



# Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 14, 2021, 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/events/14-4-2021/>

**Public Attendance:** the public are welcome to attend the meeting via Zoom Webinar by registering at: [https://portalberni.zoom.us/webinar/register/WN\\_Azg-g3RvQSq6loNpdjgRmA](https://portalberni.zoom.us/webinar/register/WN_Azg-g3RvQSq6loNpdjgRmA)

## AGENDA

---

	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
(ALL/UNWEIGHTED)	
a. <b>AVRA Advisory Committee Meeting – March 23, 2021</b>	<b>8-10</b>
<i>THAT the minutes of the AVRA Advisory Committee meeting held on March 23, 2021 be adopted.</i>	
b. <b>Board of Directors Meeting – March 24, 2021</b>	<b>11-22</b>
<i>THAT the minutes of the Board of Directors meeting held on March 24, 2021 be adopted.</i>	

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Introductions:**
- **Eddie Kunderman, Operations Manager – Jenny Brunn, General Manager of Community Services**
  - **Karen Freethy, Protective Services Coordinator – Heather Zenner, Protective Services Manager**
- b. **Daniel Healey - Senior Manager and Lenora Lee - Engagement Partner, KPMG regarding Alberni-Clayoquot Regional District Audit Findings Report for the year ended December 31, 2020. 23-46**
- c. **Mark Duncan - AeroEdge, Andres Cuthbert - Urban Systems, Mike Ruttan - AVRA Advisory Committee Chair and members of the AVRA Advisory Committee regarding the AVRA Visioning and Strategic Plan.**

6. **CORRESPONDENCE FOR ACTION**

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

- a. **KAREN HAUGEN, PACIFIC RIM NATIONAL PARK RESERVE 47-49**  
Update of Pacific Rim National Park Reserve’s overnight experiences for the 2021 visitor season
- b. **ISLAND COASTAL ECONOMIC TRUST 50-53**  
Community Builder – Rose Klukas, City of Campbell River
- c. **ISLAND COASTAL ECONOMIC TRUST 54-60**  
New Employment Created to Support Rural Economic Recovery
- d. **ISLAND COASTAL ECONOMIC TRUST 61-63**  
Cowichan Community Commercial Kitchen to Support Small Scale Producers
- e. **ISLAND COASTAL ECONOMIC TRUST 64-66**  
VOICES - Genevieve Burdett, Cumberland Lake Wilderness Society
- f. **DISTRICT OF SICAMOUS 67-69**  
Resolution: Aquatic Invasive Species Enforcement
- g. **DISTRICT OF SICAMOUS 70-72**  
Resolution: Invasive Asian Clams
- h. **NORTH VANCOUVER DISTRICT 73-75**  
Resolution: Help Cities Lead (HCL) Campaign
- i. **CITY OF PORT MOODY 76-77**  
Resolution: Help Cities Lead (HCL) Campaign (full City of Port Moody Council Report available from ACRD upon request)
- j. **ALBERNI FARMERS’ INSTITUTE (AFI) 78-83**  
Rising Insurance for Farms
- k. **FIRST NATIONS PUBLIC SERVICE SECRETARIAT 84-98**  
First Nations Well Being Fund

- |    |   |                |
|----|---|----------------|
| l. | <b>HONOURABLE JOSIE OSBORNE, MLA</b><br>Circuit Breaker Business Relief Grant                       | <b>99</b>      |
| m. | <b>CITY OF VICTORIA</b><br>Council Motion – Support for Laid-off Hotel and Tourism Industry Workers | <b>100-101</b> |

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |   |                |
|----|---|----------------|
| a. | <b>REQUEST FOR DECISION</b><br>Alberni-Clayoquot Regional District Financial Statements<br>(ALL/UNWEIGHTED) | <b>102-126</b> |
|----|---|----------------|

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2020 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.*

- |    |   |                |
|----|---|----------------|
| b. | <b>REQUEST FOR DECISION</b><br>AVRA Visioning and Strategic Plan Report (Plan uploaded separately)<br>(PARTICIPANTS/UNWEIGHTED) | <b>127-129</b> |
|----|---|----------------|

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Regional Airport Visioning and Strategic Plan; and*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Alberni Valley Regional Airport Advisory Committee to develop implementation options for Board consideration.*

- |    |  |                |
|----|--|----------------|
| c. | <b>REQUEST FOR DECISION</b><br>AVRA – 2021 Lease Renewals<br>(PARTICIPANTS/WEIGHTED) | <b>130-149</b> |
|----|--|----------------|

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the following lease renewals at the Alberni Valley Regional Airport for 2021:*

*1. #1 Hangar Group (Alberni Valley Flying Club) – Lease Lots 3 & 22 at a rate of \$3,580.38 per year plus GST and yearly BC CPI increases for a (3) three- year term from September 1st, 2021 to August 31st, 2024.*

*2. Allen Paul – Lease Lot 7 at a rate of \$1,838.67 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30th, 2021 to March 30th, 2024.*

3. *Bowerman Excavating Ltd. – Lease Lots 8 & 17 at a rate of \$3,278.80 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30th, 2021 to March 30th, 2024.*

- d. **REQUEST FOR DECISION**  
Renewal of the License of Occupation for the Community Septic Field Land  
(ALL/WEIGHTED) **150**

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO and Chair to enter a ten (10) year extension for the License of Occupation for the Salmon Beach Community Septic Field Land until March 30, 2031.*

- e. **REQUEST FOR DECISION**  
2021 Federation of Canadian Municipalities Convention, May 31st to June 4th, 2021  
(ALL/WEIGHTED) **151-152**

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following Directors to attend the 2021 Federation of Canadian Municipalities Conference and Trade Show being held virtually from May 31st to June 4th, 2021: \_\_\_\_\_.*

- f. **REQUEST FOR DECISION**  
Sproat Lake Community Association – 2021 Community Works Fund Contributions  
(ALL/WEIGHTED) **153-161**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Letter of Understanding with the Sproat Lake Community Association to increase the amount of Community Works Funding from \$180,000 to \$250,000 for upgrading the Community Hall for recreational purposes.*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into the Contribution Agreement with the Sproat Lake Community Association outlining the terms and conditions for a Multi-Purpose Court Upgrade grant of \$75,000 of Community Works Funding.*

- g. **REQUEST FOR DECISION**  
UBCM Asset Management Planning Program Grant Application  
(ALL/UNWEIGHTED) **162-163**

*THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Union of BC Municipalities (UBCM) Asset Management Planning Program Grant for a \$10,000 grant to expand the ACRD's Asset*

*Management program to include the identification, use and management of natural assets.*

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY  
(PARTICIPANTS/UNWEIGHTED)**

- a. **DVE20010, JAMIESON, 7194 MCKENZIE ROAD (BEAVER CREEK)** **164-169**  
Development Variance Permit Application – Memorandum

*THAT the Board of Directors consider issuing development variance permit DVE20010, subject to neighbouring properties being notified as per Local Government Act s.499.*

- b. **TUP20004, DAHLING/MOHAN, 5458 HIGHLAND DRIVE (BEAVER CREEK)** **170-183**  
Temporary Use Permit Application – Memorandum

*THAT the Board of Directors consider issuing Temporary Use Permit TUP20004, subject to neighbouring properties being notified as per Local Government Act s.494.*

- c. **TUP21002, SMITH, 3240 CLAYTON ROAD (CHERRY CREEK)** **184-192**  
Temporary Use Permit Application – Memorandum

*THAT the Board of Directors consider issuing Temporary Use Permit TUP21002 subject to:*

*Neighbouring properties being notified as per Local Government Act s.494.*

*Confirmation from a Registered On-Site Wastewater Practitioner that any liquid waste produced by the cider production use can be processed by the existing on-site sewage disposal system.*

**9.2 ALL DIRECTORS  
(PARTICIPANTS/UNWEIGHTED)**

- a. **MISC21002, REGIONAL DISTRICT OF NANAIMO REGIONAL GROWTH STRATEGY AMENDMENT REFERRAL** **193-198**  
Miscellaneous Referral - Request for Decision

*THAT the Board of Directors accept the proposed Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.04, 2020 as presented.*

- b. **NORTH ISLAND COLLEGE MARKET GARDEN FARM WORKER PROGRAM, GRANT APPLICATION**  
Request for Decision

*THAT the Board of Directors authorize staff to partner with North Island College to submit a grant application to the Community Workforce Response Grant to support the Market Garden Farm Worker program and, if successful, authorize the CAO to execute a grant agreement with North Island College and the Province.*

**10. REPORTS**

**10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. **Emergency Operations Centre Update – verbal report – H. Zenner, Protective Services Manager**
- b. **Sproat Lake Marine Patrol 2021 Adjusted Program Scope** **205**
- c. **City of Port Alberni Curbside Three-Stream Waste Services Update** **206**
- d. **Airport Relief Grants for LBS and AVRA** **207**

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

**10.2 COMMITTEE REPORTS**

**10.3 OTHER REPORTS**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**Questions/Comments from the public participating in the Zoom meeting.**

**Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) and will be read out by the Corporate Officer at the meeting.**

**14. RECESS**

(ALL/UNWEIGHTED)

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

**15. RECONVENE**

**16. IN CAMERA**  
(ALL/UNWEIGHTED)

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

- i. 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.*

**17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

**18. ADJOURN**  
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, April 28, 2021, 1:30 pm**  
**Via Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

**HELD ON TUESDAY, MARCH 23, 2021, 1:30 PM**

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

---

- MEMBERS PRESENT:** Mike Ruttan, Chairperson, Member at Large, Alberni Valley  
Ron Paulson, Councillor, City of Port Alberni  
Penny Cote, ACRD Director, Electoral Area "D" (Sproat Lake)  
Natasha Marshall, Councillor, Tseshah First Nation  
Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)  
Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government  
Shelley Crest, Port Alberni Port Authority  
Dan Savard, AV Chamber of Commerce
- REGRETS:** Brandy Lauder, Councillor, Hupacasath First Nation  
Bob Kanngiesser, Member at Large, Alberni Valley
- GUESTS:** Mark Duncan, AeroEdge Consulting Inc.  
Andrew Cuthbert, Urban Systems Ltd.  
Mike Hooper, TAK Consulting  
Pat Deakin, Economic Development Officer, City of Port Alberni
- STAFF PRESENT:** Jenny Brunn, GM of Community Services  
Mark Fortune, Airport Superintendent  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at  
<https://www.acrd.bc.ca/events/23-3-2021/>

### 1. **CALL TO ORDER**

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

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

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

### 2. **APPROVAL OF AGENDA**

*MOVED: R. Paulson*

*SECONDED: S. Chrest*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

- a. **Alberni Valley Regional Airport Advisory Committee Minutes – February 23, 2021**

*MOVED: W. Cootes*

*SECONDED: P. Cote*

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on February 23, 2021 be adopted.*

**CARRIED**

**4. REPORTS**

- a. **Draft - Visioning and Strategic Plan for the Alberni Valley Regional Airport**

*MOVED: R. Paulson*

*SECONDED: S. Chrest*

*THAT the Alberni Valley Regional Airport Advisory Committee receive the report.*

**CARRIED**

- b. **AVRA Strategic Plan Final Report - led by consultants Mark Duncan and Andrew Cuthbert**

Consultants Mark Duncan and Andrew Cuthbert reviewed the draft Final Report with the Committee for discussion and input. The Committee provided suggestions to be included in the final report which will be incorporated into the Visioning and Strategic Plan. The Committee along with the Consultants will present the plan to the ACRD Board of Directors at an upcoming ACRD Board meeting.

