.

.../2

- 2 -

The continued close working relationship between the ACRD and Pacific Rim National Park Reserve is important, and the ARCD's commitment to complete this regional trail network that will connect the local communities and improve safety in the region is valued. I wish you well in the progress of the project and success in securing funds from other sources.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jonathan Wilkinson". The signature is fluid and cursive, with a long horizontal stroke at the end.

The Honourable Jonathan Wilkinson, P.C., M.P.

BACKGROUND

June 24, 2020

Ministry of Transportation
and Infrastructure

Active Transportation Infrastructure Grants Program

The Active Transportation Infrastructure Grants Program offers two grant options, the Active Transportation Infrastructure Grant and the Active Transportation Network Planning Grant.

The 2020-21 grant program will cost share 23 infrastructure projects and 21 active transportation network plans provincewide, totalling nearly \$9 million.

Active Transportation Infrastructure Grant recipients

Northern B.C.:

- Burns Lake and the Lake Babine First Nation are approved to receive \$435,000 for a sidewalk improvement project that will connect the Lake Babine Nation to the local hospital, seniors care facilities, medical clinics and other community facilities.
- Fort St. John is approved to receive \$413,100 for three multi-use pathways that will improve community connectivity.
- Gitga'at First Nation is approved to receive \$433,866 for the Txalgiu Destination Trail that will include amenities and water access for paddling transportation.
- Terrace is approved to receive \$217,635 for the Munroe Street Active Transportation Enhancements project that will better connect the community and provide easier access to local schools.
- Vanderhoof is approved to receive \$328,226 for the Riverside Park Multi-Use Path project, to provide linkages to a community bus stop, seniors residence, key tourist attractions and downtown.

Cariboo

- Quesnel is approved to receive \$406,000 for the Sugarloaf Multi-Use Pathway that will connect North Fraser Drive near Fawcett Street up to the Sugarloaf dog park area and the Baker Driver neighbourhood.
- 100 Mile House is approved to receive \$500,000 for the Cariboo Trail Sidewalk from Horse Lake Road to Jens Street that will include pavement markings for crosswalks at intersections and additional lighting along the corridor.

Kootenays:

- Elkford is approved to receive \$500,000 for the Balmer Drive and Alpine Way Connectivity Improvements Project. The project will deliver a new sidewalk that will include wheelchair ramps, crosswalks and connections to existing trails.
- Kimberly is approved to receive \$120,416 for the 4th Avenue Pathway Connection, which will provide new active transportation connections between neighbourhoods, assisted-living facilities, a school and health centre.
- Nelson is approved to receive \$424,510 for the Primary Bike Route Project (Phase 1) from the Fairview neighbourhood to downtown, which includes end-of-trip facilities for bike parking.
- Revelstoke is approved to receive \$6,800 for the Revelstoke Bike Rack Project that will accommodate a total of 16 bikes at four locations around the community to provide safe bike parking.

Thompson Okanagan:

- Kelowna is approved to receive \$500,000 to extend the Ethel Active Transportation Corridor with new protected bike lanes.
- Lake Country is approved to receive \$401,880 for the Bottom Wood Lake Road Project that will provide active transportation improvements to the new H.S. Grenda Middle school.
- Westbank First Nation is approved to receive \$500,000 for the Old Okanagan Highway/Louie Drive Sidewalk, which includes new sidewalks and bike lanes, as well as additional lighting to increase safety.

South Coast:

- The District of North Vancouver is approved to receive \$500,000 for the Lynn Valley Road Active Transportation Project that will provide 0.8 km of pedestrian and 1.4 km of cycling infrastructure, extending existing cycling facilities and connecting to a regional park and demonstration trail.
- Sechelt is approved to receive \$479,551 for the Wharf Avenue Sidewalk Improvements Project to enhance the main entrance to the District of Sechelt and improve access to commercial enterprises while reducing vehicle and pedestrian conflicts.
- Squamish is approved to receive \$172,947 for the Government Road Multi-Use Path Project that will be accessible for all ages and abilities, and will connect to an existing pathway leading to Brackendale school.

Vancouver Island and Gulf Islands

- Comox Valley Regional District is approved to receive \$35,000 for the Gull Road Trail on Hornby Island that will connect with the existing roadside trail network and regional and provincial parks. The new multi-use trail will benefit pedestrians, cyclists and equestrians.
- Nanaimo is approved to receive \$500,000 toward Phase 1 of the Metral Drive Complete Street Corridor that will provide continuous sidewalks, unidirectional protected cycle tracks, raised intersections, curb extensions and marked crosswalks.
- North Cowichan is approved to receive \$282,433 toward the Chemainus Road Multi-Modal Improvements Project that connects to the neighbouring Cowichan Valley Trail. The project includes pedestrian facilities, actuated crossings, protected bicycle parking and accessibility improvements.
- Oak Bay and the University of Victoria are approved to receive \$316,380 toward Oak Bay's University Drive Connection Pathway that will be a bi-directional bicycle pathway serving approximately 1,370 cyclists per school day. The existing pathway will be converted to a pedestrian-only pathway and serve approximately 700 pedestrians daily.
- Salt Spring Island is approved to receive \$490,000 for Phase 2 of the Lower Ganges Road Pathway that will connect residents to the downtown core.
- Victoria is approved to receive \$401,250 for Victoria's Harbour Road Bi-Directional Protected Bike Lane Project that will improve the connection between the Capital Regional District's regional trail network and downtown Victoria.

Provincewide Active Transportation Network Planning (ATNP) Grant recipients

- Bridge River Indian Band's (Xwisten) ATNP will identify safe, comfortable walking and cycling connections to enhance access to local destinations, including access to Bridge River's world-famous fishing rocks.
- Comox Valley Regional District's (Electoral Area B on Hornby Island) ATNP will identify opportunities for interventions at key high-conflict locations, as well as safe routes for vulnerable populations to use safe modes.
- Esk'etemc First Nation's ATNP will include access to major destinations and determine which roads to improve for protected trails, pathways and lighting.
- Esquimalt's ATNP will provide a blueprint for development of road corridors that provide features to allow the movement of people with an increased degree of safety.
- Fernie's ATNP will create more equitable, inclusive, age-friendly, accessible, safe and active year-round transportation options.

- Kimberly's ATNP will ensure core services and facilities are connected by a safe and accessible network of sidewalks and pathways.
- Lake Cowichan's ATNP will address issues of speed limits and wildlife collisions, as well as encourage activities such as hiking, tubing and camping through continuity of active forms of travel.
- Lhtako Dené Nation's ATNP will identify connections to commercial and employment destinations, residential homes, recreational facilities and BC Transit stops.
- Matsqui First Nation's ATNP will focus on connecting residents within the Momeqweem and Meqsel communities by identifying routes for improved lighting and crime prevention through environmental design principles.
- New Denver's ATNP will include a footbridge connecting two main areas of the village and path connecting the grocery store to the school/residential area to provide an alternative to children crossing Highway 6.
- North Saanich's ATNP will expand and better connect existing routes that will encourage more exploration of varied micro-businesses and business clusters.
- Port Hardy's ATNP will promote a healthy built environment and encourage pedestrian-friendly residential developments through identifying bike lanes, safe crossings, traffic calming and connectivity.
- Port McNeill's ATNP will support active aging through trails and bike paths, as well as improved connectivity to businesses and amenities near the marina.
- Revelstoke's ATNP will connect neighbourhoods and amenities including schools, a ski hill, hospital and community centre by providing all residents of all abilities and ages with a safe and connected active transportation network.
- Shuswap Indian Band and District of Invermere's ATNP will encourage use of BC Transit and safe access to commercial centres, community facilities, residential neighbourhoods, public parks and trails.
- Skwah First Nation's ATNP will engage with the City of Chilliwack, Fraser Valley Regional District and other provincial/federal organizations to get feedback on linking active transportation routes from Skwah IR#4 and other reserves.
- Spallumcheen (Splats'in) First Nation's ATNP will identify preferred trails and cycling routes, which will incorporate existing and new connections to encourage more walking and cycling in the township to support health and reduce vehicle air pollution.

- Sq'ewlets First Nation's ATNP will include access to major destinations within IR#3, such as the administration office, youth centre, soccer fields, spray park and across Highway 7, which bisects the community.
- Thompson-Nicola Regional District's (Blue River) ATNP will identify active transportation priorities, timelines for implementation and preliminary budgets, as well as other funding opportunities.
- White Rock's ATNP will help the city achieve mode-share targets identified in TransLink's Regional Transportation Strategy, making it possible for half of all trips to be made by walking, cycling and transit by 2040.
- Witset First Nation's ATNP will identify an alternative to Highway 16 where residents can safely walk and bike, since the community has lost members on Highway 16.

Contact:

Ministry of Transportation and Infrastructure
Media Relations
Government Communications and Public Engagement
250 356-8241



Jonathan X. Côté
Mayor

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

Re: Disaggregated COVID-19 Data Collection

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and

WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and

WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and

WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;

THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,

and disability that will allow for evidence-based health care and social program interventions; and

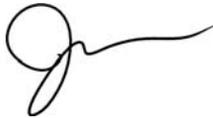
THAT the data are analyzed and interpreted with community leadership and input; and

THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health
The Honourable Adrian Dix, British Columbia Minister of Health

July 16, 2020

Chair John Jack and Board
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
via email: jjack@acrd.bc.ca

RE: 2019 Age-Friendly Communities program (Stream 1: Alberni Valley Age-Friendly Community Action Plan)

Dear Chair Jack and Board,

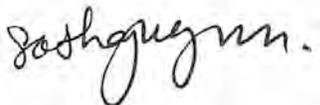
Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$24,750. Based on this, a payment in the amount of \$7,425 will follow shortly by electronic fund transfer. This transfer represents final payment of the grant and is based on 30% of the total reported expenditure (to a maximum of the approved grant of \$24,750) minus the initial payment of \$17,325 made in February 2019).

I would like to congratulate the Alberni-Clayoquot Regional District for undertaking this project and responding to the opportunity to facilitate the creation of age-friendly communities.

If you have any questions, please contact Local Government Program Services at 250.952.9177 or sprynn@ubcm.ca.

Sincerely,



Sasha Prynn
Program Officer

cc: Amy Anaka, Planner, Alberni-Clayoquot Regional District

The Age-Friendly Communities program is funded by the Province of BC



July 17, 2020

Ref: 256068

Dear Mayors, Regional District Chairs and Chief Administrative Officers:

Re: COVID-19 Related Measures Act (Bill 19)

We are writing to advise you that the above-captioned Bill was introduced by the Attorney General in the Legislative Assembly on June 22, 2020, and received Royal Assent on July 8, 2020.

The Act will ensure that the Province has a smooth transition to manage the effects of the COVID-19 pandemic beyond the end of the provincial state of emergency and to support BC's Restart Plan. This includes ensuring continuity for authorities provided by Ministerial Orders that allow local governments to continue to conduct their business in accordance with orders and guidance of the Provincial Health Officer.

The Act does the following:

1. Enacts Ministerial Orders made under the Emergency Program Act (EPA) in response to the COVID-19 pandemic and allows them to be extended beyond the end of the provincial state of emergency for 45 days or 90 days after the Act comes into force on July 10, 2020;
2. Establishes authority for the Lieutenant Governor in Council (LGIC) to make regulations to provide for a different expiry date for the Ministerial Orders, either immediately, at the end of the provincial state of emergency, or for a longer duration up to one year after the Act is brought into force. Ministerial Orders may only be extended if the LGIC is satisfied it is necessary to respond to or alleviate the effects of the COVID-19 pandemic;
3. Establishes authority for the LGIC to make regulations that provide protection from civil liability for COVID-19-related damages in circumstances to be defined by regulation;
4. Amends the EPA to provide clarity that the list of the Minister's powers under Section 10(1) is not exhaustive;
5. Amends the EPA to provide a limited authority for the LGIC to temporarily suspend or modify the application of provisions of enactments by regulation during a provincial state of emergency; and

.../2

6. Requires the Attorney General and Solicitor General, respectively, to provide a report to the Speaker of the Legislative Assembly on regulations made under the COVID-19 Related Measures Act and regulations or Ministerial Orders made under the EPA, within five days of them being made.

Nothing in the Act affects Orders or guidance issued by the Provincial Health Officer.

The intent is that all Ministerial Orders impacting local governments will initially be extended for 90 days. During that time, those Orders will be reviewed to determine whether they should be extended for an additional period, up to one year after the proposed Act comes into force.

It is expected that MO192, the Local Government Meetings and Bylaw Process Order No.3, will be continued for some months to come to ensure local governments have the appropriate authorities to govern their communities while ensuring continued compliance with Provincial Health Officer orders and guidance. MO159, the Local Government Finance Order, is also expected to be continued for some months to provide local governments with needed continuity for the financial measures that have been put in place during the emergency.

MO82, the Bylaw Enforcement Officer Order, will be reviewed in conjunction with the Office of the Provincial Health Officer and the Ministry of Health to determine whether it should continue beyond the 90-day extension. MO84, the Local Authorities and Essential Goods and Supplies Order, will be reviewed by Emergency Management BC to determine which provisions should be extended for a further period (for example, the requirement that local authorities seek approval of the Minister of Public Safety and Solicitor General before declaring a state of local emergency in relation to the COVID-19 pandemic), and which could be terminated (for example, the setting aside of earlier declarations of states of local emergency). We will keep you apprised as those reviews are done. Additional information is available in the online news release at: <https://news.gov.bc.ca/releases/2020AG0043-001126>

This is an unprecedented situation, and we want to recognize the extraordinary efforts of you and your staff in supporting British Columbia's all-of-society approach to managing the COVID-19 pandemic.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Selina Robinson
Minister of Municipal Affairs
and Housing

pc: Silas Brownsey, Acting Deputy Minister, Ministry of Municipal Affairs and Housing
Lori Halls, Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Gary MacIsaac, Executive Director, Union of BC Municipalities



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: July 22, 2020
Subject: 2019 Statement of Financial Information

Recommendation:

That the Board of Directors approve the Alberni-Clayoquot Regional District 2019 Statement of Financial Information (SOFI) including all of the statements and schedules.

Summary:

The SOFI report includes the audited financial statements as well as schedules for guarantees and indemnity agreements, remuneration and expenses, and suppliers of goods and services. The report requires approval by the Board of Directors prior to submission to the Ministry of Municipal Affairs and Housing. The deadline for submission is normally June 30th of each year but, due to the COVID pandemic, the Ministry has extended the deadline to August 31st this year.

Background:

The SOFI report is also referred to as the Public Bodies report.

Policy or Legislation:

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

Submitted by: 
Teri Fong, CPA, CGA, Chief Financial Officer

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2019

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Audited Financial Statements which includes:

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

Regional District of Alberni-Clayoquot
Financial Statements
Year Ended December 31, 2019

Regional District of Alberni-Clayoquot
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Year Ended December 31, 2019

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Canada
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INDEPENDENT AUDITORS' REPORT

To Board of Directors of the Alberni-Clayoquot Regional District

Opinion

We have audited the financial statements of Alberni-Clayoquot Regional District (the District), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Alberni-Clayoquot Regional District as at December 31, 2019, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.



We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

April 22, 2020
Victoria, Canada

Regional District of Alberni-Clayoquot
Statement of Financial Position
Year Ended December 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 18,071,480	\$ 18,038,352
Portfolio investments (Note 2)	2,630	2,459
Accounts receivable (Note 3)	1,400,197	1,148,383
Term receivables from municipalities (Note 4)	12,722,638	13,457,719
Municipal Finance Authority debt reserve deposit (Note 5)	353,896	345,841
Inventories for resale	65,012	46,941
	32,615,853	33,039,695
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	1,791,314	1,615,350
Deferred revenue	260,437	207,855
Deposits (Note 6)	15,050	91,397
Restricted revenues (Note 7)	464,550	405,864
Landfill closure liability (Note 9)	3,186,292	2,880,624
Municipal Finance Authority debt reserve	272,182	267,662
Debt (Note 10, Schedule 1)	19,585,003	20,511,280
	25,574,828	25,980,032
NET FINANCIAL ASSETS	7,041,025	7,059,663
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 11, Schedule 2)	46,656,895	41,446,653
Inventories of supplies	74,183	69,163
Prepaid expenses	71,547	86,752
	46,802,625	41,602,568
ACCUMULATED SURPLUS	\$ 53,843,650	\$ 48,662,231

Contingent liabilities and commitments (Notes 5 and 16)

Contractual rights (Note 17)

Subsequent event (Note 20)



Teri Fong, CPA, CGA
 Chief Financial Officer

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

Regional District of Alberni-Clayoquot

Statement of Operations

Year Ended December 31, 2019

	2019 Budget (Note 18)	2019 Actual	2018 Actual
REVENUE			
Tax requisitions	\$ 6,564,231	\$ 6,564,227	\$ 6,133,154
Grants in lieu of taxes	30,500	106,299	100,048
Services provided to other governments	39,600	44,430	37,524
Sales of services	3,983,092	4,480,497	4,433,596
Miscellaneous revenue	786,000	1,206,626	1,977,236
Government transfers			
Conditional	13,509,179	7,212,479	2,276,260
Unconditional	125,000	192,792	192,213
	25,037,602	19,807,350	15,150,031
EXPENSES			
General government services	1,812,450	1,782,740	1,520,137
Electoral area administration	949,364	828,769	168,236
Management of development - rural	512,700	458,669	320,613
Regional planning services	679,328	589,862	233,862
Building inspection services	279,000	234,319	214,971
Park services	265,850	209,786	178,728
Fire protection services	861,100	800,080	853,276
Landfill services	3,445,600	3,363,793	3,269,322
AV water study	6,000	-	6,000
Custom transit	590,000	494,311	468,885
Airport services	1,844,596	2,638,560	1,619,086
Street lighting	2,600	2,441	2,414
Emergency planning	422,355	231,303	147,234
E911 telephone services	309,000	302,489	304,447
Vancouver Island library services	492,000	491,844	453,044
South Long Beach bike path	7,200	7,100	7,179
Grant-in-aid	341,938	312,598	277,680
Noise control	9,300	7,385	4,302
Animal control	9,100	4,568	3,652
Multi-purpose arena contribution	226,902	198,109	198,374
Water systems	1,329,800	1,359,097	1,198,905
Salmon Beach	406,440	308,108	311,277
	14,802,623	14,625,931	11,761,624
ANNUAL SURPLUS	\$ 10,234,979	\$ 5,181,419	\$ 3,388,407

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

Regional District of Alberni-Clayoquot
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2019

	2019 Budget (Note 18)	2019 Actual	2018 Actual
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 48,662,231	\$ 48,662,231	\$ 45,273,824
ANNUAL SURPLUS	10,234,979	5,181,419	3,388,407
ACCUMULATED SURPLUS - END OF YEAR	\$ 58,897,210	\$ 53,843,650	\$ 48,662,231

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

Regional District of Alberni-Clayoquot
Statement of Changes in Net Financial Assets
Year Ended December 31, 2019

	2019 Budget (Note 18)	2019 Actual	2018 Actual
ANNUAL SURPLUS	\$ 10,234,979	\$ 5,181,419	\$ 3,388,407
Use (acquisition) of prepaids	-	15,205	(33,252)
Use (acquisition) of inventory of supplies	-	(5,020)	110,658
Acquisition of tangible capital assets	-	(7,307,323)	(3,540,775)
Amortization	1,566,200	2,097,081	1,563,226
	1,566,200	(5,200,057)	(1,900,143)
CHANGE IN NET FINANCIAL ASSETS	11,801,179	(18,638)	1,488,264
NET FINANCIAL ASSETS - BEGINNING OF YEAR	7,059,663	7,059,663	5,571,399
NET FINANCIAL ASSETS - END OF YEAR	\$ 18,860,842	\$ 7,041,025	\$ 7,059,663

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

Regional District of Alberni-Clayoquot

Statement of Cash Flows

Year Ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Annual surplus	\$ 5,181,419	\$ 3,388,407
Item not affecting cash:		
Amortization of tangible capital assets	2,097,083	1,563,226
Developer contributions of tangible capital assets	-	(739,000)
Contribution to Municipal Finance Authority debt reserve deposit	(3,535)	(6,519)
Landfill closure liability	305,668	262,600
Actuarial adjustments of debt	(15,201)	(9,636)
	7,565,434	4,459,078
Changes in non-cash working capital (Note 12)	(48,815)	(204,662)
	7,516,619	4,254,416
FINANCING ACTIVITIES		
Proceeds from debt	-	492,245
Repayment of debt	(175,997)	(157,676)
	(175,997)	334,569
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(7,307,323)	(2,801,775)
INVESTING ACTIVITIES		
Addition to portfolio investments	(171)	(204)
INCREASE IN CASH FLOW	33,128	1,787,006
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	18,038,352	16,251,346
CASH AND CASH EQUIVALENTS - END OF YEAR	18,071,480	18,038,352
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Bank balances	\$ 18,071,480	\$ 18,038,352

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

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Budget reporting

The budget information reported in the statement of operations, the statement of changes in accumulated surplus and the statement of changes in net financial assets represents the 2019 budget as adopted by the District's Board on March 27, 2019 and as amended on October 9, 2019.

Investments

Investments are carried at cost which approximate market value.

Portfolio investments

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

Inventory

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

Revenue and expenditure recognition

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

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

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

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue and expenditure recognition (continued)

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

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

Deferred and restricted revenues

- (a) Deferred revenue includes amounts received related to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- (b) Restricted revenue include amounts received for specified projects that are unspent. These amounts will be recognized as revenue when the related expenditures are incurred, services performed or tangible capital assets acquired, thereby extinguishing the related liability.

Accrued Employee Benefits

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

Post Employment Benefits

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

Debt

Debt is recorded net of any related repayments and actuarial additions. Interest expense is recorded in the period incurred. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Tangible capital assets

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

Airport	10 to 50 years
Fire department	5 to 50 years
Office and administration	5 to 40 years
Land	not amortized

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Tangible capital assets (continued)

Landfills	Projected closures - 2078 and 2093, 10 to 40 years
Parks	5 to 25 years
Salmon beach	10 to 50 years
Water systems	25 years
Beaver Creek water system	5 to 60 years

Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional District are recorded at fair value at the time of contribution.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

Landfill liability

The liability for closure of operational sites and post-closure care has been recognized based on the present value of estimated future expenses, estimated inflation and the usage of the site's capacity during the year. The change in liability during the year is recorded as a charge to operations.

Measurement uncertainty

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

2. PORTFOLIO INVESTMENTS

	2019	2018
Alberni District Co-op Association equity shares	\$ 2,630	\$ 2,459

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

3. ACCOUNTS RECEIVABLE

	2019	2018
Trade and other receivables	\$ 500,164	\$ 475,859
Goods and services tax recoverable	101,563	79,729
Government of Canada	551,210	93,499
Province of British Columbia	128,268	412,278
Local governments	129,368	107,022
Subtotal	1,410,573	1,168,387
Less allowance for doubtful accounts	(10,376)	(20,004)
Accounts receivable - net	\$ 1,400,197	\$ 1,148,383

4. TERM RECEIVABLES FROM MUNICIPALITIES

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

	2019	2018
City of Port Alberni	\$ 9,784,994	\$ 10,119,935
District of Tofino	736,984	786,349
District of Ucluelet	1,935,250	2,024,215
Multiplex Arena	265,410	527,220
	\$ 12,722,638	\$ 13,457,719

5. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

MFA provides capital financing for Regional Districts and their member Municipalities. The MFA is required to establish a Debt Reserve Fund into which each Regional District and member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the MFA to the District. If at any time insufficient funds are provided by the District or member Municipalities, MFA will then use these funds to meet payments on its obligations. When this occurs, the District may be called upon to restore the fund. The balance of the Debt Reserve Fund deposits at December 31, 2019 is \$353,896 (2018 - \$345,841).

As a condition of the borrowing, the District is also obligated to lodge security by means of demand notes based on the amount of the borrowing. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon maturity of a debt issue, the demand notes are released. As of December 31, 2019, there are contingent demand notes of \$551,841 (2018 - \$551,841). Of these amounts, \$420,517 (2018 - \$420,517) relate to borrowing of member municipalities.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

6. DEPOSITS

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

	2019	2018
Performance deposits	\$ 15,050	\$ 91,397

7. RESTRICTED REVENUES

	2019	2018
Development cost charges	\$ 94,171	\$ 67,278
Parkland deferred contributions	370,379	338,585
	\$ 464,550	\$ 405,863

- (a) The District receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$25,115 (2019 - \$nil). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$1,778 (2019 - \$1,234). Developer contributions expended on capital projects during the year was \$nil (2019 - \$nil).
- (b) The District receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$24,250 (2019 - \$nil). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$nil (2019 - \$6,212). Parkland acquired during the year was \$nil (2019 - \$nil).

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

8. COMMUNITY WORKS FUNDS

The Federal Gas Tax Fund is provided by the Government of Canada. The Community Works Fund provides funding to local governments for eligible expenditures of eligible projects in accordance with an agreement between the Regional District and the Union of British Columbia Municipalities. The following amounts are unspent funds held within accumulated surplus of the District:

	2019	2018
Opening balance of unspent funds	\$ 2,895,830	\$ 2,494,682
Add amount received during the year	950,301	488,809
Add interest earned	62,526	48,706
Less eligible expenditures made during the year	(802,012)	(136,367)
Closing balance of unspent funds	\$ 3,106,645	\$ 2,895,830

9. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The District operates the Alberni Valley Landfill and the West Coast Landfill sites. The liability for closure of operational sites and post-closure care has been recognized based upon the usage of the site's capacity during the year. The costs were based upon the 2012 budget and inflation adjusted at 1.46% (2018 - 1.46%) per annum to the estimated year of closure. These costs were then discounted to December 31, 2019 using a discount rate of 2.24% (2018 - 2.95%). Post-closure care is estimated to be required for 25 years from the date of site closure.

The liability for closure and post-closure as at December 31, 2019 is \$3,186,292 (2019 - \$2,880,624). Estimated expenses for closure and post-closure care are \$17,121,625 (2019 - \$17,121,625). The liability remaining to be recognized is \$13,935,333 (2019 - \$14,241,001). It is estimated that the life of the Alberni Valley Landfill is 65 (2018 - 75) years and the West Coast Landfill is 59 (2018 - 60) years.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

10. DEBENTURE DEBT

All borrowings for the District are with the MFA. Debt interest costs recognized as expense as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

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

2020	\$	938,510
2021		707,986
2022		728,850
2023		755,661
2024		783,471
Thereafter		<u>15,670,525</u>
	\$	<u>19,585,003</u>

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

11. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Airport	\$ 22,897,094	\$ 4,493,489	\$ 18,403,605	\$ 13,915,218
Fire department	5,874,816	2,876,835	2,997,981	2,511,190
Office and administration	2,209,469	1,617,728	591,741	622,375
Land	6,271,253	-	6,271,253	6,271,253
Landfills	11,502,818	2,428,178	9,074,640	11,286,003
Parks	724,420	263,494	460,926	624,041
Salmon beach	881,861	388,534	493,327	386,172
Water systems	5,187,869	2,066,857	3,121,012	3,284,114
Beaver Creek water system	8,227,378	3,601,494	4,625,884	4,342,744
Under construction	616,526	-	616,526	703,278
	<u>\$ 64,393,504</u>	<u>\$ 17,736,609</u>	<u>\$ 46,656,895</u>	<u>\$ 43,946,388</u>

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

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

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

	2019	2018
Accounts receivable	\$ (251,814)	\$ (299,769)
Inventories for resale	(18,071)	10,133
Inventories of supplies	(5,020)	110,658
Accounts payable and accrued liabilities	175,964	18,965
Deferred revenue	52,582	(42,191)
Prepaid expenses	15,205	(33,252)
Deposits	(76,347)	23,347
Restricted revenues	58,686	7,447
	\$ (48,815)	\$ (204,662)

13. FINANCIAL INSTRUMENTS

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

14. THE NORTH ISLAND 9-1-1 CORPORATION

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

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	Powell River - 2 shares

The District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost. The District, through approval of the annual budget, is responsible for its share in funding ongoing operations. The District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

15. RELATED PARTIES

The District is related to the Alberni Clayoquot Regional Hospital District (the "Hospital District"), as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the District are the corresponding officers and employees of the Hospital District. Each of the District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year, the Alberni Clayoquot Regional Hospital District purchased, at cost, \$22,000 of administrative support services from the District.

16. CONTINGENT LIABILITIES AND COMMITMENTS

a) CLAIMS

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

b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2019.

c) PENSION LIABILITY

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include 40,000 contributors from local governments.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The District paid \$220,723 for employer contributions to the plan in fiscal 2019 (2019 - \$159,061). Employees contributed \$199,503 to the plan in fiscal 2019 (2019 - \$141,275). The next valuation will be as at December 31, 2021 with results available in 2022.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

16. CONTINGENT LIABILITIES AND COMMITMENTS (CONTINUED)

c) PENSION LIABILITY (continued)

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However, as sick leave benefits are only payable for sick leave and are not payable upon leaving the District, the amounts are recognized as an expense only when a claim is made. As at December 31, 2019 accumulated sick leave amounted to \$505,119 (2019 - \$399,665).

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

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

f) COMMITMENTS

At December 31, 2019, the District has outstanding commitments to capital projects totaling \$758,669 and operating contracts as follows:

2020	\$ 1,545,737
2021	326,383
2022	86,100
2023	66,000
2024	22,000
	<hr/>
	\$ 2,046,220

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2019

17. CONTRACTUAL RIGHTS

The District has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts are as follows:

2020	\$	164,756
2021		117,442
2022		49,088
2023		29,833
2024		26,716
Thereafter		<u>332,619</u>
	\$	<u>720,454</u>

18. BUDGET RECONCILIATION

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 27, 2019 and as amended on October 9, 2019. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

Adjustments to the 2019 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved March 27, 2019	\$	17,820
Add transfers to reserves		14,635,769
Add principal debt payments		176,576
Less surplus from prior years		(2,209,988)
Less committed surplus from prior years		(818,998)
Less amortization		<u>(1,566,200)</u>
Accrual budgeted annual surplus	\$	<u>10,234,979</u>

19. CONTAMINATED SITES

During 2019, the ACRD evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

20. SUBSEQUENT EVENT

Subsequent to December 31, 2019 the COVID-19 outbreak was declared a pandemic by the World Health Organization. The situation is dynamic and the ultimate duration and magnitude of the impact on the economy and the District are not known at this time.

Regional District of Alberni-Clayoquot
Schedule of Debenture Debt
Year Ended December 31, 2019

(Schedule 1)

	By-law	MFA Issue	Maturity date	Term	Rate	Amount Borrowed	Total Instalments to date	Actuarial addition	2019 Balance	2018 Balance
Arena F1027	F1037	73	01 Dec 2020	20	1.67%	\$ 3,579,209	\$ 2,160,680	\$ 1,163,077	\$ 255,452	\$ 512,508
Arena F1027	F1041	75	01 Dec 2021	20	1.75%	68,332	37,198	21,177	9,957	14,712
Port Alberni F1062	1062	97	19 Apr 2031	25	1.75%	3,375,064	1,053,545	331,625	1,989,894	2,123,181
Port Alberni F1111	1111	130	14 Oct 2044	30	3.00%	5,750,000	512,615	47,417	5,189,968	5,310,918
Port Alberni F1114	F1114	131	08 Apr 2035	20	2.20%	912,000	128,997	10,403	772,600	809,262
Port Alberni F1114	F1114	131	08 Apr 2045	30	2.20%	2,000,000	154,970	12,497	1,832,533	1,876,575
Salmon Beach F1079	F1096	117	12 Oct 2031	20	3.25%	939,800	252,481	40,864	646,455	688,343
Tofino F1062	1062	97	19 Apr 2031	25	1.75%	1,250,000	390,195	122,821	736,984	786,350
Ucluelet F1074	F1095	117	12 Oct 2036	25	3.25%	1,948,000	374,203	60,564	1,513,233	1,575,316
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	51,078	1,905	422,017	448,898
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	252,231	5,630	5,742,139	5,872,972
BWS F1126	F1126	146	19 Sep 2038	20	3.20%	492,245	18,319	155	473,771	492,245
									\$ 19,585,003	\$ 20,511,280

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

Regional District of Alberni-Clayoquot
Schedule of Tangible Capital Assets
Year Ended December 31, 2019

(Schedule 2)

	Cost				Accumulated Amortization					2019	2018
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 17,176,423	\$ 5,621,087	\$ 99,584	\$ -	\$ 22,897,094	\$ (3,261,205)	\$ (1,232,284)	\$ -	\$ (4,493,489)	\$ 18,403,605	\$ 13,915,218
Fire department	5,249,553	658,807	21,732	(55,276)	5,874,816	(2,738,364)	(193,749)	55,278	(2,876,835)	2,997,981	2,511,189
Office and administration	2,208,431	30,964	-	(29,926)	2,209,469	(1,586,056)	(61,598)	29,926	(1,617,728)	591,741	622,375
Land	6,271,253	-	-	-	6,271,253	-	-	-	-	6,271,253	6,271,253
Landfills	11,286,003	312,858	(96,043)	-	11,502,818	(2,260,719)	(167,459)	-	(2,428,178)	9,074,640	9,025,284
Parks	624,041	44,800	55,579	-	724,420	(239,015)	(24,479)	-	(263,494)	460,926	385,026
Salmon beach	742,938	133,023	5,900	-	881,861	(356,766)	(31,768)	-	(388,534)	493,327	386,172
Water systems	5,150,413	37,456	-	-	5,187,869	(1,866,299)	(200,557)	-	(2,066,856)	3,121,013	3,284,114
Beaver Creek water system	7,759,050	468,328	-	-	8,227,378	(3,416,306)	(185,189)	-	(3,601,495)	4,625,883	4,342,744
Under construction	703,278	-	(86,752)	-	616,526	-	-	-	-	616,526	703,278
	\$ 57,171,383	\$ 7,307,323	\$ -	\$ (85,202)	\$ 64,393,504	\$ (15,724,730)	\$ (2,097,083)	\$ 85,204	\$ (17,736,609)	\$ 46,656,895	\$ 41,446,653

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Guarantee and Indemnity Agreements

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Schedule of Remuneration and Expenses

1. **Elected Officials**

Name	Position	Remuneration	Expenses
Beckett, Robert	Director	\$16,028	\$9,475
Bodnar, Dianne	Director	\$9,746	\$2,780
Cootes, Wilfred	Director	\$5,173	\$840
Corbeil, Ronald	Alternate Director	\$77	\$0
Cote, Penny	Director	\$17,881	\$7,147
Craig, Pamela	Alternate Director	\$176	\$0
Haggard, Deborah	Alternate Director/Director	\$1,454	\$0
Jack, John	Chairperson	\$13,950	\$1,542
Johnsen, Kirsten	Director	\$11,403	\$5,723
Ling, Nicola	Alternate Director	\$550	\$406
McCarthy, Alan	Director	\$ -	\$3,188
McEwen, Marilyn	Alternate Director	\$748	\$414
McNabb, John	Director	\$16,578	\$3,992
Minions, Sharie	Director	\$9,061	\$51
Noel, Mayco	Director	\$9,676	\$1,788
Osborne, Josie	Vice-Chairperson	\$12,519	\$3,918
Paulson, Ronald	Alternate Director	\$807	\$0
Plonka, Noah	Alternate Director	\$77	\$89
Roberts, Kelvin	Director	\$16,017	\$5,445
Rogers, Lindsay	Alternate Director	\$352	\$0
Shannon, Tanya	Director	\$9,746	\$1,424
Solda, Cindy	Director	\$8,982	\$0
Total Elected Officials		\$161,001	\$48,222



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

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

Name	Position	Remuneration	Expenses
Brunn, Jennifer	Manager of Operations	\$101,797	\$7,929
Bryant, Tricia	Asset Management Coordinator	\$76,532	\$4,977
Dyer, Alex	Planner	\$80,005	\$8,359
Fong, Teri	Chief Financial Officer	\$131,153	\$5,846
Fortune, Mark	Airport Manager	\$91,716	\$3,836
Holmes, Douglas	Chief Administrative Officer	\$157,854	\$7,642
Irg, Michael	General Manager of Planning & Development	\$135,019	\$1,259
Looker, Bryan K	Maintenance Technician	\$85,635	\$687
McLeod, Matthew	Leadhand Maintenance Technician	\$82,936	\$2,102
Rose, George	Manager of Information Technology	\$86,401	\$245
Sawkins, Scott	Accountant	\$77,706	\$3,604
Stefani, Luc	Building Inspector/Property Maintenance Coordinator	\$75,681	\$4,309
Thomson, Wendy	General Manager of Administrative Services	\$137,424	\$3,796
Williams, Robert	General Manager of Environmental Services	\$119,398	\$2,848
Zenner, Heather	Lands & Resource Coordinator	\$79,000	\$6,605
Consolidated total of other employees with remuneration of \$75,000.00 or less		\$984,621	\$20,687
Total Other Employees		\$2,502,878	\$84,730

3. **Reconciliation**

Total Remuneration – Elected Officials	\$161,001
Total Remuneration – Other Employees	\$2,502,878
Subtotal	\$2,663,879
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Severance Agreements

There were no severance agreements made between the Regional District of Alberni-Clayoquot and its non-unionized employees during the 2019 fiscal year.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers

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

Supplier Name	Aggregate Amount Paid to Supplier
Agat Laboratories	\$28,811
Alberni Communications & Electronics	\$25,352
Alberni District Co-op Association	\$25,954
Andrew Sheret Ltd	\$57,275
AON Reed Stenhouse Inc	\$58,771
Associated Fire Safety Equipment	\$687,823
B.A. Blackwell & Associates Ltd	\$50,951
BC Hydro	\$136,916
BC Transit	\$216,247
Berry & Vale Contracting Ltd	\$1,703,682
Black Press Group Ltd	\$25,629
Bowerman Excavating Ltd	\$488,145
Butler, Les	\$73,185
City of Port Alberni	\$196,244
Coastal Bridge & Construction	\$41,746
Coastal Concept Developments	\$30,165
Creative Clarity Consulting	\$70,530
CUPE – Local 118	\$28,517
David Stalker Excavating	\$74,405
Deer Bay Contracting	\$28,726
Denis Fancoeur Backhoeing	\$98,184
Dewitt, Marcie	\$80,988
Dillon Consulting	\$28,665
District of Ucluelet	\$27,577
Eden Tree Farm and Gardening	\$60,343
Enex Fuels	\$86,220
Fyfe Well & Water Services	\$31,526
Gibson Brothers Contracting Ltd	\$36,136
Guillevin International Co.	\$42,366
Hazelwood Construction Services	\$4,978,398
INEO Employment Services	\$30,312
Insight Canada Inc	\$64,070
Insurance Corporation of BC	\$27,273
Koers & Associates Engineering Ltd	\$94,686
KPMG LLP	\$30,975
Leuco Construction Inc	\$260,897



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

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

Supplier Name	Aggregate Amount Paid to Supplier
McGill & Associates Engineering	\$119,940
MICA Controls Ltd – BC	\$42,521
Minister of Finance	\$93,950
Municipal Finance Authority of BC	\$1,359,363
Municipal Insurance Association	\$39,427
Municipal Pension Plan	\$430,170
North Island 911 Corporation	\$297,856
North West Hydraulic Consultants Ltd	\$493,358
Pacific Blue Cross	\$140,319
Paradigm Software	\$47,919
Paul Evans Consulting Ltd	\$28,665
Piteau Associates	\$40,389
Receiver General for Canada	\$705,129
Ridgeline Mechanical Ltd	\$258,078
Smith, Ryan	\$75,083
Sonbird Refuse & Recycling	\$201,434
Sproat Lake Forestry Service Ltd	\$28,297
Stewart McDannold Stuart	\$49,955
Sun Coast Waste Services	\$126,262
Team Eagle Ltd	\$179,973
Telus	\$27,461
Tetra Tech EBA Inc	\$95,540
Tilley's Trucking Ltd	\$81,092
Vancouver Island Regional Library	\$487,844
Vancouver Island Tree Service	\$61,950
Waste Management of Canada Corporation	\$280,755
Western Hydroblasting	\$83,338
Worksafe BC	\$48,029
WSP Canada Inc	\$255,632
Total Suppliers Equal & Over \$25,000	\$16,207,419
Total Suppliers Under \$25,000	\$1,558,222
Total Suppliers	\$17,765,641



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

1. Suppliers who received payments for grants and contributions

Supplier Name	Aggregate Amount Paid to Supplier
Air Quality Council	\$10,000
Alberni District Fall Fair Association	\$1,000
Alberni Valley Chamber of Commerce	\$4,000
Alberni Valley Hospice Society	\$4,000
Alberni Valley Rescue Squad	\$13,552
Alberni Valley Wrestling Club	\$1,500
Arrowsmith Amateur Radio Club	\$4,000
Bamfield Community Affairs Society	\$10,000
BC Conservation Foundation	\$6,000
Beaver Creek Community Club	\$5,823
Central West Coast Forest Society	\$3,500
Cherry Creek Recreation Commission	\$20,000
Cherry Creek Waterworks	\$625,000
City of Port Alberni	\$129,680
Clayoquot Biosphere Trust – Leadership Vancouver Island West Coast Chapter	\$1,000
Music by the Sea	\$2,000
Port Alberni Association for Community Living	\$3,600
Port Alberni Marine Rescue	\$6,000
Port Alberni Maritime Heritage Society	\$5,000
Port Alberni Shelter Society	\$5,000
Port Alberni Victim Services Society	\$26,000
Sproat Lake Community Association	\$111,273
Surfrider Foundation Pacific Rim Chapter	\$5,000
Vancouver Island North Film Commission	\$10,000
West Coast Aquatic	\$17,000
West Coast Inland Search & Rescue Society	\$6,000
Total Grants and Contributions	\$1,035,928



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

2. Reconciliation

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$16,207,419
Consolidated Total of Payments Less Than \$25,000.00	\$1,558,222
Total of Aggregate Payments for Grants & Contributions	\$1,035,928
Subtotal	\$18,801,569
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Financial Information Approval

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

John Jack, Chairperson
July 23, 2020

Teri Fong, CPA, CGA, Chief Financial Officer
July 15, 2020



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

MANAGEMENT REPORT

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

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

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

The Chief Financial Officer has the responsibility for assessing the management systems and practices of the Regional District.

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

On behalf of the Alberni-Clayoquot Regional District

Teri Fong, CPA, CGA
Chief Financial Officer
July 15, 2020



REQUEST FOR DECISION

To: Board of Directors

From: Charlie Starratt, Regional Fire Services Manager

Meeting Date: July 22, 2020

Subject: Local Assistants to the Fire Commissioner Appointments

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors recommend to the Office of the Fire Commissioner the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Chief Mike Kobus from the Beaver Creek Fire Protection Area, Deputy Chief Derrick Cyr from the Sproat Lake Fire Protection Area, Regional Fire Services Manager Charlie Starratt for the Bamfield Fire Protection Area, Beaver Creek Fire Protection Area and Sproat Lake Fire Protection Areas.

That the Alberni-Clayoquot Regional District Board of Directors confirm the appointment of the following individuals as Local Assistants to the Fire Commissioner for the rural fire protection areas as follows: Fire Chief Phil Lavoie for the Bamfield Fire Protection Area, Fire Chief Mike Cann for the Sproat Lake Fire Protection Area, Assistant Chief Ted Maczulat for the Beaver Creek Fire Protection Area.

Desired Outcome:

Letters recommending the appointment of Local Assistants to the Fire Commissioner (L AFC) sent to the Office of the Fire Commissioner (OFC).

Summary:

There have been a number of staffing changes in the region and, as a result, new appointments of Local Assistants to the Fire Commissioner are in order.

Background:

Under the **current Fire Services Act (FSA)**, the fire commissioner is responsible for the administration and enforcement of the FSA and pursuant British Columbia Fire Code.

To assist the fire commissioner in the enforcement of the current FSA, L AFC's are either appointed or conscripted within each municipality and in the unincorporated areas. In most cases, the L AFC is the fire chief and other fire service members of that community. Outside of a municipality, the L AFC is the local police where the Fire Commissioner has not directly appointed an L AFC. The L AFC acts under Provincial Authority and are accountable to Fire Commissioner not local government.

The L AFC is responsible to:

- Investigate fires in a general way
- Report fires
- Create preliminary fire reports

- Enforce provincial fire safety legislation

The FSA empowers a LAFC to enter premises to inspect for fire hazards and conditions that would hinder escape from fire, usually upon receipt of a complaint.

No actions or proceeding can be brought or taken against the LAFC for anything they have done or omitted during the performance of their duties under the FSA unless approved by the Attorney General.

Time Requirements – Staff & Elected Officials:

Minimal, assistance with investigations, inspections, preparing and submitting reports.

Financial:

None

Policy or Legislation:

Appointment process for those outside of a municipality:

- The governing body requests the Fire Commissioner appoint the LAFC within their area of jurisdiction through **Section 6 1(c) of the Fire Services Act**. The Fire Commissioner then looks at the request and has the authority to approve or decline the request.
- To request the appointment of a LAFC, the governing body for that area of jurisdiction must send in a written request to the Office of the Fire Commissioner (OFC) with the area of jurisdiction that will be covered by the appointed LAFC.

The resolution to confirm appointments relates to an updated staff interpretation of the Fire Services Act.

Submitted by: 

Charlie Starratt, Regional Fire Services Manager

Reviewed by: 

Heather Zenner, MA, RPF, Protective Services Manager

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, GM of Administrative Services

Meeting Date: July 22, 2020

Subject: Local Government Meetings and Bylaw Process (COVID-19) Order No. 3/
Options for holding in-person Board and/or Committee meetings during the COVID-19 Pandemic

Recommendation:

THAT in accordance with Ministerial Order M192 and to protect the health and safety of staff, elected officials and the public, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held without members of the public in attendance until August 31, 2020, in order for staff to finalize plans to safely holding in-person Board and Committee meetings while adhering to public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website.