*MOVED: D. Savard*

*SECONDED: S. Chrest*

*THAT the Alberni Valley Regional Airport Advisory Committee receive the final report.*

**CARRIED**

**5. LATE BUSINESS**

**6. QUESTION PERIOD**

Questions/Comments from the public attending the meeting via Zoom webinar. The Executive Assistant advised there was one comment received from the public regarding AVRA Advisory committee membership.

**7. ADJOURN**

*MOVED: S. Chrest*

*SECONDED: P. Cote*

*THAT the meeting be adjourned at 2:30 pm.*

**CARRIED**

Certified Correct:

---

Mike Ruttan,  
Chairperson

---

Janice Hill  
Executive Assistant



## Alberni-Clayoquot Regional District

### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 24, 2021, 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  
John McNabb, Vice-Chairperson, Director, Electoral Area "E" (Beaver Creek)  
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)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Ron Paulson, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Tom Stere, Councillor, District of Tofino  
Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning and Development  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Alex Dyer, Planner  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/24-3-2021/> .

#### 1. **CALL TO ORDER**

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

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

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*  
*SECONDED: Director Cole*

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

*8(b). Request for Decision regarding Additional Provincial COVID-19 Safe Restart Grant for Local Governments.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Committee-of-the-Whole Meeting (MLA Osborne) – March 5, 2021**

*MOVED: Director Beckett*  
*SECONDED: Director Roberts*

*THAT the minutes of the Committee-of-the-Whole meeting with MLA Osborne held on March 5, 2021 be adopted.*

**CARRIED**

**b. Committee-of-the-Whole Budget Deliberations Meeting – March 10, 2021**

*MOVED: Director Shannon*  
*SECONDED: Director Cole*

*THAT the minutes of the Committee-of-the-Whole Budget Deliberations meeting held on March 10, 2021 be adopted.*

**CARRIED**

**c. Board of Directors Meeting – March 10, 2021**

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

*THAT the minutes of the Board of Directors meeting held on March 10, 2021 be adopted.*

**CARRIED**

Director Paulson entered the meeting at 1:35 pm.  
Director Minions entered the meeting at 1:41 pm.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Jim McManus, Agent for Ross & Shary Stevens, Rezoning Application RD20003, 7956 Pacific Rim Highway.**

Mr. McManus spoke on behalf of the applicants respecting rezoning application RD20003, 7965 Pacific Rim Highway. Mr. McManus advised that the applicants are requesting the ACRD Board's consideration of the original amendments to the original land use proposal and requested the amended proposal be put back into the consideration process rather than refusing the original development package. He further stated that both the amendments and the rationale are behind the request are before the Board today. The delegation requested collective support, endorsing this application and moving to public hearing.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. SUPPORT FOR 988 CRISIS LINE**
- Township of Spallumcheen
  - Village of Belcarra
- b. CITY OF WILLIAMS LAKE**  
Call for Public Inquiry: Stronger Sentencing for Profile and Repeat Offenders
- c. CITY OF VICTORIA**  
Help Cities Lead Campaign
- d. CITY OF PRINCE GEORGE**  
Opioid Crisis and Call for overdose Action Plan  
British Columbia Hydro and Power Authority (BC Hydro) 2020 Street Lighting Rate Application
- e. ROGERS COMMUNICATIONS INC.**  
Wireless Connectivity Improvements in the Alberni-Clayoquot Regional District
- f. MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**  
Revised Financial Assistance for Emergency Response Costs – A Guide for BC First Nations and Local Authorities

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding ACRD Strategic Plan Adoption.**

MOVED: Director Paulson

SECONDED: Director Bodnar

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the 2021-2024 Strategic Plan as presented.*

**CARRIED**

**b. LATE ITEM: Request for Decision regarding Additional Provincial COVID-19 Safe Restart Grant for Local Governments.**

MOVED: Director McNabb

SECONDED: Director Roberts

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring back a report outlining eligible options for use of the additional \$166,000 of Provincial COVID-19 Safe Restart Grant for Local Governments to the Board of Directors on or before May 12, 2021 with a weighting towards rural areas.*

**CARRIED**

**c. Request for Decision regarding Bylaw F1152, 2021-2025 Financial Plan Bylaw Adoption.**

MOVED: Director Cote

SECONDED: Director Johnsen

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

MOVED: Director Beckett

SECONDED: Director Bodnar

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

MOVED: Director Roberts

SECONDED: Director Cote

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

**d. Request for Decision regarding Bamfield Volunteer Fire Department Asset Management Plan Version 1.**

*MOVED: Director Beckett  
SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Bamfield Volunteer Fire Department Asset Management Plan Version 1.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

**a. DVC20007, LAING, 1150 SIXTH AVENUE, SALMON BEACH (LONG BEACH)**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Roberts  
SECONDED: Director Cote*

*THAT the Board of Directors issue development variance permit DVC20007.*

**CARRIED**

The meeting recessed at 2:52 pm  
The meeting was re-convened at 3:00 pm

The Chairperson requested Vice-Chairperson McNabb to take over the Chair at 3:03 pm. Vice-Chairperson McNabb assumed the Chair.

**b. RD20003, STEVENS, 7956 PACIFIC RIM HIGHWAY (SPROAT LAKE)**  
Official Community Plan Amendment and Rezoning Application – Report and Bylaws P1411 and P1412

Director Cootes left the meeting at 3:10 pm

*MOVED: Director Cote*  
*SECONDED: Director Bodnar*

*THAT the Board of Directors direct staff to amend rezoning application RD20003 and Bylaws P1141 and P1412 and forward for consideration by the Sproat Lake Advisory Planning Commission AND FURTHER the applicants be directed to remove equipment on the property and stop using the property for industrial purposes.*

**CARRIED**

- c. RE20011, NEUWIRTH, 6008 GRANDVIEW ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1421

*MOVED: Director Cote*  
*SECONDED: Director Bodnar*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Roberts*  
*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Beckett*

*THAT the Board of Directors add a condition of adoption of Bylaw P1421 to require the registration of a restrictive covenant limiting subdivision of the property to a maximum of three lots.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Cote*

*THAT Bylaw P1421 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Bodnar*

*THAT Bylaw P1421 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**d. RF20010, MCINTYRE, 6124 STRATHCONA STREET (CHERRY CREEK)**  
Rezoning Application – Report and Bylaw P1424

*MOVED: Director Bodnar*  
*SECONDED: Director Shannon*

*THAT Bylaw P1424 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT the public hearing for Bylaw P1424 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District;*

**CARRIED**

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1424 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property can accommodate on-site sewage disposal to a minimum 1 acre density and;*

*Meeting technical referral agency requirements.*

**CARRIED**

The General Manager of Planning and Development left the meeting at 3:34 pm.

**e. RF20012, HARTMAN, 6695 HORNE LAKE ROAD (CHERRY CREEK)**  
Official Community Plan Amendment and Rezoning Application – Report and Bylaws P1422 and P1423

*MOVED: Director Bodnar*  
*SECONDED: Director Cote*

*THAT Bylaw P1422 Cherry Creek Official Community Plan Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar  
SECONDED: Director Cote*

*THAT Bylaw P1423 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Bodnar  
SECONDED: Director Shannon*

*THAT the public hearing for Bylaws P1422 and P1423 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Bodnar  
SECONDED: Director Shannon*

*THAT the Board of Directors confirm that adoption of Bylaws P1422 and P1423 is subject to:*

*Assessment from a Geotechnical Engineer certifying that the land lying east of the Log Train Trail right-of-way is safe for the construction of a new single family dwelling.*

*Confirmation from the Ministry of Transportation & Infrastructure that the portion of property lying east of the Log Train Trail right-of-way can be accessed by public road.*

*Confirmation from a BC Land Surveyor that the lot area of the portion of property lying west of the Log Train Trail right-of-way complies with the minimum lot size requirements of the RA2 District zoning.*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property can accommodate on-site sewage disposal for the proposed development.*

*Meeting technical referral agency requirements.*

**CARRIED**

The General Manager of Planning and Development re-entered the meeting at 3:38 pm.

## **9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

**a. COMMERCIAL AND INDUSTRIAL SPOT ZONING IN THE ACRD**  
Request for Decision

*MOVED: Director Beckett*  
*SECONDED: Director Roberts*

*THAT the Board of Directors direct staff to prepare a policy to guide the Board, the public and staff when considering commercial and industrial rezoning applications.*

**CARRIED**

The Chairperson re-assumed the Chair at 3:45 pm.

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. Meeting Schedule –April 2021**
- b. Building Report- February 2021**
- c. 2020 Alberni-Clayoquot Regional District Fire Services Annual Report  
- C. Starratt, Regional Fire Services Manager**
- d. Emergency Operations Centre Update – verbal report  
– H. Zenner, Protective Services Manager**

*MOVED: Director Cote*  
*SECONDED: Director Shannon*

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

**CARRIED**

**10.2 COMMITTEE REPORTS**

- a. Alberni Valley Regional Airport Advisory Committee Meeting – March 23, 2021 (verbal)**

Director Paulson and Director Cote reported on the Alberni Valley Regional Airport Advisory Committee meeting held yesterday afternoon. Consultants Mark Duncan and Andrew Cuthbert reviewed the draft Alberni Valley Regional Airport Strategic Final Report with the Committee for discussion and input. The Committee provided suggestions to be included in the final report which will be incorporated into the Visioning and Strategic Plan. The Committee along with the Consultants will present the plan to the ACRD Board of Directors at an upcoming ACRD Board meeting.

*MOVED: Director Roberts*  
*SECONDED: Director Paulson*

*THAT this verbal report be received.*

**CARRIED**

### **10.3 MEMBER REPORTS**

**a. 9-1-1 Corporation – J. McNabb**

Director McNabb reported on the 911 Corporation meeting held last week. They received and approved the 2021 budget which does not have a significant increase. Added to the budget is a study on the Campbell River dispatch centre. This study will look for more efficiencies and to totally understand how call are counted.

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

Director Cote reported the VIRLB will be meeting this Saturday. The recruitment process to hire a new executive director will commence in the next few weeks. Their strategic planning process will commence when Executive Director starts.

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

Director Minions reported the AV Chamber of Commerce presented to the City of Port Alberni regarding McLean Mill operations. This has been a challenging year at McLean's Mill due to COVID.

**d. Air Quality Council, Port Alberni – D. Bodnar**

Director Bodnar reported there is a new group that started in December, the Alberni Climate Action. The group presented to the Council at their last meeting. Their goal is to reduce greenhouse gas emissions. Anyone interested in joining the group can email [alberniclimate@gmail.com](mailto:alberniclimate@gmail.com).

**e. West Coast Aquatic Board – T. Stere – No Report**

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

Director Cote reported that AVICC has received and processed all resolutions. The resolutions have been forwarded onto UBCM for consideration.

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

**h. West Island Woodlands Advisory Group – J. Jack – No Report**

**i. Agricultural Development Committee – T. Shannon**

Director Shannon reported the Committee is meeting next Tuesday and they have a full agenda. One item of discussion will be the Grow Local Program which is starting up shortly. Application forms for the garden starter kits will be available next week.

**j. Other Reports**

*MOVED: Director Beckett*

*SECONDED: Director Shannon*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments from the public respecting an agenda topic from Zoom webinar attendees or submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**14. IN-CAMERA**

*MOVED: Director Cote*

*SECONDED: Director Roberts*

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

- i. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
  - 21 (1) (c) (i) of FOIPPA: The head of a public body must refuse to disclose to an applicant information the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party;*
- ii. 90 (1) (f): law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- 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.*

**CARRIED**

The meeting was closed to the public at 4:08 pm.

The meeting was re-opened to the public at 4:36 pm.

**15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

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

The Alberni Clayoquot Regional District Board of Directors awarded the design of West Coast Landfill Organic Facility to Tetra Tech for the contract price of \$308,409 excluding of GST.

The Alberni-Clayoquot Regional District (ACRD) Board of Directors extended the current Alberni Health Network (ACHN) Coordinator contract between Ms. Marcie DeWitt and the ACRD until December 31, 2021, AND FURTHER the Board of Directors instructed staff to undertake a new request for proposal process in November of 2021 for ACHN Coordinator services, subject to continued funding from Island Health.

The Alberni-Clayoquot Regional District Board of Directors approved engaging Hatch Engineering to complete a peer review of the Somass Watershed Flood Management Plan (SWFMP) at a cost not exceeding \$43,000.00 plus GST and authorized the CAO to sign the attached contract.

**16. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:37 pm.*

**CARRIED**

Certified Correct:

---

John Jack,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

Audit Findings Report for the year ended  
December 31, 2020

Prepared for the meeting on April 14, 2021

[kpmg.ca/audit](http://kpmg.ca/audit)



# Table of contents

Executive summary	3
What's new in 2020	5
Audit risks	6
Areas of audit focus	7
Critical accounting estimates	9
Significant accounting policies and practices	10
Uncorrected differences and corrected adjustments	11
Control observations and other matters	12
Appendices	13



The contacts at KPMG in connection with this report are:

**Lenora Lee**  
Engagement Partner  
Tel: 250.480.3588  
[lenoramlee@kpmg.ca](mailto:lenoramlee@kpmg.ca)

**Daniel Healey**  
Senior Manager  
Tel: 250.480.3553  
[danielhealey@kpmg.ca](mailto:danielhealey@kpmg.ca)

This Audit Findings Report is intended solely for the information and use of Management and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Executive summary

## Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of the Board of Directors, in your review of the results of our audit of the financial statements (hereinafter referred to as the “financial statements”) of Alberni-Clayoquot Regional District (the District) as at and for the year ended December 31, 2020. This Audit Findings Report builds on the Audit Plan we presented to the Board of Directors on January 13, 2021.

### What’s new in fiscal 2020

There have been changes in fiscal 2020 which impacted financial reporting and our audit:

- COVID-19 pandemic – See pages 5-6
- New auditing standard for estimates, as discussed in our planning report.

### Changes from the audit plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you. In our audit plan we had identified the estimate of the useful life of tangible capital assets as an estimate that was impacted by the new auditing standard: we revised our plan to exclude useful life of tangible capital assets. The landfill closure liability continues to be impacted by the new auditing standard.

### Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- Completing our discussions with the Board of Directors;
- Obtaining evidence of the Board of Directors’ approval of the financial statements
- Obtaining the signed management representation letter; and
- Completing subsequent event review procedures up to the date of the Board of Directors’ approval of the financial statements.

We will update the Board of Directors on significant matters, *if any*, arising from the completion of the audit, including the completion of the above procedures. Our auditors’ report, a draft of which is attached to the enclosed draft financial statements, will be dated upon the completion of any remaining procedures.

### Areas of audit focus

At the planning stage of the audit we discussed with you areas of audit focus. These identified areas of audit focus included:

- Revenue, including deferred revenue
- Tangible capital assets
- Landfill closure liabilities

We are satisfied that our work has appropriately dealt with the focus areas identified.

See pages 6 to 9 for the audit findings related to these areas of audit focus and critical accounting estimates.

### Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

We have identified the following differences that remain uncorrected:

- Discount rate used to calculate the landfill closure liability
- Disclosure omissions related to tangible capital assets and operating expenses.

See pages 11 for details.

# Executive summary (continued)

## Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

The presentation and disclosure of the financial statements are, in all material respects, in accordance with Canadian public sector accounting standards. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.

## Control and other observations

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

## Independence

We confirm that we are independent with respect to the District within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2020 up to the date of this report.

## Current developments

Please refer to Appendix 3 for the current developments updates, including COVID-19 resources.

# What's new in 2020

## COVID-19 pandemic

Areas of impact	Key observations
<b>District's financial reporting impacts</b>	<ul style="list-style-type: none"><li>- We considered impacts to financial reporting due to the COVID-19 pandemic and the increased disclosures needed in the financial statements as a result of the significant judgements applied. Enhanced disclosures have been reflected in the financial statements.</li></ul>
<b>District's internal control over financial reporting</b>	<ul style="list-style-type: none"><li>- There were minimal changes to internal controls over financial reporting due to the COVID-19 pandemic as the District did not move to a fully remote working environment and was able to maintain many of its existing internal controls and processes.</li></ul>
<b>Risk assessment</b>	<ul style="list-style-type: none"><li>- We performed a more thorough risk assessment specifically targeted at the impacts of the COVID-19 pandemic, including an assessment of fraud risk factors (i.e. conditions or events that may be indicative of an incentive/pressure to commit fraud, opportunities to commit fraud, rationalizations of committing fraud).</li></ul>
<b>Working remotely</b>	<ul style="list-style-type: none"><li>- We worked fully remotely, other than attending in-person to review the in-camera minutes. We used virtual work rooms, video conferencing, and internally shared team sites to collaborate in real-time, both amongst the audit team as well as with management.</li><li>- We used secure technologies to conduct walkthroughs, perform substantive tests.</li><li>- We increased our professional skepticism when evaluating electronic evidence received and performed additional procedures to validate the authenticity and reliability of electronic information used as audit evidence.</li></ul>
<b>Direction and supervision of the audit</b>	<ul style="list-style-type: none"><li>- The Engagement Partner and Senior Manager were actively involved in determining the impact that the COVID-19 pandemic had on the audit (as discussed above), including the impact on the District's financial reporting and the District's internal control over financial reporting.</li><li>- The Engagement Partner and Senior Manager implemented new supervision processes to deal with working in a remote environment, and our audit approach allowed us to manage the audit using meaningful milestones and frequent touch points.</li></ul>
<b>Substantive testing – Response</b>	<ul style="list-style-type: none"><li>- For those areas of the financial statements which were impacted by COVID-19 during the year, we changed our substantive analytical procedures to incorporate the impacts of the pandemic on these balances.</li></ul>

# Audit risks

## Professional requirements

Fraud risk from management override of controls

## Why is this significant?

This is a non-rebuttable presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Risk of material misstatement due to fraud resulting from fraudulent revenue recognition.

This is a rebuttable presumed fraud risk. We have not identified any risk of material misstatement resulting from fraudulent revenue recognition and accordingly, have rebutted the risk of fraudulent revenue recognition and believe that the audit work performed on management override mitigates any residual risk.

## Our response

Our audit methodology incorporates the required procedures in professional standards to address the risk of management override of controls.

We are satisfied our audit work has appropriately dealt with the risk of management override. We performed the required procedures under professional standards:

- Tested all material journal entries made in the preparation of the year-end financial statements, entries potentially related to fraud or management override of controls and inspected the relevant documentation for authorization and appropriateness.
- Retrospective reviewed estimates, where appropriate, including the assumptions used by management.
- Evaluated the business rationale of significant unusual transactions, where any were identified.

## Significant findings

There were no issues noted in our testing.

# Areas of audit focus

Other area of focus	Why are we focusing here?
<ul style="list-style-type: none"><li>– Revenue, including deferred revenue</li><li>– Tangible capital assets</li><li>– Landfill closure liabilities</li></ul>	<p>We have determined these accounts to be areas of focus, due to a variety of factors including: the current year balance, the nature of the account and related accounting standards, any historical accounting issues, and areas of estimate.</p>

## Our response

### Revenue

- We substantively tested a sample of conditional and unconditional government transfers by agreeing the amount recognized in revenue to supporting documentation and cash receipt.
- We substantively tested a sample of tax requisitions from members by agreeing the amount of the requisition to the approved budget bylaw and cash receipt. No issues were noted.
- We substantively tested a sample of sale of services and miscellaneous revenue by agreeing amounts recorded to supporting documentation and cash receipt. No issues were noted.
- Government transfers:
  - In 2020, the District recognized approximately \$1.93 million of government transfers revenue. This is comprised primarily of grants through the Gas Tax Community Works Fund and the BC Safe Restart Grant. Funding was also received for the Strategic Priorities Fund for the Consolidated Strategic Landfill Diversion Program.
  - We read and understood the financial terms and conditions of the agreements.
  - We agreed receipt of grant funds to bank statements with no differences noted.
  - We inspected the tangible capital assets schedule and verified amounts claimed for capital grants had been capitalized as assets and spent on the eligible project costs.
  - We agreed the grants receivable not yet collected to grant claims submitted noting amounts spent prior to December 31, 2020 and verified amounts claimed related to eligible project costs.
  - We reviewed direction from the Ministry of Municipal Affairs regarding the purpose and restrictions of the Safe Restart Grant and concur with its treatment as revenue on receipt in 2020.
- Gas Tax funding:
  - We agreed the unspent portion of the gas tax funds to the amounts included in the District's reserve.
  - We substantively tested spending from the gas tax reserve to assess eligibility of project costs incurred during the year. No issues were noted.
  - We concur with the accounting for such project costs and noted no differences or adjustments.

# Areas of audit focus (continued)

## Our response

### Deferred revenue

- We performed substantive testing over deferred and restricted revenues and deposits, both received and spent in the year, tracing selected items to supporting cash receipt, invoice or terms of sale respectively. No issues were noted.

### Tangible Capital Assets

- Tangible capital asset additions during 2020 totalled \$2,444,052, related primarily to the Sproat Lake Fire Equipment and Beaver Creek water system. We substantively tested a sample of tangible capital asset additions by agreeing a sample of additions to supporting invoices and cash payment.
- We performed a substantive analytical procedure over amortization expense by comparing the current year expense, adjusting for current year additions, to prior year.

### Landfill closure liability

- See “Critical Accounting Estimates” below on page 9.

## Significant findings

### Revenue

- There were no issues noted in our testing.

### Deferred revenue

- There were no issues noted in our testing.

### Tangible Capital Assets

- We assessed the presentation of tangible capital assets in the notes to the financial statements against the relevant accounting guidance and noted the District’s presentation of assets is not in accordance with public sector accounting standards based on how assets are categorized by service rather than by type of asset. This is consistent with previous years and has been noted as a disclosure difference on page 11.