Desired Outcome:

To comply with the Ministerial Order No. M192, to continue to protect the health, safety and wellbeing of Regional District staff, elected officials and the public to ensure openness, transparency, accessibility and accountability of ACRD meetings during the COVID-19 pandemic.

Summary:

This is a follow up to the staff report to the Board of Directors at the June 24th board meeting (attached) respecting Ministerial Order (MO) M192. MO192 requires local governments to commence more normal operations by making “best efforts” to allow members of the public to attend open meetings of the local government in person while abiding by any of the public health requirements or recommendations made under the *Public Health Act*.

If, despite “best efforts”, attendance of members of the public cannot be safely accommodated, the Board must adopt a resolution providing the rationale for the continued need to meet without the public present and describe the measures being taken to ensure the principles of openness, transparency and accessibility are met.

Staff have investigated possible locations in the Alberni Valley to safely hold in-person Board and Committee meetings. Four possible locations in the Alberni Valley have been considered, taking into consideration the following:

- Accessibility and traffic flow
- Ability to physical distance (2 meters) of all people present at the meeting
- Lighting and acoustics
- Equipment available including tables, chairs, kitchen etc.
- Electronic supplies & capabilities, including WIFI

Location	Capacity	Price
Cherry Creek Hall	<ul style="list-style-type: none"> • Ability for ACRD Directors, staff and public to attend in person • Tables and chairs available – set-up required • WIFI available • Satisfactory acoustics and lighting • No video or audio equipment available (ACRD would have to supply) 	\$40 – 50
Athletic Hall – Upstairs	<ul style="list-style-type: none"> • Ability for Directors, staff and public to attend in person • Tables & Chairs Available – Set-up included • WIFI available • Good acoustics and lighting • No video or audio equipment available (ACRD would have to supply) • Elevator available to transport people/materials from downstairs 	\$40 - \$50
Athletic Hall – Downstairs	<ul style="list-style-type: none"> • Ability for ACRD Directors, staff and public to attend • Tables and chairs available – set-up included • WIFI available. • Satisfactory acoustics – (location may be too large causing echoing) and good lighting. • No video or audio equipment available (ACRD would have to supply) 	\$40 - \$50
Capital Theatre	<ul style="list-style-type: none"> • Ability for 7 Directors on the stage, remaining Directors and staff would need to sit in the audience seating with the public • Minimal tables and chairs available – set-up required • WIFI available. • Sound system and microphones available 	\$500 (approx. – preliminary rate – may be less for recurring meetings)
ACRD Board Room	<ul style="list-style-type: none"> • Ability for 4 – 6 Directors in person and one staff member, remainder would need to participate via zoom. • Remaining Directors and staff would have to participate via zoom, limited room for the public to attend in person (~7). • WIFI and Sound System available 	\$0

After considering the above sites, it appears that in-person Board and Committee meetings can be accommodated. Staff are focusing on either the Cherry Creek Hall or Alberni Athletic Hall (upstairs) to hold in person ACRD Board and Committee meetings.

IT staff continue to explore cost effective options to continue livestreaming Board and Committee meetings remotely including the ability for some Directors to continue to zoom into meetings if unable to attend in person.

Regional District staff will bring a report and recommendation for consideration by the ACRD Board of Directors on August 26th respecting the location of Board and Committee meetings commencing September 2020.

Time Requirements – Staff & Elected Officials:

Some staff time to finalize the location. Substantial IT resources required to investigate options and set up a sound system and livestreaming equipment for the remote location.

Financial:

Hall rental fees apply as outlined above. The approximate cost for a sound system and livestreaming equipment including camera, controller, speakers and microphones is \$5,000.00. Associated costs covered through General Government Services.

Policy or Legislation:

Ministerial Order NO. M192, *Local Government Act* and the ACRD Procedures Bylaw apply.



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



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



REQUEST FOR DECISION

Late Item

To: ACRD Board of Directors
From: Wendy Thomson, General Manager of Administrative Services
Meeting Date: June 24, 2020
Subject: Local Government Meetings and Bylaw Process (COVID-19) Order No. 3

Recommendation:

THAT in accordance with Ministerial Order M192 and to protect the health and safety of staff, elected officials and the public, Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings continue to be held without members of the public in attendance until July 23, 2020, in order for staff to investigate and report back to the ACRD Board of Directors on possible options for safely holding in-person Board and or Committee meetings while adhering to public health officer recommendations and requirements related to the COVID-19 pandemic;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website.

Desired Outcome:

To comply with the Ministerial Order No. M192, to continue to protect the health, safety and wellbeing of Regional District staff, elected officials and the public and to ensure openness, transparency, accessibility and accountability of ACRD meetings during the COVID-19 pandemic.

Background:

On June 17, 2020, the Minister of Public Safety and Solicitor General issued a new order (attached) under the *Emergency Program Act* relating to local government meetings and timing requirements for bylaw passage, with the intent to moving local governments toward more normal operations. This new Ministerial Order (MO) M192, repeals and replaces MO 139/2020. This order applies during the provincial state of emergency and any of its extensions.

MO 192 continues to permit flexible conduct of local government business during COVID-19, including conducting public hearings and board/council meetings electronically where necessary, however the new order requires local governments to commence more normal operations by making “best efforts” to allow members of the public to attend open meetings of the local government in person while abiding by any of the public health requirements or recommendations made under the *Public Health Act*.

If, despite “best efforts”, attendance of members of the public cannot be safely accommodated, the Board must adopt a resolution providing the rationale for the continued need to meet without the public present and describe the measures being taken to ensure the principles of openness, transparency and accessibility are met.

In addition, MO192 eliminates the prior authority under MO139 for regional district boards to adopt a bylaw by simple majority at the same meeting as third reading. Regional Districts still have general authority under Section 228 of the Local Government Act to adopt certain bylaws at the same meeting as third reading, provided the motion for adoption receives at least 2/3 of the votes cast.

The attached document from the Ministry of Municipal Affairs and housing provides local governments with guidance for open meetings, electronic meetings and timing requirements for bylaw passage under Ministerial Order 192.

The Alberni-Clayoquot Regional District (ACRD) has made every effort to allow public participation in meetings via electronic means (zoom video conferencing). ACRD Committee and Board meetings are being livestreamed on the ACRD website. The public has an opportunity to provide input on meeting agenda items by emailing responses@acrd.bc.ca. Questions, comments received by the public are read out by staff at the respective meeting.

In order to give staff more time to investigate possible options for safely holding "in-person" Board and Committee meetings, staff recommend the ACRD Board of Directors adopt the above resolution as required by MO192. As the ACRD Board room is too small to safely hold Board or Committee meetings during COVID-19, Regional District staff will investigate alternate locations.

Time Requirements – Staff & Elected Officials:

Staff time required to investigate options for holding Board, Committee meetings and public hearings in-person in alternate locations in the region including. Consideration will need to be given to the wifi and electronic capabilities.

Financial:

Associated costs covered through General Government Services.

Policy or Legislation:

Ministerial Order No. M192 and the ACRD Procedures Bylaw apply.



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



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

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

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**LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS
(COVID-19) ORDER NO. 3**

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 *[revitalization tax exemptions]*;
- (ix) section 235 *[alternative municipal tax collection scheme]*, and
- (b) tax sales, as referred to in Divisions 4 *[Annual Tax Sales]* and 5 *[Tax Sale Redemption Periods]* of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 *[Annual Municipal Tax Sale]* of Part 16 *[Municipal Provisions]* of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 *[Planning and Land Use Management]* or 15 *[Heritage Conservation]* of the *Local Government Act*, including a public hearing under section 29 (1) (b) *[land use and subdivision regulation]* of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 *[procedure bylaws]* of the *Community Charter*;
 - (b) section 225 *[procedure bylaws]* of the *Local Government Act*;
 - (c) section 11 *[application of Community Charter and Local Government Act to trust bodies]* of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 *[electronic meetings authorized]* of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 *[Planning and Development]* of Part 27 *[Planning and Development]* of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.



Guidance for Open Meetings, Electronic Meetings and Timing Requirements for Bylaw Passage under Ministerial Order 192

Introduction

This document provides guidance to local governments on open meetings, electronic meetings and the timing requirements for bylaw passage as outlined in Ministerial Order 192 (replaces M139).

http://www.bclaws.ca/civix/document/id/mo/mo/2020_m192

Order 192 repeals and replaces M139, moves local governments towards normal operations as they move through the restart process. The guidance below provides practical advice to local governments while operating under Order M192 and measures that support recommendations of the Provincial Public Health Officer (PHO) and the principles of local government openness, accountability, accessibility and transparency.

This document focuses on the primary changes set out in Order M192. However, all other previous provisions under M139 such as conducting public hearings electronically, allowing for Council, Boards and the Islands Trust Body to meet electronically and deferring improvement district annual general meetings, remain in effect under Order M192. Other rules such as those provided for in legislation or local government procedure bylaws such as: notice requirements; voting rules; and, minutes also continue to apply.

Order M192 continues to provide local governments flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate, for both “in person” and electronic meetings. Order M192 also transitions local governments to more standard rules in relation to bylaw adoption, limiting the previous Order’s broad authority to read and adopt a bylaw on the same day it has been given to third reading to now only apply to the types of bylaws specified in Order M192.

Guidance for Ministerial Order 192

As local governments transition back towards more normal operations as part of [BC’s Restart Plan](#) -- including holding meetings with the public in attendance -- new or amended policies and procedures are needed to support elected officials, local government staff and the public.

Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements for open meetings so the public can continue to participate and understand local government decision-making in a way that is meaningful for them.

Local governments that are unable to meet the PHO recommendations and requirements and hold open meetings where the public can attend in person are now required to adopt a resolution to provide a

rationale for the continued need to meet without the public present. They must also describe what local measures are being taken to meet the principles of openness, transparency and accessibility. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Provide information to the local government staff, elected officials and the public on how the local government is meeting the PHO requirements and recommendations at open meetings:
 - how many members of the public can safely be accommodated at the meeting location while meeting physical distancing guidelines;
 - whether another meeting location has been considered to provide better space for public attendance (and what, if any, are the limitations of that space); and,
 - how public attendance at meetings will be managed if there is limited space; (e.g. restricting numbers of attendees; ensuring no crowds at entranceways).
- Offer alternative means by which the public can provide input on agenda topics before or during a meeting to increase accessibility (e.g. via email, online submission form, phone or written letter);
- If in-person presence will not be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (e.g. livestream proceedings in a space made available in other facilities where people can watch and hear the open meeting);
- Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
- Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and,
- Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

For more information on legislative open meeting requirements please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/rules>

Electronic Meetings

Order M192 requires that local governments undertake best efforts to provide facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically or council members are attending by means of electronic communication.

If after best efforts, local governments are unable to provide the facilities where the public can hear, or watch and hear a meeting held electronically, they must provide, by resolution, the reasons for not providing facilities that allow the public to hear, or watch and hear, the meeting. The resolution must also describe the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting. The resolution may be in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

Best efforts from local governments include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness. This means making best efforts to follow existing procedures and to allow members of the public to be heard;
- Explore alternative facilities that provide the means for the public to hear, or watch and hear, the electronic meeting (e.g. a larger venue or a venue that provides technology for the public to hear, or watch and hear the meeting);
- Explore available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website, or provide a telephone at the facility for the public to hear the meeting); and,
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live-streaming.

For more information on electronic meetings please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/meetings/electronic>

Timing Requirements for Bylaw Passage

Order M192 repeals the authority for the expedited passage of bylaws under M139 which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust and narrows the eligibility for the expedited single-day bylaw adoption of certain financial bylaws by municipalities. This recognizes that the number and scope of very time-sensitive emergency-focused decisions needed diminish as local governments move into transition and restart, while providing targeted flexibility for certain municipal financial bylaws.

Allowing for at least a single day between third reading and adoption creates an opportunity for both reflective critical thought and other necessary actions, such as conditions, approvals, and further public input. Providing this time contributes to the principles of good governance, fairness and public process. However, it is critical that that the Province continue to provide municipalities with the tools to quickly and effectively manage their cash flow issues. Many municipal financial bylaws also often have an annual requirement, meaning that they must occur within a specific timeframe, and if not adopted when necessary, could carry significant financial risk for a community.

The following bylaws regarded as important to the financial health and operation of have been authorized for expediated process where adoption can occur on the same day as third reading. These bylaws do not require approval, electoral consent or electoral assent. Bylaw making powers under the *Community Charter*, include:

- Financial Plan (s.165);
- Revenue Anticipation Borrowing (s.177);
- Municipal Fees (s.194);
- Annual Property Tax Bylaw (s.197);
- Parcel Tax Bylaw (s.200);
- Parcel Tax Roll for the Purpose of Imposing Tax (s.202);

- General Authority for Permissive exemptions (s.224);
- Revitalization Tax Exemptions (s.226); and,
- Alternative Municipal Tax Collection Scheme (s. 235).

Bylaw making powers *under the Local Government Act*:

- Tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*.

The authority for expedited bylaw passage timing is not provided to regional districts as they have the existing authority under LGA s.228 to pass certain bylaws on the same day if there are 2/3 votes cast. It is also not provided to the Islands Trust as it is primarily a land use planning body and have limited involvement in emergency services and therefore are less likely to need the streamlined bylaw passage moving forward.

For more information on the bylaw adoption process please see:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/bylaws/bylaw-adoption-process>

Further Guidance on Best Practices and Operational Considerations for Local Government Open Meetings

Order M192 requires that local governments make best efforts to hold open meetings with the public in attendance. The guidelines below are to help reduce the risk of person-to-person transmission of COVID-19 during open meetings and to assist local governments to create policies and procedures that follow the PHO requirements and recommendations and support the principles of local government openness, transparency and accessibility.

Training for Elected Officials and Local Government Staff

- Establish safe meeting policies and procedures based on the recommendations of the PHO;
- Identify areas of risk for holding open meetings and develop policies and procedures to address risks using the [WorkSafeBC COVID-19 Safety Plan template](#);
- Provide training for elected officials and local government staff including review of amended policies and procedures for open meetings, available technologies, changes to occupancy limits, meeting room flow/setup and how tasks are completed;
- Keep a record of who has completed and attended training and provide a way for elected officials, staff and the public to bring forward health and safety concerns for open meetings;
- Have a plan in place that considers what to do if someone falls ill at an open meeting or starts to feel unwell; and,
- Revisit open meeting procedures and policies every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Public Notice

- Provide public notice that meetings of council or board are now open to the public;
- Create a robust communication plan so members of the public understand how to continue to be involved with their local government;
- Include a contact (e.g., corporate officer) in the public notice for the public to contact if they wish to attend remotely, call-in or provide comment on agenda items (*this will depend on technological capabilities of each local government*);
- Include information on the local government website, public notice posting place, social media and other community notice boards that outline the health and safety measures in place for open meetings (e.g., physical distancing; limit on number of people; attendance only if well);
- Include where draft meeting minutes and archived recordings of meetings (if available) may be found on the local government website;
- Include information on how the public can hear, or watch and hear the meeting either online or if another facility is provided for this purpose;
- Provide an e-mail subscription service where the public can sign up to receive notice of upcoming meetings, agendas and minutes or a newsletter with links to these items on the local government website;
- Provide regular updates to the public on changes that are made to procedures and policies for council or board meetings; and,
- If the community newspaper has shut down, notice may be given by alternative means per s.94(4) of the *Community Charter*.

Meeting Location

- Post signage, including occupancy limits and effective hygiene practices at the main entrance to the building and meeting room. Signage should also be posted indicating who is restricted from entering the premises (including visitors and staff with symptoms of COVID-19 or those who feel unwell);
- PHO has developed guidance for the retail food and grocery store sector that requires at least five square metres of unencumbered floor space per person;
- Have a greeter at the front entrance to explain safety procedures;
- Create separate entrance and exit doors and one-way walkways in the meeting space;
- Implement cleaning and sanitizing protocols for the meeting space before, during and after the meeting (e.g., multiple speakers using the same podium) particularly for high touch surfaces;
- Consider leaving doors open so there is no need to touch doors handles;
- Arrange the space in such a way as to meet physical distancing requirements for council or board members, local government staff and the public (e.g., members of the public moving in the space before, during and after the meeting and location of chairs and aisles);

- Post directional signage at the entrance to the meeting room (e.g., that the public may not move chairs or other furniture and no food or drink except closed mugs/water bottles);
- Created designated seating areas for the public and any delegations; and,
- Consider alternative venues if the space can't accommodate the public at all due to physical distancing requirements and if it won't pose challenges for the technology being used. Local governments may by bylaw or resolution provide that meetings be held outside of the municipal boundaries (s.134.1 *Community Charter* and s.224 *Local Government Act*) Typically, this provision is in the local government procedure bylaw.

Elected Officials Attendance at Meeting Location

- If some members of council or board choose to attend by means of electronic communication, ensure that if quorum is lost there is a procedure in place to either suspend proceedings until quorum is achieved or cancel or postpone the meeting;
- Ensure council or board members can hear those members attending by electronic means;
- Amend the procedure bylaw to allow for electronic special meetings and electronic participation at regular meetings by some members (if this is not already provided for);
- In the procedure bylaw, develop guidelines to assist with electronic meeting process including how the presiding member will take a vote on a motion or bylaw adoption; and,
- Outline the process for how members attending electronically can participate in the debate.

Local Government Staff at Meeting Location

- Provide an option for local government staff presenting on agenda topics to present remotely or call-in to the meeting; and,
- Ensure physical distancing is in place for local government staff at the meeting.

Public Attendance at Meeting Location

- Provide space for the public to physically attend the meeting, but also encourage members of the public to attend remotely if this option is available;
- Create a local government webpage with a picture of the public gallery showing the meeting space, how physical distancing requirements are being met and outline cleaning and sanitizing protocols;
- Provide information on how many members of the public can reasonably be accommodated in the meeting space, while meeting physical distancing requirements;
- Outline how in-person attendance at meetings will be managed at the start, during and after the meeting;
- Provide access to hand sanitizer before members of the public enter the building or meeting room and post signage indicating those who are unwell must stay home;

- Have a staff member act as a greeter to explain the new protocols in place as the public enters the building (e.g. how to fill the public seating area – left to right or what to do if they must leave during the meeting or attend the washroom);
- Provide a designated seating area for delegations to limit how far they have to move through the space to present to council or board; and,
- Clearly mark how the public may enter and exit the space.

Agendas

- Provide agendas early if possible and make them available online and at the public notice posting place for the public to review what is coming up (this may help the public make an informed decision as to whether they wish to attend the meeting);
- At the top of the agenda or in some other way clearly state how the public may provide comment on agenda items both at the meeting and via email, online submission form, phone or written letter prior to the meeting and how these will be addressed at the meeting;
- Consider bunching agenda topics that may be of greater public interest at the beginning so a break can be provided afterwards if people wish to leave the meeting or consider controversial topics at different meetings;
- Provide opportunities for the public to leave at different points during the meeting;
- Move the consent agenda to the end of the meeting;
- Provide opportunities in the agenda to allow people to leave the meeting room safely; this may assist in not having everyone leave at the same time;
- If possible, postpone controversial agenda topics or consider using other engagement tools so the public can provide input outside of a meeting; and,
- Provide information to the public on how comments received via other mechanisms (email; letter; public engagement tool) will be presented at a council or board meeting or incorporated into the agenda.

Provide Opportunities for the Public to Watch and Hear Electronically (if technology is available)

- Provide easy to understand information on the local government website, public notice posting place and in other community spaces for the public to understand how they can attend electronically (if available) including:
 - how to call in and listen if this option is available;
 - where to view a livestream or archived version of the meeting; and,
 - how to ask questions during question period if this is an option;
- Make archived versions of recorded meetings and meeting minutes available to the public as soon as possible after the meeting; and,

- Ensure the chair advises participants that the meeting is being recorded and include a statement to this effect in the agenda.

Opportunities for the Public to Provide Input on Meeting Topics

- Actively promote others means for the public to participate in council or board meetings;
- Ensure the process for the public to submit comments on agenda topics is well understood and there are several options available to support accessibility (e.g., by email, letter, phone, drop-box);
- If only limited seating is available for the public and there is a public question period, consider how questions from those in attendance and those attending electronically (if available) will be managed;
- Explore options for expanded on-line or in-person public engagement opportunities for specific projects and issues (particularly those that may be potentially controversial); and,
- Consider ways in which questions not answered at the meeting may be made public.

Delegations at Open Meetings

- Outline a clear method for delegations to participate in the meeting on the local government website;
- Continue to accept in-person delegations if physical distancing requirements can be met and the item is on the agenda;
- Provide alternative methods for delegations to present (e.g., written; electronic; drop-box; pre-recorded video or real-time presentation);
- Provide a reserved spot for a delegation to sit if they are presenting at the meeting location; and,
- Schedule delegations at the beginning of the meeting or stagger them so there are fewer people at the meeting location.

Minutes

- Post draft minutes of open meetings on the local government website and at the public notice posting place or other designated places after the meeting; and,
- If council or board members or local government staff attend electronically, reflect disconnections and connections in the meeting minutes.

Technical Difficulties

- Create a plan for when technical difficulties arise, including the process if a technical failure does not allow for the meeting to continue;
- Do a trial run with volunteers if using new technology or in a new location;
- Have a staff member on standby who is the contact for participants with technical issues;

- Ensure accessibility considerations have been made for people with hearing or visual impairments;
- Solidify roles and responsibilities should there be technology issues or a technology failure;
- Practice organizing and incorporating public comments into the meeting;
- Provide etiquette guidelines for those attending online or by phone (e.g., muting themselves unless speaking, stating full name, behavior expectations or they may be dropped from the meeting);
- If the public is able to participate in a live streamed meeting, consider what controls the moderator has and consider a chat option where questions can be asked; and,
- Consider privacy and security of the platform being used.

Background

Open Meetings

The *Community Charter* (CC), Division 3 – Open Meetings s.89 and *Local Government Act* (LGA) s.226(1)(a) provide that council and regional district board meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.

Under legislation all meetings of local government elected (councils and boards) and appointed bodies (such as committees, commissions and other subsidiary bodies) must be open to the public. Discussion and decisions must occur in properly called meetings, where the public can review the agenda and listen to the debate to understand how and why a council or board is making decisions. The requirement for open meetings is broad, in keeping with the principles of openness, transparency and accountability.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to make necessary decisions and provided an override to existing open meeting rules and waived the requirement for councils (including the City of Vancouver), regional district boards and the Islands Trust to hold meetings in a venue that is open to the public.

Electronic Meetings

Section 128 of the CC and s.226 of the LGA provide that local governments may hold special meetings electronically and allow council or board members to attend regular meetings by means of electronic communication if it is authorized in their procedure bylaw. The legislation provides that except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the meeting location.

The previous Orders under the *Emergency Program Act* recognized the need for local governments to continue to be able to hold meetings while following physical distancing guidelines and provided an override to existing rules and procedure bylaws and allowed councils (including the City of Vancouver), regional district boards and the Islands Trust to hold all or part of any meeting electronically. It also waived the requirement to provide facilities that enable to public to hear, or watch and hear, the meeting.

Timing Requirements for Bylaw Passage

Section 135(3) of the CC requires municipal councils to leave one day between third reading of a bylaw and final adoption. Section 228 of the LGA provides that regional districts may adopt a bylaw in the same meeting if the bylaw receives at least 2/3 votes cast and it does not require approval, consent, or assent under any Act. Bylaws for the Islands Trust are subject to section 11 of the Islands Trust Regulation [application of CC and LGA] where trust bodies are subject to the bylaw timing requirements under the *Community Charter* and *Local Government Act*.

The previous Orders under the Emergency Program Act provided authority for municipalities, regional districts, and the Islands Trust to adopt bylaws on the same day as third reading with some limitations. It relaxed the requirements under s.135(3) of the CC and allowed municipalities to pass bylaws on the same day as third reading. It further relaxed the requirement for regional district bylaws by allowing for same day adoption if the motion for adoption received the majority of the votes cast (rather than 2/3 votes cast), provided that the bylaw did not require approval, consent, or assent under an Act before adoptions.

Additional Resources:

BC Centre for Disease Control

- [Event Planning](#)
- [General COVID-19 Information](#)

WorkSafeBC

- [Municipalities and COVID-19 safety](#)
- [WorkSafeBC Safety Plan Template](#)
- [WorkSafeBC Signs and Templates](#)
- [General Guide to Reducing Risk https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)

BC Municipal Safety Association

- [Pandemic Exposure Control COVID-19](#)

Government of Canada

- [Risk assessment for mass gatherings](#)

World Health Organization

- [Planning recommendations for mass gatherings](#)
- [Getting workplace ready for COVID-19](#)

[Ombudsperson's Guide to Open Meetings](#)

[AMTCO Electronic Council Meeting Resources](#)

Electronic Participation Procedure:

https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Electronic_Meeting_Procedure_2020.aspx

Procedure for Electronic Participation in City Council Meetings:

https://amcto.com/Resources-Publications/Resources/Electronic-Council-Meetings/Procedures_for_City_Council_Participation_in_Elect.aspx



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: July 22, 2020

Subject: Meeting Requests – Premier, Cabinet Ministers & Ministry Staff 2020 UBCM Convention

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services no later than July 31, 2020 on requesting meetings with the Premier, Cabinet Ministers or Provincial Ministry staff in conjunction with the 2020 Union of British Columbia Municipalities Conference respecting issues/concerns impacting communities in the Alberni-Clayoquot Region.

Desired Outcome:

To secure meetings for ACRD Directors with the Premier, Cabinet Ministers and/or staff from Ministries, Agencies, Commissions and Corporations in conjunction with the 2020 Union of British Columbia (UBCM) Convention on issues/concerns impacting communities in the region.

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. The 2020 Provincial Appointments Book is also attached to this report which provides guidance on Ministry portfolios.

Due to COVID-19, the 2020 UBCM Convention is being held virtually, September 22nd to 24th. This year, meetings with Ministers, Cabinet Ministers and Ministry staff are scheduled the week prior to the Convention, September 14th to 18th. All meetings will take place by conference call.

Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. Last year, the ACRD met with the following Ministers:

Minister	Topic	Outcomes
Minister of Finance	Reinforce the need for the Province to share with local governments excise tax levied on Cannabis	No specific outcome
Minister of Mental Health and Addictions	Addressing gaps in service for mental health and addictions in the Clayoquot-Barkley Region	Minister received information
Minister of Public Safety and Solicitor General	Discussion regional policy compliment in context of regional policy needs	Additional RCMP members

Minister	Topic	Outcomes
Minister of Citizens' Services	Improved connectivity for 911 access in rural and remote areas	Interest, but no commitment to address
Minister of Agriculture	Impacts of Bill 52 and Bill 15 with respect to housing on farmland	The Ministry has introduced some changes relating to housing including creating a public engagement process around introducing policy direction that would increase residential flexibility in the ALR and extending the grandfathering window to Dec 31, 2020 for local government approval of manufactured homes as secondary dwellings
Joint Meeting: Minister of Municipal Affairs & Housing Minister of Finance Minister of Indigenous Relations and Reconciliation	Financing Reconciliation: Solutions for Local Communities	Minister created task force – ACRD participating
Minister of Forests, Lands and Natural Resource Operations and Rural Development	Restricted public recreational access through Private Managed Forest Lands	Active working group – Ministry, ACRD and forest companies
Minister of Indigenous Relations and Reconciliation	Reinforce the need for capacity building for reconciliation	Some capacity, agreements have been established
Minister of Advanced Education, Skills and Training	Support for the North Island Film Commission Regional Film Crew Training at North Island College	Minister receptive to NIC priorities

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

To date, the following meetings have been identified for 2020:

Director	Minister	Topic
Roberts	Joint meeting - Minister of Transportation & Infrastructure and Minister of Indigenous Relations & Reconciliation	Requesting that the water access ONLY designation be removed at Salmon Beach
Cote	Minister of Health	Continued support and funding for Vancouver Island Health Networks

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



July 2, 2020

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention, being held virtually from September 22-24.

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 as part of the convention, please note that due to the abbreviated format this year, these meetings will likely be scheduled outside of the regular program dates. To make your request, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2020** 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



July 2, 2020

Ref: 255149

Dear Mayors and Regional District Chairs:

In this unprecedented time, I believe it is more important than ever that we continue to connect and work together. I have deeply appreciated our calls throughout the pandemic and hearing directly from you about how you are supporting your communities, and how we can support you. Your feedback has been invaluable and has informed our government's responses to COVID-19 as we all work together to keep the people of British Columbia safe.

While this year's UBCM Convention will be different in many ways, I am looking forward to the opportunity for all of us to come together and to spend time discussing the needs of your community.

I am writing to provide you with some initial information regarding the process for requesting a meeting with me during the UBCM Convention, taking place this year from September 22 to 24, 2020.

As the UBCM Convention for 2020 will be held in a virtual and abbreviated format, Provincial Government meetings will be held by conference call and will likely occur outside of the shortened program to allow delegates to fully focus and participate in the Convention.

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

If you would like to indicate your interest in meeting with me around Convention time, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **August 4, 2020**. Meeting times and dates will be confirmed by early September. In the event that I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible on the topic you wish to discuss in the online form. Providing this information in advance gives me a better understanding of your delegation's interests and helps us to make progress on delivering for the people of your community.

Regarding staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all government, agency, commission and corporation staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online staff meeting request.

.../2

This year's UBCM will be my fourth Convention as Minister responsible for local government, after four years attending as the opposition spokesperson for local government and four years of attending as a City Councillor, and I believe this will be the most important Convention yet. The pandemic has shown how important governments are in keeping people healthy and safe, and all of the work that local governments do for the benefit of British Columbians. As we move forward with restarting B.C., I am looking forward to hearing more about your communities and exploring ways we can continue to work together to make life better for British Columbians, now and for the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Robinson', enclosed in a light blue rounded rectangular border.

Selina Robinson

Minister

pc: Honourable John Horgan, Premier
Her Worship Mayor Maja Tait, President, Union of BC Municipalities

2020 PROVINCIAL APPOINTMENTS BOOK

Meeting Requests with:

The Premier and Cabinet Ministers and
Provincial Government Staff from Ministries,
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2020 UBCM CONVENTION
September 14 – 18, 2020

Via Conference Call



Ministry of
Municipal Affairs
and Housing



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INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and Provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2020 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister Selina Robinson, Municipal Affairs and Housing and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2020 UBCM Convention.

All meetings for the 2020 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.

Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs and Housing will take place by conference call during the following dates:

**Monday, September 14, 2020
to
Friday, September 18, 2020**

Meetings with MACC staff will take place by conference call during the following dates:

**Tuesday, September 15, 2020
to
Thursday, September 17, 2020**

Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

Eri Moriya

MACC UBCM Meeting Request Coordinator

Phone: 778 698-1686

Katie Carrothers

Minister's UBCM Meeting Request
Coordinator

Phone: 236 478-0537

Email:

MAH.UBCM.MeetingRequests@gov.bc.ca

MEETING REQUEST INFORMATION AND LINKS

**Honourable John Horgan,
Premier and Cabinet Ministers**
(except Minister of Municipal Affairs and
Housing)

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2020
(case sensitive)

Deadline: Tuesday, August 4, 2020

Questions:

Contact the Premier's UBCM Meeting
Request Coordinator by email at:
UBCM.Meetings@gov.bc.ca,

or by telephone at: 250 213-3856

**Honourable Selina Robinson,
Minister of Municipal Affairs
and Housing**

Click: [Municipal Affairs and Housing
Minister's Meeting Requests](#)

Deadline: Tuesday, August 4, 2020

Questions:

Contact the Minister's UBCM Meeting
Request Coordinator, Katie Carrothers by
email at:

MAH.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 236 478-0537

Provincial Government Staff
(Ministries, Agencies, Commissions and
Corporations (MACCs))

Click: [Provincial Staff \(MACCs\) Meeting
Requests](#)

Deadline: Monday, August 31, 2020

Questions:

Contact the UBCM MACC Meeting Request
Coordinator, Eri Moriya, by email at:
MAH.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 778 698-1686

Once meetings are scheduled, confirmation
will be sent to UBCM local government and
First Nations members.

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2020 UBCM CONVENTION

MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

DIVISION/BRANCH	TOPIC
<i>Governance, Legislation and Corporate Planning Division</i>	<ul style="list-style-type: none"> • Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining.
<i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i>	<ul style="list-style-type: none"> • 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector.
<i>Finance, Technology and Management Services and Division Responsible for Student Housing</i>	<ul style="list-style-type: none"> • Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<i>Workforce Innovation and Division Responsible for Skills Training</i>	<ul style="list-style-type: none"> • Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

MINISTRY OF AGRICULTURE

DIVISION/BRANCH	TOPIC
<i>Food Safety and Inspection Branch</i>	<ul style="list-style-type: none"> Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<i>Corporate Governance, Policy and Legislation</i>	<ul style="list-style-type: none"> Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and seafood policy.
<i>Plant and Animal Health</i>	<ul style="list-style-type: none"> The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
<i>Innovation and Adaptation Service Branch</i>	<ul style="list-style-type: none"> Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.
<i>Sector Development Branch</i>	<ul style="list-style-type: none"> Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agriculture sector in B.C.
<i>Business Risk Management Branch</i>	<ul style="list-style-type: none"> Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<p><i>Strategic Priorities / Strategic Initiatives</i></p>	<ul style="list-style-type: none"> • The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch’s current projects are: <ul style="list-style-type: none"> ○ reimagining how the ministry delivers prevention and family supports improving Youth Transitions; and ○ supplementary youth-focused projects.
<p><i>Strategic Priorities/ Strategic Services Branch</i></p>	<ul style="list-style-type: none"> • The Strategic Services Branch consists: Strategic Planning & Engagement, Project Management & Lean Services, Implementation and Change Management, Intergovernmental Relations. • Strategic Planning & Engagement directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; supports internal engagement; and manages internal web services. • Project Management & Lean Services supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement. • Implementation & Change Management coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><i>Strategic Priorities/ Strategic Integration Branch</i></p>	<ul style="list-style-type: none"> • The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans. This branch also leads complex and cross divisional projects. The current project is: <ul style="list-style-type: none"> ○ service delivery redesign for the in-care network.
<p><i>Early Years and Inclusion</i></p>	<ul style="list-style-type: none"> • The Early Years and Inclusion Division leads the development and implementation of B.C.'s Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs. • Childcare BC: <ul style="list-style-type: none"> ○ New Spaces Fund ○ UBCM Child Care New Spaces Grants ○ UBCM Child Care Planning Grants ○ BC Maintenance Fund ○ Start-up Grants ○ Child Care Fee Reduction Initiative ○ Affordable Child Care Benefit ○ Child Care Operating Funding ○ Early Childhood Educator (ECE) Wage Enhancement ○ Funding for ECE Bursaries ○ ECE Registry • Early Years Policy and Programs: <ul style="list-style-type: none"> ○ Early Years Service Framework ○ Aboriginal Service Innovations – Early Years grants ○ Aboriginal Head Start • Policy and Provincial Programs for Children and Youth with Special Needs (CYSN): <ul style="list-style-type: none"> ○ CYSN Service Framework ○ Autism Funding Program ○ Medical Benefits Program ○ Autism Information Services • Provincial Deaf and Hard of Hearing Services

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<i>Policy and Legislation</i>	<ul style="list-style-type: none"> • The Policy & Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry’s legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.
<i>Service Delivery Division</i>	<ul style="list-style-type: none"> • Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, including youth justice, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.

MINISTRY OF CITIZENS’ SERVICES

DIVISION/BRANCH	TOPIC
<i>Government Digital Experience</i>	<ul style="list-style-type: none"> • Provides and manages public engagement across government and leverages digital technology to improve services for citizens, making government’s web presence easier to navigate. The division also delivers technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.
<i>Information, Communication and Technologies</i>	<ul style="list-style-type: none"> • Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. • NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. • Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p><i>Office of Chief Information Officer</i></p>	<ul style="list-style-type: none"> • The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.
<p><i>Procurement and Supply</i></p>	<ul style="list-style-type: none"> • The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide venders with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
<p><i>Real Property</i></p>	<ul style="list-style-type: none"> • The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p>Service BC</p>	<ul style="list-style-type: none"> • Service BC is government's chief provider of citizen and business centered services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, Service BC provides approximately 300 services for more than 40 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's license on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property. Our BC Service Card and BCeID programs delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
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MINISTRY OF EDUCATION

DIVISION/BRANCH	TOPIC
<p>Libraries Branch</p>	<ul style="list-style-type: none"> • The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
<p>Capital Branch</p>	<ul style="list-style-type: none"> • The Capital Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$800 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.

MINISTRY OF EDUCATION CONTINUED...

<p>Resource Management Division</p>	<ul style="list-style-type: none"> The Resource Management Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.
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MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

DIVISION/BRANCH	TOPIC
<p>Oil and Gas Division</p>	<ul style="list-style-type: none"> This Division is accountable for the management and responsible development of the province's oil and gas resources. This includes issuing and administrating Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province's royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province's liquefied natural gas industry and other industries that add value to British Columbia's oil and gas resources. The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects. The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land planning and resource access.
<p>Mines Health, Safety and Enforcement Division</p>	<ul style="list-style-type: none"> The Division was created in 2019 and is responsible for mine worker health and safety, investigations of serious incidents at mines, audits for regulatory effectiveness, orphaned and abandoned mines, and the ongoing review of the Health, Safety and Reclamation Code for Mines in BC.

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES CONTINUED...

<p><i>Mines Competitiveness and Authorizations Division</i></p>	<ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.
<p><i>Electricity and Alternative Energy Division</i></p>	<ul style="list-style-type: none"> • The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. • The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act. • The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.
<p><i>LNG Canada Implementation Secretariat</i></p>	<ul style="list-style-type: none"> • This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.

MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES CONTINUED...

<p><i>Strategic and Indigenous Affairs Division</i></p>	<ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Petroleum Resources' (EMPR) and EMPR's Divisions on its energy, mining and natural gas mandates. • Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries. • Supports EMPR efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMPR takes a strategic approach to the delivery of its programs and services.
<p><i>Woodfibre Implementation Group</i></p>	<ul style="list-style-type: none"> • Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<p><i>BC Parks</i></p>	<ul style="list-style-type: none"> • Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<p><i>Climate Change Strategy</i></p>	<ul style="list-style-type: none"> Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), carbon offsets, Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory, and climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act, Greenhouse Gas Reduction (Vehicle Emissions Standards) Act, and Clean Energy Act.
<p><i>Conservation Officer Service</i></p>	<ul style="list-style-type: none"> A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
<p><i>Environmental Assessment Office</i></p>	<ul style="list-style-type: none"> Environmental Assessment Act. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response
<p><i>Environmental Protection Division</i></p>	<ul style="list-style-type: none"> Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, Environmental Management Act, contaminated sites, brownfields, hazardous and industrial waste, Integrated Pest Management Act, extended producer responsibility, recycling, Provincial Plastics Action Plan, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<p><i>Environmental Sustainability and Strategic Policy</i></p>	<ul style="list-style-type: none"> • Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. Water Sustainability Act: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Corporate Indigenous relations and partnership development.
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MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<p><i>Tax Policy Branch</i></p>	<ul style="list-style-type: none"> • Provincial tax policy, including: <ul style="list-style-type: none"> ○ Provincial property taxes (school, rural, police) ○ Property Transfer Tax ○ Speculation and Vacancy Tax ○ Provincial Sales Tax ○ Carbon Tax ○ Motor Fuel Tax ○ Provincial Income Tax ○ Cannabis Tax ○ Indigenous Taxation ○ Employer Health Tax

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>BC Wildfire Service</i>	<ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.
<i>Forest Policy and Indigenous Relations</i>	<ul style="list-style-type: none"> Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
<i>Integrated Resource Operations</i>	<ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of BC's forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.
<i>Regional Operations</i>	<ul style="list-style-type: none"> FrontCounter BC, resource management coordination, land use planning and implementation, Crown land water, fish & wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasives and Ecosystem Restoration.

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

<i>Resource Stewardship</i>	<ul style="list-style-type: none"> Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects, integrated monitoring, resource practices, land-based investment planning, sustainable forest management, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth, land use policy.
<i>Rural Opportunities, Tenures and Engineering Division</i>	<ul style="list-style-type: none"> Engineering, Resource Roads, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>Office of Indigenous Health</i>	<ul style="list-style-type: none"> Works in partnership with BC First Nations, Metis, and Indigenous Services Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health and wellness.
<i>Finance and Corporate Services</i>	<ul style="list-style-type: none"> Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.
<i>Health Sector Workforce and Beneficiary Services</i>	<ul style="list-style-type: none"> Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<i>Population and Public Health</i>	<ul style="list-style-type: none"> Focus on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including women and children.

MINISTRY OF HEALTH CONTINUED...

Primary Care	<ul style="list-style-type: none"> Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
COVID Response and Health Emergency Management	<ul style="list-style-type: none"> Ensure an ongoing, focused response to supporting the health system within the context of COVID-19. Coordinate the Ministry of Health and Health Sector’s response to the pandemic over the coming 12 months. Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.
Health Services	<ul style="list-style-type: none"> Focuses on implementing specialized community, and surgical services and programs, provincial health services and regional hospital services. Community Care – Seniors services and Mental health and substance use services. Work on wait times – Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services. The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
Negotiations and Regional Operations Division	<ul style="list-style-type: none"> Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<p><i>Reconciliation Transformation & Strategies Division</i></p>	<ul style="list-style-type: none"> • Leads cross-government development and implementation of strategic reconciliation initiatives such as the Declaration on the Rights of Indigenous Peoples Act, the Commitment Document with the First Nations Leadership Council, and the Draft 10 Principles. This work includes the implementation of a clear, cross-government strategic vision for reconciliation in an inclusive and partnered way with Indigenous peoples, local governments and stakeholders. This division is responsible for managing the MOU between MIRR and UBCM that supports working in partnership with Indigenous peoples in BC and implementation of UNDRIP, TRC Calls to Action as well as the Tsilhqot'in Supreme Court decision.
<p><i>Implementation and Lands Services Branch</i></p>	<ul style="list-style-type: none"> • Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> ○ Provincial representative on treaty Implementation Committees; ○ Tri-partite treaty closing to reach Effective Date; ○ Research/advice and survey for crown land negotiations; and, ○ Implementation best practices to ensure agreement obligations are met.
<p><i>Socio-Economic Partnerships Branch</i></p>	<ul style="list-style-type: none"> • Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<p><i>Community and Social Innovation Branch</i></p>	<ul style="list-style-type: none"> • Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<p><i>Major Project and Cross Gov't Initiatives Branch</i></p>	<ul style="list-style-type: none"> • Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS

DIVISION/BRANCH	TOPIC
<i>International Trade Division</i>	<ul style="list-style-type: none"> • Coordinates and implements the government’s framework to take advantage of Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction; • Maintains representation and support for BC businesses and collaboration with Global Affairs Canada in the USA, Europe and Asia; • Plans and coordinates international missions and events to support awareness and networking for BC businesses in priority international marketplaces; • Manages international marketing to create a unique BC brand and business proposition for international buyers and investors; • Trade readiness and trade services programs including support to communities across the province including indigenous communities; • International trade promotion and export capacity building through programs such as Export Navigator. • Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs; • International and domestic trade negotiations, agreements and disputes; • International research; • Stakeholder engagement, aligning trade and investment efforts with the consular corps, trade/business associations and other partners.
<i>Technology, Connectivity and Distributed Growth Division</i>	<ul style="list-style-type: none"> • Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on B.C.’s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming. • Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness. • Develop and implement “pan-economic” frameworks to support provincial investment policy decision-making. • Leads the ministry’s investment evaluation process.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS CONTINUED...

<p><i>Small Business, Jobs and Workforce Division</i></p>	<ul style="list-style-type: none"> • Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. • Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities. Economic Policy and Support including: emerging issues, workforce, specific sector (manufacturing aerospace and marine) Engagement and provincial economic development • Immigration policy, programs and services; including Provincial Nominee Program (PNP), Entrepreneur Regional Immigration Pilot, Tech Pilot and PNP Concierge availability; Settlement and Integrations services, foreign qualifications recognition, interprovincial labour mobility. • BC Stats Information and Analysis including population projections, economic analysis, and public and staff surveys
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MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<p><i>Labour Relations</i></p>	<ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.
<p><i>Employment Standards</i></p>	<ul style="list-style-type: none"> • Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.

MINISTRY OF LABOUR CONTINUED...