# Critical accounting estimates

## Estimate

- Landfill closure liability – \$3,459,491 (2019 - \$3,186,292)

## Our response

### Landfill closure liability

- Closure and post-closure costs are a significant estimate recognized in the District's financial statements. Measurement involves multiple assumptions and data inputs including capacity available and used, future costs, discount rates, inflation rates, among others.
- We performed more granular risk assessments based on the elements making up the accounting estimate such as the method, the assumptions used, the data used and the application of the method.
- We assessed the degree of uncertainty, complexity, and subjectivity involved in making each accounting estimate to determine the level of audit response. The higher the level of response, the more persuasive the audit evidence was needed.
- We audited the landfill closure liability recorded on the statement of financial position, assessed it against the relevant public sector accounting guidance, reviewed the assumptions used by Management's expert, McGill and Associates Engineering Ltd., which was prepared in 2012, and assessed them for reasonability.
- We evaluated the projections and discount rates used to determine the closure and post-closure liabilities for the landfill by management and verified the accuracy of management's disclosed liabilities.
- We note that management uses an inflation adjusted discount rate for the calculation of the liability although the expected cash flows provided by Management's expert are in today's dollars. Additionally, we note that management uses the spot long-term MFA interest rate at the date closest to year-end, which results in year-over-year volatility in the calculation.
- The above inputs to the liability calculation results in Management's estimate being very conservative and higher than the amount that would otherwise be necessary based on accounting standards.
- Furthermore, we note that with the introduction of the Asset Retirement Obligations accounting standard effective for the 2022 fiscal year, the new standard will require the entire liability be recognized in the financial statements, rather than based only on usage. This will result in a significant liability being recognized in the year of adoption.

## Significant findings

- We have estimated an over-accrual of the landfill closure liability as a result of the discount rate used by management, which primarily relates to prior years, so the impact on the annual surplus for the year is an immaterial overstatement of the current year expense.

# Significant accounting policies and practices

---



## Significant accounting policies

---

- There were no initial selections of or changes to the significant accounting policies and practices.
  - There were no significant accounting policies in controversial or emerging areas.
  - There were no material issues noted with the timing of the District's transactions in relation to the period in which they were recorded.
  - There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
  - There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.
- 



## Significant accounting estimates

---

- There were no issues noted with management's identification of accounting estimates.
  - There were no issues noted with management's process for making accounting estimates.
  - There were no indicators of possible management bias.
  - There were no significant factors affecting the District's asset and liability carrying values, other than the issue related to the landfill closure liabilities.
- 



## Financial statement presentation and disclosure

---

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
  - There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
  - There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.
  - Tangible capital assets are currently classified by function as follows: airport, fire department, office and administration, land, landfills, parks, salmon beach, water systems, beaver creek water system and under construction while public sector accounting standards require categorization by nature: equipment, buildings, parks, infrastructure, etc.
  - Disclosure of expenses is presented only by function and not by object (salaries, goods and services, amortization), as required by public sector accounting standards.
-

# Uncorrected differences and corrected adjustments

Differences and adjustments include disclosure differences and adjustments.

Professional standards require that we request of management and the Board of Directors that all identified differences be corrected. We have already made this request of management.

## Uncorrected differences

One difference remains uncorrected, being the over-accrual of the landfill closure liabilities as a result of the difference in the discount rate used by management and the discount rate we believe should be used to calculate the liability. The difference is as a result of the effect of interest / accretion on the expected closure costs rather than the closure costs themselves. Management's estimate has historically been conservative and calculated to ensure appropriate funding of the expected closure costs at the closure date, which doesn't necessarily align with current accounting standards.

Two presentation differences remain: (1) the omission of the disclosure of the nature of tangible capital assets; and (2) the omission of the disclosure of expenses by object.

## Corrected adjustments

There were no corrected adjustments noted.

The management representation letter includes all adjustments identified as a result of the audit, communicated to management and subsequently corrected in the financial statements.

# Control observations and other matters

As your auditors, we are required to obtain an understanding of internal control over financial reporting (“ICFR”) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

In accordance with professional standards, we are required to communicate to the Board any control deficiencies that we identified during the audit and have determined to be material weaknesses or significant deficiencies in internal control over financial reporting. No significant deficiencies have been identified. Other control deficiencies may be identified during the audit that do not rise to the level of material weakness or significant deficiency. No other control deficiencies have been identified.

Professional standards require us to communicate to the Board of Directors Other Matters, such as material inconsistencies or material misstatements between the annual report and the audited financial statements, identified fraud or non-compliance with laws and regulations, consultations with other accountants, significant matters relating to the District’s related parties, significant difficulties encountered during the audit, and disagreements with management.

We did not identify any issues related to the above noted matters in the current year. We have highlighted below other matters discussed previously that we would like to bring to your attention:

## Tangible Capital Assets

Public sector accounting standards require that amortization be recorded from the time that an asset starts to be used by an entity. The difference between the Districts’ amortization policy and public sector accounting standards has been estimated at \$115,000. This reflects a timing difference in the first year of ownership and use and the last year of ownership and use. Overall, we concur with the amortization expense recorded in the financial statements, however, in years with large acquisitions, the departure from GAAP may require the District to adjust the calculated amortization to start from the date that an asset is put into use rather than a full year.

## Editing Vendor Information

We noted that the District’s policy is that when vendor information is added or edited that it is reviewed by a second person. However, this process is not enforced, or otherwise limited by the technology and therefore is susceptible to be ignored or overridden. There appears to be compensating controls in place around cash disbursements, however with increasing use of EFTs and remote working, the overall risk of non-system enforced controls is heightened.

## Accumulated Surplus

We assessed the presentation of accumulated surplus balances including reserves against the relevant accounting guidelines. We noted the District does not include a breakdown of accumulated surplus balances in the notes to the financial statements. We continue to recommend that the District disclose the breakdown of surplus balances including the amount of reserves, equity in tangible capital assets and unrestricted balances. This is not a required disclosure under public sector accounting standards but enhances consistency between budgeting, financial reporting and long-term planning.

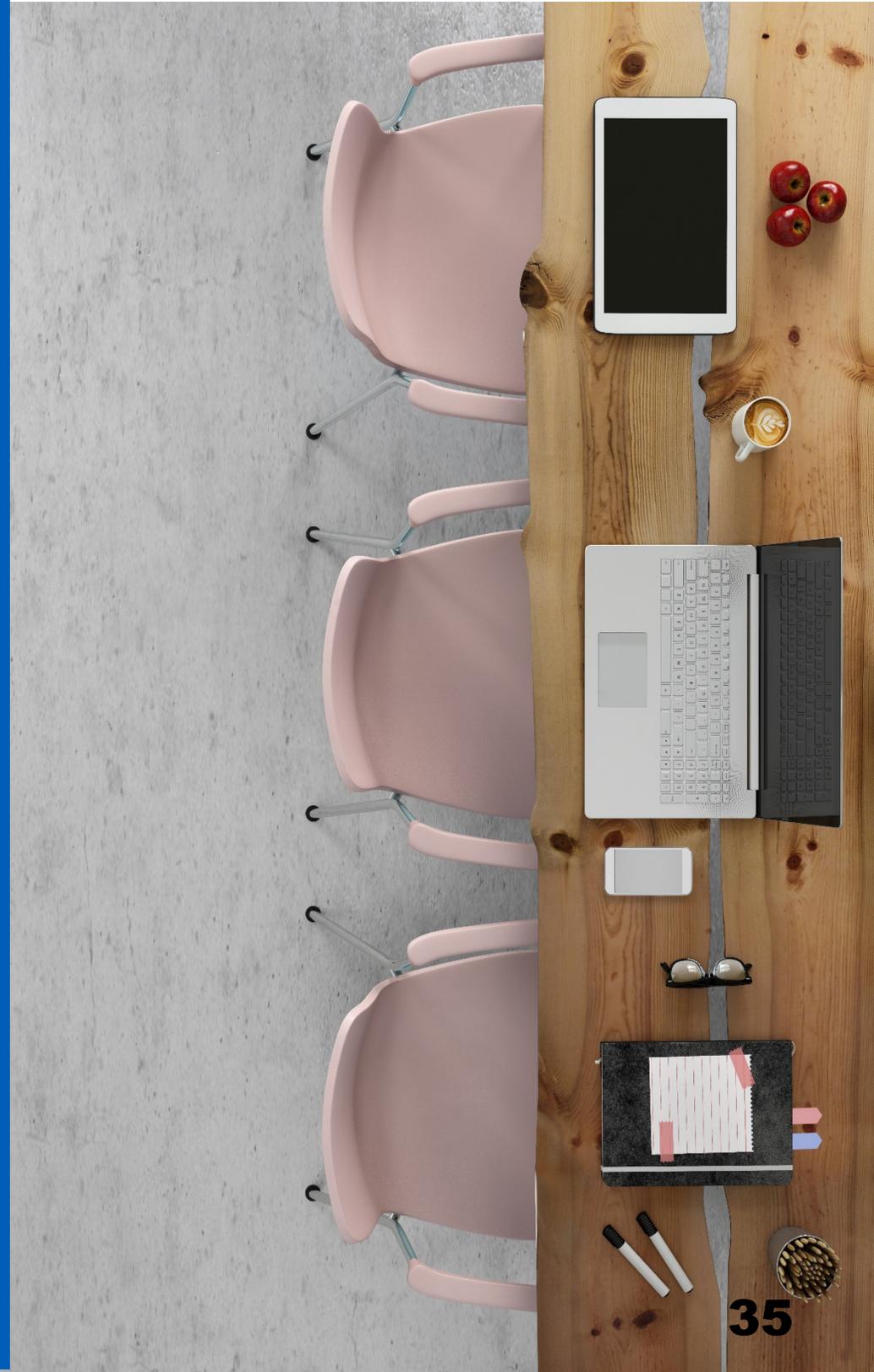
# Appendices

**Appendix 1: Selected financial information**

**Appendix 2: Required communications**

**Appendix 3: Management representation letter**

**Appendix 4: Current developments and audit trends**



# Appendix 1: Required communications

## Draft auditors' report

The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.

## Management representation letter

In accordance with professional standards, a copy of the management representation letter is included in Appendix 3.

## Independence

In accordance with professional standards, we have confirmed our independence.

# Appendix 2: Current developments and audit trends

Current Developments, created by the KPMG Public Sector and Not-for-Profit Practice, summarizes regulatory and governance matters impacting public sector entities today, or expected to impact them over the next few years. We provide this information to help public sector entities understand upcoming changes and challenges they may face in their industry. Some of these developments may not impact the District directly, but we believe it is important for the Board of Directors to understand what is happening in the sector.