<i>Workers' Compensation</i>	<ul style="list-style-type: none"> • Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.
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MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<i>Mental Health and Addictions</i>	<ul style="list-style-type: none"> • Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the Mental Health Act.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

DIVISION/BRANCH	TOPIC
<i>Local Government Division</i>	
<i>Community Gaming Grants</i>	<ul style="list-style-type: none"> • Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. • Eligible not-for-profit can also apply for Capital Grants through the program.
<i>Governance Structures Governance Services Governance Relations</i>	<ul style="list-style-type: none"> • Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. • Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations, legislation and guidance.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<p>Infrastructure and Engineering</p>	<ul style="list-style-type: none"> • Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund), Clean Water and Wastewater Fund and Small Communities Fund].
<p>Local Government Finance</p>	<ul style="list-style-type: none"> • Local government finance, including: <ul style="list-style-type: none"> ○ budgeting and financial plans; ○ audited financial statements; ○ unconditional grants; reserve funds; ○ investments and municipal corporations; long-term liabilities; ○ development financing (including Development Cost Charges); ○ user-fees; ○ taxation (including tax sale); and, ○ COVID response temporary financial measures.
<p>Local Government Policy, Research and Legislation</p>	<ul style="list-style-type: none"> • Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.
<p>Office of Housing and Construction Standards</p>	
<p>Building and Safety Standards Branch</p>	<ul style="list-style-type: none"> • Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council. • Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires). • Building and safety requirements related to secondary suites and accessory dwelling units.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

Housing and Policy Branch	<ul style="list-style-type: none"> • Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.
Residential Tenancy Branch	<ul style="list-style-type: none"> • The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.
Management Services Division	
Mass Timber Implementation	<ul style="list-style-type: none"> • Recently established Office tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.
Strategic Planning and Land Use Division	
Community Policy and Legislation	<ul style="list-style-type: none"> • TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
Planning and Land Use Management Programs Local Government Climate Action Dispute Resolution Guidance	<ul style="list-style-type: none"> • Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. • CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action. • Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
Property Assessment Services	<ul style="list-style-type: none"> • Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<i>Policing and Security Branch</i>	<ul style="list-style-type: none"> • Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. • Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recycler, Pill Presses, and Armored Vehicles / Body Armor. • The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis.
<i>Community Safety and Crime Prevention Branch</i>	<ul style="list-style-type: none"> • Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; Restorative Justice; and Combating Trafficking in Persons.
<i>BC Corrections Branch</i>	<ul style="list-style-type: none"> • Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. • Adult Custody: operation of correctional centres.
<i>RoadSafety BC</i>	<ul style="list-style-type: none"> • Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
<i>Emergency Management BC</i> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	<ul style="list-style-type: none"> • Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. • Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. • Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<i>Cannabis Legalization and Regulation Secretariat</i>	<ul style="list-style-type: none"> • The Secretariat leads and supports the development and implementation of provincial cannabis policy. • Questions about provincially authorized legal cannabis retail should be directed to the Ministry of Attorney General – Associate Deputy Minister’s Office.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<p><i>Research, Innovation and Policy Division</i></p> <p><i>Service Delivery Division</i></p>	<ul style="list-style-type: none"> • TogetherBC, British Columbia’s first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25 percent and child poverty by 50 percent by 2024. • With investments from across Government, TogetherBC reflects government’s commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone. • Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas: <ul style="list-style-type: none"> ○ More affordable housing for more people ○ Supporting families, children and youth ○ Expanding access to education and training ○ More opportunities, more jobs ○ Improving income supports ○ Investing in social inclusion • Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. • Income and Disability Assistance – Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and cannot fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry’s toll-free phone line or through the online client portal My Self-Serve.
<p><i>Employment and Labour Market Services Division</i></p>	<ul style="list-style-type: none"> • How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province. • How to apply for project-based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.

MINISTRY OF TOURISM, ARTS AND CULTURE

DIVISION/BRANCH	TOPIC
<i>Arts and Culture</i>	<p>BC Arts Council</p> <ul style="list-style-type: none"> • Implementation of the Strategic Plan focusing on equity, diversity and access; sustainability and creative development; and Indigenous arts and culture. • Administer application-based grant programs using peer adjudication processes. <p>Arts and Culture</p> <ul style="list-style-type: none"> • Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishment of a Chinese Canadian Museum.
<i>Sport</i>	<ul style="list-style-type: none"> • Policy development on Sport issues; B.C.'s Sport Framework (<i>Pathways to Sport</i>); sport participation; athlete development; sport event hosting.
<i>BC Athletic Commission</i>	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.
<i>Tourism</i>	<ul style="list-style-type: none"> • Policy development and strategic issues management to support B.C.'s tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance.) Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
<i>Creative Sector</i>	<ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
<i>Multiculturalism</i>	<ul style="list-style-type: none"> • Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highway Operations</i>	<ul style="list-style-type: none"> The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
<i>Highway Services</i>	<ul style="list-style-type: none"> The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.
<i>Major Projects, Infrastructure and Properties Department</i>	<ul style="list-style-type: none"> The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<i>Transportation Policy & Programs Department</i>	<ul style="list-style-type: none"> The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, inter-governmental relations, active transportation, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION

DIVISION/BRANCH	TOPIC
<i>Agricultural Land Commission</i>	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>Auditor General for Local Government</i>	<ul style="list-style-type: none"> The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our office is in the process of closing however, we would be pleased to meet virtually and discuss areas of risk or concerns.
<i>BC Emergency Health Services (BCEHS)</i>	<ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics and emergency medical call takes and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<p><i>BC Housing</i></p>	<ul style="list-style-type: none"> • BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. • Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<p><i>BC Hydro</i></p>	<ul style="list-style-type: none"> • Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro’s Community Relations staff look forward to addressing any questions that you may have related to their operations.
<p><i>BC Oil and Gas Commission</i></p>	<ul style="list-style-type: none"> • The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
<p><i>BC Transit</i></p>	<ul style="list-style-type: none"> • From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.

**PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS
AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...**

<p><i>Insurance Corporation of British Columbia (ICBC)</i></p>	<ul style="list-style-type: none"> • ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC’s operations.
<p><i>Police Victim Services British Columbia</i></p>	<ul style="list-style-type: none"> • Police Victim Services of British Columbia Society (PVSBC) is the BC registered not for profit charity membership-based organization mandated to be the primary advocate for all (92+) police-based victim service (PBVS) organizations within the Province of BC. • Our Vision is - All victims of crime and trauma across BC receive compassionate, professional and consistent services. • PVSBC advocates, represents and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs. • Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues.
<p><i>Royal Canadian Mounted Police (RCMP)</i></p>	<ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.



Ministry of
Municipal Affairs
and Housing





REQUEST FOR DECISION

To: Board of Directors

From: Electoral Area Directors Committee
Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: July 22, 2020

Subject: Community Works Funds Policy Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the amendment of the Timelines section of the Community Works Fund Policy to include a proposal deadline date of October 31st of the prior year.

Desired Outcome:

To update the ACRD Community Works Fund Policy to ensure the proposed projects are reviewed by the Electoral Area Directors Committee in advance of the financial planning process.

Summary:

The attached report was presented to the Electoral Area (EA) Directors Committee on June 24, 2020. At that meeting the EA Directors discussed the staff recommendation of having the Community Works Fund projects presented to the entire Board of Directors, prior to being presented to the EA Directors Committee, during the financial planning process each year. The committee decided that it was important to have a proposed project discussion at the EA Committee in advance of the Board of Directors considering the projects. As a result of the discussion, the committee passed the following motion:

That the Electoral Area Directors Committee recommend that the ACRD Board of Directors amend the Timelines section of the Community Works Fund Policy to include a date of October 31st of the prior year.

Please find the revised Community Works Fund Policy attached for consideration by the Board.

Time Requirements – Staff & Elected Officials:

Minimal staff time will be required to amend the policy. The amendment will require staff to develop project proposals earlier in the fall each year but will not increase the time requirement of developing proposed projects. Staff will also ensure that the policy is circulated to the Electoral Area Directors in September of each year to remind the Directors of the upcoming deadline in case they are working with a community group on a project proposal.

Submitted by: _____
Teri Fong, CPA, CGA, Chief Financial Officer

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



REQUEST FOR DECISION

To: Electoral Area Directors Committee
From: Teri Fong, CPA, CGA, Chief Financial Report
Meeting Date: June 24, 2020
Subject: Community Works Funds Project 2020

Recommendation:

THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the amendment of the ACRD Community Works Policy, 2019 to align the 'Responsibilities and Procedures' with the financial planning process.

Desired Outcome:

To update the ACRD Community Works Fund Policy to reflect the new financial planning process implemented in 2020.

Summary:

The financial planning process for the ACRD was improved in 2020 and the restructured format provided the Board of Directors and the public the opportunity to see the Draft Financial Plan in its entirety when initially presented by staff in mid-February instead of being presented service by service at the committee level as it has been done in the past. This approach provided the overall impact for all the services delivered to each area. The process was well received by both staff and the Board and so a similar process is planned for 2021. This new process does require an amendment to the Community Works Funds Policy as the projects will be presented as a component of the entire draft financial plan.

Staff recommend that the 'Responsibilities and Procedures' section of the policy be amended to reflect that the draft financial plan is presented to the entire Board in advance of the EA Directors Committee meeting this winter. This will permit a review of projects in the context of the draft financial plan and the EA Directors will be able to discuss proposed CWF projects in that context. A draft of the revised policy is attached.

Looking forward, staff's intention is to build a multi-year (~10+ years) capital plan that reflects approved asset management plans, CWF projects and all available Board policy direction so that the allocation of CWF could be discussed at any time during the year. Staff hopes to have that analysis prepared for the 2022 financial plan at which time the Board may wish to direct different time frames for the review of CWF projects to be stated in the policy.

2020 Community Works Fund Projects

The majority of the Community Works Fund projects budgeted for 2020 are carried over from the prior year. New projects approved during the 2020 financial planning process include:

1. The West Coast Multi-use Path contribution of \$240,000 to provide some matching funds for grant applications for the construction of the section in Electoral Area C – Long Beach. This funding cannot be spent until the governance of the path is determined.

2. Beaver Creek Water System contribution of \$407,000 water main upgrade on Lamarque Road. This project is one of the top priorities in the BCWS's Asset Management plan.
3. Salmon Beach Sewage contribution of \$50,000 for the next phase of the septic system upgrade.
4. Salmon Beach Water contribution of \$50,000 for the possible development of a potable water source.

The projects identified above were originally presented to the Committee of the Whole on February 13, 2020 during the staff presentation of the 2020-2024 Draft Financial Plan. At that initial financial planning meeting the 'Parking Lot' system was used meaning that any items that the Directors wanted to discuss further were put on a list to be discussed at an additional meeting. The only item related to the above projects that was placed on the list was the Salmon Beach allocation of Community Works Funding. As a result of this 'Parking Lot' item the attached Report for Information was provided to the Electoral Area Directors Committee Meeting on March 3, 2020. The only motion relating to this item during the meeting was motion to receive.

The 2020-2024 Financial Plan was adopted on March 31, 2020 with the projects identified above being included in the Electoral Area Administration budget.

Time Requirements – Staff & Elected Officials:

A significant amount of staff time is required to identify eligible Community Works Funds projects in the region, review applications from outside entities and complete the reporting requirements of the grant agreement.

Financial:

There is no financial impact to this recommendation.

Policy or Legislation:

A draft of the revised ACRD's Community Works Fund Policy is attached for your reference.

Options Considered:

If the Electoral Area Directors Committee does not want the potential Community Works Fund projects being considered by the entire Board of Directors during the initial financial planning meeting then staff recommend that the Community Works Funds Policy deadline for project applications be revised to October 31st of the prior year in order for the applications to be considered at the last Electoral Area Directors Committee meeting each year. It is important to note that a discussion of CWF projects at this date would lack the context of a draft financial plan and resultant draft requisition amounts. If the Committee would prefer this option then the following motion is recommended:

That the Electoral Area Directors Committee recommend that the ACRD Board of Directors amend the Timelines section of the Community Works Fund Policy to include a date of October 31st of the prior year.



Submitted by:

Teri Fong, CPA, CGA, Chief Financial Officer



Approved by:

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



REPORT FOR INFORMATION

To: Electoral Area Directors Committee Meeting

From: Rob Williams, General Manager of Environmental Services

Meeting Date: March 3, 2020

Subject: Community Works Funding Allocation for Salmon Beach Potable Water

A question was raised at the February 13th, 2020 Committee of the Whole (COW) meeting regarding previously allocated Community Works Funds for the investigation of a potable water system at Salmon Beach (SB). The following provides a brief history of the Salmon Beach potable water initiative.

Access to potable water has been an ongoing topic of discussion amongst Salmon Beach property owners. In 2015, the ACRD retained the services of McElhanney Consulting Services to conduct an inventory of water wells within the Salmon Beach development. The report located 21 individual wells and noted that all but one of the wells was located on private property. The one well that was not on private property was located within the ministry right of way. The report provided high-level available information about the wells but was not a full well assessment.

Upon completion of the well inventory study, the ACRD worked with Island Heath to educate property owners who had wells located on their property about the regulations, standards and responsibility of private water wells.

The ACRD consulted GW Solutions (GWS) in 2016 to further investigate potable water options at Salmon Beach. GWS used the McElhanney Consulting report and worked to identify a preferred well for future potable water development. This included analyzing well water quality data. The study concluded that many of the wells were susceptible to sea water intrusion due to their elevation and therefore not suitable as community potable water wells. The recommendation was for the ACRD to look at either drilling a new well or conducting water testing on the existing most preferred well (#7). The ACRD moved ahead with water testing on existing well #2 and #10 (admin building well) over the course of 2016 and 2017. Well #7 was not investigated due to its location on private property. The results indicated that while well #10 had elevated levels of arsenic it would be the better option for a community water source.

Issues around liability were also raised at the February 13th, 2020 COW meeting. From a liability perspective, there is limited exposure to the ACRD with respect to SB wells as the majority are located on private property and the responsibility of property owners. The old admin building well (#10) that is in the right of way and managed by the ACRD is capped and locked and creates limited risk to the organization.

The Salmon Beach Committee expressed an interest in continuing to develop one of the identified water wells as a community water system. The ACRD Board of Directors supported this initiative and allocated \$100,000 of Community Works Funding (CWF) to the Salmon Beach Water budget as part of the 2017-2021 Financial Plan.

ACRD staff are actively working to better understand potable water options for the Salmon Beach community. This includes currently working with Koers Engineering to confirm feasible water treatment and dispensing options for well #10. As this work is likely to take several months and due to the Salmon Beach septic field treatment project taking priority, the 2020 financial plan has been adjusted to move the \$100,000 CWF from the potable water initiative to the sewage budget line in order to complete the septic field treatment project.

Options Considered:

The SB sewage budget does have adequate funds to cover the total costs associated with this project, however using these funds would deplete the budget reserve for this service. The following recommendation is provided if the ACRD Board of Directors do not support using CWF for this initiative:

THAT the 2020-2024 Draft Financial Plan be amended to reallocate \$100,000 of Community Works Funds from the Salmon Beach Sewage budget to the Salmon Beach Water budget.



Submitted by: _____

Rob Williams, MSc, General Manager of Environmental Services



Approved by: _____

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



REQUEST FOR DECISION

To: Board of Directors
From: Mark Fortune, Airport Manger
Meeting Date: July 22, 2020
Subject: Public request to Lease Lot # 9 and # 16 Alberni Valley Regional Airport

Recommendation:

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with SRM Restorations for lot # 9 and # 16 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$3,227.73 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

To lease lot # 9 and # 16 at AVRA to build an aircraft hangar and an aircraft maintenance and restoration facility. The outcome will increase aviation services on the airfield.

Summary:

A letter of interest has been received by Seth Melmock to lease and develop lot # 9 and # 16 at the Alberni Valley Regional Airport (AVRA). The purpose of the lease is to build an aircraft hangar and separate maintenance and restoration facility.

Background:

The applicant has reviewed the available lots at AVRA and has decided to pursue Lot # 9 and # 16 to build a aircraft hangar. and separate maintenance facility. Permitted uses under the AVRA Airport One Zone (AP-1) list, 1.1(f) aircraft hangar 1.1 (h) Aircraft servicing and maintenance and 1.1 (w) Vehicle and equipment repairs and maintenance as a permitted use. The applicant has submitted a site plan and building layout for the proposed structures.

Time Requirements – Staff & Elected Officials:

Minimal staff time / monitoring once implemented

Financial:

A small amount of staff time will be required to develop and advertise the lease.

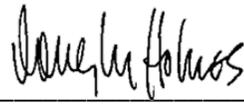
Policy or Legislation:

The proposal meets the requirements of the AVRA AP-1 zoning. A notice of disposition will be placed in the Newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

Defer further leases until Board adopts AVRA Vision and Master Plan

Submitted by: 
Mark Fortune Airport Manager

Approved by: 
Doug Holmes, Chief Administrative Officer

Letter of Intent

Seth Melmock
290A Dogwood Street
Campbell River, B.C
V9W 2Y8

June 17, 2020

RE: LOTS 16 AND 9, PORT ALBERNI REGIONAL AIRPORT, PORT ALBERNI, B. C

To Whom it May Concern:

This letter of intent is to state that I, **SETH MELMOCK (SRM RESTORATIONS)**, is looking to lease Lot 16 and Lot 9 at the Port Alberni Regional Airport for the development and construction of a 40' x 40' x 18' hangar and a 36' x 28' shop/garage.

The 40' x 40' x 18' hangar will be for complete aircraft restoration.

The 36' x 28' shop/garage will be used for aircraft welding and fabrication repairs.

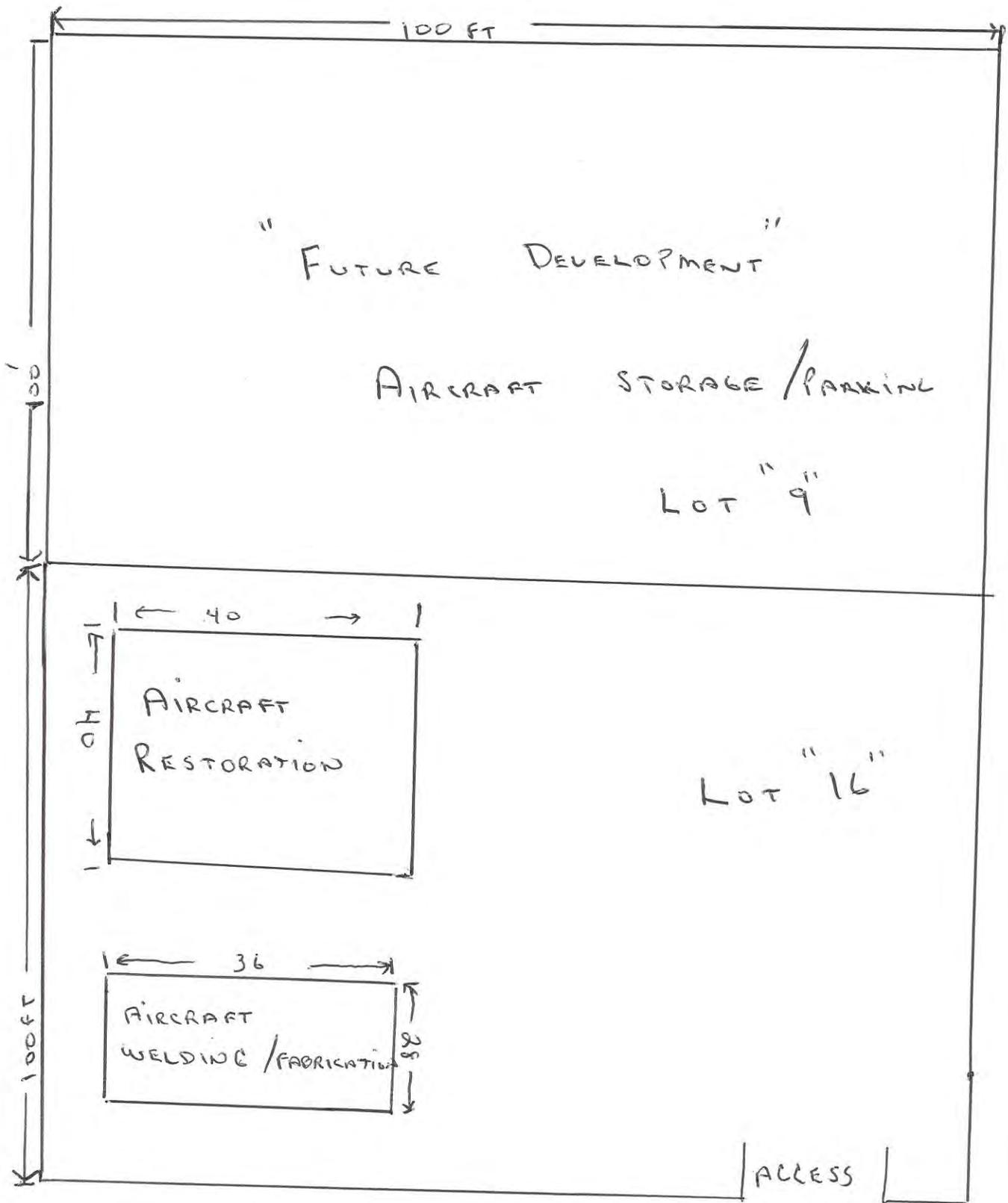
I am looking forward to developing these 2 lease properties. I have a considerable amount of experience in construction and am aware of the process it entails for this type of development.

Thank you,



Seth Melmock
SRM Restorations

Taxiway





REQUEST FOR DECISION

To: Board of Directors
From: Mark Fortune, Airport Manger
Meeting Date: July 22, 2020
Subject: Public request to Lease Lot # 6 Alberni Valley Regional Airport

Recommendation:

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Ken Schuurman for lot 6 at the Alberni Valley Regional Airport (AVRA) effective September 1st, 2020 to August 31st, 2023 at a rate of \$1614.14 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

To lease lot # 6 at AVRA to build an aircraft hangar. The outcome will increase the "based" aircraft on the airfield which could lead to future commercial opportunities.

Summary:

A letter of interest has been received (as attached by Ken Schuurman to lease and develop lot # 6 at the Alberni Valley Regional Airport (AVRA). The purpose of the lease is to build a private aircraft hangar.

Background:

The applicant has reviewed the available lots at AVRA and has decided to pursue lot # 6 to build a private aircraft hangar. Permitted uses under the AVRA Airport One Zone (AP-1) list, 1.1(f) aircraft hangar as a permitted use. The applicant has submitted a site plan and building layout for the proposed structure.

Time Requirements – Staff & Elected Officials:

Minimal staff time / monitoring once implemented

Financial:

Ken Schuurman will pay \$1614.14 per year plus applicable taxes and yearly BC CPI increases.

Policy or Legislation:

The proposal meets the requirements of the AVRA AP-1 zoning. A notice of disposition will be placed in the Newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

Defer further leases until Board adopts AVRA Vision and Master Plan

Submitted by: 
Mark Fortune Airport Manager

Approved by: 
Doug Holmes, Chief Administrative Officer

Ken Schuurman
1450 Todd Lane
Victoria, BC V9C 0A5

June 9, 2020

Mark Fortune
Airport Superintendent
Alberni Valley Regional Airport
7400 Airport Rd, Alberni-Clayoquot BC

This letter of interest is to inform The Alberni Clayoquot Regional District that I, Ken Schuurman, would like to lease lot 6 at Alberni Valley Regional Airport for the purpose of building a hangar to store aircraft. Site plan and hangar design will follow.

Thanks for your consideration.

Ken Schuurman



REQUEST FOR DECISION

To: Board of Directors
From: Jenny Brunn, Manager of Operations
Meeting Date: July 22, 2020
Subject: Transfer of Old Chlorine Building to Bamfield Parks Service

Recommendation:

THAT the ACRD Board of Directors direct staff to transfer the old chlorine building from the Bamfield Water System Service to the Bamfield Parks Service for the price of \$1.

Background:

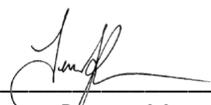
Prior to the construction of the new Bamfield water treatment plant, raw water was injected with chlorine at a small building near Grappler Inlet. This system is no longer required, and the building would be decommissioned to reduce unnecessary time and costs for maintenance. Normally there are costs associated with decommissioning a building, however, the Bamfield Parks Board sees this location and building as a potential lighting and camera station to be added to Centennial Park. The attached letter is the formal request by the Parks Board to take over the building. They have committed to complete all necessary upgrades.

At the August 26, 2019 Bamfield Water Committee Meeting, the following resolution was passed:
THAT the Bamfield Water Advisory Committee recommend that the ACRD Board of Directors direct staff to decommission and transfer the old chlorine building to the Bamfield Parks Commission.

Staff will work with the Bamfield Parks Commission to ensure we are satisfied with the land tenure of the location prior to any investment in the building. As the Bamfield Parks Service is a service of the ACRD, the requirement to advertise a disposal of real property is not triggered.

Time Requirements – Staff & Elected Officials:

Staff time will be required to transfer this asset from the water service to the parks service.

Submitted by: 

Jenny Brunn, Manager of Operations

Approved by: 

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



Eileen Scott Centennial Park

345 Grappler Road

Bamfield BC V0R1B0

July 21 2019

To Jenny Brunn

Manager of Operations Alberni Clayoquot Regional District

We the Bamfield Parks Board wish to take over the old chlorination building in Bamfield.

The building might need some repair and we are willing to take it over as-is and do any upgrades needed to the building. The building will provide us with a storage area for dock supplies and a base for security cameras to cover the dock, boat launch and trailer parking areas.

We are willing to take this over asap.

Thank you

Sheryl Ferguson

Bamfield Parks Board Chair



REQUEST FOR DECISION

To: Board of Directors
From: Jenny Brunn, Manager of Operations
Meeting Date: July 22, 2020
Subject: West Bamfield Recycling Update

Recommendation:

THAT the ACRD Board of Directors approve the addition of a commercial recycling container on the west side dock in West Bamfield from September 2020 to June 2021.

Summary:

In the summer of 2019, staff began working on a system to provide recycling services for West Bamfield. Two community open houses were held on August 12th & 13th in East and West Bamfield to update the community on waste management initiatives like organics, the tipping fee waiver pilot and to seek input on the on-going interest for recycling on the west side. At the west side meeting, options were presented for curbside collection, a central station for drop off on the west side or maintaining the status quo. The feedback heavily supported the idea of a central facility for recycling drop-off.

Staff have been working on developing high-level facility layout, location and costing for a few options to bring back to the community. There has been notable concerns expressed by property owners adjacent to the potential sites which will require further consultation as well. Unfortunately, this project is a relatively lower priority with respect to the solid waste work plan. Upon review of the work plan and available staff resources, this project has been put on-hold and not expected to be restarted until mid to late 2021. At this time, it would be incorporated into the Bamfield organics diversion project and led by the Organics Coordinator.

The Lady Rose Marine Service, who currently provides waste collection services for West Bamfield has offered to provide an additional bin at the west Bamfield dock for mixed recycling which would be collected from their Port Alberni location by Waste Connections. This would include mixed containers and fibers and would exclude foam, flexible plastic and glass. The costs for this recycling would not be covered under the Recycle BC program at this time as it is entering a commercial recycling collection program. However, Recycle BC is willing to consider setting up a satellite depot allocation for this if the materials were 100% residential and could be transported to a depot site in Port Alberni.

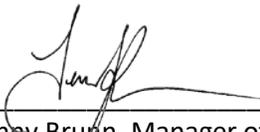
This would provide a temporary additional recycling service for west Bamfield until the longer-term solution can be installed. The system could be piloted over the winter months to determine if residents are able to keep contamination out of the recycling and see if the hauling costs remain the same or increases. If it is successful, it may continue into the summer months, but there is significant concern that visitors would not be able to properly follow the rules.

Time Requirements – Staff & Elected Officials:

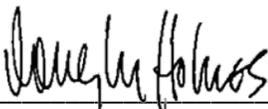
There are no available staff resources to support education or monitoring of this system. However, a community member in West Bamfield has volunteered to monitor the garbage bins on the west side dock and the bins are signed with information on what materials are acceptable. If this proves to be problematic and begins to require staff time, the recycling bin will need to be removed and program discontinued.

Financial:

The current 4 yrd garbage dumpster is hauled from the West Bamfield dock by the Lady Rose Marine Service weekly for 305 +gst per load. With more frequent trips in the summer as needed. This price includes boat transport, tipping, truck transport and landfill fees. The Lady Rose Marine Service has offered to provide an additional bin for recycling for the same price as garbage. The volumes of recycling are expected to reduce waste volumes, and it is possible that the collection frequency of both bins will be the same as before with rotation between garbage and recycling which could be cost neutral. However, many west Bamfield residents currently use the east side transfer station to recycle and it is possible that increased hauling will result.

Submitted by: 

Jenny Brunin, Manager of Operations

Approved by: 

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Charlie Starratt, Regional Fire Services Manager

Meeting Date: July 22, 2020

Subject: Vancouver Island Emergency Response Academy - First Responder License Agreement

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into a License Agreement with the City of Nanaimo, to use the Vancouver Island Emergency Response Academy First Responder Course Materials.

Desired Outcome:

To enter into a License Agreement with the City of Nanaimo allowing qualified Instructor/Evaluators with the Beaver Creek Volunteer Fire Department (BCVFD) and Sproat Lake Volunteer Fire Department (SLVFD) to use the Vancouver Island Emergency Response Academy (VIERA) First Responder Course Materials to deliver the VIERA First Responder Course to other firefighters of the BCVFD and SLVFD. This training will allow other firefighters to become licensed as First Responders through the Emergency Medical Assistants Licensing Board (EMALB).

Summary:

Having in-house trainers is more cost effective and allows for easier training scheduling for both departments. Two BCVFD and SLVFD firefighters have successfully completed the 4-day VIERA Instructor/Evaluators Course and are ready to deliver the VIERA First Responder Course to other firefighters of the BCVFD and SLVFD.

Background:

SLVFD's Rick Geddes provided VIERA FR training for both departments until his departure in 2019. Each department has approximately 20 medical first responders. The First Responder program is an important function of both the BCVFD and SLVFD. First Responder medical aid calls accounted for 50% of SLVFD's 93 incident responses and 60% of BCVFD's 136 incident responses in 2019.

Time Requirements – Staff & Elected Officials:

Minimal staff time to review the agreement and arrange the required insurance documents.

Financial:

The cost of the agreement is \$1000 annually and will be split evenly between the BCVFD and the SLVFD.

Policy or Legislation:

N/A



Submitted by:

Charlie Starratt, Regional Fire Services Manager



Reviewed by:

Heather Zenner, MA, RPF, Protective Services Manager



Approved by:

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



RE: First Responder Training Agreement

May 19, 2020

To Our VIERA First Responder Department,

We hope you and your team are healthy and adapting as we navigate this uncertain time.

In this package you will find:

- One memory stick containing updated training materials for your instructors;
- One complimentary copy of the 4th edition First Responder manual;
- Two copies of the UPDATED First Responder Training Agreement between your Fire Department and the City of Nanaimo.

Please note that we have changed the fee structure. Instead of an annual Administration Fee of \$125 and Registration Fees of \$75 (Initial) and \$50 (Recert), we are replacing them with one User Fee of \$20 per licensed first responder to be paid annually.

With the past fee structure, a department would have paid to recertify all of its members every three years plus the annual fee and any initial license fees (ex. 20 members x \$50 = \$1000 + (\$125 x 3) = \$1375/3 = at least \$458.33 per year).

With the new fee structure, a department will pay the \$20 User Fee for each licensed first responder annually (ex. 20 members x \$20 = \$400 per year).

We hope this simplifies the process by requiring only one payment per year invoiced at the time you renew your contract.

If you are using 2nd edition FR manuals you will need to purchase 4th edition manuals (at the cost of \$95 + GST each) to include the significant changes made to obstetrics.

Please complete the following:

1. sign both copies of the contract
2. retain one copy for your file
3. return **one** copy to the address below
4. provide the names and license numbers of your licensed first responders
5. provide a copy of your insurance naming the City of Nanaimo
6. pay the invoice we will send once we receive your current list

Thank you for continuing to deliver VIERA First Responder Training in BC,

The VIERA Team

*Vancouver Island Emergency Response Academy
580 Fitzwilliam Street, Nanaimo, BC V9R 6E2
tel: (250) 755-4551 fax: (250) 753-5480 email: viera@nanaimo.ca*

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AGREEMENT
First Responder Training

THIS AGREEMENT, dated for reference the ___ day of _____ 202__,

BETWEEN:

CITY OF NANAIMO, a British Columbia local government having an address at 580 Fitzwilliam Street, Nanaimo, B.C. V9R 6E2

(the “**City**”)

AND: **ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 5th Ave (Downstairs Office), Port Alberni, BC V9Y 2E3

On behalf of:

Beaver Creek Volunteer Fire Department
6038 Beaver Creek Road, Port Alberni, BC V9Y 8X4

Sproat Lake Volunteer Fire Department
7667 Pacific Rim Highway, Port Alberni, BC V9Y 8Y5

(the “**Local Government Fire Department**”)

WHEREAS:

- A. Capitalized terms used in these Recitals are defined in Section 1 of this Agreement;
- B. In July 1989 a curriculum and other materials (the “**First Responder Training Materials**”) were created by the Province of British Columbia (“**Province**”) to be used for the purposes of teaching and training qualified individuals who wish to be licensed as First Responders;
- C. The First Responder Training Materials were subsequently modified and supplemented by the Vancouver Island Emergency Response Academy (“**VIERA**”) to produce curriculum and materials (the “**Instructor/Evaluators Training Materials**”) for the purposes of teaching and training qualified individuals who wish to become Instructor/Evaluators;
- D. The Instructor/Evaluators Training Materials were approved by the Province for use in delivering the Instructor/Evaluators Training.
- E. By an agreement dated July 19, 2011, the City entered into a license agreement with the Province (the “**License Agreement**”) by which the Province licensed to the City the right to use, reproduce and distribute the First Responder Training Materials and the Instructor/Evaluators Training Materials for the purposes of teaching the Instructor/Evaluators Course to employees of local governments in British Columbia to

enable such employees to teach the First Responder Course to other employees of the local government;

- F. The Local Government Fire Department wishes to have certain employees of its organization who have successfully completed the Instructor/Evaluators Course to deliver the First Responder Training to other employees of its organization to permit such other employees to become licensed as First Responders through the Emergency Medical Assistants Licensing Board (“**EMALB**”);
- G. Council of the City has decided to use the expertise of contractors and members of its Nanaimo Fire Rescue Department, together with the Instructor/Evaluators Course Materials, to provide the Instructor/Evaluators Course to employees of other Local Governments; and
- H. The City has agreed to grant the Local Government Fire Department a license allowing the Local Government Fire Department’s Employees who are qualified Instructor/Evaluators to use the First Responder Course Materials to deliver the First Responder Course to other employees of the Local Government Fire Department, all on the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the Fees and other payments and promises of this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the City and the Local Government Fire Department covenant and agree as follows:

Definitions

1. In this Agreement:
 - (a) “**Commencement Date**” means April 1st, 2020;
 - (b) “**User Fee**” has the meaning given in Section 6;
 - (c) “**EMALB**” has the meaning given in Recital F;
 - (d) “**Expiry Date**” means March 31st, 2021;
 - (e) “**First Responder Training Materials**” has the meaning given in Recital B;
 - (f) “**First Responder Training**” means training provided by Instructor/Evaluators to train First Responders;
 - (g) “**First Responder Program**” means the Local Government Fire Department’s program of having Employees trained and licensed as First Responders in compliance with the requirements of VIERA and EMALB;
 - (h) “**First Responder**” means an Emergency Medical Assistant First Responder, as that term is defined in Emergency Medical Assistants Regulation under the *Emergency Health Services Act*;
 - (i) “**Instructor/Evaluators Training Materials**” has the meaning given in Recital C;

- (j) **“Instructor/Evaluators Course”** means, collectively, the training offered by the City to initially train, or subsequently recertify, an Instructor/Evaluator, as detailed in Schedule “A”
- (k) **“Instructor/Evaluators”** means those Employees of the Local Government Fire Department who have successfully completed the Instructor/Evaluators Course, and recertification thereof as required, and who are certified to provide the First Responder Training and evaluate the First Responder Program;
- (l) **“License Agreement”** has the meaning given in Recital E;
- (m) **“Materials Costs”** has the meaning given in Section 8;
- (n) **“Employees”** means the employees, on-calls or volunteers of the Local Government Fire Department who undertake First Responder Training, and **“Employee”** means any one of these employees, on-calls or volunteers;
- (o) **“Term”** has the meaning given in Section 3; and
- (p) **“VIERA”** has the meaning given in Recital B.

Course Licence

2. The Local Government Fire Department is hereby licenced to use, reproduce and distribute the First Responder Training Materials (with the exception of the First Responder Manual) and permit the Instructor/Evaluators to provide the First Responder Training to employees of the Local Government Fire Department during the Term, all on the terms and conditions provided in this Agreement.

Term of Agreement

3. Subject to Section 5, the term of this Agreement commences on the Commencement Date and terminates on the Expiry Date (the **“Term”**), or such earlier or later date provided for in this Agreement. Upon the expiry or earlier termination of this Agreement, the Agreement will be at an end and of no further force or effect, save and except as expressly set out herein.

Renewal of Term

4. Subject to Section 5, the Term may be renewed by written agreement of the parties, for consecutive one-year terms, on such terms as the parties agree to in writing, on the same terms and conditions as herein provided, save and except that the City may, at its sole discretion, increase the User Fees for the renewal term by an amount not exceeding 5% of the full annual fee payable by the Local Government Fire Department in the immediately preceding year of the current Term, or renewal term, as the case may be.

Effect of Licence Agreement

5. Notwithstanding Section 3 and Section 4, this Agreement will terminate not later than one day prior to the expiration of the Licence Agreement.

Fees and Costs

6. The Local Government Fire Department shall pay the City, the following fee, as applicable:
 - (a) an annual user fee ("**User Fee**") for each year of the Term for each First Responder, in accordance with the fee set out in Schedule "A"
7. The Local Government Fire Department shall, upon the parties entering into this Agreement, submit payment of the User Fee payable for the Term. Further, the Local Government Fire Department shall pay the User Fee payable for any renewal term, upon the parties entering into the written agreement for such renewal, as the case may be.
8. The Local Government Fire Department shall purchase First Responder Course Materials, each at the cost of \$95.00 (plus GST), (the "**Material Costs**"), which cost may be revised by the City, from time to time, at the City's sole discretion, provided however, that the price shall not be increased by more than 10% from one calendar year to the next during the Term.

Records

9. The Local Government Fire Department shall provide to the EMALB, and a copy to VIERA:
 - (a) not later than two (2) days after the completion of a First Responder Course, a list of the results for every Employee, in a form referenced "Form HLTH 3737" or otherwise prescribed by the EMALB.
10. The Local Government Fire Department shall provide to VIERA annually, a record of all Employees with their EMA licence number. This record will be maintained by VIERA on behalf of the City.
11. A licence for each Employee that has successfully completed the First Responder Training, and for whom the required records and fees have been submitted, will be issued by the EMALB to the First Responder.

Representations of the Local Government Fire Department

12. The Local Government Fire Department hereby represents and warrants to the City that:
 - (a) only Instructors/Evaluators shall be permitted to deliver the First Responder Training to other employees of the Local Government Fire Department;
 - (b) only Instructors/Evaluators that are lawful employees of the Local Government Fire Department shall be permitted by the Local Government Fire Department to deliver the First Responder Training;

- (c) only Instructors/Evaluators that are validly certified by VIERA to deliver the First Responder Training shall be permitted by the Local Government Fire Department to deliver the First Responder Training; and
- (d) Instructors/Evaluators will not use any instructional materials other than the First Responder Training Materials and will not deviate from the content of the First Responder Training Materials when delivering the First Responder Training or evaluating the First Responder Program, except as otherwise provided herein.

Termination of Agreement

13. This Agreement shall be terminated as follows:
- (a) by the City, effective upon giving written notice of termination, if payment of the User Fee owing by the Local Government Fire Department to the City are in arrears and remains unpaid for a period of thirty (30) days after the same is due;
 - (b) by the City, effective upon giving written notice of termination, if there is a material breach of the terms of this Agreement by the Local Government Fire Department or the Instructor/Evaluators (other than non-payment as provided above), which material breach is not remedied to the City's satisfaction, acting reasonably, within 7 days of the Local Government Fire Department receiving written notice from the City to remedy such material breach;
 - (c) by either party, upon at least sixty (60) days written notice given by the terminating party of its decision to terminate this Agreement;
 - (d) by mutual written agreement of the parties;
 - (e) subject to Section 4, upon expiration of the Term, without further notice; or
 - (f) upon the expiration of the Licence Agreement.
14. Any User Fee owing by the Local Government Fire Department shall be payable within thirty (30) days of the date of termination. All User Fee paid prior to the termination of the Agreement shall be non-refundable.

Update of Materials

15. If the Local Government Fire Department considers that a change or modification to the First Responder Training Materials is required, then such change or modification may be brought to the attention of the City so the City may (but is not obligated to) consider the suggested change or modifications for making revisions to the First Responder Training Materials.
16. The Local Government Fire Department is prohibited from making any change or modification to the First Responder Training Materials without the prior written approval

of the City of Nanaimo, the Emergency Medical Assistants Licensing Board and the British Columbia Emergency Health Services.

17. During the Term, and any renewal term, the City will inform the Local Government Fire Department of any relevant information or changes regarding the First Responder Training Materials.

Ownership of Materials

18. The Local Government Fire Department hereby acknowledges and agrees that all intellectual proprietary rights and copyright in and to the First Responder Training Materials remain at all times, with the City.

Reproduction of First Responder Training Materials

19. The Local Government Fire Department is prohibited from reproducing the First Responder Training Materials in any form whatsoever, including without limiting, photocopy, digital and electronic copying, except for the sole and limited purpose of permitting the Instructor/Evaluators to deliver the First Responder Training to Employees of the Local Government Fire Department.

Cessation of Teaching and Evaluation

20. Upon termination of this Agreement, the Local Government Fire Department must cease allowing the Instructor/Evaluators to:
 - (a) use the First Responder Training Materials for teaching the First Responder Training;
 - (b) teach the First Responder Training to Employees or others; and
 - (c) evaluate the performance of the First Responder Program.

Ongoing Evaluation

21. The City, by its authorized representatives, may conduct a performance evaluation of the Instructor/Evaluators' delivery of the First Responder Training Materials and/or evaluation of the First Responder Program to ensure the Local Government Fire Department's compliance with all terms of this Agreement.

Disclaimer and Release of Liability

22. The Local Government Fire Department hereby acknowledges and agrees that the Instructor/Evaluator Course and the First Responder Training Materials are being provided by the City on an "as is" basis, without any warranties or representations,

express or implied, and that the City expressly disclaims any warranties, including but not limited to those regarding the use, application, operation, functionality, merchantability and fitness of the Instructor/Evaluator Course and the First Responder Training Materials for a particular purpose.

23. In no event will the City be liable to the Local Government Fire Department, to the Employee, to the Instructor/Evaluators or to any other employee of the Local Government Fire Department or third party for any damages or losses of any kind in connection with the delivery or use of the First Responder Training or the First Responder Training Materials or this Agreement, including without limitation, direct, special, indirect, consequential, punitive or exemplary damages, and damages for lost profits or lost savings.

Indemnity

24. The Local Government Fire Department hereby agrees to release, indemnify and save harmless the City and its elected and appointed officials, officers, servants, employees, consultants, agents, contractors, invitees, instructors and evaluators (collectively, the “**City Representatives**”) from and against all liabilities, losses, damages, actions, suits, claims, causes of action, including actions of third parties, demands, costs, expenses, fines and liabilities of any nature whatsoever suffered or incurred, directly or indirectly, by the City out of or in connection with:
- (a) any breach or non-performance of the obligations of the Local Government Fire Department under this Agreement;
 - (b) any loss or damage to property or personal injury or bodily injury, including death, of any person as a consequence of any First Responder services provided by the Local Government Fire Department;
 - (c) any wrongful act or negligence of the Local Government Fire Department or those for whom it is responsible in law arising out of or in connection with:
 - (i) the First Responder Training Materials;
 - (ii) the Evaluator/Instructors use of information obtained from the First Responder Training or contained in the First Responder Training Materials;
 - or
 - (iii) a breach or non-performance of this Agreement by the Local Government Fire Department;

This clause will survive the termination or expiration of this Agreement.

Insurance

25. The Local Government Fire Department must obtain and keep in force throughout the Term a policy of comprehensive general liability insurance providing coverage for all

potential losses under this Agreement (including death, bodily injury, property loss, property damage, consequential and economic losses), in an amount of not less than Three Million (\$3,000,000.00) Dollars per occurrence, or such greater amount as the City may require from time to time, which policy names the City as an additional insured, a term of which policy must be that it cannot be cancelled or altered without prior notice to the City, which policy waives all rights of subrogation, a copy of which policy (or certificate of insurance) must be delivered to the City at the time of execution of this Agreement and at other times required by the City.

Confidentiality

26. The Local Government Fire Department hereby acknowledges and agrees that all documents submitted to the City are subject to disclosure under the *British Columbia Freedom of Information and Protection of Privacy Act*. Any information the Local Government Fire Department considers confidential must be marked as so and will be subject to appropriate consideration as defined within the Act.

No Assignment

27. The Local Government Fire Department may not assign, either directly or indirectly, this Agreement or any right acquired by it under this Agreement.

Schedules

28. The Schedule(s) attached to this Agreement form an integral part of this Agreement as if set out in their entirety within the body of this Agreement.

Headings

29. The headings in this Agreement are inserted for reference and convenience only and must not be used to construe or interpret the provisions hereof.

Waiver

30. Waiver of any default by the Local Government Fire Department shall not be deemed to be a waiver of any subsequent default by the Local Government Fire Department. All waivers must be in writing.

No Other Agreements

31. This Agreement, executed and delivered by or on behalf of the City and the Local Government Fire Department, set forth the entire agreement between the parties concerning its particular subject matter and terminates and supersedes all other representations, warranties, promises, conditions, understandings and agreements,

whether oral or written, express or implied, between the parties regarding its particular subject matter.

Modification

32. This Agreement may not be amended or revised except by the express written agreement by both parties to this Agreement.

Governing Law

33. This Agreement will be governed by and construed in accordance with the laws of British Columbia.

Time of Essence

34. Time is of essence of this Agreement.

No Joint Venture

35. Nothing in this Agreement creates the relationship of principal and agent or of partnership, joint venture or business enterprise or entity between the parties or gives one party any power or authority over the other party.

Notices

36. Any notice which may be given pursuant to this Agreement must be in writing and either delivered by hand or sent by postage prepaid registered mail and addressed to the applicable party at its address set out above, or to such other address as the party may specify by notice in writing to the other in accordance with this section.
37. A notice will be deemed to be given on the day of delivery if delivered by hand or on the third day after the day of mailing if sent by registered mail, whether or not receipt of the mail is acknowledged by the recipient. In the event of any disruption of mail services, all notices must be delivered by hand rather than mailed.
38. All notices to the City must be addressed to the attention of the City's Corporate Officer.

Interpretation

39. Wherever the singular or masculine is used in this Agreement, the same is deemed to include the plural or the feminine or the body politic or corporate as the context requires.

Severance

40. If any section, subsection, sentence, clause or phrase in this Agreement is held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.

Enurement

41. This Agreement shall ensure to the benefit of and be binding on the parties hereto and their respective successors, heirs, executors, administrators, and personal representatives.

No Public Law Duty

42. Wherever this Agreement creates a power or obligation of the City to make a decision or to exercise any contractual right or remedy, the City may do so in accordance with the provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, shall have any application.

Counterparts

43. This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission and each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

CITY OF NANAIMO, by its authorized signatory(ies):



Karen Fry

Fire Chief

City of Nanaimo

ALBERNI-CLAYOQUOT REGIONAL DISTRICT, by its authorized signatory(ies):

Schedule "A" - Course and FeesA.1 First Responder Instructor/Evaluators Course

The First Responder Instructor/Evaluators Course provides certification to successful students as Instructor/Evaluators for a period of three (3) years. The course comprises a 4-day workshop that explores new, enhanced First Responder concepts and supports the Instructor/Evaluator candidate by ensuring a firm grasp on the content in the new program and providing answers to the frequently asked questions from students;

A.2 The First Responder Instructor/Evaluators Recertification Course

The First Responder Instructor/Evaluators Recertification Course is required by Instructor/Evaluators every three (3) years. The course comprises an 8 hour interactive course designed to review and update First Responder Instructor/Evaluators so they can maintain a high level of requisite knowledge and skills, and maintain a high level of competence in instruction and evaluation.

A.3 User Fee comprises the following:

- i. for the Term:
 - a. \$20 plus GST per Employee



Rezoning Application

TO: Regional Board of Directors

MEETING DATE: July 22, 2020

FROM: Mike Irg, GM Planning and Development

ACRD FILE NO: RD19010

APPLICANTS: Terri Fleming, Kristin Fleming, Amber Day, Leanne Frechette, Tina Dirocco, Lorie Day, Debra Coates, and Rick Sherwood (Agent: Sims Associates)

LEGAL DESCRIPTION: LOT 771, CLAYOQUOT DISTRICT

LOCATION: Beauty Island, Great Central Lake

ELECTORAL AREA: "D" Sproat Lake

Applicants Intention: This application concerns an OCP amendment, zoning text amendment and a zoning map amendment. The applicants intend to rezone the property from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.

Recommendation:

- THAT Bylaw P1405 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.
- THAT Bylaw P1406 Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaws P1405 and P1406 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1405 and P1406 are subject to:
 - a. Support from the Tseshaht First Nation and Hupacasath First Nation;
 - b. Confirmation of suitable parking facilities at the east end of Great Central Lake;
 - c. All docks complying with the Provincial standards;

RD19010

- d. The uninhabited cabin being demolished or brought into compliance with the BC building code; and
 - e. Meeting all technical referral agency requirements.
-

Observations:

i) **Status of Property:** The subject property includes all of Beauty Island, a 5.4 ha (13.34 ac) island located in the easternmost third of Great Central Lake, northwest of Brown's Bay. Beauty Island rises in elevation 20 m above the natural boundary of the shoreline. The island is mostly treed and does not include marked watercourses.

Improvements include four (4) cabins, two of which are legally non-conforming as they predate the ACRD Zoning Bylaw. One cabin was built with a building permit. Construction on the fourth cabin commenced and received a Stop Work Order for unauthorized construction in 2008. No application has been made for construction of the cabin to date. Obtaining a building permit and bringing the non-conforming cabin into compliance with the Building Bylaw or demolishing the cabin is a condition of rezoning.

Beauty Island is zoned Forest Reserve (A4), along with the surface of Great Central Lake and the nearest surrounding parcels are also zoned Forest Reserve (A4) District. The intent of the proposed rezoning is to facilitate a three (3) lot, water access only, subdivision.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. Information provided by a Registered On-Site Wastewater Practitioner (ROWP) confirms that each of the proposed 3-lots demonstrate adequate soils for sewage treatment. Additionally, the ROWP confirmed "all current on-site seasonal sewage disposal show no signs of any potential Health Hazards as prescribed by the Regulations 326/04."
- b. **Water Supply:** Lake intake.
- c. **Fire Protection:** Outside fire protection districts
- d. **Access:** Water access only. Ministry of Transportation and Infrastructure to determine access requirements at the time of subdivision approval. The Regional District will require confirmation of suitable parking on the east end of Great Central Lake recognizing that the Island is water-access only.

iii) Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates

RD19010

the lands as “Recreational Residential Use”. The objective of the Recreational Residential Use designation is to provide opportunities for seasonal residency.

While section 11.2.2 states the ACRD’s policy to “only permit the development of new lots for part-time residential use where access is provided either by dedicated roads or by forestry roads” the intention of this policy is to limit development to areas with existing access. This section does not contemplate water access only sites and therefore does not apply to Beauty Island.

Under the Sproat Lake OCP, a property must maintain a minimum lot size of 1 hectare for subdivision purposes if serviced with on-site well and septic. Each of the proposed lots exceed this minimum lot size requirement.

The OCP also designates a development permit area (DPA) which may impact development of the properties: “DPA I – Riparian Areas Protection”. DPA I includes all lands within 30 metres of Great Central Lake, Boot Lagoon and the Stamp River.

Staff recommends changing the OCP to “comprehensive development” to allow for a site-specific zone that limits lot the number of lots to four(4). Bylaw P1404 meets the intent of the OCP.

- C. **Zoning:** The property is zoned Forest Reserve (A4) District which permits a minimum lot area of 16 ha (40 ac) and one single family dwelling per lot for properties of this size. The Island therefore cannot be subdivided unless it is first rezoned.

The applicants have applied to rezone the property to a seasonal recreational zone that would facilitate a maximum of (4) four lots, although the applicant has stated they intend to create three (3) lot subdivision in accordance with their respective shares on title. The proposed new zoning designation, Comprehensive Development, Beauty Island (BI RVH) District, would facilitate the subdivision of Beauty Island into large lots with a 1.0 ha (2.47 ac) minimum area.

The property includes two legally non-conforming cabins, one cabin built with a building permit and one cabin that was built without a building permit application. The cabin constructed without a Building Permit is in contravention of the ACRD Building Bylaw. Bringing the non-conforming cabin into compliance with the Building Bylaw will be a condition of subdivision approval.

The existing buildings are approximately 7.0 m, 27.0 m, and 11.4 m from the present natural boundary of Great Central Lake. As such, they may require Development Variance Permits to comply with the lot lines and setback requirements of the proposed rezoning. The siting of any non-conforming

RD19010

structures built prior to the adoption of the ACRD Zoning Bylaw may be maintained and repaired within their existing footprints subject to Section 529 of the Local Government Act.

	Current Zoning Forest Rural (A4) District	Proposed Zoning Comprehensive Development, Beauty Island (BI RVH) District
Minimum Lot Size:	40 acres	1.0 ha
Minimum Lot Width:	660 feet	150 feet
Lot Coverage:	-	5%
	Minimum Setbacks	
Front:	50 feet	50 feet
Rear:	30 feet	30 feet
Side:	15 feet	15 feet
	Maximum Height	
feet	35 feet	30 feet

Uses permitted under the proposed zoning include one single family home per lot and accessory building and associated uses.

Note: Accessory dwelling units and vacation rental are not permitted under the proposed zone.

The applicant is applying to rezone the property from Forest Reserve (A4) District to, Beauty Island (BI RVH) District in order to facilitate the subdivision of the property into four lots with a minimum area of 1.0 ha parcels.

Comments:

The proposal consists of a plan to amend the ACRD Zoning Bylaw text amendment and an ACRD Zoning Bylaw map amendment to facilitate a three-lot subdivision with a 1.0 ha (2.47 ac) minimum parcel size with an OCP amendment. The proposed zoning would allow for a maximum of 4 lots on the subject property. The Sproat Lake OCP requires a 1.0 ha (2.47 ac) minimum lot size for lots that are serviced with on-site water (lake in-take) and septic.

Section 18.0 Marine Use provides a list of objectives and policies for waterbodies, including Great Central Lake. This includes section 18.1.2 “maintain the unique physical and biological characteristics of the shoreline environments”. Recognizing the ecological importance of the riparian environment, Development Permit Area DPA 1 – Riparian Area Protection applies to the 30-meter foreshore of Beauty Island.

The cabin constructed without a Building Permit is in contravention of the ACRD

RD19010

Building Bylaw. Obtaining a building permit and bringing the non-conforming cabin into compliance with the Building Bylaw or demolishing the structure is a condition of rezoning.

The applicants have asked for (2) dwellings per lot. Staff are not supportive of a zone that would allow for (8) dwellings on this property. This is an Island in Great Central Lake accessible only by water. If the two existing cabin are on the same lot following subdivision approval, their legal non-conforming status would continue.

Staff are supportive of zoning as presented, which would allow for a maximum of four lots, limit the dwelling size, and allow for residential recreational use.

Submitted by:



Mike Irg, MCIP, RPP
GM of Planning and Development

Approved by:



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RD19010



Subject
Property

Great Central Lake

DL 771















Fern Road Consulting Ltd.



Our File: 19-032-Z

RD19010

PL20200001

2019-12-12

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

Attention: Mike Irg

Dear Mike:

**RE: Proposed Zoning Amendment of District Lot 771, Clayoquot District
Beauty Island**

On behalf of our clients, Tina Dirocco, Leanne Frechette, Terri Fleming, Kristin Fleming, Amber Day and Lorie Day, Rick Sherwood and Debra Coates we are applying for a zoning amendment for Beauty Island.

BACKGROUND

Beauty Island in Great Central Lake was created as District Lot 771 in 1908. The island is treed, has 3 cabins and various sheds. The current owners all belong to the same family.

Sims Associates (Sims) has surveyed the island and has determined the present natural boundary (PNB). Sims has prepared a proposed subdivision plan showing locations of buildings, current PNB and amount of Return to Crown (due to the lake level being much higher than where it was previously surveyed).

PROPOSAL

There are 8 people on title as owners and shares are as follows:

- 50% share Rick Dale Sherwood and Debra Agnes Coates
- 25% share Tina-Marie Dirocco and Leanne Tracey Frechette
- 25% share Terri Lynn Flemming, Kristin Jean Flemming, Lorie Lee Day and Amber Lynn Day

The owners would like to subdivide so that the ownership is the same as the share percent. Currently the island is zoned A-4 Forest Reserve with a minimum parcel size of

40 acres. We propose rezoning the property to Cottage and Seasonal Residential with a minimum parcel size of 3 acres (1.2 ha).

The owners would like to have 2 cottages per lot with each cottage a maximum of 1500 sq ft. Although "Vacation Rental" is part of this zone, the owners do not want to rent and suggest this option be eliminated from the zone.

We felt it would be prudent to have the soil checked for percability. Mr. Glenn Gibson of Gibsons & Sons inspected the property and determined that it "demonstrates adequate soils for on-site sewage treatment that meet the intent of both Standards".

We have completed an application form but are unsure of the fee. We request you review the file and inform us of the fee and we will then collect it from the owners.

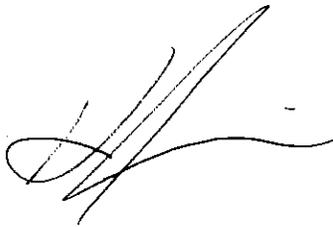
ENCLOSURES

In support of this application, we are enclosing:

- Application form
- 3 Title Searches
- Signed Letters of Authorization
- Report prepared by Gibson & Sons
- Proposed Subdivision Plan prepare by Sims

Please do not hesitate to contact me if there are any questions or you would like to discuss further.

Sincerely,



Helen MacPhail Sims
Office Manager
/tj

Enclosure

Attached Sheet

Applicant/Property Owner Information

Name: Rick Sherwood and Debra Coates

Mailing Address: 2596 Alberni Highway, Site 215, C-7, Port Alberni, BC, V9Y 7L6

Name: Tina Dirocco and Leanne Frechette

Mailing Address: 5696 Arvay Road, Port Alberni, BC, V9Y 8H4

Name: Terri Flaming, Kristin Fleming, Lorie Day and Amber Day

Mailing Address: 7641 Beaver Creek Road, Port Alberni, BC, V9Y 8M9

Gibson and Sons Consulting
811 Wildgreen Way, Parksville
250 240 1724 gibsonandsons65@gmail.com

Mario + Tina Di Rocco
Arway Rd Port Alberni
m+rocco@shaw.ca

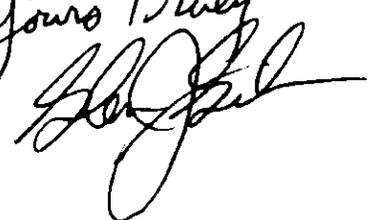
April 25/19

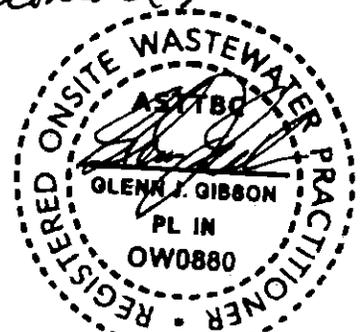
Re: Proposed 3 lot Subdivision of Beauty Island

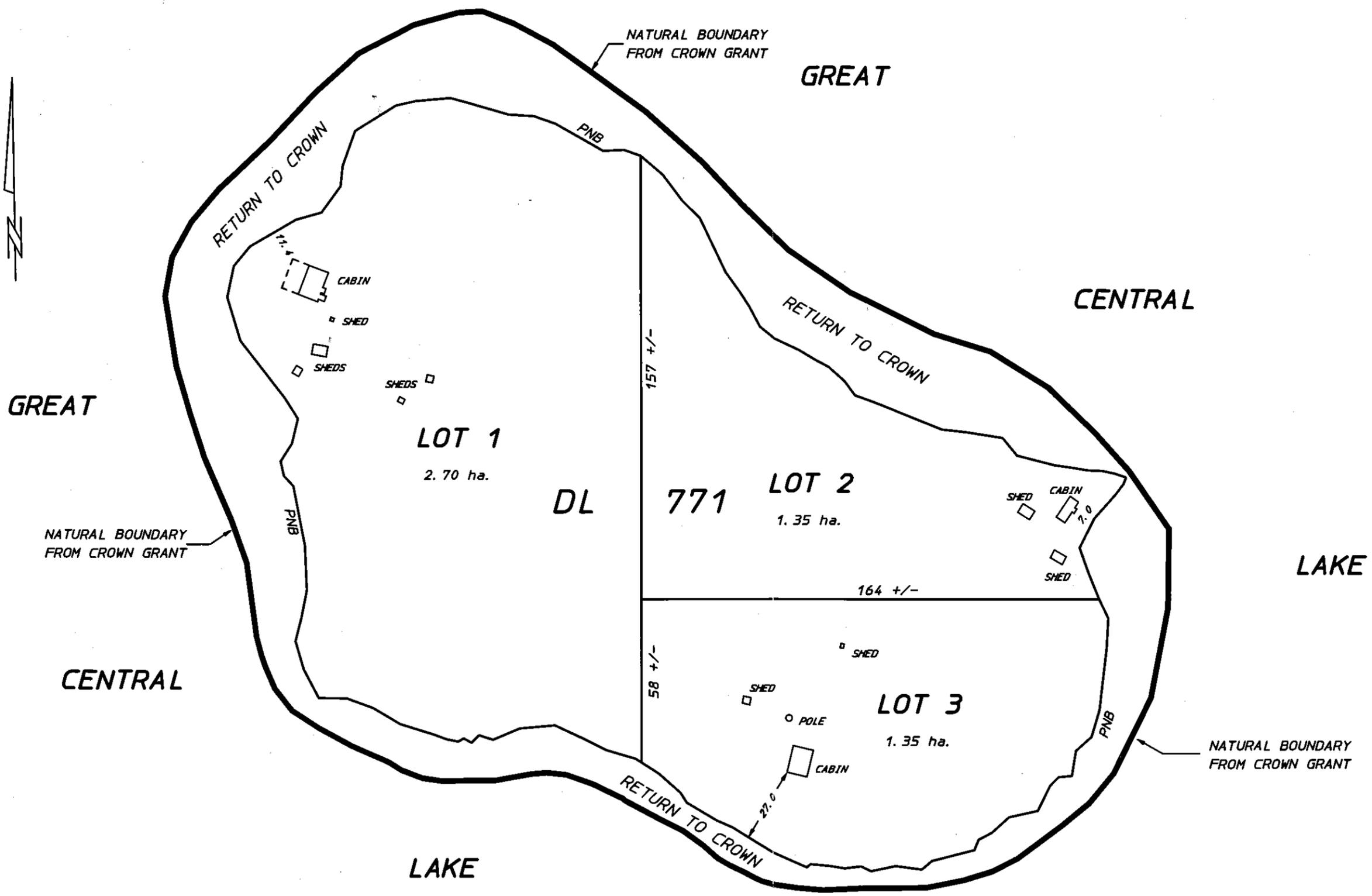
On April 25/19 we dug percolation and observation holes by hand on each of the 3 lots to demonstrate adequate soils for on-site sewage treatment that meet the intent of both Standards.

The soils are defined as loamy sands, the holes were dug to 24" + and the percolation rates ranged from 2-6 minutes.

I believe these site conditions meet the intent of both Standards. All current on-site seasonal sewage disposal show no signs of any potential Health Hazard as prescribed by the Regulations 326/04.

If you have any questions please contact me.
Yours Truly






**PLAN OF PROPOSED SUBDIVISION OF
DISTRICT LOT 771, CLAYOQUOT DISTRICT.**

SCALE 1: 1500

 ALL DISTANCES ARE IN METRES.
 ALL DIMENSIONS AND AREAS ARE
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2019/10/31	

SIMS ASSOCIATES
 LAND SURVEYING
 223 FERN ROAD WEST
 QUALICUM BEACH, B.C.
 V9K 1S4
 PHONE: (250) 752-9121
 FAX: (250) 752-9241
 FILE: 19-032-5
 COMP: 19-032.P1

P1405 REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1405

**A BYLAW TO AMEND BYLAW NO. P1310
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1405.
2. Schedule B, the plan map, is hereby amended by redesignating LOT 771, CLAYOQUOT DISTRICT from "Recreational Residential Use" to "Comprehensive Development Area" 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 , 2020
Public hearing held this day of , 2020
Read a second time this day of , 2020
Read a third time this day of , 2020

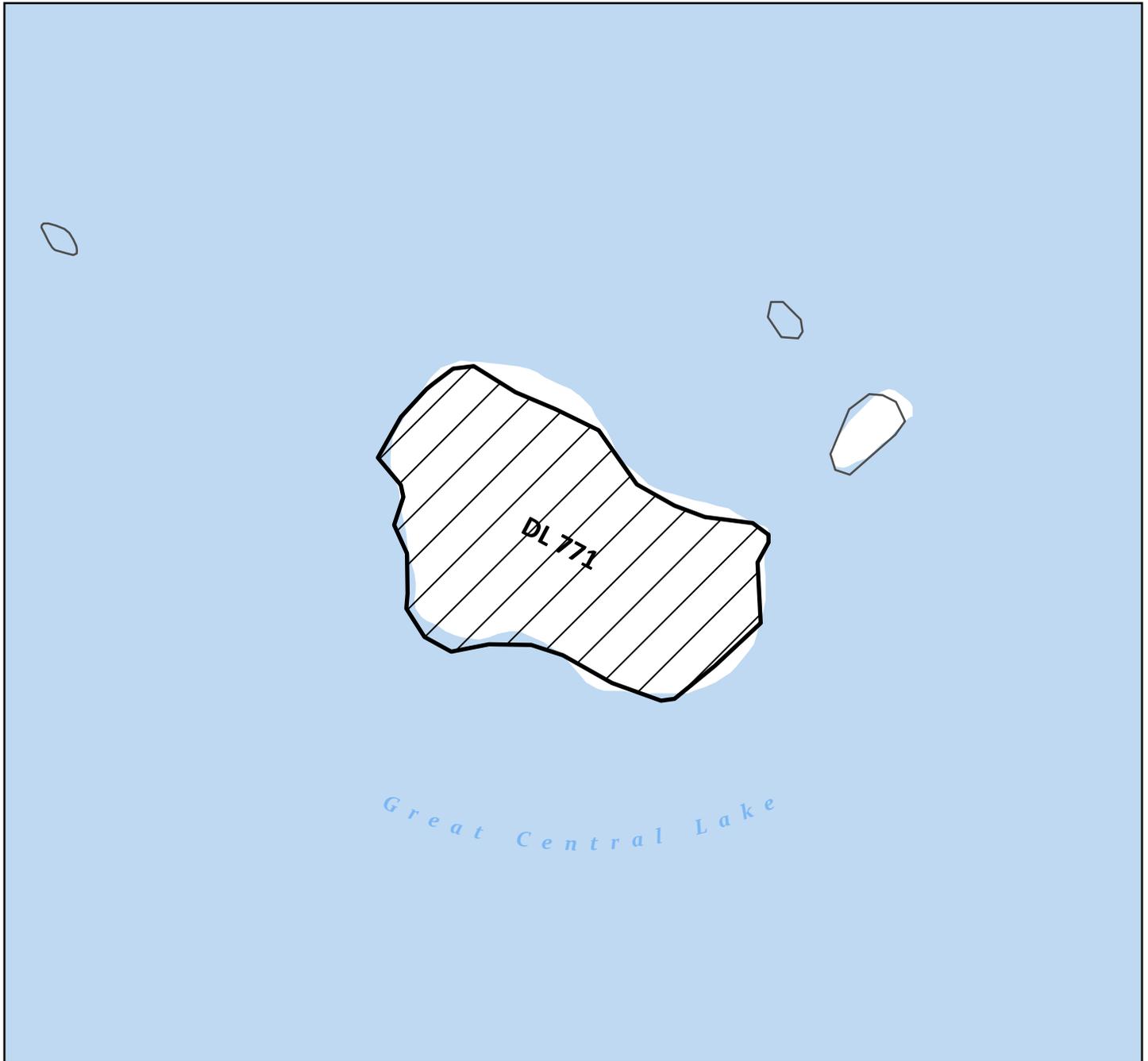
Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

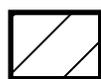
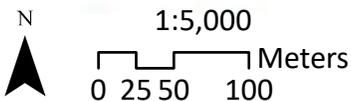
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1405 to Amend Sproat Lake OCP



P1405 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-designating from "Recreational Residential Use" to "Comprehensive Development Area"

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1406

**OFFICIAL ZONING TEXT AMENDMENT AND
OFFICIAL ZONING ATLAS AMENDMENT NO. 723**

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 amendments to the Official Zoning Text and 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 Text and Atlas Amendment Bylaw No. P1406.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot text is hereby amended by:

- a. Adding a new section 166 Beauty Island (BI RVH) District” to read as follows:

“ 166 Beauty Island (BI RVH) District

This District provides for low-density development of large parcels intended for recreational use without the provision of water, sewer, sewage disposal, drainage or fire protection services by the Regional District. The natural setting and environmental features will be protected and preserved through large lot sizes and low density.

166.1 Permitted Uses

- (1) One Single Family Dwelling per lot which is constructed on the site on which it will be occupied, which is not to be occupied as the permanent home or residence of any family, but rather as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere;
- (2) One Accessory building;

166.2 Density

RD19010

- (1) One (1) Single Family Dwelling per lot;
- (2) the minimum lot size shall be one (1) hectare (2.47 acres);
- (3) the maximum number of lots shall not exceed four (4) lots;
- (4) the maximum floor area of a Single Family Dwelling unit shall not exceed 150 square meters (1,614 square feet) in floor area;
- (5) the maximum floor area for an accessory building shall not exceed 40 square meters (430 square feet) and the height shall not exceed 3.66 meters (12 feet). ”

b. Including the following line item to Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
BI RVH	150	2.5 acres	5%	50	30	15	30

c. Including “BI RVH” on the line that references “R” Districts in Section 4.3, Interpretation.

d. Including “166 Beauty Island RVH (BI RVH) District” in Section 5.1, Designation of Districts, under Comprehensive Development Use.

- 3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot atlas is hereby amended by rezoning LOT 771, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to Beauty Island (BI RVH)) District as shown on Schedule A which is attached to and forms part of this bylaw.
- 4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of 2020
 Public Hearing held this day of 2020
 Read a second time this day of 2020
 Read a third time this day of 2020

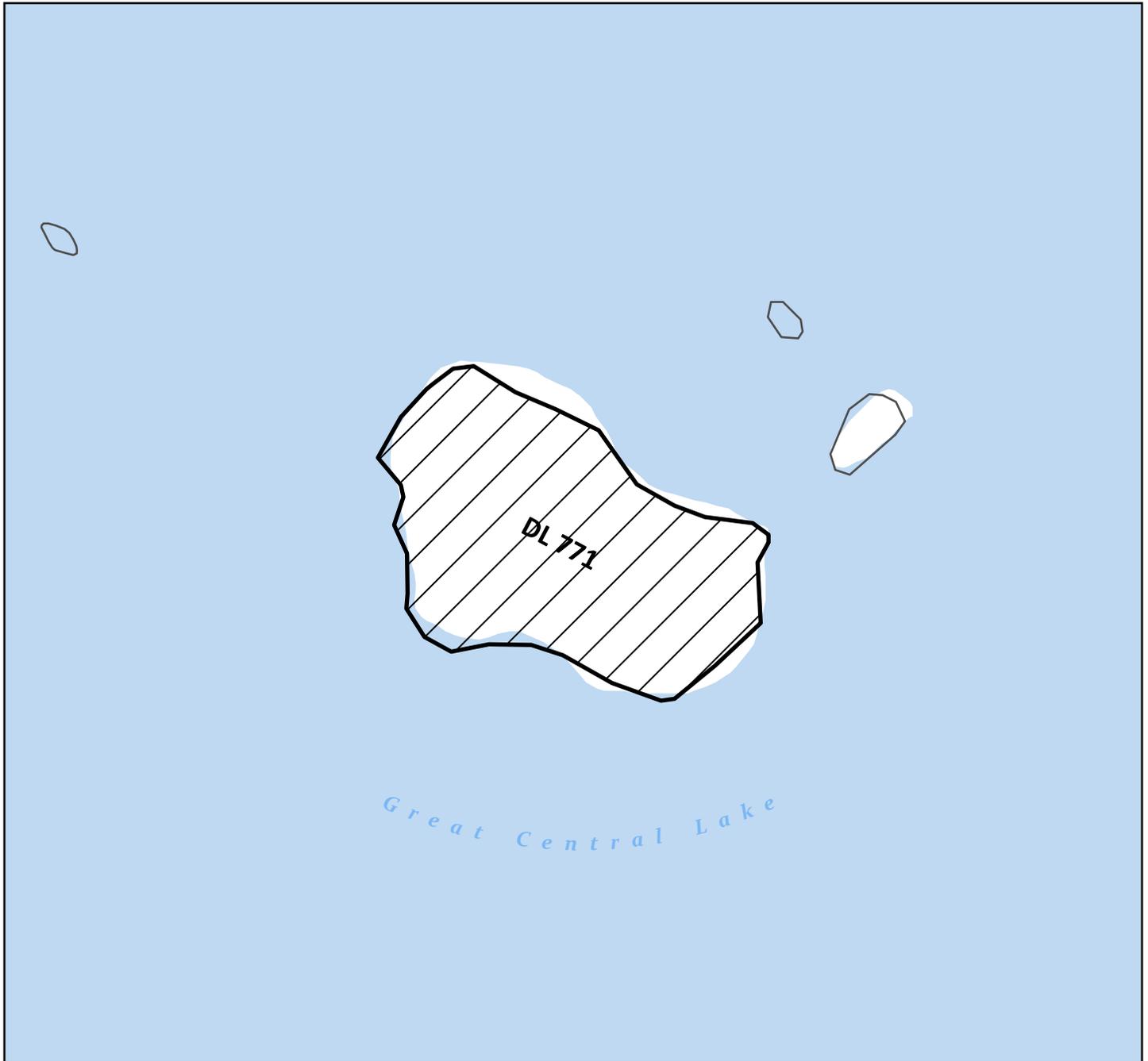
Adopted this day of 2020

Douglas Holmes, BBA, CPA, CA
 Chief Administrative Officer

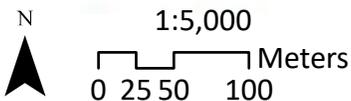
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1406 to Amend Official Zoning Atlas



P1406 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-zoning from "Forest Reserve (A4) District" to
"Beauty Island (BI RVH) 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: Alex Dyer, MCIP, RPP, Planner

Meeting

Date: July 22, 2020

Subject: Subdivision Application SD20002 – Briggs/Windley/Wenner Parcel Frontage Waiver for Proposed Subdivision of LOT 5, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 37113; Lot 5, Bayley Place

Recommendation

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot B as per subdivision plan of LOT 5, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 37113.

Background

The property owners are applying to subdivide the property at Lot 5, Bayley Place into two (2) lots to create a 1.4 ha (3.46 ac) parcel (Lot A) and a 1.0 ha (2.47 ac) remainder (Lot B). The subdivision complies with the requirements of the Zoning Bylaw and the Sproat Lake Official Community Plan.

Proposed remainder Lot B does not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution. Proposed Lot B has 41.49 metres (7.26%) of road frontage and 57.01 metres are required to meet the 10% frontage requirement. The proposed frontage onto Bayley Place provides suitable access into proposed Lot B; two separate driveway already exist within this frontage.

The applicants had intended to access proposed Lot A via an easement registered on title through the northern portion of Lot B. In their initial review of the subdivision application, the Ministry of Transportation is requiring that the applicants provide confirmation that a suitable access into proposed Lot A can be built from Taylor Arm Drive where the lot will have 80.7 metres of frontage along the west boundary of the property. Access to proposed Lot A from Taylor Arm Drive complies with the parcel frontage requirements of Section 512 of the *LGA*.

Planning staff are supportive of the proposed subdivision and recommend that the 10% road frontage requirement be waived for proposed Lot B.

SD20002

Submitted by: 
Alex Dyer, MCIP, RPP
Planner

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

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

SD20002

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?at Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

SKETCH PLAN OF
PROPOSED SUBDIVISION

WENNER/BRIGGS

LOT 5, DISTRICT LOT 622,
CLAYOQUOT DISTRICT,
PLAN 37113

ADDRESS : BAYLEY PLACE,
PORT ALBERNI, B.C.

PROJECT SURVEYOR : D.W. HOLME

DRAWN BY : CDB DATE : JAN. 20/20

OUR FILE : 89352 REVISION :



J.E. ANDERSON
& ASSOCIATES
SURVEYORS - ENGINEERS

1A - 2811 SHERIDAN ROAD, NANAIMO, B.C. V8T 2H1
TEL: 250-758-4821 FAX: 250-758-4850
EMAIL: cdb@jea-surveyors.com
VANUATU - VICTORIA - PARKSALLE - CAMPBELL HILL

LEGEND

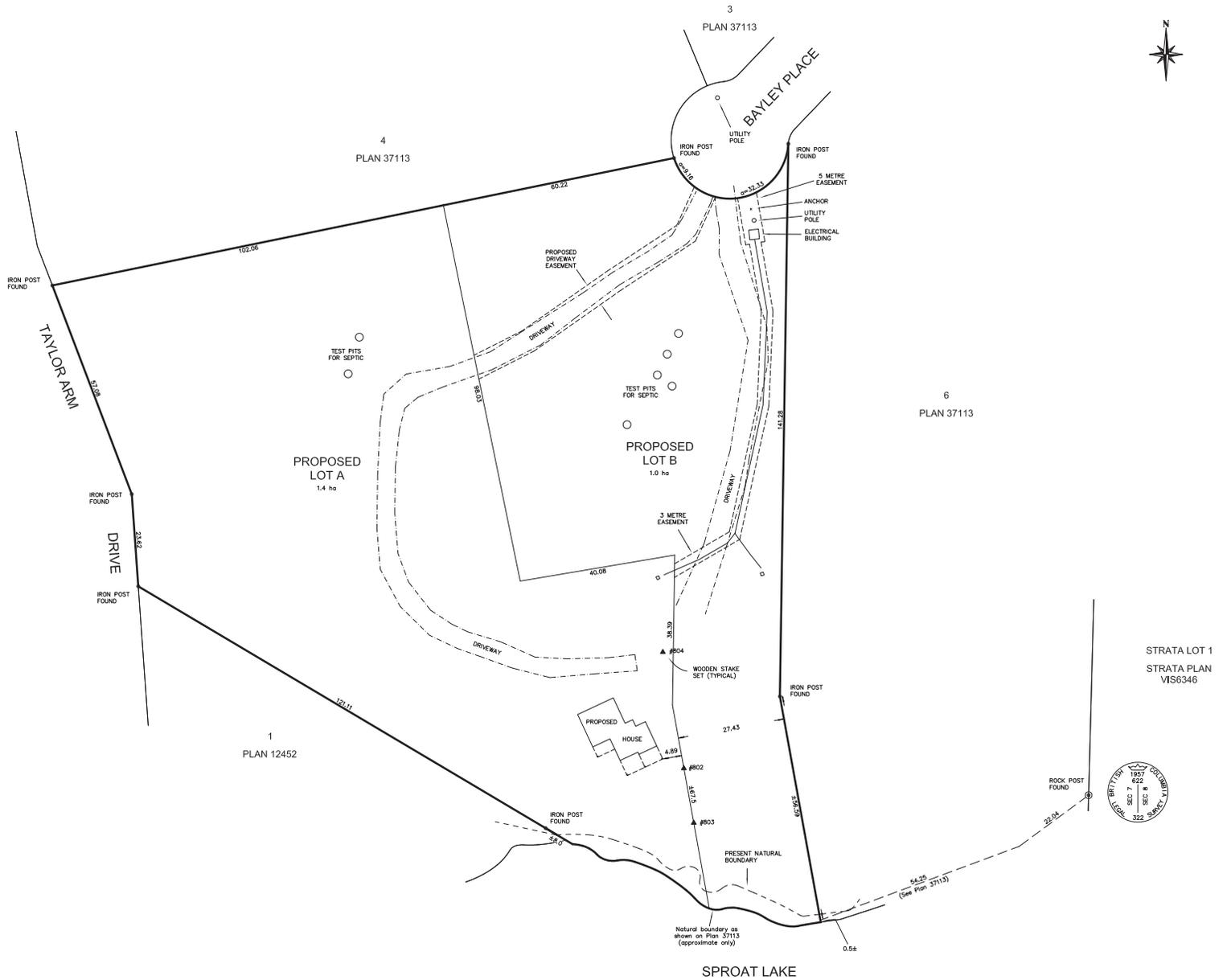
ALL DIMENSIONS ARE IN METRES

SUBJECT TO CHARGES SHOWN
ON TITLE NO. CA7054887
(PLD. 001-007-005)

DIMENSIONS ARE DERIVED FROM FIELD SURVEY
AND LAND TITLE OFFICE RECORDS

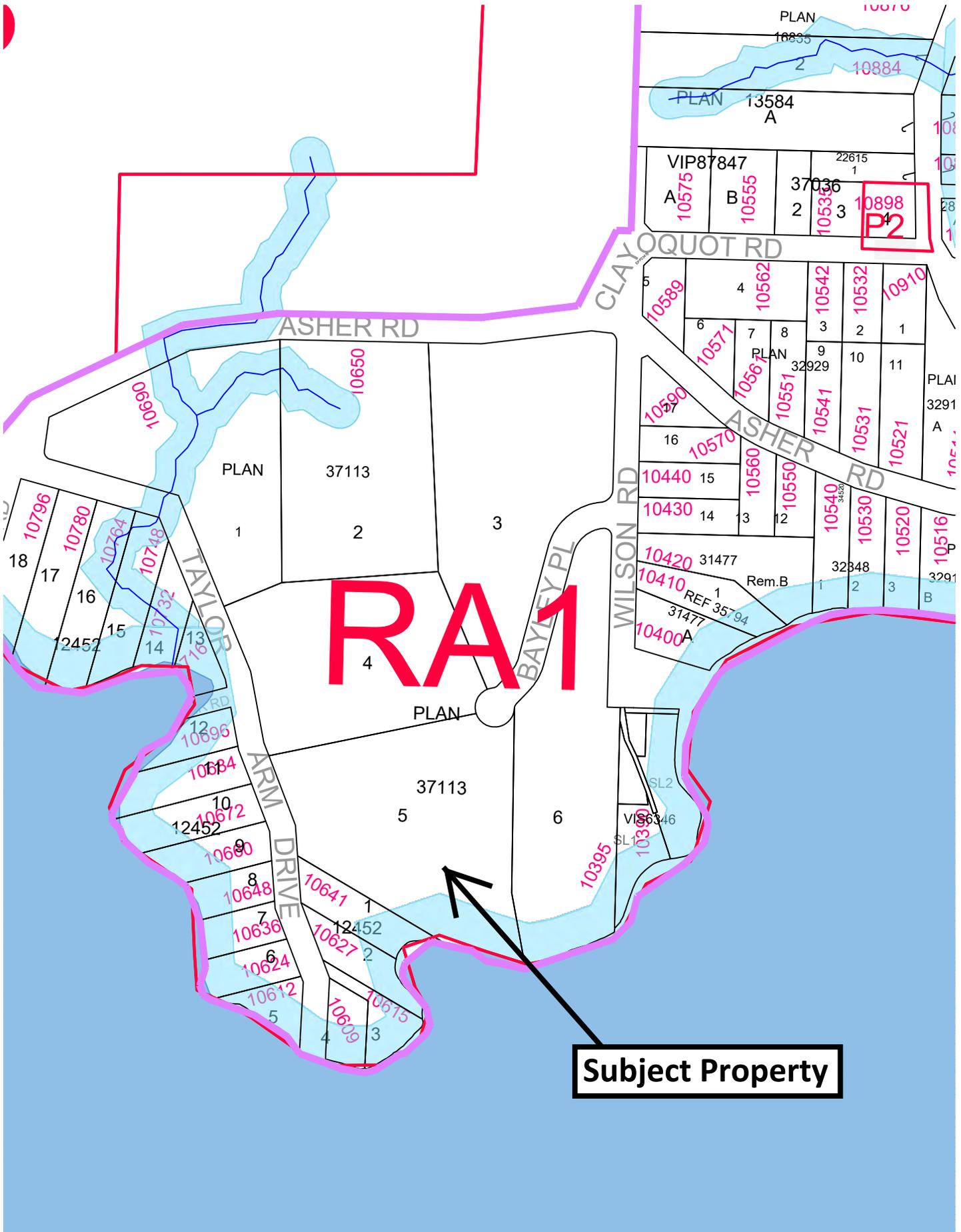
THIS PLAN HAS BEEN PREPARED IN
ACCORDANCE WITH THE PROFESSIONAL
REFERENCE MANUAL

0 5 10 20 30 40 50
The intended plot size of this plan is 864mm in width by 560mm
in height (D size) when plotted at a scale of 1:500



STRATA LOT 1
STRATA PLAN
VIS6346







ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors

MEETING DATE: July 22, 2020

TEMPORARY USE PERMIT

APPLICATION #: TUP19018

APPLICANT: Catherine Braiden

LEGAL

DESCRIPTION: DISTRICT LOT 41, ALBERNI DISTRICT, EXCEPT PLANS 1191, 1880, 14018, AND 29251

LOCATION: 8467 Bothwell Road

ELECTORAL AREA: "D" Sproat Lake

Applicant's Intention: To continue operation of a short-term vacation rental located in an accessory dwelling unit.

Recommendation:

That the Board of Directors consider issuing Temporary Use Permit TUP19018, subject to neighbouring properties being notified as per Local Government Act s. 494 and confirmation from the building inspector that the dwelling is safe for the intended use.

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 neighboring 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.

Observations:

1. Property Description:

TUP19018

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The subject property is approximately five (5) acres in size and is located on Sproat Lake. There is an existing single family dwelling and a small 350 square foot cabin (ADU) located in the parcel. The applicant is applying to legalise the short-term rental of the ADU. The applicant does not rent the main house.

2. Services:

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** On-site water system (Sproat Lake).
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is from Bothwell 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 of 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 temporary use permits at the discretion of the Regional Board of Directors in accordance with s. 493 of the *Local Government Act*.

The OCP designates a Development Permit Area (DPA) that impacts development on this property: “Development Permit Area I – Riparian Areas Protection”. This DPA is intended to minimize negative environmental impacts from development activities. The applicants hired a QEP and have satisfied the DPA requirements. The issuance of this TUP will not trigger DPA requirements.

The proposal complies with the policies and objectives of the Sproat Lake OCP. A TUP may be issued to allow the use requested for the subject property.

C. Zoning: The property is zoned Acreage Residential (RA1) District. This zoning designation does not allow short-term vacation rentals, though accessory dwelling units are permitted on properties greater than 1 acre in size.

Under Section 493 of the *Local Government Act* (LGA), the Regional District may issue a Temporary Use Permit, 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;

TUP19018

- ii. Specify conditions under which the temporary use may be carried;
- 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 LGA, 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.

A Short Term Vacation Rental Temporary Use Permit Policy was adopted by the Board on January 24, 2018. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and conditions that the permit is subject to. For the subject property in the Sproat Lake area of the ACRD, a TUP can be issued for up to three years and renewed once as long as the use is temporary or clearly seasonal in nature and compatible with the surrounding uses, area, and environment. The submitted application complies with the conditions and requirements set out in the policy.

When issuing a TUP, the ACRD may specify conditions that restrict the permit including:

- a. The buildings to be used;
- b. The area of use;
- c. The hours of use;
- d. Form and character;
- e. Environmental protection;
- f. Site-related restrictions; and
- g. Any other relevant conditions determined by the ACRD.

Temporary Use Permit:

Should the Board of Directors wish to support this application, the Temporary Use Permit for DISTRICT LOT 41, ALBERNI DISTRICT, EXCEPT PLANS 1191, 1880,14018, AND 29251 may be subject to the following conditions and any others that the ACRD Board of Directors considers appropriate at the time of issuance:

1. This permit is issued for the operation of a one (1) bedroom short-term vacation rental (STR) unit at the subject property.
2. A maximum of two (2) persons shall be permitted when the dwelling unit is being occupied as an STR.
3. The rental unit is limited to the accessory dwelling unit (cabin) on the subject property.
4. The rental use of the property shall not change the residential appearance of the property.
5. The owner or a caretaker must live on-site.
6. Contact information for the owner or caretaker and a copy of the TUP must be visible in a

TUP19018

public location.

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 applicant is applying to legalise the rental of a small cabin on the property. As part of the ACRD's STR policy, owners operating STRs are provided the opportunity to apply for temporary use permits. The applicant lives on-site and only intends to rent the cabin. The rental is limited to two people.

One of the primary criteria used in evaluating a TUP application, according to section 3.4(a) of the STR Policy adopted by the ACRD Board, is that the STR use must be clearly temporary or seasonal in nature. Based on the application, the owners intend to rent the ADU on a seasonal short-term basis.

The applicants have provided staff with the required documentation to support their application, including confirmation of a new the sewer system being capable of supporting a typical occupancy of the house and ADU. Parking is available for guests.

The existence of this STR came to the attention of the ACRD as part of staff researching STRs in the ACRD that are operating in contravention of the Zoning Bylaw. The issuance of this TUP would allow the applicant to continue operating a STR in the ADU.

ACRD staff recommend that the Regional Board consider issuing Temporary Use Permit TUP19018, subject to neighbouring properties being notified as per LGA s. 494.