## Public Sector Accounting Standards

Standard	Summary and implications
Impact of COVID-19	<ul style="list-style-type: none"> <li>- In response to the impact of COVID-19 on public sector entities, PSAB has approved deferral of all upcoming accounting standards by one year and will issue non-authoritative guidance on the effects of COVID-19.</li> </ul>
Asset Retirement Obligations	<ul style="list-style-type: none"> <li>- The new standard is effective for fiscal years beginning on or after April 1, 2022. The effective date was deferred by one year due to COVID-19.</li> <li>- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.</li> <li>- The ARO standard will require the public sector District to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.</li> <li>- As a result of the new standard, the public sector District will have to:               <ul style="list-style-type: none"> <li>• Consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;</li> <li>• Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;</li> <li>• Begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.</li> </ul> </li> </ul>

# Appendix 2: Current developments and audit trends (continued)

Standard	Summary and implications
Revenue	<ul style="list-style-type: none"> <li>– The new standard is effective for fiscal years beginning on or after April 1, 2023. The effective date was deferred by one year due to COVID-19.</li> <li>– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.</li> <li>– The standard notes that in the case of revenues arising from an exchange transaction, a public sector district must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li> <li>– The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector district the right to the revenue.</li> </ul>
Employee Future Benefit Obligations	<ul style="list-style-type: none"> <li>– PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. In July 2020, PSAB approved a revised project plan.</li> <li>– PSAB intends to use principles from International Public Sector Accounting Standard 39 <i>Employee Benefits</i> as a starting point to develop the Canadian standard.</li> <li>– Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, PSAB will implement a multi-release strategy for the new standards. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.</li> </ul>
International Strategy	<ul style="list-style-type: none"> <li>– PSAB has reviewed all proposed options for its international strategy, and in accordance with its due process, approved the option to adapt International Public Sector Accounting Standards when developing future standards. PSAB noted that the decision will apply to all projects beginning on or after April 1, 2021.</li> <li>– An exposure draft to modify the GAAP hierarchy has been issued with responses due by February 15, 2021.</li> </ul>
Purchased Intangibles	<ul style="list-style-type: none"> <li>– In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. Practitioners are expected to use the definition of an asset, the general recognition criteria and the GAAP hierarchy to account for purchased intangibles.</li> <li>– PSAB has approved Public Sector Guideline 8 which allows recognition of intangibles purchased through an exchange transaction. Narrow-scope amendments were made to Section PS 1000 Financial statement concepts to remove prohibition on recognition of intangibles purchased through exchange transactions and PS 1201 Financial statement presentation to remove the requirement to disclose that purchased intangibles are not recognized.</li> <li>– The effective date is April 1, 2023 with early adoption permitted. Application may be retroactive or prospective.</li> </ul>

# Appendix 2: Current developments and audit trends (continued)

Standard	Summary and implications
Public Private Partnerships (“P3”)	<ul style="list-style-type: none"> <li>– PSAB has proposed new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. PSAB is in the process of reviewing feedback provided by stakeholders on the exposure draft.</li> <li>– The exposure draft proposes that recognition of infrastructure by the public sector district would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.</li> <li>– The exposure draft proposes that the public sector district recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.</li> <li>– The infrastructure would be valued at cost, which represents fair value at the date of recognition with a liability of the same amount if one exists. Cost would be measured in reference to the public private partnership process and agreement, or by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.</li> <li>– The final standard was approved in December 2020 with an issuance date of April 1, 2021 and an effective date of April 1, 2023.</li> </ul>
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> <li>– PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.</li> <li>– PSAB has released four exposure drafts for the proposed conceptual framework and proposed revised reporting model, and their related consequential amendments. Comments on the exposure drafts are due in May 2021.</li> <li>– PSAB is proposing a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.</li> <li>– In addition, PSAB is proposing:               <ul style="list-style-type: none"> <li>• Relocation of the net debt indicator to its own statement and the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.</li> <li>• Separating liabilities into financial liabilities and non-financial liabilities.</li> <li>• Restructuring the statement of financial position to present non-financial assets before liabilities.</li> <li>• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li> <li>• Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”.</li> <li>• A new provision whereby an entity can use an amended budget in certain circumstances.</li> <li>• Inclusion of disclosures related to risks and uncertainties that could affect the district’s financial position.</li> </ul> </li> </ul>

# Appendix 2: Current developments and audit trends (continued)

Our discussions with you, our audit opinion and what KPMG is seeing in the marketplace - both from an audit and industry perspective - indicate the following is specific information that will be of particular interest to you. We would, of course, be happy to further discuss this information with you at your convenience.

## Thought leadership

Thought leadership	Overview	Link
<b>2020 Audit Quality and Transparency Report</b>	Learn about KPMG's ongoing commitment to continuous audit quality improvement. KPMG maintains a system of audit quality control that is designed to meet or exceed the requirements of the applicable professional standards. In fact, we are continuously reviewing our policies and practices to ensure we're aligned with all regulatory and professional requirements, which if our firm commitment to each other as well as to our clients and to the capital markets we serve.	<a href="#">Link to report</a>
<b>Put your data to work to gain competitive advantage</b>	There is no "digital economy". The economy is digital and "digits" refer to data. Data is the lifeblood of every organization on this planet and organizations that embrace this notion are well positioned to grow as industries continue to evolve and disrupt at an ever-increasing pace.	<a href="#">Link to report</a>
<b>Predictive analytics, it works</b>	CEOs recognize the value that predictive analytics delivers to their decision-making process.	<a href="#">Link to report</a>
<b>Creating the workforce of the future</b>	You can't transform the organization without also transforming the workforce. It may be time to rethink the people strategy.	<a href="#">Link to report</a>
<b>Accelerate</b>	Introducing KPMG's 2021 edition of Accelerate, a series of articles and videos offering insight into the key issues driving Board agendas, including: <ul style="list-style-type: none"> <li>- Cyber risk</li> <li>- Internal control over financial reporting, disclosures and regulation</li> <li>- Digital disruption</li> <li>- Enterprise risk management</li> <li>- The evolution of environmental, social and governance (ESG) and disclosures</li> </ul>	<a href="#">Link to report</a>
<b>Board Leadership Centre</b>	KPMG provides leading insights to help Board members maximize boardroom opportunities.	<a href="#">Link to site</a>

# Appendix 2: Current developments and audit trends (continued)

## COVID-19 pandemic resources

Resources	Summary	Links
<b>Resources for management and the Board of Directors</b>	<p>Please visit our COVID-19 website for resources regarding the topics below. This site is being <u>updated daily</u> based on information being released by federal, provincial and municipal news releases.</p> <ul style="list-style-type: none"><li>– Business continuity guide</li><li>– Immediate actions to take</li><li>– Medium to long-term actions</li><li>– Tax considerations and a summary of federal and provincial programs</li><li>– Legal considerations</li><li>– Financial reporting and audit considerations</li><li>– Global perspectives</li></ul>	

---

# Appendix 3: Management representations letter

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as “financial statements”) of Capital Regional District (“the Entity”) as at and for the period ended December 31, 2020.

## General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in Attachment I to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

## Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 12, 2017, including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
    - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
    - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement.
  - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
  - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
  - h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

## Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

# Appendix 4: Management Representation Letter (continued)

## **Fraud & non-compliance with laws and regulations**

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

## **Subsequent events:**

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

## **Related parties:**

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

## **Estimates:**

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

## **Going concern:**

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

# Appendix 4: Management Representation Letter (continued)

## **Misstatements:**

- 11) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.

## **Non-SEC registrants or non-reporting issuers:**

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

---

Doug Holmes, Chief Administrative Office

---

Teri Fong, Chief Financial Officer

cc: Board of Directors

## Attachment I – Definitions

### Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Information is obscured if it is communicated in a way that would have a similar effect for users of financial statements to omitting or misstating that information. The following are examples of circumstances that may result in material information being obscured:

- a) information regarding a material item, transaction or other event is disclosed in the financial statements but the language used is vague or unclear;
- b) information regarding a material item, transaction or other event is scattered throughout the financial statements;
- c) dissimilar items, transactions or other events are inappropriately aggregated;
- d) similar items, transactions or other events are inappropriately disaggregated; and
- e) the understandability of the financial statements is reduced as a result of material information being hidden by immaterial information to the extent that a primary user is unable to determine what information is material.

### Fraud & Error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



[kpmg.ca/audit](https://kpmg.ca/audit)

© 2021 KPMG LLP, an Ontario limited liability partnership and a member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. All rights reserved. The KPMG name and logo are trademarks used under license by the independent member firms of the KPMG global organization.

KPMG member firms around the world have 227,000 professionals, in 146 countries.



---

To Valued Stakeholder,

I am writing to update you on the Pacific Rim National Park Reserve's overnight experiences for the 2021 visitor season. We continue to look for safe ways to welcome visitors during the COVID-19 pandemic. Protecting the health of communities, visitors, and Parks Canada employees is our top priority.

Pacific Rim National Park Reserve is managed cooperatively with local First Nations. Decisions about the national park reserve's 2021 visitor season are made jointly with First Nations and include input from local stakeholders.

Green Point Campground in the Long Beach Unit will be opening on May 1. Reservations will launch on April 7 at 8 am PDT.

The West Coast Trail will be open from June 4 to September 30 in 2021. Reservations will launch on April 30 at 8 am PDT. All three access points, including Bamfield (Pachena Trailhead), Port Renfrew (Gordon River Trailhead) and Nitinaht Village, will be open. Advance reservations will be required for all hikers; no spaces will be offered on standby.

Parks Canada collaborates with local First Nations to determine whether safe visitor experiences can be offered in the Broken Group Islands, Nitinaht Triangle, Tapaltos and Keeha Beach in 2021. Commercial operators and user groups provided input into this discussion through virtual meetings during the winter.

Detailed information and future updates on Pacific Rim National Park Reserve's overnight experiences can be found online at [pc.gc.ca/PacificRim](http://pc.gc.ca/PacificRim).

Parks Canada is asking visitors to be cautious and conservative in their use of Parks Canada administered places, to observe travel restrictions, to respect the guidance of public health experts, and to make every effort to limit the spread of COVID-19 and keep one another safe. If you have any questions, please don't hesitate to reach out to me.

łeko łeko - Thank you - Merci

Karen

\*\*\*\*\*

Tleeh-is-a-tuuk-aq-suup / Karen Haugen  
Superintendent  
Pacific Rim National Park Reserve  
Box 280, Ucluelet, BC V0R 3A0  
[karen.haugen@canada.ca](mailto:karen.haugen@canada.ca)

Tel: 250-726-3510 | Cell: 250-534-9012 | Fax: 250-726-3520



Parcs  
Canada

Parks  
Canada



huu ay aht

ANCIENT SPIRIT, MODERN MIND

---

# Information Bulletin

---

## WEST COAST TRAIL IN PACIFIC RIM NATIONAL PARK RESERVE REOPENING TO OVERNIGHT VISITORS IN JUNE 2021

**Bamfield, BC, March 26, 2021**– Parks Canada, in collaboration with the Huu-ay-aht, Pacheedaht, and Ditidaht First Nations, is pleased to announce the re-opening of the West Coast Trail for the 2021 visitor season with measures in place to protect the health of remote communities, Indigenous Guardians, visitors, and Parks Canada employees.

The 75-km West Coast Trail will be open to overnight visitors from June 4 to September 30 in 2021. Reservations will open on April 30 at 8am PDT. All three access points, including Bamfield (Pachena Trailhead), Port Renfrew (Gordon River Trailhead) and Nitinaht Village will be open.

Experienced hikers can book their adventure by visiting [reservation.pc.gc.ca](https://reservation.pc.gc.ca) or by calling 1-877-RESERVE (1-877-737-3783). Advance reservations will be required for all hikers; no spaces will be offered on standby. At this time, the West Coast Trail is only available to Canadians.

Parks Canada and local First Nations are asking visitors to limit the risk of COVID-19 transmission by paying attention to local signs and community protocols, completing a self-assessment before travelling to the area, and following the guidelines of public health experts, including travel restrictions.