Submitted by:

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

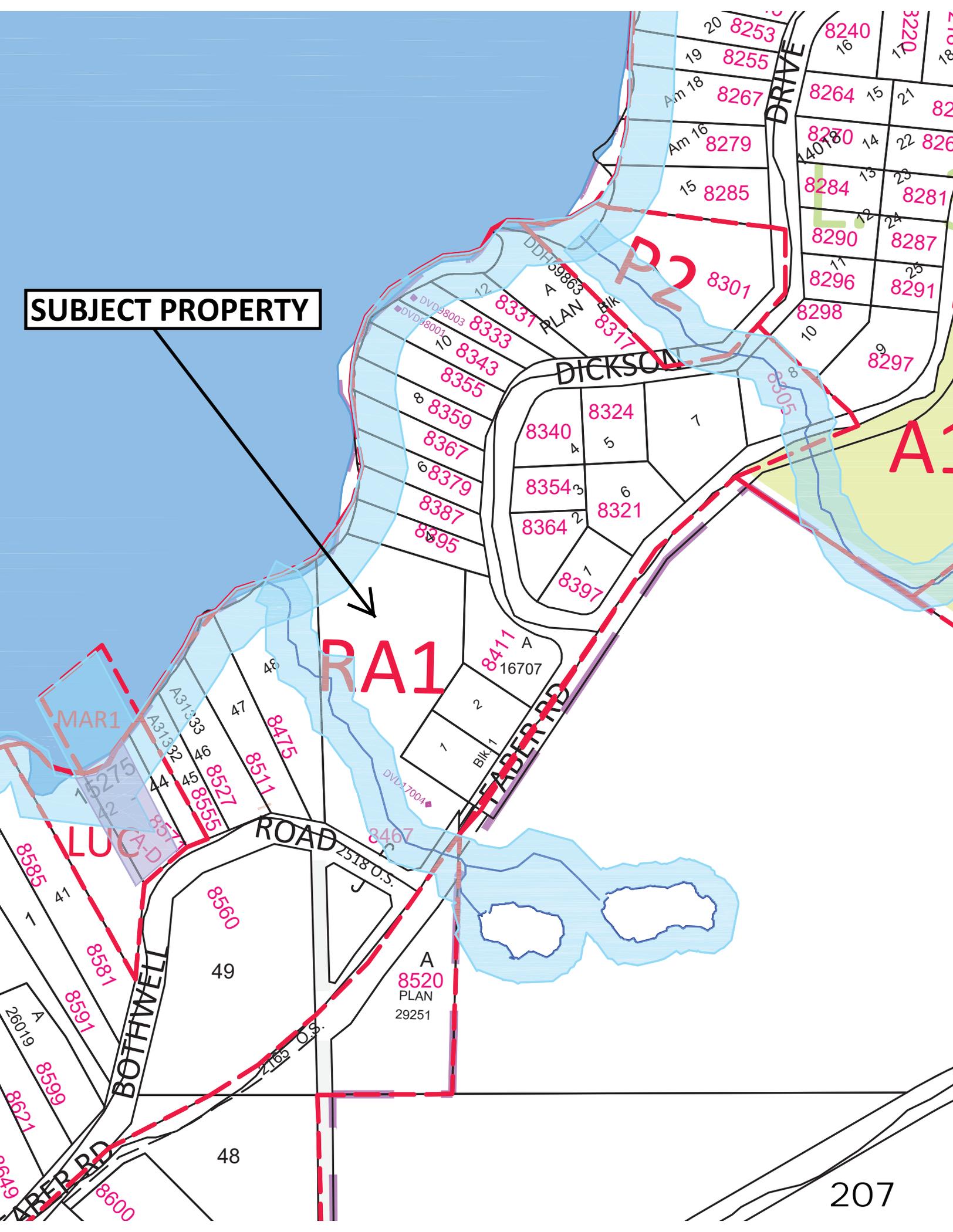


Approved by:

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

TUP19018

SUBJECT PROPERTY



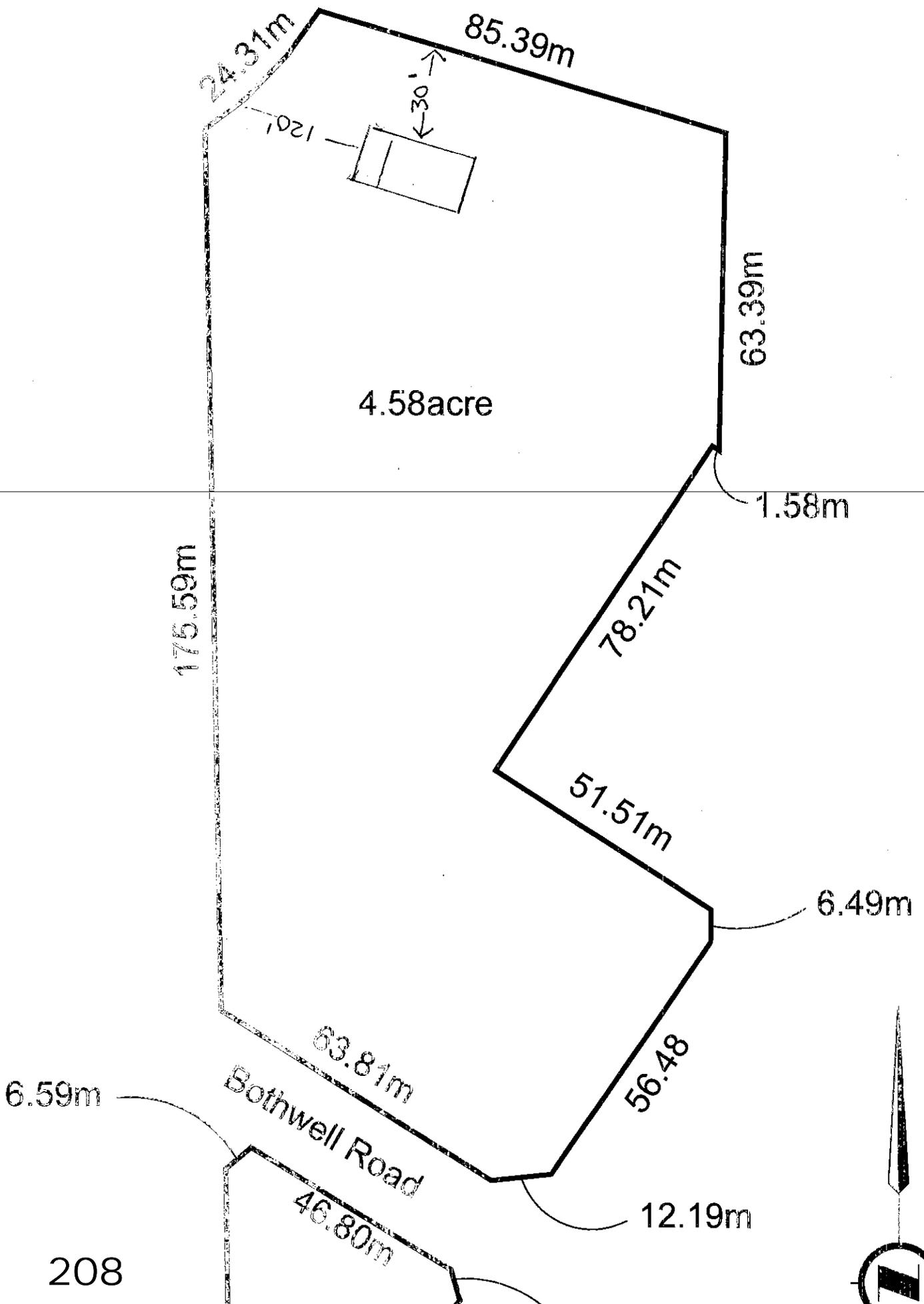
RA1

P2

MAR1

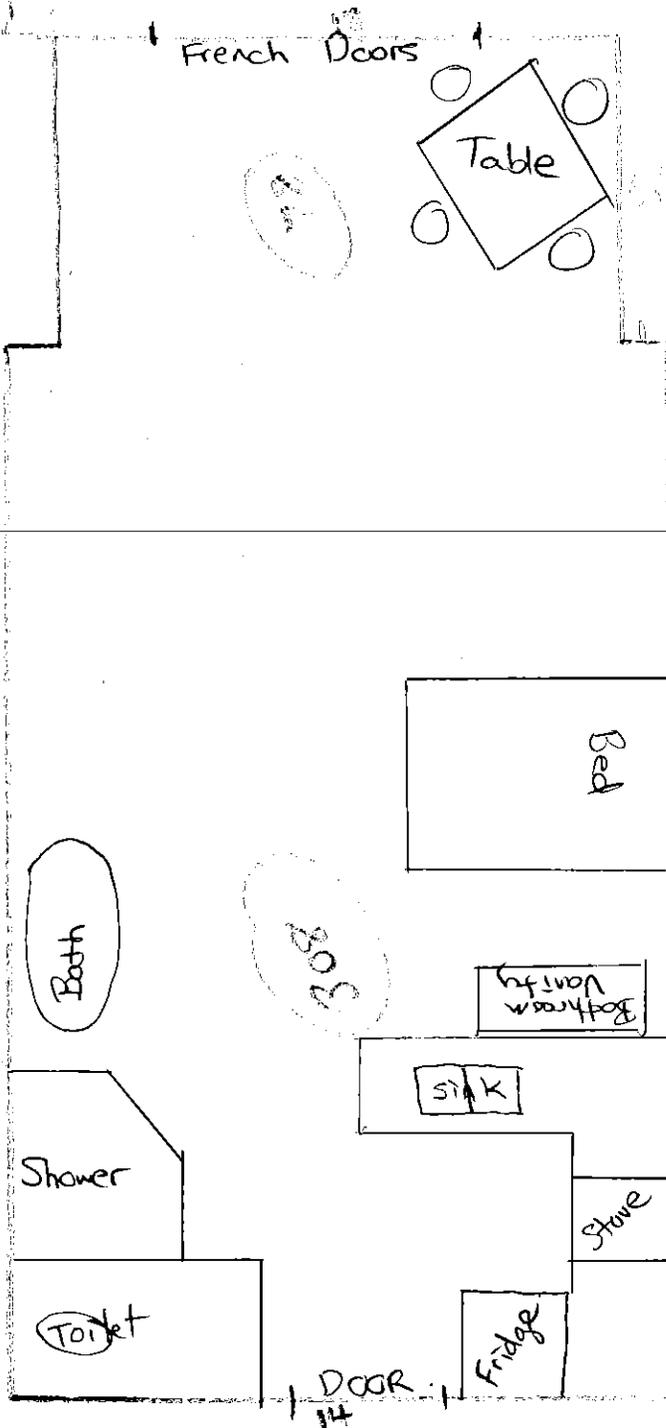
LUC(A-D)

A



8467 Bothwell

Cabin



Cabin: 386 sq. ft.
 Deck: 300 sq. ft.



JSalmonContractingLtd@shaw.ca

May 15, 2019

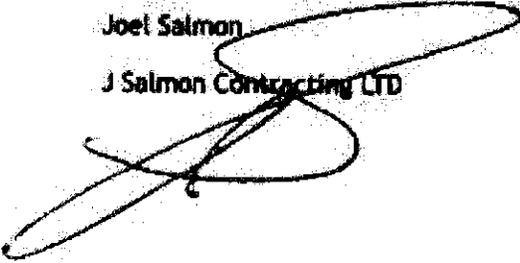
To whom this may concern,

After an inspection of the proposed rental suite at 8467 Bothwell rd Port Alberni B.C. I find that the dwelling meets all of the minimum health and safety standards. The suite is equipped with its own hydro meter, full bath, kitchen and open bedroom living area. There is no notice of any major defect or maintenance issue that would lead to causing harm to any rental occupant.

Please feel free to contact me at anytime with any Questions or Concerns,

Joel Salmon

J Salmon Contracting LTD





Alberni Septic Tank Service
Septic Tank Inspection

Date: May 22/19 Completed By: Mike Turner
Address: 8467 Bothwell Rd.

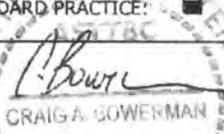
The septic system at this address has a two chamber concrete tank with a gravity fed septic field.

I saw no cracks, leaks, or water coming back to the tank from the field. This system seems to be working.

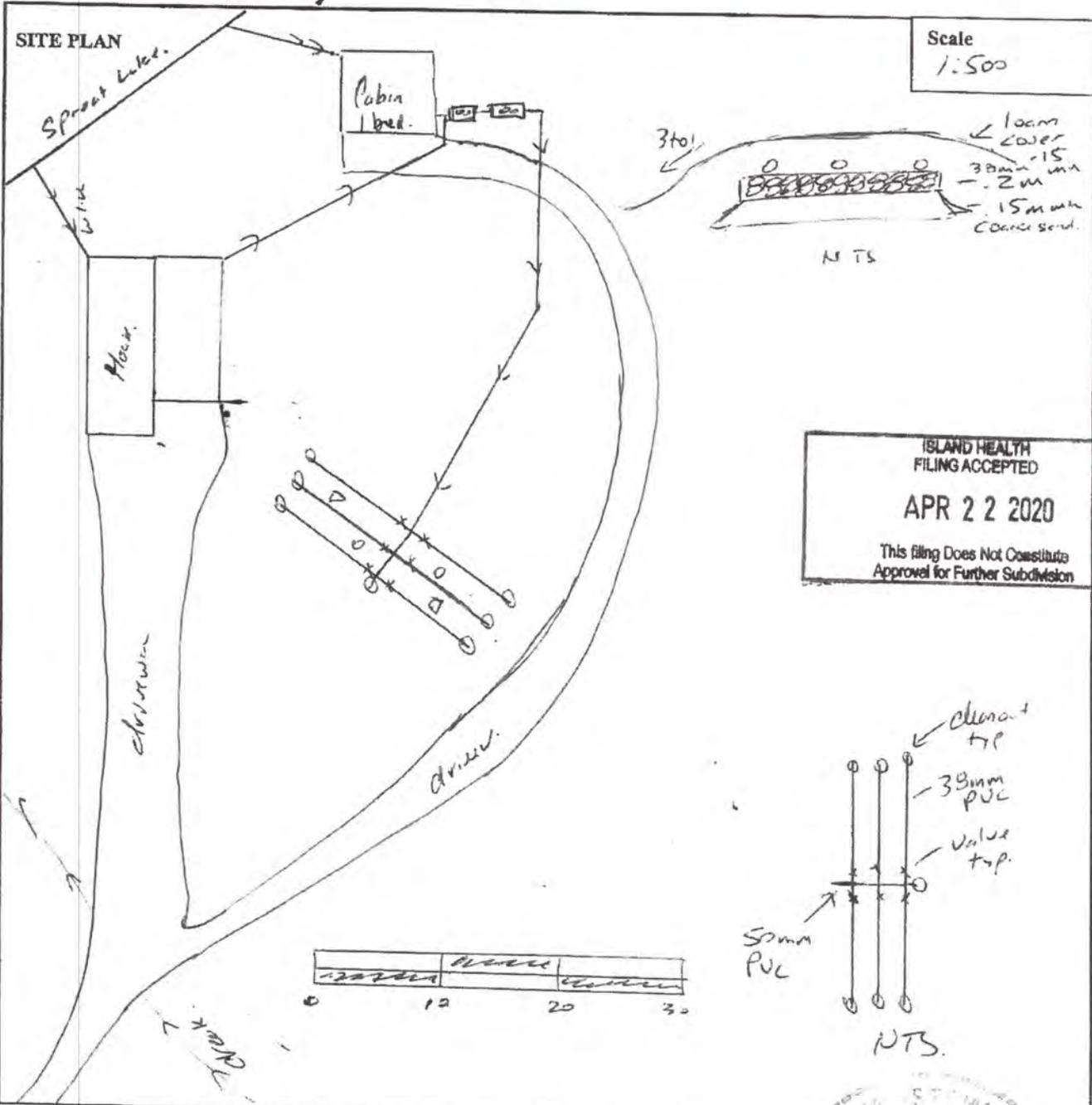
"Over 20 Years in the Environmental Waste Business"

4715 Roger Street, Port Alberni, BC V9Y 3Z3 Phone (250) 724-5112 Fax (250) 724-5100

Toll Free: 1-800-563-6004

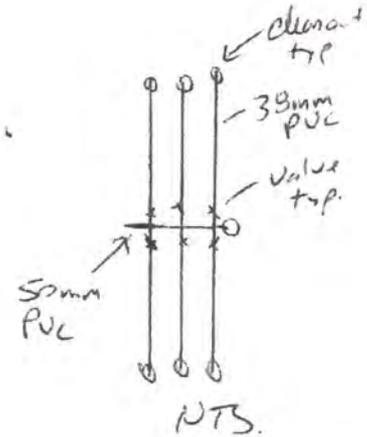
RECORD OF SEWERAGE SYSTEM			FILIN PA20/020	
1. PROPERTY INFORMATION 	<input checked="" type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR	<input type="checkbox"/> AMENDMENT – ORIGINAL FILING #:		
	TAX ASSESSMENT ROLL #: 04-70-770-00781.000	PID #: 008-421-226		
	LEGAL DESCRIPTION (PLAN, LOT, DISTRICT LOT, BLOCK NUMBERS): Lot 41 Alberni Land District Except Plan 1191 1880 14018 &29251			
STREET (CIVIC) ADDRESS OR GENERAL LOCATION: 8467 Bothwell Road			CITY: Port Alberni	
2. OWNER INFORMATION	NAME OF LEGAL OWNER: Catherine Braiden		MAILING ADDRESS: 8467 Bothwell Road	
	PHONE: 250 735-9766	CITY: Port Alberni	PROV: BC	POSTAL CODE: V9Y9B6
3. AUTHORIZED PERSON INFORMATION	NAME OF AUTHORIZED PERSON: Craig Bowerman		REGISTRATION #: OW0021	MAILING ADDRESS: 2365 Old Nanaimo Hwy
	PHONE: 250-723-8775	EMAIL: bowermanexcavating@shaw.ca	CITY: Port Alberni	PROV: BC
4. STRUCTURE INFORMATION	SEWERAGE SYSTEM WILL SERVE:			
	<input checked="" type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> OTHER STRUCTURE (SPECIFY) <input type="checkbox"/> OTHER DWELLING (SPECIFY) 4 bedroom single family and 1 bedroom carriage home			
THE DESIGN DAILY DOMESTIC SEWAGE FLOW IS (CHECK ONE):				
<input checked="" type="checkbox"/> LESS THAN OR EQUAL TO 9 100 LITRES <input type="checkbox"/> MORE THAN 9 100 LITRES BUT LESS THAN 22 700 LITRES				
5. SITE INFORMATION	DEPTH OF NATIVE SOIL TO SEASONAL HIGH WATER TABLE OR RESTRICTIVE LAYER (cm): 65cms		INFORMATION RESPECTING THE TYPE, DEPTH AND POROSITY OF THE SOIL IS ATTACHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	GPS LOCATION OF SYSTEM (DECIMAL DEGREES) LATITUDE: <u>49 17'02.30"N</u> LONGITUDE: <u>124 54'59.04"W</u>			
	HORIZONTAL ACCURACY (m) ^{+10m} _____		<input checked="" type="checkbox"/> RECREATIONAL GPS <input type="checkbox"/> DIFFERENTIAL GPS	
6. DRINKING WATER PROTECTION	WILL THE SEWERAGE SYSTEM BE LOCATED LESS THAN 30m FROM A WELL? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
	IF YES, ATTACH A PROFESSIONAL'S REPORT AND SPECIFY THE INTENDED DISTANCE _____ (m) DISTANCE OF PROPOSED SEWERAGE SYSTEM TO THE CLOSEST SURFACE WATER <u>50m+</u> (m)			
7. SYSTEM INFORMATION	SEWERAGE TREATMENT METHOD: <input checked="" type="checkbox"/> TYPE 1 <input type="checkbox"/> TYPE 2 <input type="checkbox"/> TYPE 3			
8. LEGAL OR REGULATORY CONSIDERATIONS	<input checked="" type="checkbox"/> CONSTRUCTION OF THE PROPOSED SEWERAGE SYSTEM WILL NOT CONFLICT WITH LEGAL INSTRUMENTS REGISTERED ON THE PROPERTY.		IS THIS FILING SUBMITTED AS THE RESULT OF AN ORDER FROM THE HEALTH AUTHORITY? <input type="checkbox"/> YES (ATTACH A COPY OF THE ORDER) <input checked="" type="checkbox"/> NO	
	<input checked="" type="checkbox"/> PLOT PLAN (TO SCALE) AND SPECIFICATIONS ARE ATTACHED <input checked="" type="checkbox"/> THE PLANS AND SPECIFICATIONS ARE CONSISTENT WITH STANDARD PRACTICE SOURCE OF STANDARD PRACTICE: <input checked="" type="checkbox"/> MINISTRY OF HEALTH STANDARD PRACTICE MANUAL <input type="checkbox"/> OTHER			
10. AUTHORIZED PERSON'S SIGNATURE	SIGNATURE: 		OFFICE USE ONLY	
	DATE: April 22, 2020		FILING ACCEPTED DATE: <u>April 22/20</u>	
		RECEIPT NUMBER: <u>244303</u>		

Revised April 2015



Scale
1:500

ISLAND HEALTH
FILING ACCEPTED
APR 22 2020
This filing Does Not Constitute
Approval for Further Subdivision



PERC TEST RESULTS

Hole #1	8 min
Hole #2	6 min
Hole #3	
Hole #4	

SOIL INVESTIGATION RESULTS(Describe)

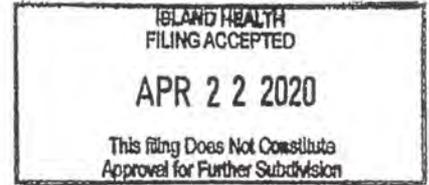
Observation Hole #1	Observation Hole #2
0.5cm loam	1.05cm loam

AP Seal



Excavators • Trucking • Lowbed Service • Sand & Gravel

2365 Old Nanaimo Hwy
Port Alberni, BC V9Y 8P5
Phone: (250) 723-8775 Fax: (250) 723-8785
Wastewater Design & Specifications



File Number: Bothwell

Date: April 20, 2020

Legal Description: Lot 41 Alberni Land District Except Plan 1191, 1880, 14018 & 29251

Civic Address: 8467 Bothwell Road

GPS: 49 17'02.30"N 124 54'59.04"W

Owner Information: Catherine Braiden

Summary of Proposed Wastewater System: 4 bedroom home with 1 bedroom carriage home

Disclaimer: Bowerman Excavating Ltd. is not involved in pricing that pertains to any part of the systems components. The installer and or property owner is responsible for searching out the best price for their system. Bowerman Excavating Ltd. does not affect pricing and does not have pre-arranged pricing for the system designed. Bowerman Excavating must satisfy Health Authority requirements which include identifying tank volumes and pump volumes as part of the design documentation, because these values are required by Health Authority, Bowerman Excavating Ltd. must use a manufactures specifications from which to complete the design, these values and tanks do not mean that Bowerman Excavating Ltd. has entered into a pre-arranged agreement between the manufacture of tanks.

Proposed wastewater system specs are as follows:

2300 liters per day

Site Information:

Site/Soil Evaluation: see attached drawings for location of test pits



Project: Click here to enter text.
Client: Click here to enter text.
Date: Click here to enter text.

Bowerman Excavating Ltd.

Topography:

Field area is level

Setback:

Meets all setbacks

Site Constraints:

Sproat Lake 50m+ away

Record of Design Information and Calculations:

Anticipated Waste Flows:

2300 liters per day

Configuration Details:

3mx25m sand mound

Design Rational/Safety Factor:

2300 liter per day divided by $36\text{lm}^2\text{day}=63.88\text{m}^2$ area will be 75m^2

Design Specifications:

A. Dispersal Bed:

3mx25m sand mound

B. Aggregates/Soil:

Coarse sand with 38mm washed rock

C. Pipe:

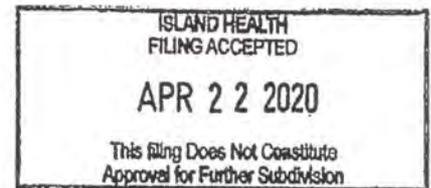
50mm pump and manifold with 38mm laterals

D. Tank(s):

Two 4500 liter two chambers

E. Pump, Alarm, Floats:

Rombus Xt Alarm



Project: Click here to enter text.
Client: Click here to enter text.
Date: Click here to enter text.

Bowerman Excavating Ltd.

F. Interceptor Drain:

NA

G. Hydrotech Valve:

NA

Total Length of Laterals:

75 lm

Dosing:

Pump values are subject to change depending on manufacture. Click here to enter text.

Design Dose:

350 liters per cycle

Reserve:

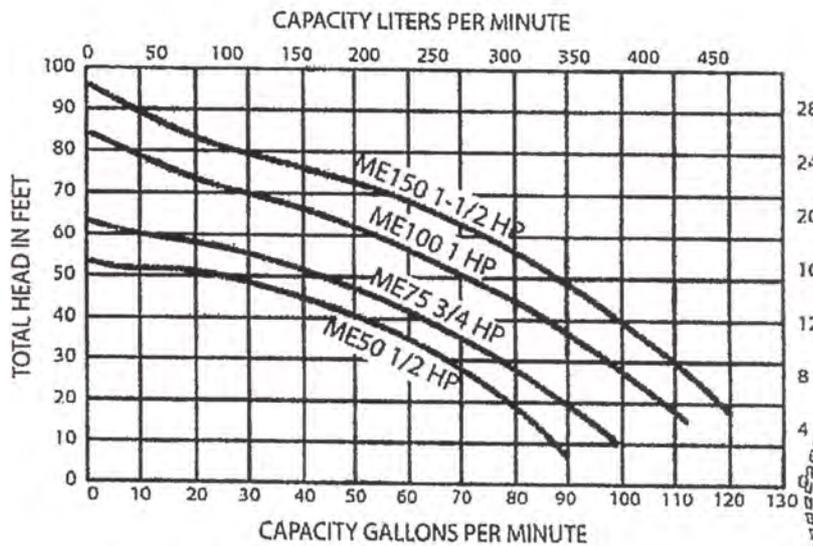
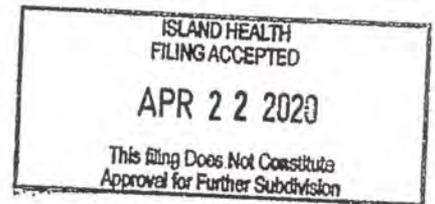
750 liters

Alarm:

Half of Reserve

Pump Specifications:

ME50 230 volt



Project: Click here to enter text.
Client: Click here to enter text.
Date: Click here to enter text.

Bowerman Excavating Ltd.

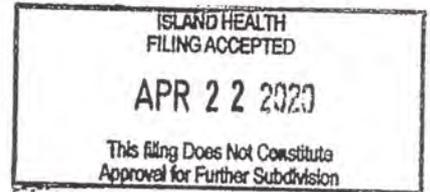
Conclusion:

Bowerman Excavating Ltd. appreciates the opportunity to be of service on this project. If you have any comments or questions, please contact us at your convenience.

Considerately Submitted,
Bowerman Excavating Ltd.

Reviewed by,

Craig Bowerman





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors

MEETING DATE: July 22, 2020

TEMPORARY USE PERMIT

APPLICATION #: TUP19020

APPLICANT: Ross & Loraine Curtis

LEGAL

DESCRIPTION: AMENDED LOT 16, (D.D. 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018

LOCATION: 8279 Dickson Drive

ELECTORAL AREA: "D" Sproat Lake

Applicant's Intention: To continue operation of a short term vacation rental located in a single family dwelling on the subject property.

Recommendation: *THAT the Board of Directors consider issuing Temporary Use Permit TUP19020, subject to neighbouring properties being notified 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.

Observations:

- 1. Property Description:** The 0.59 acre subject property is accessed from Dickson Drive and fronts onto Sproat Lake. The property is mostly treed, apart from an area cleared around the house and up to the driveway. The 1,173 square foot single family dwelling is typically used by the property owners for a few weeks over the summer and used as a

TUP19020

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuꞵiꞵath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

short term vacation rental for the remainder of the time in June, July, and August. The house includes an unfinished basement used for storage, two bedrooms, one bathroom, and sufficient parking to support the proposed STR. The applicants pursue long term rental in the shoulder and off season.

2. Services:

- a. **Sewage Disposal:** On-site septic system. A performance inspection conducted on February 13, 2020 by Denis Francoeur, Registered Onsite Wastewater Practitioner, confirms that the septic system is in working condition and is capable of supporting two (2) bedrooms.
- b. **Water Supply:** On-site water.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d. **Access:** Access to the property is from Dickson Drive.

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 residential use as the primary use of 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 temporary use permits at the discretion of the Regional Board of Directors in accordance with s. 493 of the Local Government Act.

The OCP designates a Development Permit Area (DPA) that impacts development on this property: “Development Permit Area I – Riparian Areas Protection”. This DPA extends to areas within 15 meters of Sproat Lake measured from the high water mark, along the western boundary of the subject property and it is intended to minimize negative environmental impacts from development activities. The issuance of this TUP will not involve any development activities and will not trigger any DPA requirements.

The proposal complies with the policies and objectives of the Sproat Lake OCP. A TUP may be issued to allow the use requested for the subject property.

- C. **Zoning:** The property is zoned Small Holdings (A1) District. This zoning designation does not allow short term vacation rentals, but the proposed TUP would address the non-compliance issue and allow the STR use to occur on a temporary basis.

TUP19020

D. Temporary Use Permits: Under Section 493 of the *Local Government Act*, the Regional District may issue a TUP, by resolution, in areas designated in an OCP. A TUP may do one or more of the following:

- a. Allow a use not permitted under the Zoning Bylaw;
- b. Specify conditions under which the temporary use may be carried out;
- c. 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.

A Short Term Vacation Rental Temporary Use Permit Policy was adopted by the Board on January 24, 2018. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and conditions of use.

When issuing a TUP, the ACRD may specify conditions that restrict the permit including:

- a. The buildings to be used;
- b. The area of use;
- c. The hours of use;
- d. Form and character;
- e. Environmental protection;
- f. Site-related restrictions; and
- g. Any other relevant conditions determined by the ACRD.

Temporary Use Permit:

Should the Board of Directors resolve to proceed with this application, the Temporary Use Permit for the property at 8279 Dickson Drive may be subject to the following conditions and any others that the Board considers appropriate at the time of issuance:

1. This permit is issued for the operation of a two (2) bedroom short term vacation rental (STR) unit, with a maximum of four (4) guests, within the single family dwelling located at 8279 Dickson Drive.
2. The rental use of the property shall not change the residential appearance of the single family dwelling.
3. The owner or a caretaker must live on-site or be available within 20 minutes.
4. Contact information for the owner or caretaker and a copy of the TUP must be posted in

TUP19020

a location visible to the public.

5. This permit is valid for three (3) years from the date of execution.
6. 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.
7. 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 have provided staff with the required documentation to support their application, including a sewage disposal Performance Inspection from a Registered On-site Wastewater Practitioner; a Home Inspection Report conducted May, 2019; a site plan; and parking confirmation. A treeline buffer from Dickson Drive, and the properties to the north and south help to mitigate potential privacy and noise concerns in the neighbourhood. The applicants have confirmed that a caretaker is available within 20 minutes of the property.

The house includes two furnished bedrooms, with the capacity to sleep four (4) people. A site visit conducted by ACRD staff on March 5, 2020 confirmed the sleeping capacity and that the applicants have no intention of renting access to the unfinished basement as it is uninhabitable. The applicants attached their STR welcome package to the application which limits the number of guests to four (4) people. The welcome package includes safety information, rental etiquette, contact information, and visitor information. When the proposed STR is not being used for short term rentals it is used by the applicants or for long-term rental.

A private dock is available for visitor moorage. ACRD STR policy limits moorage to a maximum of 1 boat per STR rental.

ACRD staff recommend that the ACRD Board consider issuing Temporary Use Permit TUP19020, subject to neighbouring properties being notified as per *Local Government Act* s. 494.

Submitted by: 
 Alex Dyer, MCIP, RPP, Planner

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

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

TUP19020

TUP19020 SITE IMAGES



8279 Dickson Drive



Bedroom 1.



Bedroom 2.



Living Room.

TUP19020 SITE IMAGES



Dock.



Bathroom.



Kitchen.

DENIS FRANCOEUR BACKHOEING LTD.

6614 ANDREWS LANE

PORT ALBERNI, B.C. V9Y 8T5

250 724 1789 or 250 720 7757

denifran@shaw.ca

Performance Inspection

February 13, 2020

File # 1049

Client – Ross Curtis

Site address – 8279 Dickson Drive

At your request, on February 10, 2020, I attended the above address to carry out a Performance Inspection, where I confirmed the presence of the following components.

The 750 Gallon concrete septic tank and septic field consisting of two runs of approx. 45 feet are undersized but in working condition.

The system is too small for any additional use in its present state.

If you have any questions, please contact me at the above listed numbers.

Sincerely,



Denis Francoeur, ROWP



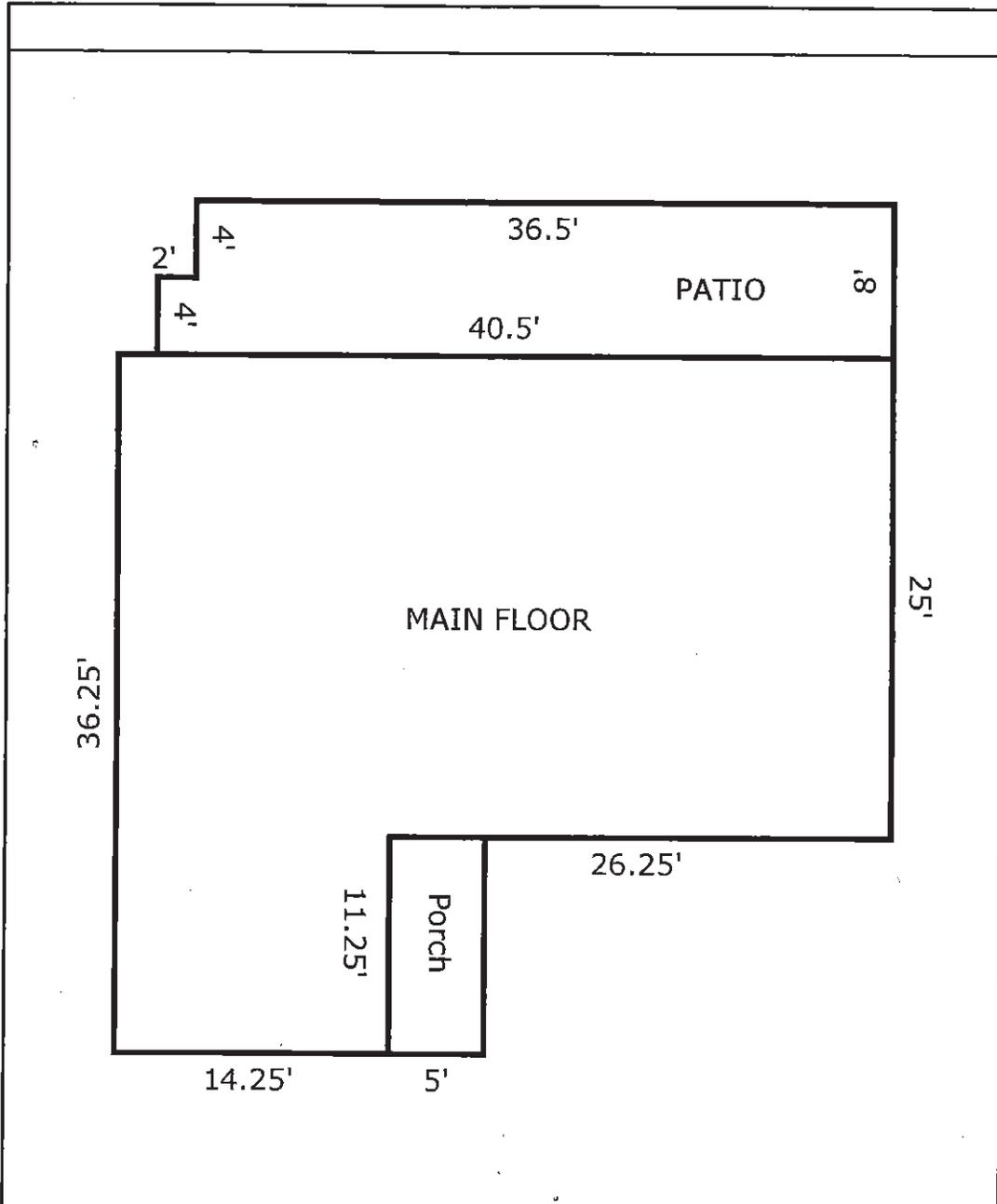
REFERENCE:

Building Sketch

FILE NO.: DICK8279

CLIENT	CLIENT: ROSS CURTIS	APPRAISER	APPRAISER: BILL ETHIER
	ADDRESS:		ADDRESS: #2-57 SKINNER STREET
	PHONE: (250) 516-4299 FAX:		PHONE: NANAIMO, BC V9R 5G9 (250) 754-3710 FAX: (250) 754-3701

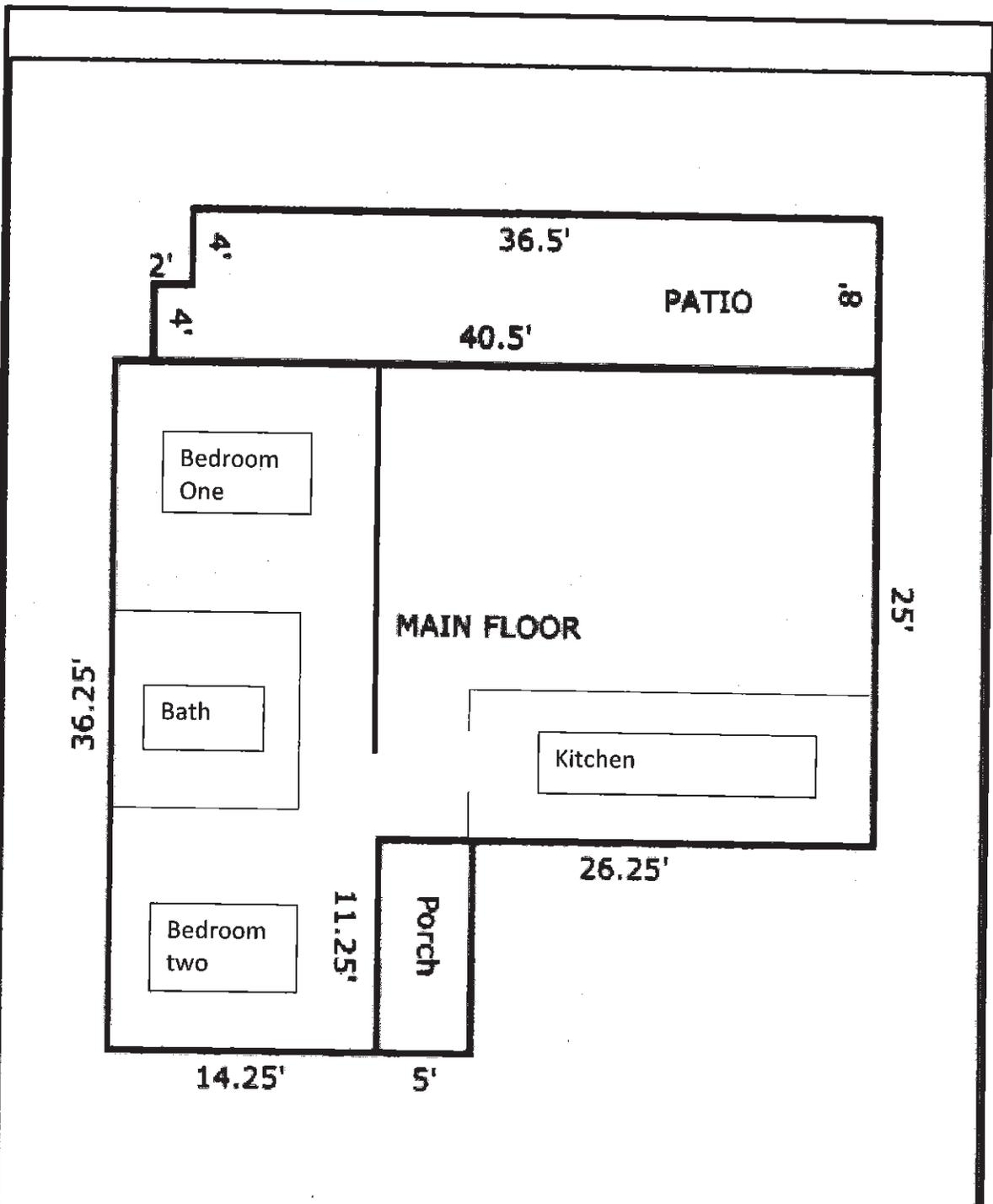
8279 DICKSON DRIVE, SPROAT LAKE, BC V9Y 7L7



TOTAL Sketch by a la mode, Inc.

Area Calculations Summary

Living Area	Area	Calculation Details
First Floor	1172.81 Sq ft	$25 \times 26.25 = 656.25$ $14.25 \times 36.25 = 516.56$
Total Living Area (Rounded):	1173 Sq ft	
Non-Living Area:		
Open Porch	56.25 Sq ft	$11.25 \times 5 = 56.25$
Concrete Patio	300 Sq ft	$4 \times 2 = 8$ $36.5 \times 8 = 292$



NOTE: Based on a 4' wide wall

Area Calculations Summary

Category	Area (Sq Ft)	Calculation
First Floor	1173.81 Sq Ft	
Total Living Area (Roomed):	1173.81 Sq Ft	
Open Porch	60.25 Sq Ft	$11.25 \times 5 = 60.25$
Concrete Steps	300 Sq Ft	$36.5 \times 8 = 292$

TERRAPURE

4715 Roger Street
Port Alberni BC V9Y 3Z3
Ph 250-724-5112 Fax 250-724-5100
1-800-563-6004 Toll Free

Truck # 3

SOLD TO

8279 Dickson Drive
-c/c # in office

INVOICE	09973/	
DATE	June 17/19	
SALESPERSON	Mike T.	
CASH or CQ	ON ACCOUNT	VISA/MC

CONTACT

Ross Curtis (250) 516-4299

PCI

INVOICE

1	Septic tank pumped out								
1	Inspection								

165 00

25 00

PAID

RECEIVED BY:

[Signature]

Thank You

92957460

SUB-TOTAL	190 00
GST 819683590RT0001	9 50
PST	
TOTAL	199 50

Printed by www.thegraphicsfactory.com - 250-724-8227



Alberni Septic Tank Service
Septic Tank Inspection

Date: June 17/19 Completed By: Mike Turner
Address: 8279 Dickson Drive

The septic system at this address has a 750 gallon, 2 chamber septic tank with a gravity fed septic field.
I saw no cracks, leaks, or water coming back to the tank from the field.
This system seems to be working.

"Over 20 Years in the Environmental Waste Business"

4715 Roger Street, Port Alberni, BC V9Y 3Z3 Phone (250) 724-5112 Fax (250) 724-5100

CAN-AM® Home Inspection Services
99/3579 McKnight Street
Port Alberni, BC V9Y 7N5
Cell: (250) 720-9633 Voice/Fax: (250) 724-2523
Toll free in BC: 1-866-720-9633



Dear Ross:

We wish to thank-you for allowing us into your home to perform the health and safety inspection as required by yourself. We will be conducting a visual inspection of the components and systems in your home. This inspection will take approximately three to four hours. Homeowner safety is our prime concern.

In most cases we do not move personal furniture, however we will be taking off mount panels for inspection where possible. It would be appreciated if these components were easily accessible: furnace covers, electrical panel, hot water heater, ceiling and crawl accesses.

Port Alberni staff inspector, Terry Neyedli, operates an independent franchise business within the CAN-AM® organization headquartered in Vancouver, BC. In March 1997, he started his training with CAN-AM® Home Inspections Services Inc. and in February 1998 with Inspection Training Associates of Oceanside, California. This is one of North America's premiere training facilities. He continues to upgrade his education by attending training seminars. He is now registered with the provincial government through CPBC # 47827.

Terry has the designation of Certified House Inspector (CHI), is a member of the Applied Science and Technologists British Columbia Property Inspectors (ASTTBCPI) # PI 0297, and as such has errors, omissions, and liability insurance. Aided by his mentors Cliff Neyedli, RHI and Peter Link, CPI Terry has inspected over 1,000 homes, trailers, condos, town-homes, and light commercial properties.

We will conduct a closing review of the findings at the end of the health and safety inspection to discuss any concerns that we may discover.

Again, thank-you for allowing CAN-AM® into your home. If you were satisfied with our professionalism and service please recommend us to your friends and colleagues.

Sincerely,

CAN-AM® Home Inspection Services
www.alphahomeinspections.ca

CAN-AM® is BC owned and operated

ALPHA HOME INSPECTIONS LTD.

Section 1-3

3579 McKnight Port Alberni, BC V9Y 7N5
 Phone: Office (250) 724-2523 Toll free (866-720-9633)
 Cell (250) 720-9633

BUILDING INSPECTION REPORT

Mileage 23 km
 Closing Date NA
 Call from Ross K2
 Time of call 2:19am (pm) 27 MAY 2019

LP 1/200,000
 INP
 TLC
 TO

CLIENT INFORMATION
 Name Ross CURTIS
 Address 8272 DICESOP DRIVE
PORT ALBERNI, B.C.
V9Y 9B5
 Phone: Wk () Res (604) 674-4824
 Name DWPER
 Company _____
 Address _____
 Phone: Wk () Res ()
 Listing Broker _____
 Phone: Wk () Res ()

INSPECTION INFORMATION
 DATE Ordered 27 MAY 2019 Inspected 31 MAY 2019
 TIME Started 9:00 am Completed 2:30 pm
FRONT OF HOUSE
 FACING APPROX. N E W S
 ACCOMPANIED BY Representative Buyer
 CLIENT(S) PRESENT Agent HOUSE Seller
 Yes No HOUSE Occupied Vacant
 WEATHER Estimated Temperature 15° °C
 Rain Snow Clear Partly Cloudy
 Overcast No/Recent Rain
 SOIL CONDITIONS Wet Dry Damp
 Frozen Snow Covered
 SEASON LATE Spring Summer Fall Winter

PROPERTY INFORMATION
 Address 8272 DICESOP DRIVE
PORT ALBERNI, B.C.
V9Y 9B5
 TYPE City Suburb Town Rural
 ESTIMATED REVENUE B.C. Seller Agent
 AGE 1961 Source Buyer Estimated
 STREET TYPE Paved Gravel Through Artery
 Through Residential Culdesac THRU CURB
 BUILDING TYPE 1 2 Family
 Free Standing Townhouse Condominium
 STORIES 1 1½ 2 2½
 BASEMENT Daylight Basement Full Partial
 None Crawl Areas Underground Parking
 Accessible Inaccessible Slab

STYLE
 Raised/Ranch Split Level/Foyer Traditional
 Custom Multi-Complex OLD TIMER

TYPE OF INSPECTION
 Whole House (includes Mechanical and Structural)
(Please read scope and limitations, sections 2 and 3, brochure and reportings)
 Mechanical Components* Foundation/Basement*
 Structural Components* Roof*
 Environmental* Radon* UFFI*
 Targetted* HEALTH AND SAFETY INSPECTION
PRIOR TO RENTAL
 * These targetted inspections are not full ASTTBC Whole House inspections; other components are excluded.

CONDITIONS OF INSPECTIONS
 This inspection was executed according to the conditions outlined in the Inspections Authorization and Contract for Services. The entire house inspection is executed according to the Standards of Practice of the Applied Sciences Technologists & Technicians (ASTTBC)
PLEASE NOTE THAT THE RESULTS OF THIS REPORT ARE FROM A VISUAL SURVEY ONLY. No inspection of hidden or concealed items has been made; therefore, no opinion can be expressed on those items. The results of this inspection are opinion and there is **NO ATTACHED OR IMPLIED GUARANTEE OR WARRANTY.** Home equipment warranty programs are available from private insurance companies to protect the buyer from costs associated with unexpected equipment failure i.e. component/maintenance insurance is now available in Canada and local gas companies are offering gas furnace maintenance insurance. Please read Scope and Limitations, section 1 thru 3 to 15, and also please read life cycles/ Estimated Costs/ follow Maintenance Guidelines and Tips.

INSPECTOR CERTIFICATION
 I hereby certify that our inspection company and/or inspector has no interest, past, present or future, in the property, buyer, seller, broker, mortgagee or any other party involved in the inspection. **OUR FIRM WILL NOT EXECUTE REPAIRS FOR THE CLIENT ON THIS PROPERTY AND THEREFORE HAS NO FINANCIAL INTEREST IN FUTURE REPAIRS TO THIS PROPERTY.** Our fee is not related to the extent of defects discovered or their possible repair costs. **WE CERTIFY THAT THIS REPORT IS PURELY OBJECTIVE AND UNBIASED.** It takes approximately two and a half hours to inspect an average 1500 sq. ft. home. A surcharge(s) will apply if over 1500 sq. ft./over 2.5 hours/evenings/weekends/holidays/old timers/crawl spaces and extra appliances. (Please see section 3-2)
 I further certify that I am authorized on behalf of Alpha HOME LTD. NSPECTIONS Ltd. and That by signature herein after made, am duly bound under the terms and conditions of this certification. The Client has 365 days to call inspection company to any item that pertains to this report and there is generally no charge for the call.
TERRY NEYEDLI Senior Staff Inspector, Terry Neyedli 47827
ALB CH2 PI#0297 Alpha Inspector Signature 31 May 2019 Date

ALPHA HOME INSPECTIONS LTD.

3579 McKnight Street, Port Alberni, B.C. V9Y 7N5

Phone: 250-720-9633 Cell 250-724-2523 Office



HOME INSPECTION CONTRACT

CLIENT(S): Ross Curtis

ADDRESS: 8279 Dickson Drive, Port Alberni, BC V9Y 9B5

BENEFICIARY: As Above

ADDRESS: _____

INSPECTOR: Ferry Neyerli CHI CPBC N° 47827 ASTTBC PI N° 0297

DOING BUSINESS AS: **ALPHA HOME INSPECTIONS LTD.**

Property Address: 8279 Dickson Drive, Port Alberni, BC V9Y 9B5

Inspection Date: 31 May 2019 PAID BY: CASH CHEQUE _____

FEES: \$450.-

MISC. FEES: _____

G.S.T. 22.50

TOTAL: \$472.50

Inv. N° 221080
Paid in full by cheq. n° 938
Received with thanks
"Log"

G.S.T. #888442431 RT Inspection # TCY19N7180

This Agreement, made and entered into this 31 of MAY, 2019 in Port Alberni B.C

by the named above Client(s) for the purpose of a pre-inspection. The report will consist of a full narrative with photos. This agreement contains terms, which limit the liability of the Inspector. Please read carefully before executing this agreement. In executing this Agreement, you, the Client(s) acknowledge that you have had adequate time to read the Agreement in its entirety and, should you choose to do so, to obtain independent legal advice before executing this Agreement in the space immediately below and returning this Agreement to the Inspector.

Client: Ross Curtis (Ross Curtis) Signature: _____

Client: _____ Signature: _____

Beneficiary: _____ Signature: _____

INSPECTOR: Ferry Neyerli Signature: [Signature]

DATE: 31 May 2019

EXTERIOR • HAS GOOD GRAVING TO SIDING CLEARANCES

- ASPHALT DRIVEWAY ON A NEGATIVE SLOPE • HAVE WATER CONTROL DAM TO THE SOUTH SIDE BETWEEN THE STORAGE SHED
- ADD DRIVEWAY LIGHTS ADDED CURB EASIER ACCESS
- MAIN ENTRY ACCESS HAVE TILE ENTRANCE • RE PLACE/REPAIR THE BROKEN/MISSING TILES TO PREVENT A TRIP HAZARD
- REMOVE SOIL LEVEL IN THE PLANTER TO HELP PREVENT MOISTURE DAMAGE IN THE CRAWL AREA
- ADD HANDRAIL TO S.W. CORNER STAIRWAY • TRIP HAZARD AT THE TOP LANDING • NEEDS REPAIR ON LAKE SIDE
- HOUSE NUMBERS ARE NIGHT ILLUMINATED

DOORS

- MAIN ENTRY WITH DEAD BOLT • KEYS NOT TO BE COPIED TO FUTURE OWNER SAFETY • EASE OF ENTRY NOTED • TILGO ENTRY • ADD SALT FREE SAND IN WINTER IS ADVISED
- KITCHEN ENTRY • ADD DEAD BOLT • REMOVE PET DOOR
- ADD HOSE SIDE HAND RAIL IS RECOMMENDED
- LAKESIDE SLIDING DOOR FUNCTIONAL • CLEAN TRACKS REGULARLY TOE LOCK IS ON THE TOP OF DOOR
- DATE MENT DOOR ON SOUTH SIDE • KEEP LOCKED EXCEPT FOR EMERGENCY ENTRY FOR HEAT OR WATER SHUT-OFF

WINDOWS

- SINGLE GLAZED BATHROOM WINDOW • BALANCE OF VARIOUS AGES DOUBLE GLAZED • NO FAILED SEALS NOTED
- CAUTION! LOWER FRONT ROOM AWNING WINDOWS NOTED • PLAN TO ADD CHILDPROOF PREVENTION FOR LIMITED OPENING
- SOME SCREENS ARE MISSING

PARKING • CRACKS / SPALLING / ROOT UPLIFTS NOTED

- OPEN PARKING NOTED • WATER DRAINAGE CONTROLLED BY N.E. CORNER DUAL DRAIN • KEEP OPEN BY FLUSHING REGULARLY
- TOP OF DRIVEWAY HAVE LIMITED PARKING SPOTS
- PLAN TO ADD ENTRY SOLAR YARD LIGHT FOR EASIER IDENTIFICATION
- ADD HOUSE NUMBER WITH REFLECTIVE PAINT/TAPE

INTERIOR

- BASE OF ENTRY TO EACH HABITABLE ROOM NOTED
- DOOR OPERATION NORMAL
- AIR SPACE AT THE BOTTOM OF DOORS NOTED
- BASE OF BATHROOM FACILITIES NOTED
- ALL CARBON MONOXIDE AND SMOKE DETECTORS ARE PROPERLY PLACED - TEST MONTHLY - HAVE SPARE BATTERIES

ELECTRICAL - 100 AMP MAX. AND 100 AMP SERVICE

- ENSURE TO ALL WHERE THE SERVICE PANEL IS LOCATED
- EXTERIOR G.R.I. FUNCTIONAL - TEST MONTHLY - REPLACE WHEN DEFECTIVE
- PLAN TO ADD A.G.R.C.I. OUTLET TO THE KITCHEN AND BATHROOM SINK AREAS - CONSULT A QUALIFIED ELECTRICIAN.
- ENSURE THAT THERE ARE NO ELECTRICAL CORDS ON THE FLOORS (A TRIP HAZARD)
- EACH HABITABLE ROOM HAS PROPER ILLUMINATION
- ALL SMOKE AND CARBON MONOXIDE DETECTORS CURRENT/FUNCTIONAL

PLUMBING

- POTABLE WATER IS DRAWN FROM THE 85 FOOT LEVEL OF THE LAKE. PLAN TO ADD OZONE/UV FILTRATION SYSTEM FOR IMPROVE WATER QUALITY IS HIGHLY RECOMMENDED
- POTABLE WATER COPPER LINES NOTED
- IF NEEDED HAVE WATER QUALITY TESTED (& ADVISED)

HEATING

- OIL HEAT. FORCED AIR TANK IS IN THE BASEMENT
- CONSULT HEATING SUPPLIER/CONTRACTOR FOR AGE AND CONDITION OF TANK
- SERVICE HEATING UNIT REGULARLY
- CONDITIONED AIR NOTED IN EACH HABITABLE ROOM

OTHER
ITEMS

- PLACE ALL FIRE EXTINGUISHER IN A VISIBLE AREAS NEAR AN EXIT
- ENSURE THE FIRE EXTINGUISHERS ARE FULLY CHARGED, EXHIBIT NO DEGRADATION AND ARE CORRECTLY PLACED
- TAPE DOWN (DOUBLE SIDED) FRONT ROOM AREA RUG TO PREVENT A TRIP HAZARD

CONCLUSIONS

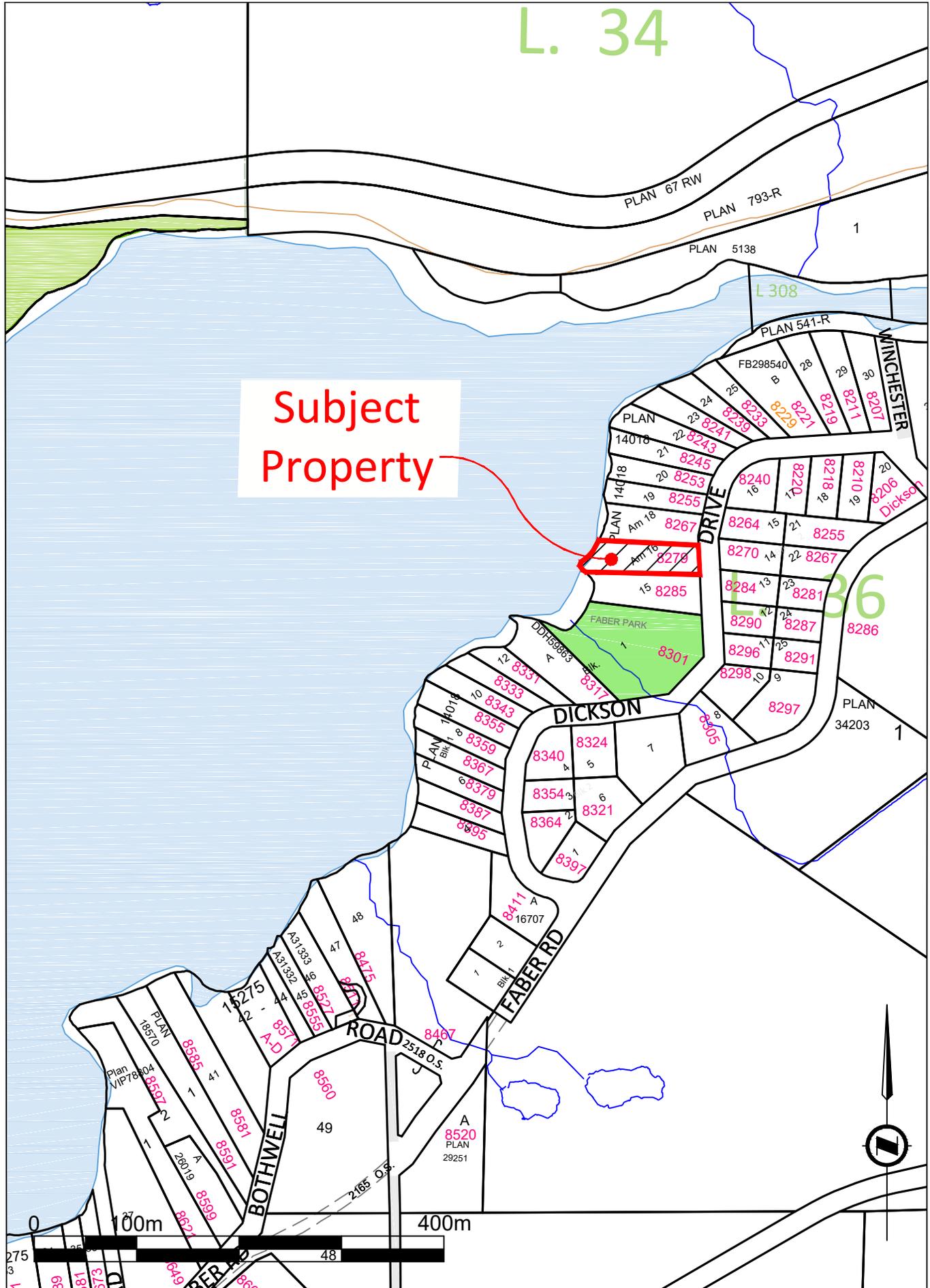
- PLAN TO ADD FIRE ESCAPE PLAN FOR EACH HABITABLE ROOM
- ADD EMERGENCY FLASHLIGHTS TO EACH SLEEPING ROOM FULLY CHARGED (RECHARGABLE / BATTERY BACK-UP)
- ADD "CAUTION" SIGN TO LAKE SIDE STEEP EMBANKMENT
- ADD LIFE RING WITH FLOATING LIFE LINE TO BEACH AREA
- ADD "USE AT YOUR OWN RISK" SIGN.
- ENSURE THAT THE SEPTIC DRAINAGE FIELD REMAINS OFF LIMITS TO ALL VEHICLES ETC.
- ENSURE THAT THE ATTIC REMAINS OFF LIMITS
- PLEASE POST "NO SMOKING" FIRE HAZARD SIGNS VISIBLE TO ALL
- HAVE SEPTIC INFO INCLUDED IN FINAL REPORT. CONTACT A R.O.W.P. PERSON
- NO SIGNS OF VERMIN IN CRAWL OR ATTIC AREAS. CONTACT A WILD LIFE CONTROL COMPANY AS REQUIRED

[Handwritten Signature]

[Handwritten Initials]

EVO

L. 34



Subject Property

Legal Description: AMENDED LOT 16, (D.D. 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018



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

BOARD MEETING DATE: July 22, 2020

RE: Public Hearing Report for Bylaw P1404 (Anker – 6261 Lamarque Road)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1404 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

Background:

A public hearing for Bylaw P1404 was held electronically using Zoom on Monday, July 13, 2020 at 7:00 pm. The hearing was chaired by Pam Craig, Alternate Director for Electoral Area 'E' – Beaver Creek. Planning staff Mike Irg, Alex Dyer and Charity Hallberg Dodds participated in the hearing along with the applicants and two members of the public. Included with the public hearing minutes are the referral agency comments (Appendix 'A') and public correspondence (Appendix 'B').

Prepared by: 
Charity Hallberg Dodds, Planning Assistant

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

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

RE20001



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

PUBLIC HEARING MINUTES

July 13, 2020 – ELECTORAL AREA ‘E’

Minutes of a Public Hearing held electronically using Zoom, on Monday, July 13, 2020 at 7:00 pm.

Present: Pam Craig, Alternate Director for Electoral Area ‘E’ – Beaver Creek
Staff: Mike Irg, Alex Dyer and Charity Hallberg Dodds
Applicants: Erin and Steve Anker
Members of the Public: 2

1. The meeting was called to order at 7:00 pm. Chair Craig recognizes and appreciates that the public hearing is being held within the territory of the Tseshaht and Hupacasath First Nations.
2. Chair Craig introduces herself and planning staff. She explains that the hearing is being held electronically using Zoom and is live streaming and being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom and necessary hearing procedures, including muting and unmuting.
4. Chair Craig explains that the subject of the hearing is Bylaw P1404 which is necessary to facilitate a 2-lot subdivision proposal for 6261 Lamarque Road. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out Notice of Public Hearing.
5. The notice is read by A. Dyer as follows:

What: Public Hearing for Bylaw P1404
6261 Lamarque Road - Steven & Erin Anker, Property Owners
When: July 13, 2020 at 7:00 pm
Where: Electronic and call-in public attendance only - please see below for information.

What it is about: A Public Hearing for residents and property owners within Electoral Area ‘E’ – Beaver Creek, will be held to consider Bylaw P1404. This bylaw is a zoning atlas amendment to rezone LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560 from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a two (2)-lot subdivision proposal.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area ‘E’, the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaw P1404 and relevant background documents, is available for review online at www.acrd.bc.ca/events/13-7-2020/. Planning staff are available to answer questions through email and/or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from June 26, 2020 to July 13, 2020.

How can I provide input: During the COVID-19 pandemic, providing an opportunity for public input and safeguarding public health are top priorities for the ACRD. Consider written submissions as an effective means to provide your input. Anyone who feels their interest in property will be affected by the proposed bylaw will be afforded a reasonable opportunity to be heard. Options include attending the Public Hearing by electronic means using Zoom video conferencing or teleconferencing, and/or submitting correspondence to the ACRD.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES July 13, 2020 – ELECTORAL AREA 'E'

If you wish to attend the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/13-7-2020/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This public hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

Hard copy to the ACRD office drop slot or by mail to the Planning Department at the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, July 13, 2020. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, July 13, 2020. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on June 26, 2020 and no later than 4:00 pm on July 13, 2020. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

Who do I contact if I have questions:

Planning Department, Regional District of Alberni-Clayoquot

6. Chair Craig explains the purpose of the public hearing and that minutes are being taken. She then asks the applicant to explain their proposal.
7. Erin Anker said they purchased the property in 2019. They would like to subdivide the parcel into 2 lots and build their family home on the new lot towards the back of the parcel.
8. Chair Craig asks staff if they have anything to add.
9. A. Dyer discusses that although the applicant is proposing to create only 2 lots, the RA3 zone has a minimum lot size of 0.6 acre. With confirmation of septic capability and required access, there may be the possibility of creating 3 lots with the RA3 zone.
10. Steven Anker confirms they intend to only create 2 lots. They are hoping for one being 1.0 acre in size and the other being 1.2 acres in size.
11. Erin Anker asks staff to confirm receipt of the ROWP septic report.
12. A. Dyer confirms receipt.
13. A. Dyer discusses referral responses (Appendix 'A') and public correspondence (Appendix 'B') received. He asks the applicant to provide a response to a question brought forward by members of the public. The question is related to a pond on the property and the current and intended use.
14. Steven Anker explains that the pond was on the property when they purchased it and they intend to fill it in. He are unaware of what the previous owners used it for.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
July 13, 2020 – ELECTORAL AREA 'E'

15. Katherine Taberner asks for clarification and explanation of the reason for the registered covenant currently on the property, and about its proposed removal for access.
16. A. Dyer explains the historical Ministry of Transportation and Infrastructure requirement for a septic site covenant for subdivision approvals in the past. These covenants are no longer required and now it is up to a Registered Onsite Wastewater Professional to determine the most suitable site for an onsite septic system. The covenant currently impedes proposed access to the rear lot and will have to be discharged prior to subdivision approval.
17. Katherine and David Taberner thank staff for the explanation and thank the applicants for the answer to their question. They have been living in the neighbourhood for 48 years and welcome the Ankers.
18. Chair Craig asks if anyone has more to add. No one has additional comments.
19. Chair Craig explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for July 22nd. If any Board member does so, the hearing would be invalidated and would have to be held again.
20. Chair Craig calls three times for further representations. Hearing none, the hearing is terminated at 7:16 pm.

Certified Correct:

Pam Craig, Alternate Director for Electoral Area 'E' – Beaver Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

BYLAW RESPONSE SUMMARY

BYLAW NO: P1404 ACRD FILE NO.: RE20001

APPLICANTS: Erin & Steve Anker

ACRD CONTACT: Sarah Holden, Jr Planner

Date of Referral: March 16, 2020

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Island Health will have an opportunity to review the subdivision application through the referral process with the Ministry of Transportation and Infrastructure to ensure the proposal meets the intent of Island Health's Subdivision Standards.

The purpose of the Island Health Subdivision Standards is to ensure that new lots created will support a primary and reserve sewerage system. The intent is to provide a viable long-term solution for onsite wastewater, thereby eliminating the need for costly extension of municipal sewer systems. These standards are designed to address concerns of detrimental cumulative impact associated with increased density using onsite sewerage systems.

While a Registered Onsite Wastewater Practitioner is able to evaluate the ability of the soils to support an onsite sewerage system, the Sewerage System Standard Practice Manual specifically states that the manual is not intended to address the potential cumulative impacts of discharge from multiple sewerage systems within a given area.

Agency (please print): Island Health

Name (please print): Stephanie Bruvall

Title: Environmental Health Officer

Signature:

Date: April 14, 2020

From: [Jenny Brunn](#)
To: [Charity Hallberg Dodds](#)
Cc: [Alex Dyer](#); [Mike Irg](#); [Matt McLeod](#)
Subject: RE: Bylaws 1404 & 1407 Referral Response Request
Date: May 8, 2020 11:06:16 AM

FYI - We don't have any concerns with this subdivision. As we are upgrading the watermain on Lamarque and will install an additional service during our upgrade in anticipation of this subdivision being approved. The owners will still need to make an application and pay for the service connection before we unlock this service for them to access.

Cheers,

Jenny Brunn
Manager of Operations
Alberni-Clayoquot Regional District

From: Sarah Holden <sholden@acrd.bc.ca>
Sent: April 9, 2020 10:07 AM
To: Stephanie Bruvall <stephanie.bruvall@viha.ca>; Steve Tatoosh <steve@hupacasath.ca>; Brett Mortlock <bmortlock@acrd.bc.ca>; Jenny Brunn <jbrunn@acrd.bc.ca>; 'dross@tseshaht.com' <dross@tseshaht.com>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; 'Hendy, Timothy TRAN:EX' <Timothy.Hendy@gov.bc.ca>; 'Jamie.Hopkins@gov.bc.ca' <Jamie.Hopkins@gov.bc.ca>; Mike Kobus (Fire Dept) <firechief@bcvfd.ca>
Cc: Charity Hallberg Dodds <chdodds@acrd.bc.ca>; Mike Irg <mirg@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>
Subject: RE: Bylaws 1404 & 1407 Referral Response Request

Hello all,

This is a reminder email of the attached referral packages for your review. Please let me know if you have any questions.

Best,

Sarah Holden
Junior Planner

Alberni-Clayoquot Regional District
3008 Fifth Avenue Port Alberni, BC V9Y 2E3
250-720-2709 | sholden@acrd.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

From: [Alex Dyer](#)
To: ["david taberner"](#)
Cc: [Planning Shared](#)
Subject: RE: Public Hearing for Bylaw P1404 (6261 Lamarque Rd)
Date: July 8, 2020 3:03:16 PM

Ok no problem. Your correspondence has been received and will be included with the material presented at the public hearing.

Thank you,

Alex Dyer MCIP, RPP

Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2708 (direct) | 250-723-1327 (fax) | adyer@acrd.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

From: david taberner <dtab1949@hotmail.com>
Sent: July 8, 2020 8:29 AM
To: Alex Dyer <adyer@acrd.bc.ca>
Subject: Re: Public Hearing for Bylaw P1404 (6261 Lamarque Rd)

I would like to know why it was put in so yes.
thankyou

From: Alex Dyer <adyer@acrd.bc.ca>
Sent: July 7, 2020 3:52 PM
To: 'dtab1949@hotmail.com' <dtab1949@hotmail.com>
Subject: RE: Public Hearing for Bylaw P1404 (6261 Lamarque Rd)

Hi David,

Thanks for the email. Would you like this correspondence to be received at the public hearing allowing the property owner to respond?

By way of background, the ACRD does not require any approvals for a drainage ditch and we are typically not made aware when a property owner digs a ditch on their own property. The ditch cannot be used to drain any septic effluent. Any sewage on the ground surface would be contrary to the Provincial Sewerage regulation, which is regulated and enforced by Island Health. They would be

referred on any subdivision application at which point they would have a chance to review sewage disposal requirements.

Thank you, let me know if you'd like your email to go to the public hearing.

Alex Dyer MCIP, RPP

Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2708 (direct) | 250-723-1327 (fax) | adyer@acrd.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

From: david taberner <dtab1949@hotmail.com>

Sent: July 4, 2020 8:43 AM

To: Planning Shared <planning@acrd.bc.ca>

Subject: Re: Public Hearing for Bylaw P1404 (6261 Lamarque Rd)

my question is why was the ditch put in at the back of the property? Is it to take away septic field run off, on to hold water for a growing area for insects? as it doesn't drain into any runoff south of the property.

David Taberner husband of Katherine Taberner

dtab1949@hotmail.com

From: Alex Dyer <adyer@acrd.bc.ca>

Sent: July 2, 2020 4:11 PM

To: 'ktab@live.ca' <ktab@live.ca>

Subject: Public Hearing for Bylaw P1404 (6261 Lamarque Rd)

Hi Katherine,

Thank you for the phone call today about the public hearing for a rezoning application that would apply to the property located at 6261 Lamarque Road. I have attached a few documents for your consideration.

Attached are a staff report that provides some background on the application and the property owner's intent to subdivide, the public hearing notice and a public hearing Zoom meeting invite if

you would like to participate in the hearing by video call or by phone. You can also submitted any written comments you would like considered at the hearing ahead of time by emailing planning@acrd.bc.ca.

I am happy to answer any more questions you have about this application or the public hearing process. Thank you,

Alex Dyer MCIP, RPP

Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2708 (direct) | 250-723-1327 (fax) | adyer@acrd.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1404

OFFICIAL ZONING ATLAS AMENDMENT NO. 722

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. P1404.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560 from Small Holdings (A1) 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 11th day of March, 2020

Public hearing held this 13th day of July, 2020

Read a second time this day of ,

Read a third time this day of ,

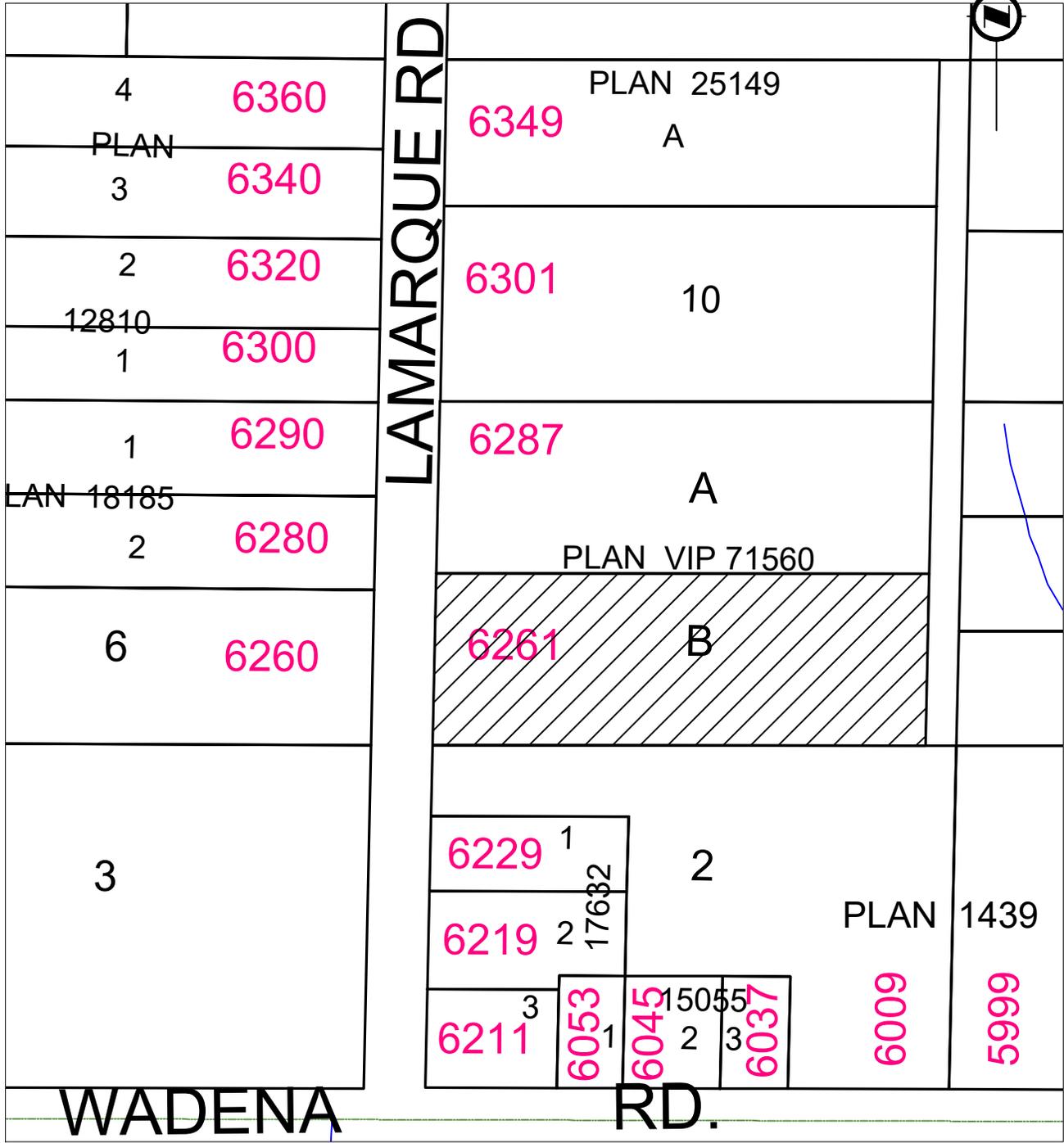
Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

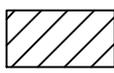
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1404



Legal Description: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Charity Hallberg Dodds, Planning Assistant

BOARD MEETING DATE: July 22, 2020

RE: Public Hearing Report for Bylaw P1407 (McNamara/0960271 BC Ltd – 6755/6765 Beaver Creek Road)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1407 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

Background:

A public hearing for Bylaw P1407 was held electronically using Zoom on Tuesday, July 14, 2020 at 7:00 pm. The hearing was chaired by Pam Craig, Alternate Director for Electoral Area 'E' – Beaver Creek. Planning staff Mike Irg, Alex Dyer and Charity Hallberg Dodds participated in the hearing along with the applicants and two members of the public. Included with the public hearing minutes are the public correspondence (Appendix 'A') and the referral agency comments (Appendix 'B').

Prepared by: 
Charity Hallberg Dodds, Planning Assistant

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

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

RE20002



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES July 14, 2020 – ELECTORAL AREA ‘E’

Minutes of a Public Hearing held electronically using Zoom, on Tuesday, July 14, 2020 at 7:00 pm.

Present: Pam Craig, Alternate Director for Electoral Area ‘E’ – Beaver Creek
Staff: Mike Irg, Alex Dyer and Charity Hallberg Dodds
Applicants: Dana Paquette (0960271 BC Ltd) and Muriel McNamara
Members of the Public: 2

1. The meeting was called to order at 7:10 pm. Chair Craig recognizes and appreciates that the public hearing is being held within the territory of the Tseshaht and Hupacasath First Nations.
2. Chair Craig introduces herself and planning staff. She explains that the hearing is being held electronically using Zoom and is live streaming and being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom and necessary hearing procedures, including muting and unmuting.
4. Chair Craig explains that the subject of the hearing is Bylaw P1407 which is necessary to facilitate a 3-lot subdivision proposal for 6765 Beaver Creek Road. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out Notice of Public Hearing.
5. The notice is read by A. Dyer as follows:

What: Public Hearing for Bylaw P1407

6765/6755 Beaver Creek Road – Muriel McNamara & 0960271 BC Ltd, Property Owners

When: July 14, 2020 at 7:00 pm

Where: Electronic and call-in public attendance only - please see below for information.

What it is about: A Public Hearing for residents and property owners within Electoral Area ‘E’ – Beaver Creek, will be held to consider Bylaw P1407. This bylaw is a zoning atlas amendment to rezone LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a three (3)-lot subdivision proposal.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area ‘E’, the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaw P1407 and relevant background documents, is available for review online at www.acrd.bc.ca/events/14-7-2020/. Planning staff are available to answer questions through email and/or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from June 26, 2020 to July 14, 2020.

How can I provide input: During the COVID-19 pandemic, providing an opportunity for public input and safeguarding public health are top priorities for the ACRD. Consider written submissions as an effective means to provide your input. Anyone who feels their interest in property will be affected by the proposed bylaw will be afforded a reasonable opportunity to be heard. Options include attending the Public Hearing by electronic means using Zoom video conferencing or teleconferencing, and/or submitting correspondence to the ACRD.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES July 14, 2020 – ELECTORAL AREA ‘E’

If you wish to attend the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/14-7-2020/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This public hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

Hard copy to the ACRD office drop slot or by mail to the Planning Department at the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, July 14, 2020. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, July 14, 2020. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on June 26, 2020 and no later than 4:00 pm on July 14, 2020. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

Who do I contact if I have questions:
Planning Department, Regional District of Alberni-Clayoquot

6. Chair Craig explains the purpose of the public hearing and that minutes are being taken. She then asks the applicant to explain their proposal.
7. A. Dyer jumps in and offers to go over the public correspondence (Appendix ‘A’) and referral agency comments (Appendix ‘B’) while the applicants try to establish an audio connection to the hearing. He proceeds to read the three letters received and the referral comments.
8. A. Dyer invites the applicants to make their presentation. As they have not been able to establish an audio connection yet, he continues to provide an introduction to the proposal.
9. A. Dyer explains the application is to rezone the subject property to facilitate a 3-lot subdivision. Two of the lots will be ~1.2 acres in size with the remainder being ~2.5 acres. The proposal complies with the Official Community Plan and final approval will be subject to confirmation from a Registered Onsite Wastewater Practitioner that the proposed lots are capable of accommodating onsite sewage systems for the 1.0 acre density. The site has already been reviewed by a professional and the report is included in the background documents, available on our website.
10. A. Dyer discusses the public concern that has been raised about the watercourse on the property. He explains it has been reviewed by Steve Toth, RPBio and a report has been prepared. Based on the report, it is the biologist’s opinion that the drainage does not represent a natural watercourse, on or upstream of this property. Their findings include the drainage originates from the ditchline of Twisden Road. The biologist recognizes that the drainage provides seasonal runoff into Plested Creek and any work within the drainage needs to occur within the summer season and be revegetated following. Alex explains that as the drainage does not constitute a natural watercourse, the ACRD building setbacks do not apply and it is up to the ROWP to locate the septic systems as per their requirements and regulations.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
July 14, 2020 – ELECTORAL AREA 'E'

11. Dana Paquette, 5576 Swallow Drive: Provides information on the current and proposed septic systems. The septic field accommodating the new cottage house is being removed from the front of the property near Beaver Creek Road, and being replaced by a larger system. There is no septic field in the back of the property. The final plans for future septic accommodation, for the new lots, have not yet been finalized. Consideration to share a system has been discussed.
12. A. Dyer asks if Dana would like to add any other information to the hearing.
13. D. Paquette notes that the creek has not been disturbed and their current project is setback from the creek. Further construction will be even more setback from the creek. He explains that he doesn't have much else to add as he didn't get a chance to note all of the concerns since he was busy trying to establish the connection. He is willing to answer any more questions anyone has.
14. A. Dyer clarifies that the current and proposed zoning permits the existing single family dwelling and the carriage home under construction. If the subdivision was not completed for any reason, the two homes would be permitted to remain. The storage of RV's on the property is not permitted in the RA2 zone and will have to cease operation. There will be no storage or commercial activities on the parcel and the ACRD will ensure compliance with zoning and the Official Community Plan.
15. D. Paquette absolutely agrees.
16. A. Dyer asks Dana if he has anything else to add.
17. D. Paquette has nothing at this time.
18. A. Dyer invites members of the public to speak.
19. Michael Martin, 6795 Beaver Creek Road: When he subdivided his property approximately 10 years ago, the ACRD told him that the creek was a fish-bearing creek. And subsequently, appropriate setbacks were necessary for development on the lot that fronts onto Twisden Road. He requests clarification as to why this has changed.
20. A. Dyer explains that the recent biologist report has provided new information related to the status of the watercourse. That information was not available at the time Mike did his subdivision.
21. M. Martin asks if that new information now changes the setback requirements for the owners of that parcel on Twisden.
22. A. Dyer answers yes, the building setbacks to a natural watercourse do not apply. He explains the riparian development permit area as mapped, and that there potentially may be some requirements for development within 15 metres of the watercourse.
23. M. Martin thanks Alex for the information.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
July 14, 2020 – ELECTORAL AREA 'E'

24. M. Irg provides additional clarification of setback requirements and natural watercourses. He adds that there are Provincial and Federal regulations that could be relevant to certain activities within any watercourse. Although drainages may not be deemed natural watercourses, in some cases, there is still potential for fish to make their way into them.
25. Chair Craig asks if Alex has anything to add.
26. A. Dyer says no, and he does not see any questions in the Zoom chat.
27. Chair Craig explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for July 22nd. If any Board member does so, the hearing would be invalidated and would have to be held again.
28. Chair Craig calls three times for further representations. Hearing none, the hearing is terminated at 7:33 pm.

Certified Correct:

Pam Craig, Alternate Director for Electoral Area 'E' – Beaver Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

July 13, 2020

Planning Department
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, B. C. V9Y 2E3

**RE PUBLIC HEARING FOR BYLAW P1407
6765/6755 Beaver Creek Road – Muriel McNamara & 0960271 BC Ltd. Property Owners**

As a property owner who lives beside the property in question I am not in favour of changing the zoning for the above property from Small Holdings (A1) District to Acreage Residential (RA2). I am not in favour of this change for the following reasons:

I am mostly concerned that I have a Fish Bearing Creek that runs through my property and I feel there is some untruths and just screwing around in general going on with that creek. When I bought the property it was made abundantly clear to me that there was a fish bearing creek running through it by the realtor. When we were in the process of getting the building permit for our house in 2012 it was again made clear to us that we had to stay a certain distance from this fish bearing creek by you the Regional District. In fact a contractor putting in the road & driveway to our property was fined for getting too near the creek with equipment and dirt got pushed into the creek and ended up in Plested Creek. Fisheries followed it back up to my property and he was fined.

I also have concerns re all the septic fields and the creek. I know Muriel had a hard time getting that piece of property to pass a perk test. They even had to dig a drainage ditch right through the property to get it to pass the perk test which I assume it must have finally passed.

So No I am not in favour of this Bylaw P1407 and my vote is no to it.

Yours sincerely

Jill E. Kent
6730 Twisden Road
Port Alberni, B. C.
V9Y 8M2

July 13, 2020

Planning Department
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, B. C. V9Y 2E3

**RE PUBLIC HEARING FOR BYLAW P1407
6765/6755 Beaver Creek Road – Muriel McNamara & 0960271 BC Ltd. Property Owners**

As a property owner who lives beside the property in question I am not in favour of changing the zoning for the above property from Small Holdings (A1) District to Acreage Residential (RA2). I am not in favour of this change for the following reasons:

I have put in over 3000 septic systems in Nanoose Bay so I am somewhat experienced in installing septic fields. This property would not pass a perk test last year so I doubt it could adequately allow that many septic systems on that particular piece of property.

My other reason voting no to this Bylaw P1407 is on my property 6730 Twisden Road a fish bearing creek runs through the property and flows onto 6765/6755 Beaver Creek Road and from there flows onto the property on the corner of Smith Road and Beaver Creek Road, from there it flows under Smith Road and into Plested Creek a Salmon habitat. There is a sign posted at the creek stating this. So this causes me great concern as now it could possibly be an environmental hazard or at least a concern as to what gets into the creek. I really don't think you can fit 2 houses and septic systems on that piece of property and not have a negative effect on the creek. At present there is one older house on the property and a small cabin that used to be used, a new house is in the process of being built directly behind the older house and now they want to put 2 more houses on this piece of property. There is already a commercial RV Storage facility on the property too which should this Bylaw pass I understand will be gone. The only good thing about the Bylaw.

So No I am not in favour of this Bylaw P1407 and my vote for it will be no.

Yours sincerely

Allan W. Kent
6730 Twisden Road
Port Alberni, B. C.
V9Y 8M2

From: [Kerry Young](#)
To: [Planning Shared](#)
Subject: public hearing P1407, 6765/6755 Beaver Creek Rd
Date: July 14, 2020 7:31:16 AM

Hello

i am writing this email to REJECT the proposed change of property status for the 6765/6755 parcel of Beaver Creek Rd

That Property has always been a Hobby Farm

Now it has 2 residences on it

I don't believe it should be further subdivided to allow a 3rd residence

The creek through the back of the property has been disrupted , which in the heavy rains may back up and flood the adjacent property.

I don't believe they have proper footage to install septic systems without encroaching sewage run off into the adjacent property

Since when is Beaver Creek allowing development like the City ?, with mini subdivisions?

going to put more strain on our water system which already has poor pressure , at that area,

My Fathers property is next door , He is also not very happy with a proposed 3rd housing ,

that was not in thy neighbors "original" plans , and we hear that the 3rd house is going to be Big , with a Big Shop and a RV storage area for possible rental,

They had to dig a Ditch down the center of the property to BeaverCreek to allow the area to drain , which may or may not be tied to the old Creek running through the back , which in the winter time also goes through the back of my fathers property.

Please reject this and keep Beaver creek its normal quiet Country style living and not turn it into City type atmosphere , that is why we all chose to live out in Beaver Creek

Thank You

Kerry Young

6574 Walker Road

250720 6266



Virus-free. www.avast.com

From: [Hendy, Timothy TRAN:EX](#)
To: [Sarah Holden](#)
Subject: Bylaw 1407 Referral Response Request, MoT File 2020-01716
Date: April 9, 2020 1:49:57 PM
Attachments: [image001.png](#)

MoT File 2020-01716

The Ministry of Transportation and Infrastructure has no objections to the proposed rezoning.

Thank you. I believe you have a response from me for Bylaw 1404

Tim Hendy | Development Services Officer

Vancouver Island District | Ministry of Transportation and Infrastructure

P: (250) 734-4812 | timothy.hendy@gov.bc.ca



For current highway conditions: <http://www.drivebc.ca>

Visit us at: www.gov.bc.ca/tran

From: Sarah Holden <sholden@acrd.bc.ca>

Sent: April 9, 2020 10:07 AM

To: Stephanie Bruvall <stephanie.bruvall@viha.ca>; Steve Tatoosh <steve@hupacasath.ca>; Brett Mortlock <bmortlock@acrd.bc.ca>; Jenny Brunn <jbrunn@acrd.bc.ca>; 'dross@tseshaht.com' <dross@tseshaht.com>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; Hendy, Timothy TRAN:EX <Timothy.Hendy@gov.bc.ca>; Hopkins, Jamie TRAN:EX <Jamie.Hopkins@gov.bc.ca>; Mike Kobus (Fire Dept) <firechief@bcvfd.ca>

Cc: Charity Hallberg Dodds <chdodds@acrd.bc.ca>; XT:lrg, Mike Alberni-Clayoquot Regional District EAO:IN <mirg@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>

Subject: RE: Bylaws 1404 & 1407 Referral Response Request

Hello all,

This is a reminder email of the attached referral packages for your review. Please let me know if you have any questions.

Best,

Sarah Holden

Junior Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2709 | sholden@acrd.bc.ca

This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient

is prohibited. If you receive this e-mail in error please notify me immediately and delete it.

From: Sarah Holden

Sent: March 16, 2020 9:24 AM

To: Stephanie Bruvall <stephanie.bruvall@viha.ca>; Charlie Starratt; Steve Tatoosh <steve@hupacasath.ca>; Brett Mortlock <bmortlock@acrd.bc.ca>; Jenny Brunn <jbrunn@acrd.bc.ca>; 'dross@tseshaht.com' <dross@tseshaht.com>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; 'Hendy, Timothy TRAN:EX' <Timothy.Hendy@gov.bc.ca>; 'Jamie.Hopkins@gov.bc.ca' <Jamie.Hopkins@gov.bc.ca>

Cc: Charity Hallberg Dodds <chdodds@acrd.bc.ca>; Mike Irg <mirg@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>

Subject: Bylaws 1404 & 1407 Referral Response Request

Good morning!

Please see the attached referral packages and response forms for two rezoning applications in Beaver Creek. We would appreciate your input by Monday, April 6th. If you have any questions or would like additional information, please let us know!