Hikers are also asked to learn in advance whether First Nations villages are welcoming visitors prior to arrival.

Huu-ay-aht's village of Anacla, adjacent to the Pachena trailhead, is currently closed to outside visitors. The Nation and the Huu-ay-aht Group of Businesses are in the process of determining when and how to safely open Pachena Bay Campground for the season and will announce details soon. Visitors are welcome to take advantage of the locally owned businesses and other services in nearby Bamfield.

Ditidaht First Nation is ready to welcome visitors to the Nitinaht area and asks that visitors show respect to community members and one another. West Coast Trail Comfort Camping at Tsuquadah, Nitinaht Motel, and the Nitinaht Visitor Centre and Store will be open. Nitinaht Windsurf Park and Caycuse Campsite will be welcoming visitors on May 21 with reservations opening on April 7 ([www.nitinahtcampground.com](https://www.nitinahtcampground.com)). Reservations will be required as there will be no walk-ins permitted.

Pacheedaht First Nation is offering a range of services near the Gordon River Trailhead, including extended stay parking, river crossing transportation, oceanfront camping with hot showers and laundry, shopping at the San Juan Market, and mountaintop lodging at Soule Creek.



Parcs  
Canada

Parks  
Canada



huu ay aht

ANCIENT SPIRIT, MODERN MIND

To learn more about preparing for the West Coast Trail, check out Parks Canada's [hiker preparation video](#).

Reservations for Green Point Campground in the Long Beach Unit will launch on April 7. Details on overnight camping opportunities and possible reservation opportunities for the Broken Group Islands and Keeha Beach are yet to be determined as Parks Canada continues to work collaboratively with local First Nations and explore safe visitor experience options. Detailed information and future updates on overnight experiences in Pacific Rim National Park Reserve can be found online at [pc.gc.ca/PacificRim](http://pc.gc.ca/PacificRim).

-30-

**Information:**

Laura Judson  
Communications Officer  
Coastal BC – Parks Canada  
[Laura.judson@canada.ca](mailto:Laura.judson@canada.ca)

Jeff Jones  
Elected Chief Councillor  
Pacheedaht First Nation  
[jeffj@pacheedaht.ca](mailto:jeffj@pacheedaht.ca)

Brian Tate  
Elected Chief Councillor  
Ditidaht First Nation  
[btate@ditidaht.ca](mailto:btate@ditidaht.ca)

Heather Thomson  
Communications Manager  
Huu-ay-aht First Nation  
[heather.t@huuayaht.org](mailto:heather.t@huuayaht.org)

[View this email in your browser](#)



Welcome to our third Community Builder profile where we interview an individual from our region who is working to bring about positive change in economic development. Through their efforts, ideas and aspirations, they help build a stronger, more resilient and sustainable Island and Coastal economy.

***“(For me) the key is to always be listening, always be willing to collaborate and always be flexible.”***

\*\*\*\*\*

## ***COMMUNITY BUILDER***

Rose Klukas, *City of Campbell River*, Economic Development Officer



## Listening and responding to needs on-the-ground

In many ways, Rose Klukas chose an opportune time to have knee surgery. The forced rest at home between November and January meant she couldn't see anyone nor go anywhere. Not a big difference given our current times.

What might have been particularly challenging for Campbell River's Economic Development Officer was the repetitious nature that stay-at-home orders present on our daily lives.

"What I love most about economic development is that it encompasses so many things and (normally) every day is different," says Rose, who first started working in economic development from her hometown of Kitimat – long before economic development was recognized as a profession. "Every night I lay out my plans, knowing full well that when the day begins it will likely take a completely different turn."

### *Building relationships*

At the heart of what Rose enjoys most about her job is relationship-building. From helping to develop Kitimat's industrial ecosystem during a period of significant interest in developing LNG in British Columbia, to fostering Campbell River's small business community and encouraging a regional entrepreneurial network across Vancouver Island, Rose thrives in building connections and fostering collaborative solutions to both local and regional challenges.

and the city was new to me. I had to get to know the community – listen to the needs on the ground – before deciding where to best spend my energy.”

It didn't take long for Rose to get a sense for what could be done. And in a very short time, she has already accomplished a lot, changing the way economic development is realized in her new hometown. Her work started by going on the ground, speaking with downtown businesses, seeking to better understand their needs and where the gaps may lie. Networking and professional development were consistently top of list.

### *Value of tech and entrepreneurship*

Rose has a progressive, opportunity-driven mindset. She is guided by the desire to meet local business needs, particularly those of small businesses (defined in Canada as any business with fewer than 100 employees). But she is also focused on the future, seizing the momentum around the region's rising technology and entrepreneurial ecosystems. Events of the past year have only amplified the need to preserve our small businesses -- what Rose calls the "backbone of a community"- - while also exploring new opportunities for economic diversification.

“Creating a diverse economy is critical. In Campbell River, our economy is rooted in the natural resource sector and it continues to be important. (But) I have also been working with our local business community to support growth in entrepreneurial and innovation ecosystems in our region.”

By "supporting growth", Rose bears humility. She has, in fact, planted and watered the seeds that are now beginning to blossom, even in the absence of fertile ground (or in the case of the tech industry, an absence of capital). In 2018, she spearheaded the Modern Entrepreneur professional development and networking series by tapping into connections with a range of successful American and Canadian tech entrepreneurs. They have come together to form the Campbell River Area Angel Group (CRAAG), who help fund the City's NexStream tech challenge, now in its second year. The range of international applicants (over 65) is a testament to the City's burgeoning reputation as a place with opportunities and attraction for global markets.

“The (NexStream Tech) project shows that growing a technology and innovation ecosystem can happen outside large, urban centres,” says Rose.

On the marketing front, Rose's accomplishments have also not gone unnoticed and reach well beyond the City's limits. In 2020, she and her team won the top marketing

who banded together to form an investment attraction website, [TechIsland.co](https://www.techisland.co), with help from the Vancouver Island Coast Economic Developers Association (VICEDA) where Rose sits as Executive Director. Once again, Rose demonstrates why collaboration and innovation are key to showcasing Vancouver Island communities as an enticing region to work, invest and innovate in.

*Words to live by*

“(The past year has) really showed that we can live and work everywhere,” says Rose.

And while the world may look quite a bit different than it did before the pandemic, or even before knee surgery, Rose’s philosophy remains the same.

“The key is to always be listening, always be willing to collaborate and always be flexible.”

###

*Rose is the Economic Development Officer for the [City of Campbell River](#). She is currently working on comprehensive strategic planning for the City's economic development.*



---

*Copyright © 2021 ICET, All rights reserved.*

**Our mailing address is:**

#108 - 501 4th Street

Courtenay, British Columbia, Canada V9N 1H3

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

[View this email in your browser](#)



Building a diverse and sustainable economy.



## **NEW EMPLOYMENT CREATED TO SUPPORT RURAL ECONOMIC RECOVERY**

*Wide range of positions will receive funding to support rural businesses and communities*

COURTENAY, 26 March 2021 – Seventeen new employment positions, serving more than 30 rural communities, will be created across the Island and Coastal region in the first intake period of the Island Coastal Economic Trust’s (ICET) economic recovery program.

[The Rural Business and Community Recovery Program](#) (RBCRP), funded by the Province of BC and launched on February 18<sup>th</sup>, addresses capacity challenges in rural, remote and Indigenous communities by supporting the creation of new, temporary and term positions that strengthen business and community economic recovery and resilience.

“We are impressed by the great quality and diversity of applications received in this first intake,” says ICET Board Chair Aaron Stone. “The variety of approaches shows how each community has assessed their needs based on the assets in place and the direction needed to ensure their quick recovery and future sustainability.”

The range of successful applications underscores the breadth and depth of work needed to successfully activate economic recovery and resiliency efforts across the region.

rural and remote communities, facilitate broad economic diversification activity – all of which will support recovery, sustainability and economic resilience in rural communities.

“The Rural Business and Community Recovery Program fits with our plan to build an innovative, sustainable economic recovery that works for everyone,” said Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation. “Our goal is to provide businesses and communities the supports needed to emerge from the COVID-19 pandemic on a stronger economic footing.”

Regionally focused business and community recovery services will be deployed by the Sunshine Coast Regional Economic Development Organization, Rural Islands Partnership, Community Futures Central Island, Tourism Vancouver Island and the Ucluelet Chamber of Commerce. Place-based innovation and partnerships are at the core of these regional initiatives, as illustrated by the Ucluelet Chamber of Commerce Regional Digital Marketplace. A new position will support the integration of the region’s makers and service providers into the realm of digital sales through a digital marketplace that leverages the global reputation of West Coast artists and businesses.

Locally based community and business recovery activities will be served through new jobs in the City of Port Alberni, the City of Powell River and on Salt Spring Island. Also focused on partnerships and collaboration amongst organizations, these positions will build on unique community strengths and organization expertise, to address each area’s recovery and community development needs.

In communities under 5000, funding will be used to hire Economic Development professionals to support economic recovery and diversification, tourism sector restart and address new business development and employment creation opportunities. Communities such as the Ditidaht First Nation, Malahat Nation, District of Port Hardy, Village of Tahsis, District of Lantzville, Hornby Island and the Port Renfrew area will leverage these positions to kickstart economic recovery, as well as address long-standing, unmet needs.

All RBCRP jobs are expected to begin in the next month and must be completed before November 2022.

are encouraged to contact ICET staff prior to submitting an application.

For more information, including guidelines and application forms, please visit the Rural Business and Community Recovery Program section of our website:

[www.islandcoastaltrust.ca/recovery-programs](http://www.islandcoastaltrust.ca/recovery-programs)

For a complete list of successful projects, please see the appendix below.

*ICET gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.*

###

### **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 government, 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 \$54 million in funding for over 240 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 \*232

## **APPENDIX**

### **i. REGIONALLY FOCUSED BUSINESS AND COMMUNITY RECOVERY SERVICES**

**Community Futures Central Island:** *Rural Recovery Coaches (2) - \$70,000*

These two part-time positions will provide direct, one-on-one, recovery-focused advisory services for eligible rural communities and businesses in the Community Futures Central

support services to eligible rural businesses, while the other will support the development and alignment of community recovery efforts with available programming, funding and other opportunities.

**Rural Islands Economic Partnership: *Shared Business Services Coordinator* - \$30,000**

The part-time Shared Business Services Coordinator will manage community-based delivery of business services to the micro and small businesses of the region's rural islands through a newly formed shared services cooperative. This will include a wide range of supports, including intake, information and referrals, client research, direct assistance, workshop development and marketing helpline.

**SCREDO: *Small Business Manager* - \$62,000**

The Small Business Program Manager will have primary responsibility for implementing and managing a suite of initiatives under the shared banner of the Sunshine Coast Business Recovery Centre, a cooperative undertaking of the region's Business and Economic Recovery Task Force. This will include one-on-one advisory and recovery-focused services for business, facilitating business reinvention, access to new markets or other expansion opportunities, as well as community development initiatives focused on a just economic recovery for all.

**Tourism Association of Vancouver Island: *Community Tourism Officer* - \$63,000**

This new position will provide customized support to rural and remote communities, particularly those with no dedicated tourism destination management organizations. This will include the development and implementation of tourism sector recovery strategies, support with the development of new tourism-related capital projects, identification of partnerships and tourism experience development opportunities and other recovery initiatives.