Best,

Sarah Holden

Junior Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2709 | sholden@acrd.bc.ca

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1407

OFFICIAL ZONING ATLAS AMENDMENT NO. 724

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. P1407.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108 from Small Holdings (A1) District to Acreage Residential (RA2) 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 11th day of March, 2020

Public hearing held this 14th day of July, 2020

Read a second time this day of ,

Read a third time this day of ,

Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

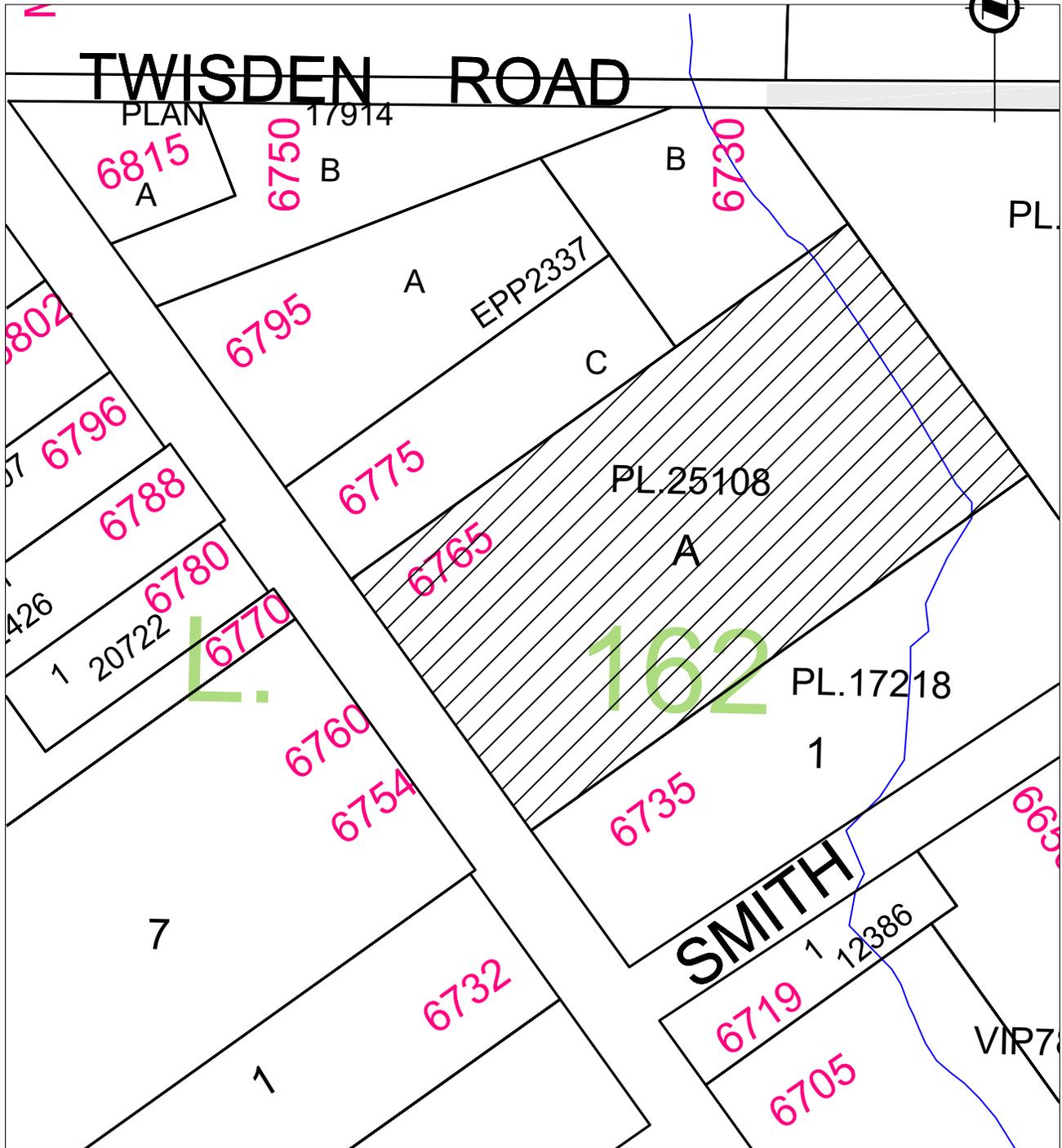
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1407



TWISDEN ROAD



Legal Description: LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule AUGUST 2020

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, August 11 th	Alberni Valley & Bamfield Services Committee and City of Port Alberni Council – Alberni Valley Organics Presentation	1:00 pm – Via Zoom	Committee, City Council, Staff
Wednesday, August 26 th	Board of Directors Meeting Regional Hospital District Meeting	1:30 pm – Location TBA Immediately Following Board of Directors Meeting – Location TBA	Directors, Staff Directors, Staff

July 17, 2020

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2020**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	330,324	1	400,469			2	730,793
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens			1	151,000					2	168,224			3	319,224
Commercial													0	0
Institutional					1	50,594							1	50,594
Industrial							1	77,840					1	77,840
Miscellaneous									2	24,226			2	24,226
Totals	0	0	1	151,000	1	50,594	2	408,164	5	592,919	0	0	9	1,202,677

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2020 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	1	115,514	3	881,856	4	1,138,377	2	769,377	10	2,905,124
Mobile Homes	0	0	1	6,363	0	0	1	12,833	0	0	0	0	2	19,196
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	2	224,307	1	45,000	1	10,000	6	372,183	0	0	10	651,490
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	1	50,594	0	0	0	0	0	0	1	50,594
Industrial	0	0	0	0	0	0	3	1,724,066	0	0	0	0	3	1,724,066
Miscellaneous	1	25,000	1	91,575	1	100,000	4	193,740	6	28,226	4	252,532	17	691,073
Totals	1	25,000	4	322,246	4	311,108	12	2,822,495	16	1,538,786	6	1,021,909	43	6,041,544

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	9

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2019	49	6,108,790	109	14,925,682					
2018	49	5,906,945	104	12,305,797					
2017	43	5,156,691	103	12,826,449					
2016	37	4,470,698	82	10,545,063					
2015	37	2,889,762	89	8,577,170					
2014	46	3,813,773	73	7,121,200					
2013	38	5,173,441	81	8,208,948					
2012	46	4,321,800	92	9,011,700					
2011	81	6,169,377	120	9,221,498					
2010	82	13,809,078	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



REPORT FOR INFORMATION

To: ACRD Board of Directors
From: Jodie Frank, Organics Coordinator
Meeting Date: July 22, 2020
Subject: Regional Organics Diversion Update

On April 20th, 2020 an update was provided to the Board that outlined the next steps for the Regional Organics Diversion Project and highlighted the approved scope changes (including cart purchase) and revised completion date of March 2023.

The ACRD has completed the recruitment process for the Organics Coordinator and work is currently underway on the first priority component of the Regional Organics Diversion project that will include moving to a three-stream (recycling, organics and garbage) collection system in the City of Port Alberni (CPA). ACRD staff and representatives from the CPA have initiated regular meetings to discuss the various operational components for three-stream collection including routing, staffing, hauling, billing and cart/container logistics.

ACRD staff are currently drafting tender documents to procure collection carts. The intention is to solicit carts for the entire ACRD, with a phased delivery/implementation starting with the City of Port Alberni. Social procurement will be incorporated into the tender as much as possible including possible use of local community groups for the door-to-door distribution and delivery of carts. Staff is also gathering feedback from neighboring communities such as the City of Nanaimo, Regional District of Nanaimo and Comox Valley Regional District, who have recently or are in the process of launching similar waste services. This gives the ACRD an opportunity to gain knowledge on lessons learnt and trends moving forward regarding waste management.

A high-level break down of the project plan including an infographic is attached as Appendix A for consideration and review. The projected timelines for phased implementation are:

- o City of Port Alberni -Spring/Summer 2021
- o West Coast – Spring /Summer 2022
- o Electoral Areas/Bamfield – Fall/Winter 2022

An overview of the logistics and options for implementation of the new collection system will be presented to City Council and ACRD Board on at an Alberni Valley and Bamfield Services Committee on August 11th, 2020 prior to issuing the tender for Cart purchase, which is a time-sensitive step in the process as we anticipate 6-9 months from the time of issuing the tender to having the carts delivered.

Submitted by: 
Jodie Frank, Organics Coordinator

Reviewed by: 
Jenny Brunn, Interim General Manager of Environmental Services

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



APPENDIX A

The high-level project phases that will be considered for all ACRD regions will include the following:

- Project Planning
 - Development of program framework
 - Identify processing options and opportunities
 - Determine regulatory requirements
 - Procurement
 - development of tender documents (processing, equipment, software, collection, carts, etc.)
 - Collection
 - Identify and make amendments to service contracts related to garbage and recycling (e.g. Recycle BC)
 - Coordinate the collection of the new organics waste service
 - Develop stakeholder engagement and communication plan
- Implementation Planning
 - Site construction
 - Execution of Organics Matter Regulatory Requirements (OMRR)
 - Submit Operations Plan
 - Launch Stakeholder engagement and communications plan
 - Determine data and information gathering requirements
- Rollout/Implementation of new Organics waste and curbside cart services
 - Pre-launch stakeholder engagement and communication
 - Distribute communications material
 - Welcome packages - intro to curbside organics collection and FAQ messaging
 - Cart placement guides
 - Collection calendars
 - New three stream sorting guides
 - Distribute new curbside carts
- Post Implementation
 - Curbside education – cart tags with tips and tricks for proper disposal and cart placement
 - “Streeters” – boots on the ground to help with education of new procedures
 - Analyzing data to determine education and outreach focus points

Attached is a high-level plan of the project phases that will be considered for all areas and a draft Infographic that will be distributed to the public once the logistics are confirmed.



CITY OF
PORT ALBERNI

CURBSIDE Organics COLLECTION

MARCH
2021

NEW CURBSIDE
CART COLLECTION
WASTE SERVICES



2020
SUMMER

PROJECT PLANNING

- Develop Program Framework
- Determine Regulatory Requirements
- Procurement – Develop Tender Documents & Award Contracts for:
 - Curbside Collection Carts
 - Compost Processing Facility

Collection:

- Coordinate Collection of New Curbside Organic Services with CPA
- Make Changes to Service Contracts Related to Garbage and Recycling Collection (Recycle BC)

Develop Stakeholder Engagement Plan



2020
FALL
WINTER

IMPLEMENTATION PLANNING

- Site Construction
- Execution of OMRR (Organic Matter Regulatory Requirements):
 - Ops Plan

Launch Stakeholder Engagement & Communication Plan

Determine Data & Information Requirements



2021
WINTER
SPRING

NEW WASTE SERVICES ROLL-OUT / IMPLEMENTATION

- Continue with Public Pre-launch Engagement
- Distribute Communications Material:
 - New Sorting Guides
 - Intro to Curbside Collection, FAQs and Messaging
- Distribute New Curbside Carts



In partnership with:
Alberni-Clayoquot
Regional District

Canada



INFORMATION REPORT

To: Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: July 22, 2020
Subject: North Island 911 Apportionment Methods

Summary:

The North Island 911 Corporation (NI911) currently has a working group examining different apportionment methods of the annual tax requisition allocation. The attached report was provided to the NI911 Board on June 26, 2020 and has been provided to the ACRD Board of Directors for information at this time. John McNabb is the ACRD Director appointed to the NI911 Corporation and currently sits as President for the Corporation. Staff and Director McNabb will bring forward more information as it comes available and will be seeking direction from the ACRD Board at some point later this year.

Submitted by: _____

Teri Fong, CPA, CGA, Chief Financial Officer

Approved by: _____

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

DATE: June 23, 2020

FILE: 9-FIN

TO: Administration CommitteeSupported by Russell Dyson
Secretary**FROM:** Russell Dyson
Secretary*R. Dyson***RE:** Annual Requisition Allocation Alternatives – Working Group Update

Purpose

To provide the Administration Committee with an update on the working group's review of annual tax requisition allocation options for the North Island 9-1-1 Corporation and to discuss next steps.

Recommendation from the Secretary

For information and discussion purposes only at this time.

Executive Summary

In November 2017, staff were directed to investigate alternate ways of calculating and allocating the requisition for the North Island 9-1-1 (NI911) shareholders, including potential implications and impacts to shareholders. Updates on these efforts were provided to the corporation board in June and October 2018, with a working group subsequently established in March 2019 to provide support in completing this review.

While response to the COVID-19 pandemic became the consuming focal point over the early part of 2020, with attentions now focused on the development of reopening and renewal plans, further analysis on the apportionment options was completed and discussed by the working group at the end of May with the continued goal of presenting the NI911 Board with recommendations and options in 2020.

Prepared by:

K. Douville

Kevin Douville
Manager of Financial Planning

Background/Current Situation

At the NI911 Board meeting held on November 17, 2017, the Directors expressed some concerns regarding the increasing property assessments and differing impacts on the requisition allocation for the shareholder regional districts. As a result, the Board adopted the motion as follows:

“THAT staff be directed to investigate alternate ways of calculating and allocating the requisition for the North Island 9-1-1 shareholders, including potential implications and impact on stakeholder agreements and report back to the board in 2018.”

Subsequently at the regular Board meeting held on June 22, 2018, staff provided a brief update and committed to bring back a report which was presented on October 12, 2018 and included an analysis of four possible methods for the apportionment of the annual requisitions to shareholders, including the existing method. These were as follows:

1. By annual assessment based on the prior year’s assessment revised roll for hospital purposes (status quo per shareholders’ agreements);
2. By population based on the most recently available Statistics Canada census figures;
3. By combination of assessment and population, similar to the model utilized in setting the allocations for Vancouver Island Regional Library member annual levies; and
4. By percentage of total number of shares held by each regional district shareholder.

The Board then directed staff to provide each of the corporation’s shareholders a copy of the staff report dated September 17, 2018 for consideration and responses prior to undertaking any further deliberation. Staff distributed the report under letter dated November 22, 2018 and received feedback from the shareholders over the course of the first two months of 2019.

At its regular meeting held on March 15, 2019, the Board adopted the following motion:
“THAT a working group consisting of staff from each regional district be formed to further review options for annual NI 9-1-1 shareholder requisition apportionments.”

Staff were further directed to seek recommendations from the NI911 Administration Committee for participants to sit on this working group. The members are:

- Catherine Morrison – Manager of Emergency Services, Regional District of Nanaimo
- Greg Fletcher – Administrator, Regional District of Mount Waddington
- Russell Dyson – Chief Administrative Officer, Comox Valley Regional District

An initial meeting of the working group was held on September 13, 2019, as subsequently reported to the Board at its October 4, 2019 meeting, which anticipated that a full options review would be presented in early 2020. It was also noted that any recommendations for amending the current requisition allocation process would require an amendment to the individual shareholder agreements and therefore the target for implementation of any changes would be at earliest ahead of the 2021-2025 financial planning process.

While response to the COVID-19 pandemic became the consuming focal point over the early part of 2020, some further analysis was completed in March and distributed to the working group. The CVRD Manager of Financial Planning met via teleconference with Ms. Morrison and Mr. Fletcher of the working group on May 28, 2020 at which time the new and updated analysis was reviewed and discussed. This included:

- Refreshed apportionment options analysis based on 2019 data, that now includes a fifth option calculated on a percentage of total annual call volumes;

- A 20-year longitudinal review of the NI911 annual tax requisition apportionments to shareholders.

The intent of the longitudinal analysis was to identify possible trends and assess how the percentage share of the annual requisition for each stakeholder Regional District has changed over a long-run period which in this case represents the latter 20 of 25 years (80 per cent) since the service was first established in January 1995. The main takeaways from this analysis (provided in Appendix B):

- Each shareholder's allocation percentage has stayed pretty consistent year-over-year
 - The largest variance between highest and lowest percentage being experienced by the Regional District of Nanaimo (RDN) at 5 per cent.
- There has been minimal expansion of the service over that time with the exception of the fire dispatch service delivery agreement with the Peace River Regional District in 2017.

In addition to the assessment done so far, the working group is currently considering the following:

- What would each Regional District's apportionment costs have looked like over the past 20 years if a different method had been used, for example population based on the quinquennial federal census?
- What would the estimated jurisdictional apportionment costs be if the RDN electoral areas or others currently served by the Central Island 911 Partnership were to join the NI911 service?
- Determination of the evaluation criteria to be used in assessing and weight scoring each apportionment method option.
- What other PSAP and/or fire dispatch services exist in the province and how do each of them apportion their annual costs to participants? (i.e.: Surrey, South VI 911/Police Dispatch, Regional District of Central Okanagan, etc.)
 - Do their current costs include budget considerations for pending Next Generation 911 ESInet compliance upgrades?
 - What additional upgrade costs, if any, need to be considered when assessing alternate providers? (i.e.: Conversion from conventional analog VHF to P25 encrypted digital radio systems (700 MHz) at \$5,000 - \$7,500/unit with no paging capabilities and concerns with reliable fringe / rural area coverage.)
- Outlining the specific benefits and considerations (pros and cons) of each apportionment method.
- How would the overall apportionments change if the Peace River Regional District were to become a shareholder once its existing service delivery contract with NI911 expires on May 18, 2022?
- How will the pending renewal of NI911's existing PSAP and Fire Dispatch service delivery contracts influence the requisition apportionment assessment?
 - PSAP contract with E-Comm 911 expires on December 30, 2020
 - E-Comm is currently moving into phase 2 of its COVID-19 action planning with an outlook to the next 12 – 18 months, which could influence whether they wish to pursue a new 5-year service delivery contract with NI911 or instead request another interim extension.
 - Fire Dispatch agreement with the City of Campbell River expires on December 31, 2021.
- If NI911 were to instruct E-Comm 9-1-1 to turn off the ESZ's (emergency services zones) for pre-switch abandon calls, thus falling in step with most other jurisdictions, how could this potentially impact the current shareholders' apportionments?

- What amendment(s) would be required to either the NI911 Articles of Incorporation or shareholders agreement if a change to the apportionment calculation is considered?
 - A legal opinion obtained by the RDN in 2019 indicates that any change to the calculation method of each shareholder’s contribution percentage would constitute a “Major Decision” as it would be a change to the company’s constating documents. Any proposed change would therefore require a 75 per cent majority to pass.
 - For example, section 5.7 of the shareholders’ agreement stipulates that “the parties will review the distribution of the Shares issued in the Company at ten year intervals commencing on January 1, 2019 and continuing on January 1st of each tenth year thereafter so as to redistribute the Shares in the company based upon the formula of the net taxable value of land and improvements assessed for hospital purposes held by all such shareholders in accordance with Sections 5.4, 5.5 and 5.6.

Policy Analysis

Shareholders Agreement Review

Section 4.1 of the NI911 Corporation’s Shareholders Agreement dated March 31, 2008 outlines the following with respect to contributions from shareholders:

- 4.1 The Company will, and may in its discretion request from each and every Shareholder in proportion to the Shareholder’s percentage holdings in the Company, all funds required to meet the capital, operating and capital asset replacement needs for the Company. The contribution percentage of each Shareholder at the date of this Agreement is as follows:

Shareholder	Contribution Percentage of Funds Required (2008)
Comox Valley	30.47%
Nanaimo	27.05%
Alberni – Clayoquot	13.03%
Mount Waddington	3.11%
qathet	8.47%
Strathcona	17.87%

For the 2020 budget year, the contribution percentage of funds required based on the current apportionment method were:

Shareholder	Contribution Percentage of Funds Required (2020)
Comox Valley	32.04%
Nanaimo	28.26%
Alberni – Clayoquot	12.48%
Mount Waddington	2.54%
qathet	7.74%
Strathcona	16.94%

Section 4.3 of the shareholders agreement sets the method for determining each shareholder’s respective contribution percentage:

- 4.3 Each Shareholder’s respective contribution percentage of funds required from time to time by the Company shall be reassessed by the Company annually, on the basis of the prior year’s revised roll of taxable value of land and improvements assessed for hospital purposes, within the Shareholders’ jurisdiction, commencing from the date of this Agreement, and upon the withdrawal or addition of a Shareholder, any such change to be determined as if a Major Decision of the Board.

The North Island 9-1-1 Corporation is a privately held corporation established and governed by the BC Business Corporations Act.

NI911 Strategic Planning

Historically the NI911 Board of Directors has not undertaken any formal strategic planning process since the inception of the service in 1995. Given the increased complexity of the service that has continued to develop over the years, with the corporation’s three major contractual arrangements all up for review / renewal between the end of 2020 and early 2022, and with a decision mounting on how the annual requisition allocations will be calculated going forward, it may be timely and appropriate for the Board to consider a strategic planning session for the Fall 2020 to consider all these issues as part of a larger vision for corporation into the future.

Options

This report is presented for information and discussion only at this time.

Legal Factors

Once the calculation method for each shareholder’s annual contribution percentage of funds required has been confirmed, a review of the NI911 Articles of Incorporation and Shareholders Agreement would be recommended to undertake any amendments in regards to the apportionment of costs. These reviews would further be prudent given the shareholders agreement was last updated in March 2008, with the Articles of Incorporation last amended by special resolution in September 2013.

Attachments: Appendix A – NI911 Tax Requisition Allocation Scenario Comparisons
(Updated March 2020)
Appendix B – NI911 Annual Requisition Comparisons by Jurisdiction – May 2020

North Island 911 Corporation
Optional 2020 Shareholder Requisition Calculation Comparisons

Shareholder Requisition Allocation by Assessment (Current Scenario)			
	2019 Net Taxable Value Regional Hospital Purposes	% of Total	Requisition (100% Assessment)
RD Comox Valley	\$16,515,713,707	32.04%	\$805,657
RD Strathcona	\$8,730,968,518	16.94%	\$425,908
RD Nanaimo (SD69)	\$14,568,837,087	28.26%	\$710,686
RD Mount Waddington	\$1,311,427,668	2.54%	\$63,973
RD Alberni - Clayoquot	\$6,434,323,351	12.48%	\$313,874
RD qathet	\$3,988,939,356	7.74%	\$194,585
Totals	\$51,550,209,687	100.00%	\$2,514,684

Shareholder Requisition Allocation by Population			
	2016 Census Population	% of Total	Requisition (100% Population)
RD Comox Valley	66,527	30.25%	\$760,623
RD Strathcona	44,671	20.31%	\$510,737
RD Nanaimo (SD69)	46,655	21.21%	\$533,420
RD Mount Waddington	11,040	5.02%	\$126,224
RD Alberni - Clayoquot	30,981	14.09%	\$354,215
RD qathet	20,070	9.13%	\$229,466
Totals	219,944	100%	\$2,514,684

Shareholder Requisition Allocation using combination of Assessment and Population (similar to Vancouver Island Regional Library model)										
	2019 Net Taxable Value Regional Hospital Purposes	% of Total	Requisition (50% Assessment)		2016 Census Population	% of Total	Requisition (50% Population)		Total Requisition (50% Assessment 50% Population)	% of Total
RD Comox Valley	\$16,515,713,707	32.04%	\$402,829		66,527	30%	\$379,795		\$782,624	31.12%
RD Strathcona	\$8,730,968,518	16.94%	\$212,954		44,671	20%	\$255,022		\$467,975	18.61%
RD Nanaimo (SD69)	\$14,568,837,087	28.26%	\$355,343		46,959	21%	\$268,084		\$623,427	24.79%
RD Mount Waddington	\$1,311,427,668	2.54%	\$31,987		11,035	5%	\$62,998		\$94,984	3.78%
RD Alberni - Clayoquot	\$6,434,323,351	12.48%	\$156,937		30,981	14%	\$176,867		\$333,804	13.27%
RD qathet	\$3,988,939,356	7.74%	\$97,293		20,070	9%	\$114,577		\$211,870	8.43%
Totals	\$51,550,209,687	100.00%	\$1,257,342		220,243	100%	\$1,257,342		\$2,514,684	100.00%

North Island 911 Corporation
Optional 2020 Shareholder Requisition Calculation Comparisons

Shareholder Requisition Allocation by Percentage of NI911 Corp Shares			
	No. of Shares	% of Total	Requisition (Share Ownership)
RD Comox Valley	6	28.57%	\$718,481
RD Strathcona	4	19.05%	\$478,987
RD Nanaimo (SD69)	5	23.81%	\$598,734
RD Mount Waddington	1	4.76%	\$119,747
RD Alberni - Clayoquot	3	14.29%	\$359,241
RD qathet	2	9.52%	\$239,494
Totals	21	100.00%	\$2,514,684

Shareholder Requisition Allocation by 2019 Annual Call Volumes (Fire Dispatch & PSAP)							
	Fire Dispatch Call Volumes	% of Total	PSAP Call Volumes	% of Total	Total Call Volumes	% of Total	Total Requisition
RD Comox Valley	2,404	21.58%	23,031	25.38%	25,435	24.97%	\$627,887
RD Strathcona	3,015	27.06%	17,331	19.10%	20,346	19.97%	\$502,260
RD Nanaimo (SD69)	1,819	16.33%	18,317	20.19%	20,136	19.77%	\$497,076
RD Mount Waddington	366	3.29%	7,203	7.94%	7,569	7.43%	\$186,848
RD Alberni - Clayoquot	2,238	20.09%	16,754	18.47%	18,992	18.64%	\$468,836
RD qathet	1,298	11.65%	8,091	8.92%	9,389	9.22%	\$231,776
Totals	11,140	100.00%	90,727	100.00%	101,867	100.00%	\$2,514,684

Shareholder Requisition Allocation Models Side-by-Side Comparisons										
	Requisitions (100% Assessment)	Requisitions (100% Population)	% Change from 100% Assessment	Requisitions (50% Assessment) (50% Population)	% Change from 100% Assessment	Requisitions (Share Ownership)	% Change from 100% Assessment		Requisitions (Call Volumes)	% Change from 100% Assessment
RD Comox Valley	\$805,657	\$760,623	-5.59%	\$782,624	-2.86%	\$718,481	-10.82%		\$627,887	-22.07%
RD Strathcona	\$425,908	\$510,737	19.92%	\$467,975	9.88%	\$478,987	12.46%		\$502,260	17.93%
RD Nanaimo (SD69)	\$710,686	\$533,420	-24.94%	\$623,427	-12.28%	\$598,734	-15.75%		\$497,076	-30.06%
RD Mount Waddington	\$63,973	\$126,224	97.31%	\$94,984	48.48%	\$119,747	87.18%		\$186,848	192.07%
RD Alberni-Clayoquot	\$313,874	\$354,215	12.85%	\$333,804	6.35%	\$359,241	14.45%		\$468,836	49.37%
RD qathet	\$194,585	\$229,466	17.93%	\$211,870	8.88%	\$239,494	23.08%		\$231,776	19.11%
Totals	\$2,514,684	\$2,514,684		\$2,514,684		\$2,514,684			\$2,514,684	

North Island 911 Corporation

Annual Requisition Allocation Comparisons by Jurisdiction

2001 - 2020

as at: May 20, 2020

Shareholder Name	2020 Requisition		2019 Requisition		2018 Requisition		2017 Requisition		2016 Requisition	
	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)
Comox Valley Regional District	\$805,657	32.04%	\$751,748	31.52%	\$748,733	31.39%	\$735,931	31.23%	\$711,797	31.36%
Strathcona Regional District	\$425,908	16.94%	\$398,513	16.71%	\$407,164	17.07%	\$414,434	17.59%	\$401,294	17.68%
Comox - Strathcona Regional District										
Regional District of Nanaimo	\$710,686	28.26%	\$681,225	28.56%	\$667,635	27.99%	\$640,241	27.17%	\$604,664	26.64%
Mount Waddington Regional District	\$63,973	2.54%	\$65,276	2.74%	\$72,989	3.06%	\$78,374	3.33%	\$77,853	3.43%
Alberni-Clayoquot Regional District	\$313,874	12.48%	\$296,064	12.41%	\$296,249	12.42%	\$297,515	12.62%	\$290,075	12.78%
qathet Regional District	\$194,585	7.74%	\$192,435	8.07%	\$192,491	8.07%	\$190,247	8.07%	\$184,078	8.11%
Totals	\$2,514,683	100.00%	\$2,385,261	100.00%	\$2,385,261	100.00%	\$2,356,742	100.00%	\$2,269,761	100.00%

Shareholder Name	2015 Requisition		2014 Requisition		2013 Requisition		2012 Requisition		2011 Requisition	
	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)
Comox Valley Regional District	\$700,200	31.60%	\$671,796	31.70%	\$620,760	31.22%	\$590,398	30.82%	\$585,855	30.58%
Strathcona Regional District	\$386,218	17.43%	\$364,941	17.22%	\$340,439	17.12%	\$333,665	17.42%	\$338,535	17.67%
Comox - Strathcona Regional District										
Regional District of Nanaimo	\$586,085	26.45%	\$567,172	26.76%	\$538,255	27.07%	\$515,536	26.91%	\$511,259	26.69%
Mount Waddington Regional District	\$77,997	3.52%	\$68,550	3.23%	\$64,673	3.25%	\$60,974	3.18%	\$63,330	3.31%
Alberni-Clayoquot Regional District	\$285,176	12.87%	\$272,503	12.86%	\$256,848	12.92%	\$250,328	13.07%	\$253,052	13.21%
qathet Regional District	\$180,146	8.13%	\$174,438	8.23%	\$167,470	8.42%	\$164,613	8.59%	\$163,483	8.53%
Totals	\$2,215,822	100.00%	\$2,119,400	100.00%	\$1,988,445	100.00%	\$1,915,514	100.00%	\$1,915,514	100.00%

Shareholder Name	2010 Requisition		2009 Requisition		2008 Requisition		2007 Requisition		2006 Requisition	
	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)
Comox Valley Regional District	\$580,637	30.31%	\$570,727	30.39%	\$538,724	30.47%				
Strathcona Regional District	\$344,696	17.99%	\$337,913	17.99%	\$316,014	17.87%				
Comox - Strathcona Regional District							\$837,080	49.24%	\$796,653	48.28%
Regional District of Nanaimo	\$512,450	26.75%	\$502,075	26.74%	\$478,218	27.05%	\$455,920	26.82%	\$452,574	27.43%
Mount Waddington Regional District	\$60,204	3.14%	\$59,789	3.18%	\$54,981	3.11%	\$52,372	3.08%	\$57,535	3.49%
Alberni-Clayoquot Regional District	\$255,184	13.32%	\$247,503	13.18%	\$230,379	13.03%	\$214,446	12.61%	\$205,837	12.47%
qathet Regional District	\$162,343	8.48%	\$159,947	8.52%	\$149,684	8.47%	\$140,182	8.25%	\$137,401	8.33%
Totals	\$1,915,514	100.00%	\$1,877,954	100.00%	\$1,768,000	100.00%	\$1,700,000	100.00%	\$1,650,001	100.00%

Shareholder Name	2005 Requisition		2004 Requisition		2003 Requisition		2002 Requisition		2001 Requisition	
	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)
Comox Valley Regional District										
Strathcona Regional District										
Comox - Strathcona Regional District	\$698,742	48.12%	\$681,315	48.32%	\$655,720	48.21%	\$661,277	48.62%	\$664,619	48.87%
Regional District of Nanaimo	\$381,200	26.25%	\$353,387	25.06%	\$328,112	24.13%	\$322,792	23.73%	\$320,315	23.55%
Mount Waddington Regional District	\$59,222	4.08%	\$59,496	4.22%	\$60,449	4.44%	\$62,083	4.56%	\$62,235	4.58%
Alberni-Clayoquot Regional District	\$190,549	13.12%	\$187,259	13.28%	\$183,209	13.47%	\$182,072	13.39%	\$180,543	13.28%
qathet Regional District	\$122,287	8.42%	\$128,542	9.12%	\$132,510	9.74%	\$131,776	9.69%	\$132,289	9.73%
Totals	\$1,452,000	100.00%	\$1,410,000	100.00%	\$1,360,000	100.00%	\$1,360,000	100.00%	\$1,360,000	100.00%

North Island 911 Corporation

Annual Requisition Allocation Comparisons by Jurisdiction 2001 - 2020 as at: May 20, 2020

Shareholder Name	Year-over-Year Annual Requisition Comparison (%) 2001 - 2020						
	High	Year	Low	Year	High - Low Variance	2020 v. 2001 Variance*	Average
Comox Valley Regional District* (*post RD split - 2008 to 2020)	32.04%	2020	30.31%	2010	1.73%	1.57%	31.13%
Strathcona Regional District* (*post RD split - 2008 to 2020)	17.99%	2010	16.71%	2019	1.28%	-0.44%	17.44%
Comox - Strathcona Regional District* (*pre RD split - 2001 to 2007)	49.24%	2007	48.12%	2005	1.12%	0.37%	48.52%
Regional District of Nanaimo	28.56%	2019	23.55%	2001	5.01%	4.71%	26.50%
Mount Waddington Regional District	4.58%	2001	2.54%	2020	2.04%	-2.03%	3.47%
Alberni-Clayoquot Regional District	13.47%	2003	12.41%	2019	1.06%	-0.79%	12.94%
qathet Regional District	9.74%	2003	7.74%	2020	2.00%	-1.99%	8.53%



INFORMATION REPORT

To: ACRD Board of Directors

From: Rob Williams, General Manager of Environmental Services

Meeting Date: July 22nd, 2020

Subject: West Coast Transit Service

Background:

The ACRD Board of Directors approved the West Coast Transit Service Plan at their regular June 10th, 2020 meeting. The Service Plan outlines confirmed routing, frequency of service, and provides updated cost-estimates. A major next step in advancing this new service is to confirm a viable service operator that includes vehicle maintenance capability. Soliciting a service delivery contractor for the transit service is the responsibility of BC Transit. However, local governments often participate in this process considering they are a 50% partner in the service and can have local knowledge of potential operating companies.

The following is an update on various components of the project:

Service Operations

BC Transit staff have conducted a preliminary investigation of available vehicle maintenance facilities on the west coast. This included an analysis of:

- Petro Canada, Ucluelet
- Larsen Diesel, Ucluelet
- Long Beach Auto, Tofino
- New BC Hydro facility, Area C
- Long Beach Airport, Area C
- District of Tofino Public Works
- District of Ucluelet Public Works

There was no current viable facility from the visitations and conversations with staff from the various facilities regarding maintaining 4 medium-duty transit buses. Some of the locations may be viable options through facility improvements that would result in the proper hoist capacity and facility clearance. However, it is unconfirmed if these facilities could also store 4 medium-duty transit buses on their property.

Although there has been no third-party maintenance facility identified for a new operating company to utilize on the west coast, moving ahead with an expression of interest for interested transit providers may result in a creative solution. BC Transit staff are currently looking at options to construct a high-level process to confirm if there are viable operators that could deliver the service and maintain the vehicles on the west coast. This is not a full bid contract process, but rather a process to confirm viability and engage potential operating companies. The timeline for completion of this process is Fall 2020.

Other options will need to be considered in the event the expression of interest does not result in any viable operators on the west coast, this will include possible partnership or new construction options. Current partnership options identified over the short-medium term include working with potential west coast local governments on making necessary improvements to an existing maintenance facility that could be used to store and maintain buses. Partnering with Parks Canada on their new public works facility could provide a viable maintenance solution. Building a new facility at the Long Beach Airport could also be a viable option via construction of a new facility as there is ample land available.

The current west coast transit service plan includes the use of medium-duty buses in order to match necessary rider demand in the short-term with opportunity for future expansion. Securing these vehicles by the projected September 2021 implementation date is currently not possible due to the current COVID-19 pandemic. BC Transit has informed ACRD staff that medium-duty buses for this project are now targeted for delivery in order to meet a Spring 2022 implementation.

Provincial Funding & Implementation Timelines

The Province through BC Transit contributes approximately 50% of the funding for the delivery and operation of conventional transit services, local governments pay the other 50% referred to as the local share of costs. BC Transit uses a program improvement request process in order for local governments to request new or expanded transit services. The ACRD executed a transit improvement program request form in June of 2019 for the West Coast Transit Service. This request process is updated annually. Because of the current hold on transit expansions by BC Transit, the ACRD will not be able to reaffirm its request for the West Coast Transit Service until the Fall of 2020 based on current information from BC Transit.

It is understood that the current implementation timeline for this project will be delayed until Spring of 2022 in order to provide sufficient time to secure provincial funding, confirm a viable operations and maintenance facility, and ensure delivery of required vehicles.

Submitted by: 
Rob Williams, MSc, General Manager of Environmental Services

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



ALBERNI-CLAYQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

INFORMATION REPORT

To: ACRD Board of Directors

From: Alex Dyer, Recovery Unit Coordinator

Meeting Date: Jul 22, 2020

Subject: COVID-19 Community Recovery Team and Public Survey Update

Recommendation:

THAT the Board of Directors receive the report supplemented by a verbal staff report detailing recommendations provided by the COVID-19 Community Recovery Team.

Summary:

Following the first meeting of the Community Stakeholder Group (CSG), the COVID-19 Community Recovery Team (CRT) launched a survey to gather stakeholder feedback on the implementation of the ACRD-CPA COVID-19 Path to Recovery Plan. The survey results have been summarized for the Community Recovery Team and will be discussed in detail at the next CRT meeting to be held July 21st. Any recommendations provided by the CRT at that meeting will be included in a verbal report to the Board on July 22nd.

Background:

The CRT hosted the first meeting of the Community Stakeholder Group on June 23, 2020. The meeting was held in a webinar format where the ACRD-CPA COVID-19 Path to Recovery Plan was presented to the group and next steps for CSG participants were discussed. Twenty-five individual stakeholders participated in the webinar. The CSG participants included broad representation from local government, health and community service organizations, emergency services and representatives from the business community.

On June 24, 2020, a public survey was launched to gather feedback on the implementation of the Path to Recovery Plan. The survey was available to both CSG participants and the broader public with questions allowing for the separation of responses from both groups. The survey results have been analyzed and will be discussed with the Community Recovery Team on July 21st to provide recommendations on strategic direction on Plan implementation.

Next Steps for Community Recovery Team:

The CRT will meet on July 21st to discuss the survey data analysis and recommend priority actions moving forward with the next steps of Plan implementation. A verbal report will be provided to the Board providing these recommendations.

Submitted by: 
Alex Dyer, MCIP, RPP Recovery Unit Coordinator

Reviewed by: 
Heather Zenner, MA, RPF, Manager of Protective Services

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



from the Board Table

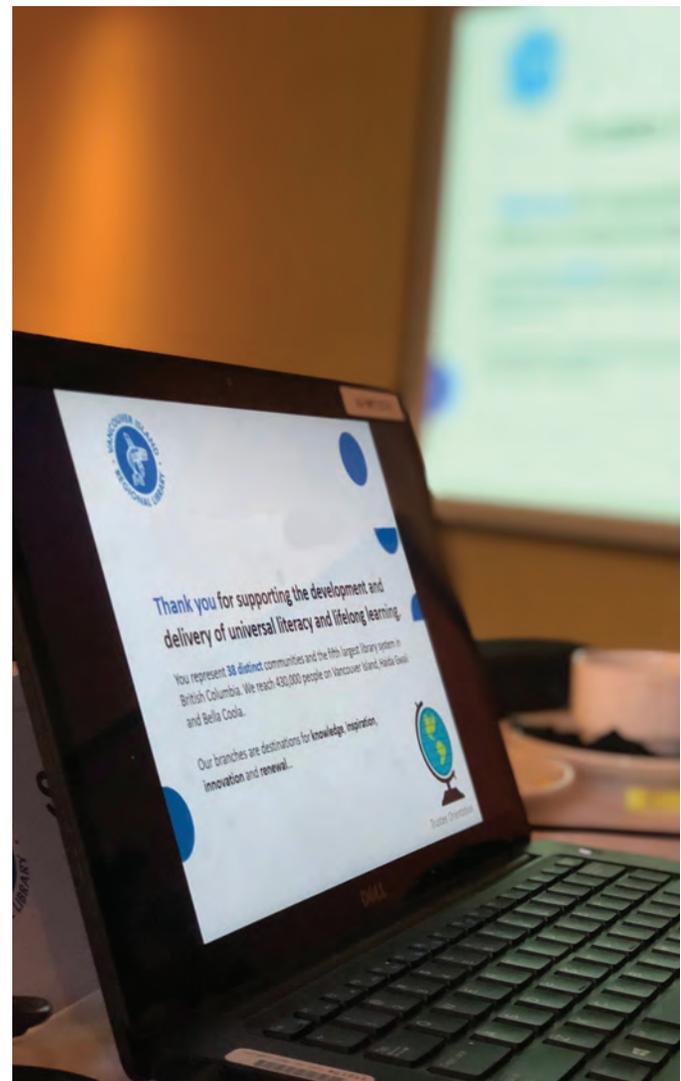
Intro

The meeting on May 30 was the first regular meeting of the Board of Trustees since the onset of COVID-19. As a result, the agenda included items that would ordinarily spread across two meetings. The Board worked diligently to move the items forward efficiently and with robust discussion.

The first order of business was to amend the Board Procedural By-law to allow for virtual meetings after successfully trialing a digital platform at a previous special meeting. For Trustees, especially those in rural and remote communities, the amended By-law will reduce the amount of time that would otherwise be required to travel to and from Board meetings.

Video Conferencing Update

As VIRL and the Board proceed with plans to continue with virtual meetings, the Board received a report that provided information on how virtual meetings will be administered and maintained moving forward. This includes VIRL's migration to Office 365, its proprietary conferencing platform (Teams), and ongoing supports to Trustees to facilitate their virtual meeting attendance.





Business Arising

Strategic Plan

As a result of the ongoing challenges presented by COVID-19, the Board moved to defer the development of the 2021 – 2025 Strategic Plan until 2021. For the public engagement portion, it is likely that the large in-person events of the past may not be possible given increased awareness and sensitivities around group gatherings. VIRL is still committed to maintaining thorough and robust public engagement and will adapt to the realities, which could include a mix of small in-person sessions and online engagement opportunities.

Provincial Grants

This short update provided Trustees with an overview of the report VIRL sent to the Province as part of the annual funding process.

Balanced Scorecard

In late 2019, VIRL staff reframed the metrics and data the Board receives to highlight VIRL's role in the community and the impact of our services, along with key data.

This initial data set, for the first Quarter of 2020, demonstrates some interesting information about our customers and services:

- 35% of our visitors used the Library and 65% came to a branch
- The majority of cardholders are adults at 82%, with children and teens at 17%
- Membership in VIRL remained steady in Q1
- Well over 1.3 million items were borrowed in Q1
- There was a 17% increase in digital borrowing and a 17% decrease in physical borrowing
- Online learners focused on developing digital skills

Audit Plan

As with so many other processes and procedures, the annual auditing process was disrupted by the onset of COVID-19. Staff worked with the auditors at MNP to amend the process and were granted an extension to the submission of the financial statements.

Recovery and Renewal

Board members received an overview of VIRL's phased Recovery Plan as a result of COVID-19. Trustees were very happy to hear that Phase 2 was coming into effect and that some library services would soon resume.

An Integrated System for Payroll, Human Resources and Benefits

To make VIRL's payroll, human resources and benefits administration more efficient and user-friendly, staff are hoping to move forward with a solution that meets the needs of the organization. Further discussion will transpire in September about an integrated system for VIRL.

Budget Assumptions

The unanticipated temporary suspension of library services resulting from COVID-19 impacted VIRL's projected spending. The Board received a report with information on the various areas that may be impacted by COVID-19 and the associated requirement to suspend in-branch services, including:

- Preliminary Assumptions
- Revenue
- Wages and Benefits
- Library Materials
- Branch Facility Costs

The Board was also made aware that savings from 2020 will be transferred to 2021 to offset a smaller levy increase, and was provided with a range of scenarios for consideration for the 2021 potential levies.

The Board will continue this important conversation when it reconvenes in September.

Finance Report



Balance Sheet: The balance sheet of \$37.6 million shows a healthy balance of cash and investments of \$4.2 million at the end of April and a year to date operating surplus of \$0.9 million.

Revenue and Expenditures: The net operating surplus as at the end of April is mostly due to receipt of annual provincial operating grants in March. Other than this, revenues were generally in line with expectations and total expenditures were within budget.

Reserves: The Board of Trustees is provided with updated reserves information at each meeting. At the end of April, the reserves stood at a balance of \$6.2 million. Appropriations to reserves are recorded on a monthly basis. Transfers from reserves are recorded when the expenditures have been substantially completed. Year to date withdrawals consist of amounts for debt servicing and projects at Sayward, Sooke, and Chemainus, as well as purchases of furniture and equipment, and IT software and hardware.

In Summary: VIRL's finances indicate that results are in line with expectations and significant projects are currently either complete or underway.

Facilities Updates



Campbell River

Strathcona Regional District has approved funding for the new branch. VIRL is in discussion with City of Campbell River staff to move the project forward.

Courtenay

Now that VIRL has received word that we will not receive funding from the Investing in Canada Infrastructure Program, planning can proceed using capital funding.

Masset

Consultants are currently working on the design, floorplan, and other planning and tender documents.

North Saanich

The proposed site at the Panorama Centre is part of the Agricultural Land Reserve. North Saanich is in conversation with the Agricultural Land Commission about a path forward.

Port Alberni

The architect has developed some preliminary floor plans and other drawings. VIRL and the architect have established a process for continuing the planning process while all parties are working remotely.

Sandspit

Discussions are on hold while some issues related to the use of the space are resolved.

Facilities Updates cont.



Sooke

The building permit has been approved, and construction will be tendered, evaluated and awarded after the pre-qualification for general contractors review is complete.

Tahsis

Potential sites for a new branch are currently being assessed by Tahsis Council.

Tofino

Tofino Council is reviewing shovel-ready potential sites.

Woss

The Village of Woss has identified the new branch site. VIRL has commenced with the planning work in preparation of a prototype branch.

**RECOMMENDATIONS TO THE PROVINCE OF BC
FOR REBUILDING TRANSIT IN BC**

June 16, 2020

DRAFT FOR DISCUSSION

1. The Province of BC and BC local governments commit to the following ***Principles for Rebuilding Transit in BC***:
 - a. The COVID-19 pandemic and resulting near- and longer-term economic and community shocks require unprecedented action by all orders of government working in partnership.
 - b. Transit is an essential service critical for providing mobility during the acute phases of the pandemic and to support the social and economic recovery of the transit communities and the province as part of the BC Restart Plan.
 - c. A transit recovery and rebuilding strategy, including transit service levels and senior government support, must be responsive to continued pandemic and economic shocks and potential shifts in travel behaviour and safe transit operating guidelines as the COVID-19 crisis evolves.
 - d. Local and regional strategies for growth management, transit and transportation, economic development, climate change and affordability are still relevant and must continue to guide local and provincial decision making and investment during post-pandemic rebuilding.
 - e. The costs of responding to and recovering from COVID-19 should not be downloaded onto regressive revenues sources like the property tax or transit fares which will hinder economic recovery.

2. The Province of BC will work with TransLink, BC Transit, UBCM and BC local governments to:
 - a. Deliver a ***Provincial Transit Recovery Strategy*** to address the 2020 and 2021 financial impacts that TransLink and BC Transit have already incurred and will continue to incur due to the COVID-19 crisis so that both can continue delivering the services and mobility the province needs to rebuild and prosper in the coming months and years.
 - b. Develop a ***Provincial Rebuilding Strategy for BC's Transit and Transportation Sector*** in 2021 that will strengthen BC Transit's and TransLink's funding models by expanding transit revenue tools to reduce reliance on transit fares so that both agencies can:
 - Sustain, improve and grow transit as the economy and population grows
 - Rebuild transit ridership and provide mobility alternatives to support economically competitive, sustainable and livable communities.



ANNUAL REPORT

2019/20

**alberni
community
& women's
services
society**

Alberni Community and Women's Services Society

2019/20 Annual Report

3082 Third Avenue

Port Alberni, BC V9Y 2A5

Main Office: 250-724-7111

Transition House: 250-724-2223



OUR VISION

We will have a safe, secure, and nurturing community that is free from violence and abuse.

OUR MISSION

We are committed to building a healthy community and improving the status of women. We provide a safe place and innovative services for women, children, men, and families.

OUR PURPOSE

- To promote the equal status of women and educate the community on women's issues.
- To provide an emergency shelter for women and their children.
- To provide counselling, outreach, victim services and other supports to women, children, youth, men, and families.
- To develop and provide new programs and services for women, children, youth, men, and families to help build a healthy and safe community. These services could include housing for adults, and/or counselling, outreach, education and other supports and services for women, children, youth, men and families.

MESSAGE FROM OUR CHAIRPERSON

On behalf of the Board of Directors, we present to you the annual report for our fiscal year from April 1, 2019 to March 31, 2020 from Alberni Community & Women's Services Society (ACAWS).

For forty years, ACAWS has worked to provide housing, support services, assistance and referrals to those fleeing from domestic violence or abuse.

Last year, was a tremendous year for ACAWS filled with community support.

In November 2019, Chris Fenton of The Fenton Real Estate Team dedicated a 100-kilometre trek across the Sahara Desert in support of women and children fleeing violence. He presented a cheque to ACAWS for \$4,666 for his efforts.

Throughout the holidays, we held a successful open house and organized donation hampers and a "secret Santa" for many of our clients. Special thanks to the Coulson Group of Companies, North Island College, Coastal Community Credit Union, Boston Pizza (ladies' night), First Baptist Church and the Saturday Quilters for your support.

Our annual Coldest Night of the Year Walk (CNOY) was held on February 22, 2020. It was also a huge success, raising \$38,858! ACAWS partnered with the Port Alberni Port Authority to dedicate the 2020 CNOY to former Mayor and ACAWS president, Gillian Trumper. This year, our lead sponsor was Coulson's Group of Companies. Since 2016, the first year that we held the event, Alberni District Co-op has been an ongoing sponsor. Other participants included the Rotary Club of Port Alberni, Scotiabank, Royal LePage, the family of Gillian Trumper and several residents and families of the Alberni Valley.

Also, in February, ACAWS received 16 beautiful handmade quilts for our PEACE program and 5 quilts for our Transition House from the Parksville Quilt House Quilters Guild.

ACAWS is lucky to live in a community that cares. We're also thrilled to have such experienced and caring staff, lead by a fantastic Executive Director, Ellen Frood. Even now, during COVID-19 ACAWS is here. We will always do our best and remain committed to serving our clients and vulnerable populations. Thank you for your continued support and dedication.



LESLEY FOX
Chairperson of the Board

OUR 2019/20 BOARD OF DIRECTORS

PRESIDENT	<i>Lesley Fox</i>
VICE-PRESIDENT	<i>Pat Kermeen</i>
TREASURER	<i>Eric Matheson</i>
DIRECTOR	<i>Jeffrey Cook</i>
DIRECTOR	<i>Seva Dhaliwal</i>
DIRECTOR	<i>Samantha Banton-Smith</i>
DIRECTOR	<i>Chris Alemany</i>

MESSAGE FROM OUR EXECUTIVE DIRECTOR

For over 39 years Alberni Community and Women's Services (ACAWS) has been at the forefront of domestic violence services in our region. We do not take for granted that for almost four decades victims and survivors of domestic violence have entrusted their stories, challenges, and successful journeys to ACAWS. We are honored to meet the needs of individuals who deservedly want a life free from violence. This annual report is a snapshot in time as well as a celebration of our organization's impact on the lives of our clients and the communities we serve.

ACAWS was built on the shoulders of strong, determined women who sat at a kitchen table and said *No More* to nonexistent legislation to protect victims and survivors, no safe places to go, and a belief that domestic violence wasn't a priority. When we look back at our history, we realize how fortunate we are that those dynamic women answered the call to action.

Violence against women and girls is a global epidemic. The numbers are staggering; even the often-used statistic that one in three women and girls have experienced physical or sexual violence is a gross under-representation. Here in Port Alberni RCMP statistics for the 1st quarter of 2020 showed a 50% increase in sexual assaults over the same quarter in 2019 and domestic violence reports to RCMP in the same quarter over last year are approximately 30% higher. These numbers speak to a critical problem!

Many do not understand that domestic violence has a ripple effect; that it impacts families, employers, the workplace, the community, and society. ACAWS works to disrupt that ripple through a carefully developed network of support services.

In our work to end violence against women, one of our ongoing challenges is working to change and question the thinking, actions, and systems that contribute to violence against women. Over the past year we continued to grow partnerships, take on new initiatives, and work collaboratively with our community. We remain inspired by our client's strength and resilience in the face of adversity and injustice and going forward will carry on with our work for social and economic justice, peace, and a safe and healthy world in which all are valued, cared for and supported both for their uniqueness and commonality.

continued on next page

“ ACAWS was built on the shoulders of strong, determined women who sat at a kitchen table and said *No More* to nonexistent legislation to protect victims and survivors, no safe places to go, and a belief that domestic violence wasn't a priority. ”

Sadly, after just over 25 years, through a competitive bidding process, we said farewell to our Sexual Abuse Intervention Program. We also said 'goodbye and good luck' to a few staff, as they moved on to other opportunities. We welcomed new members to our Transition House team and the Stop the Violence Program.

Our Coldest Night of the Year event was the most successful ever. With thanks to our committee led by Carol Hanson just under \$40,000 was raised. This brings our four-year total to an impressive \$104,000. What a team! And we must not forget the Red Hot Chili Peppers, led by Susan Roth who added a little spice to the event with their wonderful chili! Our thanks go out to the sponsors, volunteers, silent auction donors and many participants who have made this event such a great success.

This year, board and staff developed a new strategic plan to continue the path of our history of growth and innovation. Our phenomenal staff and board ensure that we are providing quality programs to the families who need them every day. And as responsible stewards of your investment in this work, we have ended the year financially stable, poised to carry out our strategic plan and deepen our impact in the years to come.

This report could not be written without reference to COVID-19. While our fiscal year ended March 31, 2020 (at the very early stages of the pandemic), we were only beginning to see the effect this pandemic has had on those impacted by domestic violence. Social isolation and distancing have forced women and their children to be restricted to their homes and held indoors. This isolation is causing a perfect storm as there is no escape for many. Violence has been on the upswing and it makes our work that much more important as we move forward into the new year.

They say it takes a village, and that is definitely true in our case. It is only with thanks to our incredible employees, our Board, volunteers, and the ongoing, generous support of government and community funders, foundations, service clubs, businesses and private individuals, who consistently donate money and time, that we are able to continue serving our clients. Thank you for being part of our village and our journey!

ELLEN FROOD
Executive Director





A preliminary concept of the second-stage housing BC Housing has proposed for Port Alberni. (SCREENSHOT)

Supportive housing for women, children to be constructed in Port Alberni

Housing will be operated by Alberni Community and Women's Services Society

ELENA RARDON / Dec. 10, 2019 6:00 a.m. / LOCAL NEWS / NEWS



Port Alberni could benefit from new supportive housing for women and children fleeing violence as soon as 2021.

BC Housing is proposing to build approximately 20 units of second-stage housing on a piece of city-owned land at the intersection of Vimy Street and Rosewood Street. BC Housing, in partnership with the Alberni Community and Woman's Services Society (ACAWS), came to city council on Monday, Dec. 9 asking for a letter of intent.

The province announced a year ago that Port Alberni will be one of 12 communities across B.C. to benefit from new supportive housing for women and children fleeing violence. ACAWS was selected to operate the second-stage housing, which provides safe, short-term housing and supports for women and children after they leave an abusive relationship or situation.

OUR TRANSITION HOUSE FOR WOMEN AND CHILDREN

Transition House is core funded for eleven beds by BC Housing. We also gratefully receive donations from service organizations and private citizens.

The Transition House supports women and their children who are At Risk of Violence or have experienced Violence, by providing access to safe, secure and confidential services, including information and supports for decision-making, short-term shelter or housing, referrals to other services and links to affordable housing. All women are eligible for the program services regardless of ethno-cultural background, religious beliefs, physical ability, health, mental wellness, social context, sexual orientation and/or gender identity.

Women who are referred but do not reside at Transition House are provided initial contact services including an immediate safety assessment, short-term plan for safety, emotional support and referrals to alternative and appropriate resources.

We continue to struggle in our community with the lack of affordable housing, but are very excited for our clients with the announcement of a future second stage housing complex. This will hopefully alleviate homelessness for women in Port Alberni where women are put in unsafe situations of trying to survive. Our stay have risen slightly from last year which shown the continued need of this service in our community. Please find attached a statistic data sheet for the year.

Transition House staff continue to work within the model of Reducing Barriers for women. One change that has occurred this year has been making the Transition House pet friendly so woman can bring their beloved pet with them for comfort and security. This has been a well-received change. The Reduced Barriers model is accomplished with the safety of the house, all clients and staff as an utmost importance. As the end of our year approached, we have all been affected by the Covid -19 pandemic which has put a strain on our program as we are a communal setting. We remain open for the women who need our services and have been working hard at making the needed changes so women and children can continue to be safe while staying at the Transition House. A huge thank you to BC Housing who has been very supportive in this time of crisis; and to our front-line support staff who continue to work each day.

CINDY BLAKE
Manager of Transition House

NUMBERS AT TRANSITION HOUSE



OUR TRANSITION HOUSE 2019/20 ANNUAL STATISTICS

2019/20	BED STAYS	WOMEN BED STAYS	CHILDREN BED STAYS	WOMEN SERVED	NEW WOMEN SERVED	CHILDREN SERVED	NEW CHILDREN SERVED
APRIL	143	132	11	13	10	3	3
MAY	108	77	31	9	6	3	3
JUNE	148	64	84	5	4	6	4
JULY	108	74	34	6	4	4	2
AUGUST	199	103	96	8	7	5	5
SEPTEMBER	258	167	91	16	12	9	4
OCTOBER	133	115	18	15	9	4	-
NOVEMBER	277	117	160	11	8	6	6
DECEMBER	57	38	19	7	5	4	-
JANUARY	184	108	76	9	8	3	3
FEBRUARY	137	102	35	13	9	10	8
MARCH	130	81	49	6	4	7	7
TOTAL	1,882	1,178	704	118	86	64	45

2019/20	ACCEPTED BUT DID NOT SHOW UP		WERE NOT ABLE TO HOUSE		CRISIS PHONE CALLS	FULL HOUSE NIGHTS
	WOMEN	CHILDREN	WOMEN	CHILDREN		
APRIL	4	-	18	5	16	-
MAY	6	5	8	6	9	-
JUNE	1	-	14	14	10	2
JULY	6	4	12	6	10	-
AUGUST	7	4	21	10	13	-
SEPTEMBER	10	-	25	11	18	17
OCTOBER	-	-	15	3	19	1
NOVEMBER	7	15	21	22	15	12
DECEMBER	3	1	13	8	10	-
JANUARY	3	2	17	10	12	4
FEBRUARY	8	9	17	11	17	-
MARCH	7	3	16	7	11	2
TOTAL	62	43	197	108	160	38



Stopping the Violence (STV) Program

The Stopping the Violence Counselling Program provides individual and/or group counselling for women who have experienced violence/abuse in relationships.

The program offers individual and group support for women who have been impacted by abuse and/or violence. This includes historical abuse and sexual assault. Provided from a woman-centered, trauma-informed, feminist perspective and within an accessible, safe, and supportive environment, the STV model is to offer supportive counselling based on respectful relationships.

We believe women are experts in their own lives. Program services are delivered in a manner that respects each woman's individual rights, safety and human dignity, regardless of economic status, gender, age, race, cultural or ethnic origins, physical or mental ability, or sexuality.

Over the past year, in partnership with the Port Alberni Friendship Centre and INEO, the STV program delivered three Rebuilding Lives groups to a total of 35 women. The seven natural laws and sharing that form the foundation of the Aboriginal way of all life, are built around the sacred teachings (wisdom, love, respect, courage, honesty, humility, and truth) in this program. Often fear prevents women from coming forward when they need help. This program helps women work toward breaking the cycle of violence...it teaches a way of living and being honest to yourself and others, a time for self-reflection and getting back to your values...basically it is courage in the face of fear. The experiential backgrounds of the clients and varied experiences of abuse are reflected in this program. Offering groups such as this is an important part of STV program delivery.

There were some challenges in staffing STV over the past year as ACAWS was filling a temporary vacancy for a staff member off on leave. But we were fortunate to have some very talented people in the program throughout the year who worked with great professionalism to continue providing services to our clients. Because of the temporary nature of the position, three of the counsellors moved on to other opportunities. We are thankful for the assistance of Sarah Henshall (Community Based Victim Services Coordinator) who stepped in to give a hand in delivering the Rebuilding Lives group. We are however so pleased to say the STV program is now staffed on a full-time permanent basis by Gayle Maddocks. Formerly with our SAIP program, Gayle has rejoined the team in her new role as STV counsellor.

280

COUNSELLING
SESSIONS
FOR WOMEN

142

WOMEN
REFERRED TO
PROGRAM

32

UNSCHEDULED
COUNSELLING
SESSIONS

29

TELEPHONE
COUNSELLING
SESSIONS

Written on behalf of

BEVERLY MENNIE, KERRY ERICKSON, PAYTON HETHERINGTON, AND GAYLE MADDOCKS

Stopping the Violence Counsellors

“...Here in Port Alberni RCMP statistics for the 1st quarter of 2020 showed a 50% increase in sexual assaults over the same quarter in 2019 and domestic violence reports to RCMP in the same quarter over last year are approximately 30% higher. These numbers speak to a critical problem!”

ELLEN FROOD, EXECUTIVE DIRECTOR

OUR PROGRAMS FOR CHILDREN & YOUTH

The P.E.A.C.E. Program

The PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) program provides individual and group counselling for children and youth ages 3 to 18 that have experienced violence and abuse in their home. Our PEACE Program Counsellor uses a psycho-educational approach in their work by offering to:

- Support children and youth to feel safe, respected, and heard
- Support children/youth and parents/caregivers to develop healthy and respectful ways of rebuilding their lives together
- Identifying their support system and develop a safety plan
- Help children and youth understand and manage their emotions
- To foster hope by reminding children and youth of their strengths and abilities, and how resilient they are from past adversities
- To provide outreach in schools focused on violence awareness and prevention
- To develop an understanding of violence against women and girls

In January 2020 we were elated to finally reach our goal of adding children's groups to our programming and began preparing for our first group of 8 children for March. The children's group was scheduled for nine weeks. The PEACE Program staff delivered three sessions in our children's group which was very well received by the children. Unfortunately, due to Covid-19 we had to end our group sessions. Our future goals are to offer more children's groups per year as it reduces our waitlist timelines. This past year we observed the number of clients who have reentered into our program rose considerably. Some families withdrew from program because they had to move due to lack of affordable housing in Port Alberni. The PEACE Program referrals have been steady and are reflective of the domestic violence incidents reported (many unreported) in Port Alberni.

Individual and group counselling energy was flowing well in the program until our lives became upended by the Covid-19 pandemic which halted us from continuing our face-to-face work in the office. We quickly moved to phone call check-ins and prepared self-care packages and delivered them to the children to work on at home. Staff has also provided parental support for managing issues at home with their children. There have been many conversations about how we move forward during this time of uncertainty. However, we are focused on the continuous support for our clients and families. How we serve our clients may look different, but we are still there doing the work to offer our assistance to ensure that the safety and needs of our PEACE Program clients are met.

217

children & youth received individual services

104

children participated in our school program

625

children & youth in our region received PEACE program services

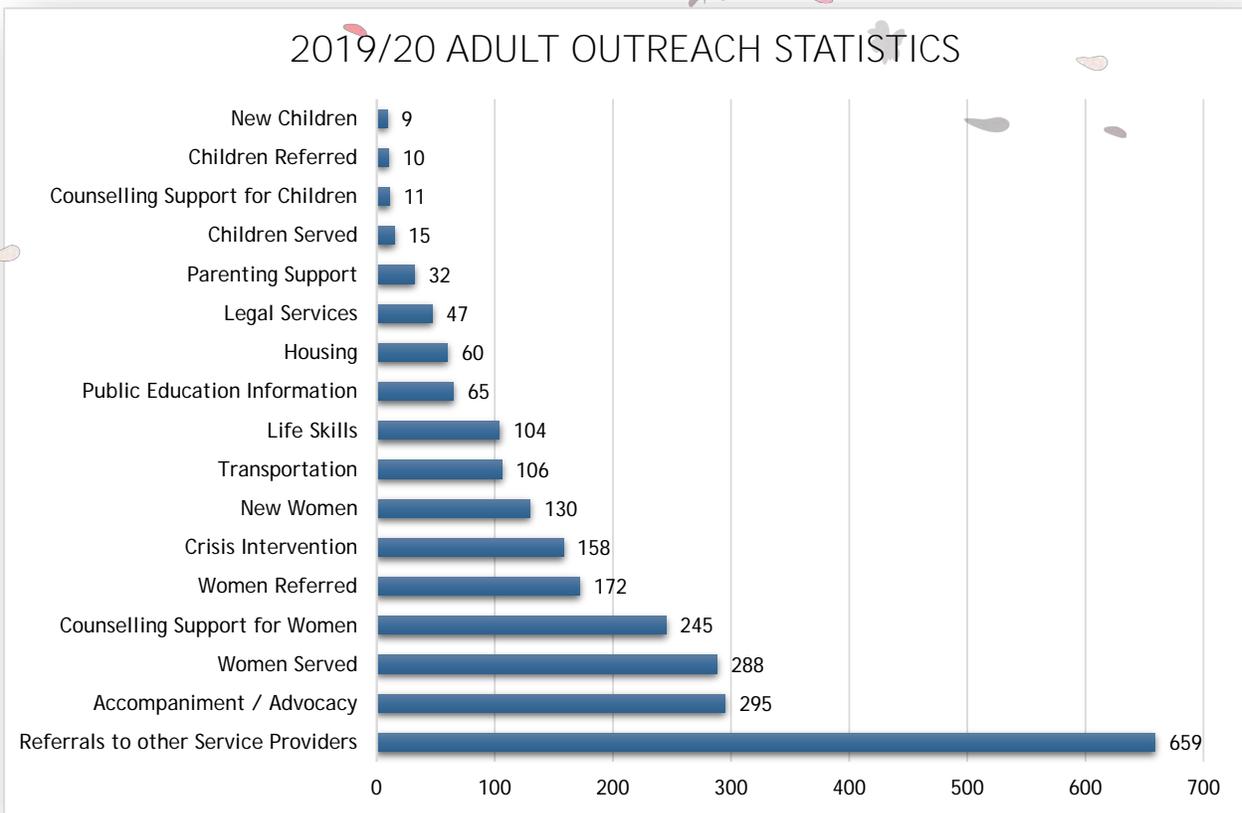
BRENDA WAINWRIGHT
P.E.A.C.E. Program Counsellor

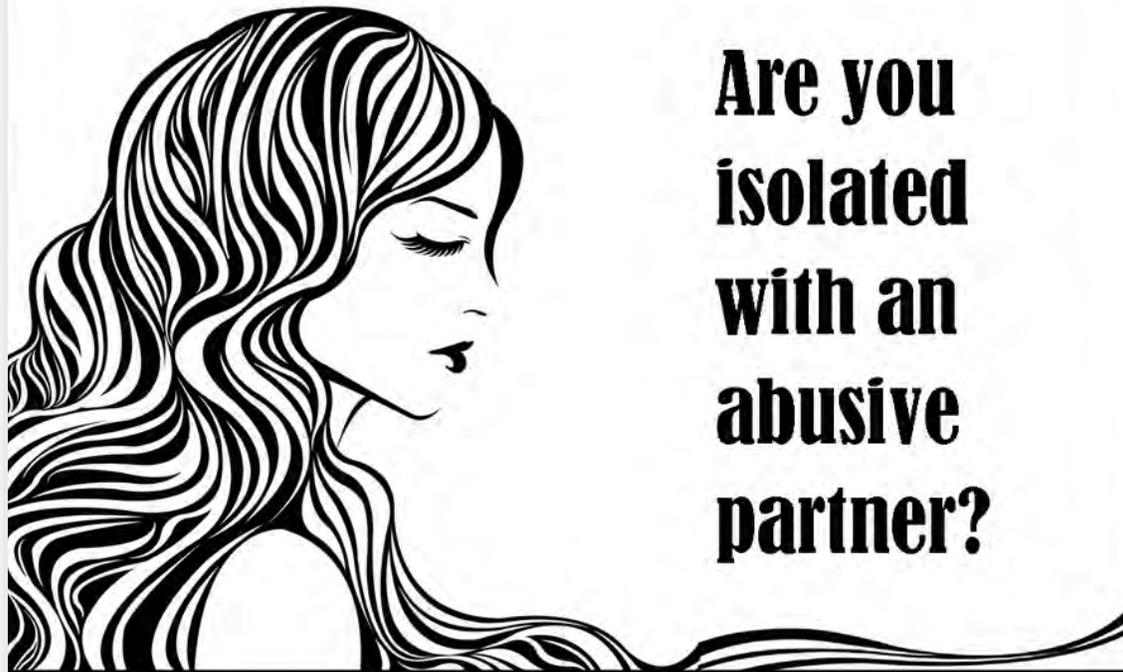
Women & Youth Outreach Programs

Courageous, resilient, strong and brave are just a few words that describe the women we have worked with in outreach this year! Each woman we have worked with has brought her own unique experiences and personal stories of how violence and abuse has affected her and her life. In this fiscal year we have seen that every woman has experienced psychological, emotional or verbal abuse, many of whom didn't realize it was abuse, or held beliefs it was just a "normal part" of a relationship. Many women have also experienced physical abuse, where her abuser has assaulted her, harmed her animals, alienated her from her children, locked her outside of her house, threatened to kill her and more. We have seen this year an increase of woman struggling in family court to get custody of her children or even visitation rights. We have seen a large percentage of women we worked with this year who are survivors of childhood abuse and sexual abuse. As well, we saw an increase of women who had been with her abuser over a long period of time, successfully leave after being connected with the right resources and support. Unfortunately, even after leaving the abuser, we see that some still experiencing abuse. One woman said, "When I first left him I felt I jumped out of a frying pan, but then realized I just jumped into a fire."

We have been very busy this year in Outreach, spending lots of time walking along side women and supporting their healing journey, recognizing and emphasizing that each woman is the expert of her own life. Much time has also been spent collaborating with other organizations and service providers to ensure we can best support the dynamic needs of women and children who are experiencing violence and abuse in the Port Alberni Valley. As well, we have taken part in many professional development and educational trainings. It is to be noted, that the statistics this year do not properly address the amount of work we have done with women and children in outreach.

Wow! This year we have also worked with so many amazing youth, who all have unique personalities, interests, hobbies, talents, strengths and voices, but whom all have experienced abuse, sexual assault or violence at home. For many of these youth we work with, school is their one safe place, so being able to support them, put on workshops and continuing to develop trusting relationships at Eight Avenue Learning Centre and at ADSS, is wonderful. This year, we have seen an increase in youth who are questioning their gender, are using substance to cope with their trauma and who are experiencing dating violence. The youth we work with are very much effected by their experiences of abuse, but many have developed healthy coping skills, such as drawing, playing music, becoming expert video gamer, spending time with animals and getting outside. As always, it is such an honor to be working with the amazing youth of Port Alberni.





Are you isolated with an abusive partner?

We can help you. We are here to talk with you, provide emotional support, and help you create an effective safety plan. We can also provide a safe place to stay. **Please call or e-mail us at patransitionhouse@acaws.ca**



Alberni Community and
Women's Services Society

TRANSITION HOUSE
Call 250.724.2223
Text 250.206.1011



OUR PROGRAMS FOR THE WHOLE COMMUNITY

Community-Based Victim Services

Community Based Victim Services (CBVS) provides emotional support, practical assistance, general as well as justice-related information to women, men, youth and children in the Alberni Valley and Bamfield who are victims of intimate crimes. Intimate crimes include violence in relationships, adult, child and youth sexual assault, sexual abuse, historical sexual abuse and criminal harassment (i.e. threats, stalking). The funding for this program is provided by the Ministry of Justice.

Four objectives:

- Lessen the impact of crime and trauma on victims and assist in their recovery
- Increase victim safety and help reduce the risk of further victimization
- Increase the sense of empowerment when engaging in the criminal justice system
- Increase the effectiveness of victims while acting as a witness during court proceedings

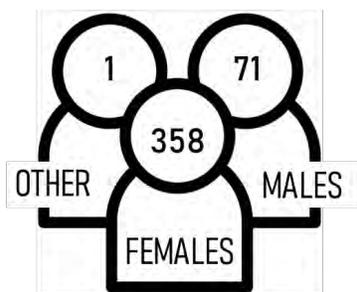
CBVS provides transportation to court and other related meetings and appointments, facilitates court orientations and trial preparation, accompanies victims to interviews with the RCMP and judicial hearings, updates victims of the status of investigations, assists with forms such as Protection orders, Victim Impact statements, and Crime Victim Assistance applications, promoting safety plans and referring victims to other programs and agencies for continued support.

Program Statistics

From April 2019 to March 2020, the CBVS program received 430 new client referrals, along with 275 general inquiries or brief service contacts. Of those client referrals, 308 of those resulted in referrals to the CBVS program because of family violence.

The summer posed to be the busiest on record with new referrals doubling. Historical sexual assault files decreased over the past year whereas K-files (domestic violence) doubled as did sexual assaults.

Some of the challenges are with a lack of services for male adult victims. Due to long wait times with Crime Victim Assistance acceptance, I can often only get Indigenous males and females into community counselling expeditiously under FNHA or NTC prior to being accepted through CVAP. The steady referrals to the CBVS has sometimes resulted in direct client service being made a priority over other tasks like paperwork.

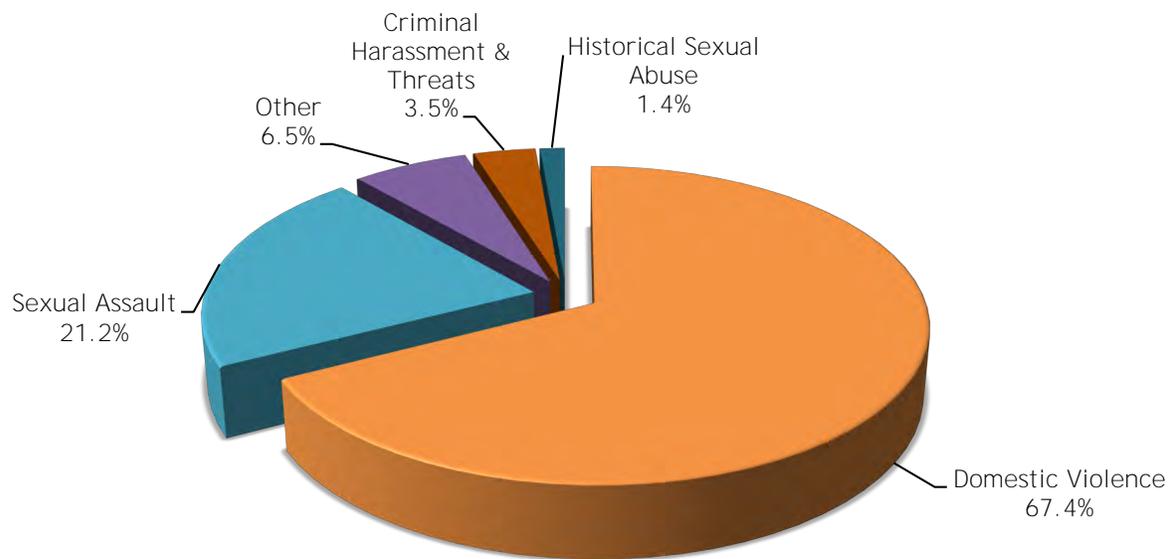


“...the responsibility lies with each and every one of us to create—or at times defend—the right for individuals of all backgrounds to be safe.”

ELLEN FROOD, Executive Director



REFERRALS BY THE TYPE OF OFFENSE



NUMBER OF REFERRALS BY TYPE OF OFFENSE

Domestic Violence	290
Sexual Assault	91
Other	28
Criminal Harassment & Threats	15
Historical Sexual Abuse	6
TOTAL	430

Program Summary:

During the 2019-2020, Community Based Victim Services has been full of activity. I have attended the Domestic Violence and Sexual Assault meetings with our judicial partners, the Court User meeting and have attended several training opportunities. I attended 3rd Party Reporting Protocols Workshop, have hosted several information tables, attended EVA BC Conference in November and was the Facilitator of the 8 week Rebuilding Lives Program for women hosted at ACAWS, Port Alberni Friendship Centre and INEO. I also was invited by the BC Lions to speak at the local high school as part of the “Be More Than a Bystander” program.

This is my sixth year with ACAWS and in the role of CBVS coordinator for 1 ½ years, and I very much look forward to additional years working with such great and dedicated colleagues.

SARAH HENSHALL
Victim Services Worker

Our Resource Center

In our Drop-in Centre we have the opportunity to work with a diverse set of individuals from all walks of life. On any given month, we assist, on average, about 360 visits, helping people in various ways and had 4,347 visits last year alone. Some people come to us in distress and in need of immediate assistance, some people come to us looking for ways to heal and grow stronger, some people come to us to asking for help with obtaining basic hygiene and personal care items and then others come to us to find community and friend support, from staff as well as other clients who challenge and rely on one another.

The one thing everyone who comes to see us has in common is that they find the Drop-in Centre to be a safe and welcoming environment where people can find comfort in knowing that they will be listened to, supported and will have opportunities to learn and grow. We offer sessions for hands on sewing projects and Knitting, we offer free Reiki treatments with a trained Reiki expert. We assist with building resumes, filling out forms, and even support ongoing education for those adult learners who are working toward getting their GED Highschool diploma. We are a place where people feel that they have a hand in molding and creating a safe and inclusive environment.

One incident which exemplifies our safe environment is when we had a frequent client come to us for help when they felt there was nowhere else that they could go for assistance. This client had been struggling with substance abuse in the past, largely due to childhood trauma and abuse, and after a long stretch of sobriety, had made a mistake and decided to use again. This client took a dose of narcotic only to realize that it was laced with deadly fentanyl and they were in fact starting to overdose. They came to us and we identified that they needed immediate medical assistance and they were administered Naloxone to reverse the overdose until the ambulance arrived. I am happy we were here that day to help save the life of a wonderful person and continue to watch this individual grow stronger in their focus and journey on a positive path.

We are a necessary and vital resource for the community and residents of this area, who are otherwise left without the services we offer. The funding we receive through the BC Gaming Commission is what allows us to help those in need to work toward a better tomorrow and to maintain the humanity and dignity we all deserve. We could not provide this service if it were not for the generous and kind monetary support, we receive from BC Gaming.

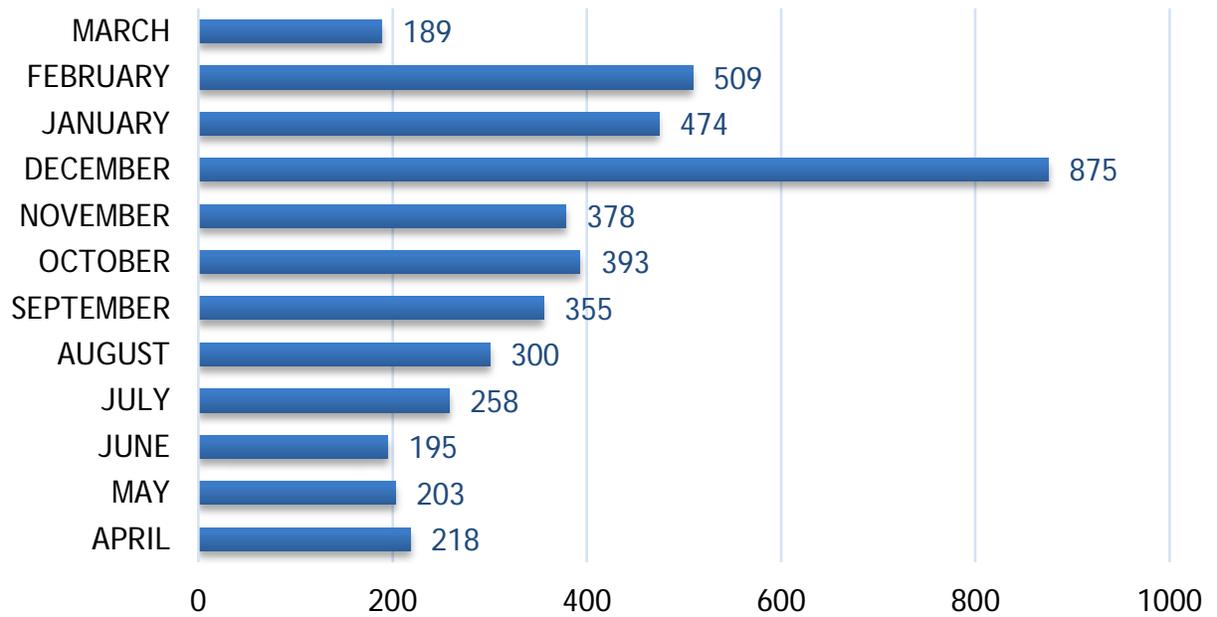
Not everyone leads the same life and many people have suffered at the hands of others, in both childhood and adulthood, we understand that not everyone is on the same path at the same time which is why our Drop-in offers safe and clean Harm Reduction supplies which allow people to mitigate the damage which could completely destroy any future opportunities for recovery. When we offer Harm Reduction supplies, we know that even if someone isn't ready to end their addiction today, they will have the chance at a tomorrow to make a positive change.

The recent global shutdown and "New Normal" has challenged us to come up with new and innovative ways to access our clients. The previous rapport and relationships which were built, have allowed us to stay connected virtually with clients. In addition and while following social distancing and health requirements, we have been able to safely go out into the community and remain connected by dropping of care packages and share in celebrating the good times as well, we delivered Easter treats, pet food and purses full of goodies on different occasions as a way of strengthening bonds and retaining the important human connection. It was heartwarming to be part of that and to see that many of our clients were so happy to see us, that they sometimes didn't even notice the gifts until we pointed them out.

Our Drop-in is supportive and full of life, respectful and fun, as well as a safe place to be oneself, and learn and engage with the community around us. Together staff and clients help to form a rich tapestry of life and excitement which we all have a hand in holding up to support one another.

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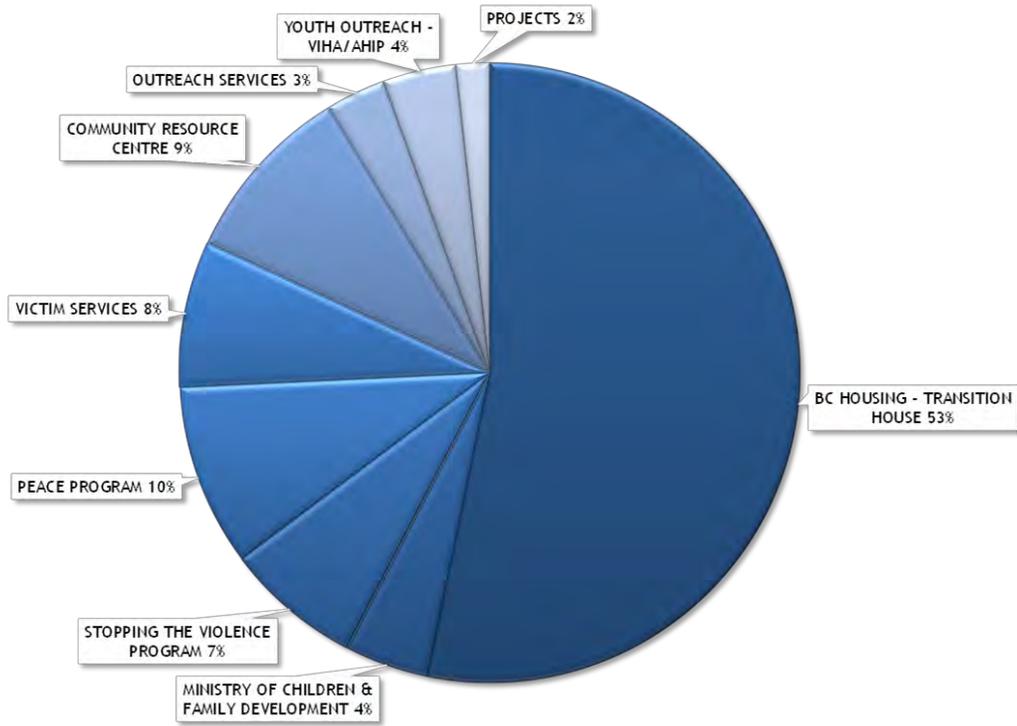
NUMBER OF CLIENTS PER MONTH



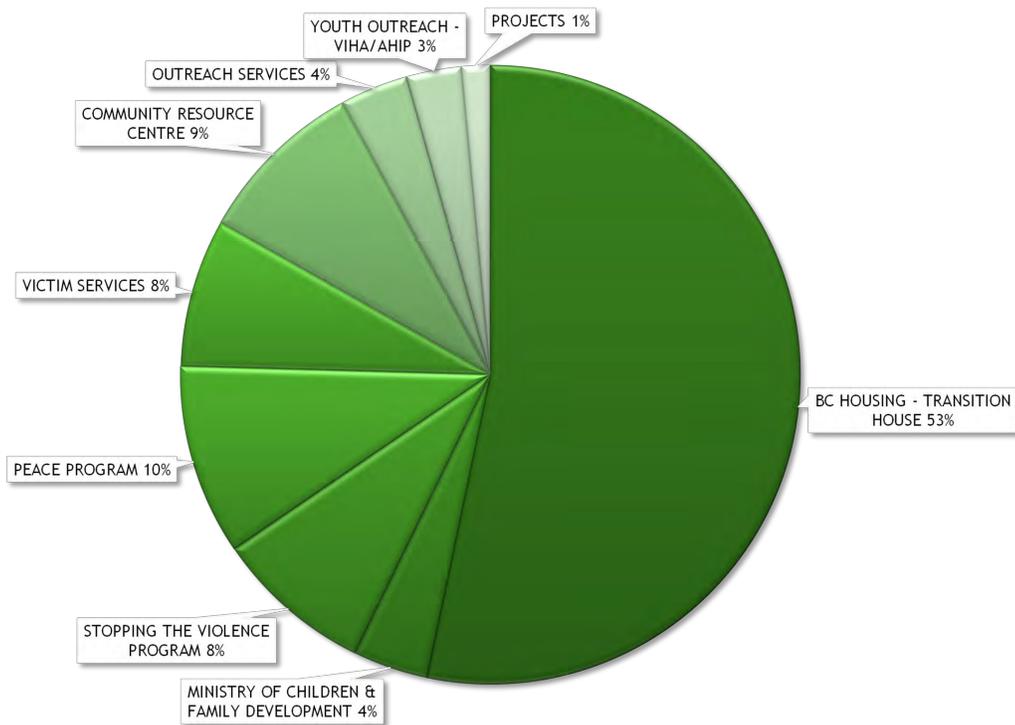
HARRENA GILLIS
Resource Centre Co-ordinator

OUR NUMBERS

2019/2020 REVENUE



2019/2020 EXPENSE



SUSAN ROTH
 Manager of Finance and Administration

OUR FUNDRAISING COLDEST NIGHT OF THE YEAR



Teams prepare for the Coldest Night of the Year

ELENA RARDON
Alberni Valley News

This year's Coldest Night of the Year event in Port Alberni will be dedicated to the memory of a well-known community leader.

Alberni Community and Women's Service Society (ACAWS) will be partnering with the Port Alberni Port Authority to dedicate the 2020 Coldest Night of the Year to Gillian Trumper. Trumper, a former mayor and MLA, passed away in 2019 after complications from renal failure. Trumper was also on the board of directors with ACAWS.

"She was very instrumental in a time of change for us," explained ACAWS executive director Ellen Flood, adding that Trumper was able to initiate discussions about the second-stage housing that will soon be built in Port Alberni for women and children fleeing violence.

"But it's not just because of ACAWS," Flood added. "There are many, many reasons why we're honouring her. She made a huge difference in the lives of people in the Alberni Valley. We thought it would be nice to dedicate the event to her this year."

Coldest Night of the Year is a family-friendly walk that raises money for charities serving the hungry, homeless and hurting. This year, ACAWS hopes to raise \$30,000, all of which will stay locally in Port Alberni. Last year's event fell just short of its goal of \$25,000, but Flood is optimistic about this year.

"I'm pretty sure we're going to



Slide and the Family Stone (made up of Alberni Valley Curling Club members) poses for a photo before the start of the Coldest Night of the Year in 2019. (NEWS FILE PHOTO)

make our goal," she said. "We'd actually like to exceed our goal."

The Coldest Night of the Year will take place on Saturday, Feb. 22, starting at the Royal Canadian Legion Branch 293 at Victoria Quay.

"It's not intended to be a run," said Flood. "You can come out with your family and friends and have a little fun."

The route will be different from previous years, starting and finishing at the Royal Canadian Legion on Victoria Quay. Walkers will travel down Victoria Quay to the Stamp Avenue and Roger Street intersection, then walk back to Johnston Road, up to the Tim Hortons and Buy-Low Foods intersection, where they will cross the street and return to the Legion. A lengthier 10-kilometre route is also available. All routes will be marked with signage, be staffed by volunteers and include rest stops with snacks.

At the end of the night, walkers

can return to the Legion for some complimentary chili served by the "Red Hot Chili Peppers."

"It's just a nice event to get out and go for a walk," said Flood.

Registration opens at 2 p.m. on Saturday. Opening ceremonies start at 3 p.m. and the walk begins at 3:15 p.m. Registration closes and meal service begins at 4 p.m.

There will be special prizes for fundraisers, including a prize for the "Best Dressed" team of the night.

Flood emphasized that people can still participate even if they aren't able to attend in person.

"You can still support somebody that is participating," she explained.

Donate to a team or a walker by visiting cnoy.org and searching for Port Alberni. Or you can call Carol at ACAWS (250-724-7111 ext. 221) to find out how to get involved.



Coldest Night in Port Alberni

SUSIE QUINN & MIKE YOUDS
Alberni Valley News

Organizers of the annual Coldest Night of the Year fundraiser were "ecstatic" Saturday with a large turnout and their most successful campaign yet, raising more than \$33,000 for the city's homeless, hungry and hurting.

About 120 people took part in the fourth annual walk, dedicated to the late Gillian Trumper, a former mayor and board member of event host Alberni Women's Services.

"It is a true tribute to her," said Ellen Frood, director of Alberni Community and Women's Society.

Walkers started at Royal Canadian Legion Branch 293's building at Victoria Quay, and walked one of three routes varying in length. The Red Hot Chili Peppers pro-

vided chili once the walk started, and members of the Kinsmen and Kinettes were at the Legion prior to the start of the walk with food and coffee too.

Students in Mme. Joy Couttenier's Grade 4/5 class at École Alberni Elementary held a Coldest Day of the Year walk on Thursday, Feb. 20 from the school to Kitsuksis Dyke and back. Students raised a total of \$445.

Student Eliana Berenguer raised the most of all the students, donating \$150.

"I raised \$150," she said, adding that family and friends helped her raise that total.

Berenguer and her classmates brought "Coldest Day" bookmarks on their walk to hand out to anyone they met along the way.



More than 120 walkers showed up for the Coldest Night of the Year event Saturday night (Feb. 22, 2020) in Port Alberni, raising a record \$33,000 for ACAWS. (MIKE YOUDS/ Special to the News)



Eliana Berenguer, centre, and her École Alberni Elementary classmates Mila Courtney, left, Chloe Leprette and Grace Martin pause from their Coldest Day of the Year walk around Kitsuksis Dyke on Thursday, Feb. 20, 2020. The class raised \$445 for the annual event. (SUSAN QUINN/ Alberni Valley News)



Madame Joy Couttenier, left, leads her Grade 4/5 class from École Alberni Elementary on a Coldest Day of the Year walk from the school to Kitsuksis Dyke and back on Thursday, Feb. 20, 2020. (SUSAN QUINN/ Alberni Valley News)



Walkers of all ages participated in the Coldest Night of the Year. (MIKE YOUDS/ Special to the News)

“ We walk humbly realizing that anyone can lose their footing and then lose everything else. **”**



CAROL HANSON

Administrative Assistant, Volunteer & Program Co-ordinator

*Thank
you*

During the 2019/20 fiscal year, we received funding for our programs from the following BC government sources:

- British Columbia Housing Management Commission (BC Housing)
- Ministry of Children and Family Development
- Ministry of Public Safety and Solicitor General
- Ministry of Municipal Affairs and Housing, Community Gaming Grants Branch
- Vancouver Island Health Authority