**Ucluelet Chamber of Commerce: *Regional Digital Marketplace Manager* - \$50,000**

This position will support the development of a multi-vendor online marketplace supporting artisans, non-profits and small businesses in the 9 west coast communities of the Alberni Clayoquot Regional District. This will include help to set-up their e-commerce store, increase business sales and/or launch a new business entirely. This position will also help move the market into phase 2, expanding to include service providers and new geographic

## ii. LOCALLY BASED COMMUNITY AND BUSINESS RECOVERY ACTIVITIES

### **City of Port Alberni:** *Small Business Support Specialists (2)* - \$62,000

Working in partnership with the Alberni Valley Chamber of Commerce, Community Futures Alberni Clayoquot and other Recovery Taskforce members, these two part time positions will provide direct, one-on-one outreach and support to every business, social enterprise and non-profit in the Port Alberni area. This will include information and support to ensure organizations are taking advantage of available funding opportunities, targeted assistance with the transition to digital sales, platforms and marketing, referrals to specialized service providers for assistance with longer-term business transition, adaptation and sustainability and ensuring that the Recovery Task Force has the most accurate information to build a more resilient economy.

### **City of Powell River:** *Community Development Officer* - \$50,000

Over the next 2 years, with additional funding support from the City, this new position will undertake recovery-focused initiatives, supporting economic diversification, continued resiliency of existing businesses, expansion of industry sectors and the creation of new opportunities in the region. This will include initiatives related to airport and related aerospace sector development, support of the Creative Economy Strategy and related business development, new economic uses for City-owned lands, Farm Sector and Food Hub initiatives, as well as other relevant community development priorities.

### **Salt Spring Chamber of Commerce:** *Economic Vibrancy Coordinator* - \$49,000

In partnership with Salt Spring Island stakeholders, this position will support the development of creative and collaborative solutions to improve the capacity and resilience of the Island economy. This will include providing individualized support and resources for Salt Spring Island merchants, restaurateurs, hospitality providers and other small businesses and artisans impacted by pandemic restrictions. It will also support Ganges Village community stakeholders to coordinate joint capital improvement, vibrancy and recovery initiatives.

**District of Lantzville: *Economic Development Officer-Recovery*** - \$62,000

This position will support the implementation of key foundational economic development initiatives from the District's recent Economic Development Strategy, particularly those highlighted as priorities for economic recovery. The position will also provide direct outreach and engagement with local businesses, provide targeted economic recovery information and assistance and support the development of a business improvement association.

**District of Port Hardy: *Economic Development Recovery Officer*** - \$70,000

Over the next 18 months, with additional funding from the District, this new position will support post-pandemic economic recovery by providing direct assistance to local businesses and developing strategies and initiatives to support community and business adaptation. This includes tourism sector recovery programs, the planning and preparation of shovel ready economic diversification projects and community economic development activities to address and mitigate reduced resource sector activity.

**Ditidaht Development Corporation: *Recovery and Resiliency Officer*** - \$54,000

This Recovery and Resiliency Officer will provide direct, one-on-one support to local tourism businesses affected by pandemic-related closures and help identify new opportunities for business adaptation, online services and new business development. The position will also help with community development, training and capacity building.

**Hornby Island Community Economic Enhancement: *Business Ambassador*** - \$17,000

This part-time position will provide one-on-one assistance and information to support local business economic recovery and adaptation, sustainable tourism industry restart and visitor welcome initiatives. The position will also help local businesses, artists, musicians, farmers and non-profit groups extend their season and market their goods, services and venues year-round.

**Malahat Nation: *Economic Development Officer*** - \$65,000

owned lands. This will include work to develop a proposed film studio and other film sector related business and employment opportunities. The position will also support community and business economic recovery needs and new business development, ensuring the growth, development and employment of Malahat Nation members is maximized in all economic development ventures.

**Village of Tahsis: *Tourism Recovery Specialist* - \$61,000**

In partnership with Tourism Vancouver Island, the Village of Tahsis will address community economic recovery by expanding and promoting the growing eco-tourism economy. This full-time position will support the development of the eco-tourism sector, develop digital marketing assets and support the region's tourism operators with targeted restart, recovery and digital marketing assistance. This work will also include the development of collaborative tourism initiatives and promotion of the region's rich cultural and historical significance in partnership with the region's Indigenous communities.

**WorkLink Employment Society: *Rural Economic Development Officer* - \$41,000**

In partnership with other region stakeholders, this position will address capacity challenges and create new employment opportunities in the Port Renfrew area. Key initiatives will include the implementation of the community-based Business Retention and Recovery Plan, development of sustainable tourism initiatives with the Pacheedaht First Nation and development of new opportunities aligned with emerging trends and economic drivers.



---

Copyright © 2021 Island Coastal Economic Trust, All rights reserved.

**Our mailing address is:**

#108 - 501 4th Street  
Courtenay, BC V9N 1H3

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

[View this email in your browser](#)



Building a diverse and sustainable economy.



## **COWICHAN COMMUNITY COMMERCIAL KITCHEN TO SUPPORT SMALL SCALE PRODUCERS**

### ***New facility to serve as public space for expanding food processing, storing and training opportunities***

COURTENAY, 1 April 2021 – The Cowichan Green Community has received funding through the Island Coastal Economic Trust's (ICET) Economic Infrastructure and Innovation Program (EIIP) to develop a shared-use food processing facility and distribution centre, allowing value-added transformation for small agri-businesses.

The project is part of the recently announced trio of provincially funded food hubs on Vancouver Island (Cowichan Valley, Bowser and Victoria), which are now included in the province-wide network of training and processing facilities. The Cowichan Community Commercial Kitchen will target small scale famers, food processors and other organizations requiring access to a certified commercial kitchen to help scale their products to market.

“Supporting the agri-food sector through value-added processing and innovation are key strategic priorities for the Trust and a main contributor to rural economic development,” says ICET Board Chair Aaron Stone. “This new kitchen will reduce barriers to access, encourage the consumption of BC products and ensure food security, while also helping build sector resiliency in the region.”

increase access to certified commercial kitchen facilities, as well as cold and dry storage for food processing in the region. Project funding will be used for construction of the commercial kitchen as well as acquisition of the required specialty equipment such as the specialty food processing equipment.

“Value-added food transformation is an area with tremendous growth potential in the Cowichan region,” says Judy Stafford, Executive Director of the Cowichan Green Community. “This project is filling a need for small scale farmers and food processors who often don’t have the financial means and equipment to set up individual commercial kitchens or to purchase specialty equipment to develop new food processing products.”

The Cowichan Green Community has supported several successful social enterprises, over the years, dedicated to support agriculture, education and value-added processing in the region. The current project builds on the synergy created by their Garden Education Centre.

ICET’s is contributing \$30,000 towards the project’s overall budget of \$698,900. Work is expected to get underway shortly.

For more information about the Economic Infrastructure and Innovation Program (EIIP), please see our [guidelines and application form](#).

###

### [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 government, 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 \$54 million in funding for over 240 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



---

Copyright © 2021 Island Coastal Economic Trust, All rights reserved.

**Our mailing address is:**

#108 - 501 4th Street  
Courtenay, BC V9N 1H3

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#).

---

This email was sent to [chairperson@acrd.bc.ca](mailto:chairperson@acrd.bc.ca)  
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)  
Island Coastal Economic Trust · #108 - 501 4th Street · Courtenay, BC V9N 1H3 · Canada



[View this email in your browser](#)



## Countdown to summer...

Welcome to our fourth installment of VOICES, where our grant recipients tell us, in their own words, about their projects -- the developments, challenges, lessons-learned and plans moving forward.

Up until now, our VOICES contributions have focused on our [Small Capital Restart Funding](#) (SCRF) projects. The initiative began in April 2020, in response to much-needed support for business restart, resilience and sustainability among our local business and industry. The program is now closed and will be replaced by an upcoming, new small CAPITAL Program, known as THRIVE (stay tuned for more details in mid-April...).

Over the past 10 months, we've helped support over 20 small capital restart projects delivering immediate and innovative on-the-ground recovery impacts.

In this post, we head 15 kilometers southwest of the ICET offices, to the calm respite of the glacier-fed Comox Lake. Just a few meters up from the sandy shores, nestled among the cedar, fir and hemlock, six new walk-in campsites and two new common areas were built at the end of last summer. These new areas will have the opportunity to prove their benefits in the warmer months to come by helping diversify and expand camping options and increasing revenue streams, while encouraging low-impact camping and travel methods in the Cumberland area.

\*\*\*

## **VOICES**

**Genevieve Burdett, *Cumberland Lake Wilderness Society*  
Executive Director**



A Vancouver Island native, Genevieve is in the right job and the right environment for doing what she loves: helping give back to the community in sustainable and meaningful ways. Twelve years ago, she made the move to Cumberland, originally joining the Village as Recreation Coordinator, before taking the helm at the Cumberland Lake Wilderness Society three years ago.

“(Just after COVID started, last March) I had to redo our budget with all zeros in the revenue column. We knew we could last one year, but likely not two. When we applied for the (ICET) grant in June 2020, we had no idea where we’d land.

This campground was deeded to the Village in 1935 and, as recommended in our town’s Economic Development Strategy, we were already considering expanding the number of sites at some point. The lack of accommodation in Cumberland, means that people do not stay in our town, which means they don’t use our local businesses.

(Last) summer we saw more cycle tourism and had 100% occupancy the entire summer. We knew we needed to increase the number of sites.

This year, our reservation for week-long bookings opened on March 25<sup>th</sup>, with general bookings having just opened, on April 1<sup>st</sup>.

So far, bookings are really strong – there’s over four times the demand compared to last year! People are clearly very motivated to get out camping this year, so it is wonderful to have more sites and options to offer.

We’re still getting the word out about the new sites, as a lot of people don’t know about them, and they are really beautiful!

This project has been key to improving local tourism. Camping is always on the rise and offers a different way to experience nature, opposed to gravel site or drive-in campgrounds.”

\*\*\*\*

---

*new, physically distanced, walk-in sites. Six new tent pads and two new common areas with fire rings, picnic tables and a metal food cache are now situated within a 20-metre walk into a forested area overlooking Comox Lake.*



---

Copyright © 2021 ICET, All rights reserved.

**Our mailing address is:**

#108 - 501 4th Street  
Courtenay, British Columbia, Canada V9N 1H3

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

---

This email was sent to [chairperson@acrd.bc.ca](mailto:chairperson@acrd.bc.ca)  
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)  
Island Coastal Economic Trust · #108 - 501 4th Street · Courtenay, BC V9N 1H3 · Canada



**District of Sicamous**

446 Main Street  
PO Box 219  
Sicamous, BC  
V0E 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
**sicamous.ca**



March 18, 2021

Honourable Katrine Conroy  
Forests, Lands, Natural Resource Operations and Rural Development  
Parliament Buildings  
Victoria, British Columbia V8V 1X4

*DELIVERED VIA EMAIL*

**Re: Aquatic Invasive Species Enforcement**

---

Dear Minister Conroy,

At its February 10, 2021 Regular Council meeting, the Council for the District of Sicamous passed the following resolution:

*"WHEREAS Canada is home to 20 percent of the world's fresh water, and the spread of aquatic invasive species (AIS) poses irreparable environmental, social and economic threats that will cost Canadian taxpayers billions of dollars in lost tourism and economic opportunities, and other unknown costs;*

*AND WHEREAS the spread of AIS is largely connected to human activity, including the unsafe transport of watercraft and floatplanes between bodies of water;*

*AND WHEREAS current government efforts through fines for failing to stop at a B.C. Watercraft Inspection Station, there is a lack of specific provincial or federal regulation and enforcement that is directed at watercraft owners who fail to prevent the spread of AIS by cleaning, draining, and drying their watercraft before transport;*

*THEREFORE, BE IT RESOLVED that the provincial and federal governments adopt increased and stricter enforcement measures for watercraft and floatplane owners including the introduction of a significant fine for watercraft and floatplane owners that fail to Clean, Drain and Dry their watercraft or floatplane before transporting it to another body of water and an increase in the fine issued to motorists who fail to stop at a Watercraft Inspection Station."*

We kindly request your consideration and support of this resolution and have enclosed background information on the resolution for your reference.

Regards,  
**DISTRICT OF SICAMOUS**

cc: Minister of Environment and Climate Change Strategy  
Premier Horgan  
UBCM Member Municipalities

**PDistrict of Sicamous**

446 Main Street  
PO Box 219  
Sicamous, BC  
VOE 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
sicamous.ca



# Memo

**To:** Southern Interior Local Government Association

**From:** District of Sicamous Council

**Date:** February 22, 2021

**Re:** Certified Resolution 21-068  
Enforcement for the protection of waterways from Aquatic Invasive Species

---

District of Sicamous Council's concern for the wellbeing of its community, province, and country inspired Resolution 21-068 which calls for tougher enforcement measures to prevent the spread of Aquatic Invasive Species (AIS) in Canada.

While Sicamous, home to Shuswap and Mara lakes, is particularly vulnerable to the spread of AIS, the detrimental effects are not limited to our community and would have environmental, economic, and social consequences province- and country-wide.

Council has long supported federal and provincial prevention efforts that have largely focused on educating the public through awareness campaigns and voluntary compliance. The Canadian Action Plan to Address the Threat of Aquatic Invasive Species states: "...there are few specific regulations directed at recreational and commercial boating related to preventing the spread of aquatic invasive species."

Watercraft inspection stations, like those in BC that target recreational boaters through awareness and compliance, are simply unable to inspect all watercraft transported between waterways due to limited operational hours. Fines are issued to motorists who fail to stop at these mandatory inspection stations; however, the fine is minimal considering the potential consequences of spreading AIS. While the federal Fisheries Act and provincial Wildlife Act, both contain sections which make unauthorized fish introductions illegal and include prosecution for such activity, there is no legislation around the transport of watercraft without proper decontamination.

Council, therefore, submits Resolution 21-068 which calls on the province and federal government for increased enforcement, tougher penalties and the introduction of legislation that criminalizes the transport of watercraft and floatplanes between waterways without first decontaminating.

**District of Sicamous**  
446 Main Street  
PO Box 219  
Sicamous, BC  
V0E 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
sicamous.ca



### **Certified Resolution # 21-068**

#### **It was moved and seconded:**

THAT Council submit the following resolution to the Southern Interior Local Government Association:

WHEREAS Canada is home to 20 percent of the world's fresh water, and the spread of aquatic invasive species (AIS) poses irreparable environmental, social and economic threats that will cost Canadian taxpayers billions of dollars in lost tourism and economic opportunities, and other unknown costs;

AND WHEREAS the spread of AIS is largely connected to human activity, including the unsafe transport of watercraft and floatplanes between bodies of water;

AND WHEREAS current government efforts through fines for failing to stop at a B.C. Watercraft Inspection Station, there is a lack of specific provincial or federal regulation and enforcement that is directed at watercraft owners who fail to prevent the spread of AIS by cleaning, draining, and drying their watercraft before transport;

THEREFORE, BE IT RESOLVED that the provincial and federal governments adopt increased and stricter enforcement measures for watercraft and floatplane owners including the introduction of a significant fine for watercraft and floatplane owners that fail to Clean, Drain and Dry their watercraft or floatplane before transporting it to another body of water and an increase in the fine issued to motorists who fail to stop at a Watercraft Inspection Station.

**Carried**

Certified a true and correct copy of a resolution endorsed by the Council at its Regular Council Meeting held on February 10, 2021.

Dated this 18<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_  
Jennifer Bruns  
Corporate Officer

**District of Sicamous**

446 Main Street  
PO Box 219  
Sicamous, BC  
V0E 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
**sicamous.ca**



March 18, 2021

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
Parliament Buildings  
Victoria, British Columbia V8V 1X4

*DELIVERED VIA EMAIL*

**Re: Invasive Asian Clams**

---

Dear Minister Heyman,

At its January 27, 2021 Regular Council meeting, the Council for the District of Sicamous passed the following resolution:

*"WHEREAS invasive Asian clams (Corbicula fluminea) are known to threaten the natural biodiversity of lakes by competing with native species for sustenance and space, cause biofouling to water treatments systems, alter water chemistry, and potentially reduce the quality of drinking water;*

*AND WHEREAS the spread of Asian clams will have significant environmental, social, and economic consequences for our waterways, wildlife and communities;*

*AND WHEREAS the Controlled Alien Species Regulation exists under the Wildlife Act to enforce controls for species that pose a risk to people, property, wildlife, and wildlife habitat:*

*THEREFORE BE IT RESOLVED that UBCM ask the Province of British Columbia to designate invasive Asian clams (Corbicula fluminea) as a Prohibited Aquatic Invasive Species under the Controlled Alien Species Regulation under the Wildlife Act."*

We kindly request your consideration and support of this resolution and have enclosed background information on the resolution for your reference.

Regards,

**DISTRICT OF SICAMOUS**

cc: Minister of Forests, Lands, Natural Resource Operations and Rural Development  
Premier Horgan  
UBCM Member Municipalities

**District of Sicamous**

446 Main Street  
PO Box 219  
Sicamous, BC  
VOE 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
**sicamous.ca**



# Memo

**To:** Southern Interior Local Government Association

**From:** District of Sicamous Council

**Date:** February 22, 2021

**Re:** Certified Resolution 21-047  
Asian clams (*Corbicula fluminea*) worthy of Controlled Alien Species Regulation

---

Asian clams (*Corbicula fluminea*) are not native to Canada, however a recent study conducted by the Columbia Shuswap Invasive Species Society (CSISS), discovered live Asian clams in Shuswap Lake. According to the Invasive Species Council of BC, the species has also made its way to southern Vancouver Island and river systems in the Lower Mainland including the Fraser River, Pitt River, and Coquitlam River.

After the CSISS study was brought to the attention of the District of Sicamous Council, research demonstrated that Asian clams, which can self-fertilize and reproduce rapidly, have the capacity to disrupt natural biodiversity and ecosystems, negatively impact native species by competing for sustenance and space, cause biofouling to water treatment systems, alter water chemistry, and reduce the quality of drinking water.

Further inquiry determined Asian clams are not scheduled within the Controlled Alien Species Regulation under the Wildlife Act which controls "alien animals that pose a risk to the health or safety of people, property, wildlife or wildlife habitat." Council argues that Asian clams pose such risks with environmental, social, and economic consequences for waterways and communities provincewide.

Therefore, Council pursued and adopted Resolution 21-047 which calls on B.C. Government to use its authority to designate Asian clams as an Aquatic Invasive Species under the Controlled Alien Species Regulation.

**District of Sicamous**  
446 Main Street  
PO Box 219  
Sicamous, BC  
V0E 2V0

**T:** 250 836 2477  
**F:** 250 836 4314  
**E:** info@sicamous.ca  
**sicamous.ca**



**Certified Resolution # 21-047**

**It was moved and seconded:**

WHEREAS invasive Asian clams (*Corbicula fluminea*) are known to threaten the natural biodiversity of lakes by competing with native species for sustenance and space, cause biofouling to water treatments systems, alter water chemistry, and potentially reduce the quality of drinking water;

AND WHEREAS the spread of Asian clams will have significant environmental, social, and economic consequences for our waterways, wildlife and communities;

AND WHEREAS the Controlled Alien Species Regulation exists under the Wildlife Act to enforce controls for species that pose a risk to people, property, wildlife, and wildlife habitat:

THEREFORE BE IT RESOLVED that UBCM ask the Province of British Columbia to designate invasive Asian clams (*Corbicula fluminea*) as a Prohibited Aquatic Invasive Species under the Controlled Alien Species Regulation under the Wildlife Act.

**Carried**

Certified a true and correct copy of a resolution endorsed by the Council at its Regular Council Meeting held on January 27, 2021.

Dated this 11<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_  
Jennifer Bruns  
Corporate Officer



March 4, 2021

File:

Dear UBCM Members:

**Re: Help Cities Lead (HCL) Campaign**

The District of North Vancouver is sending this letter to you requesting support of the Help Cities Lead (HCL) campaign.

At its regular meeting of February 22, 2021, the District of North Vancouver Council passed the following resolution:

*THAT Council support the Help Cities Lead initiative by writing letters to Ministers Heyman (Minister of Environment and Climate Change Strategy), Osborne (Minister of Municipal Affairs), Ralston (Ministry of Energy, Mines, and Low Carbon Innovation), Eby (Attorney General and Minister Responsible for Housing), and Robinson (Minister of Finance) requesting five policy actions which would empower the District of North Vancouver to help align building policy with Intergovernmental Panel on Climate Change (IPCC) science to achieve our climate targets;*

*AND THAT Council send a letter Metro Vancouver Regional District asking Metro Vancouver to also support the initiative;*

*AND THAT Council send a letter to all BC Local Governments asking them to support the initiative.*

Please find a copy of the letter sent to the ministers attached for your information and consideration.

Sincerely,

Mike Little  
Mayor

Enclosure

March 3, 2021

File:

The Honourable Minister George Heyman  
Minister of Environment and Climate Change Strategy

The Honourable Josie Osborne  
Minister of Municipal Affairs

The Honourable Bruce Ralston  
Minister of Energy, Mines, and Low Carbon Innovation

The Honourable David Eby  
Attorney General and Minister responsible for Housing

The Honourable Selina Robinson  
Minister of Finance

Dear Ministers:

**Re: Help Cities Lead (HCL) Campaign**

The District of North Vancouver is sending this letter to you as an endorsement of the Help Cities Lead (HCL) campaign.

As you are aware, municipalities are on the front lines of climate change dealing with the impacts of floods, droughts, forest fires, heat waves, etc. We directly influence about half of Canada's energy use and emissions. The success of the province in achieving deep emissions reductions from the building sector is directly connected to the success of local governments in achieving their own targets. While municipalities have shown strong climate leadership, expanded regulatory authority is needed for taking bolder steps to achieving our climate targets.

HCL is an education and awareness campaign focused on accelerating building decarbonization through collaboration between the Province of British Columbia and local governments. The group is led by Climate Caucus and supported by local governments and environmental NGO's.

Why buildings? Emissions from buildings account for about 11% of the province's greenhouse gas (GHG) emissions and for municipalities, GHG emissions from existing buildings account for 40-60% of community emissions. A number of BC local governments have made climate emergency declarations and set ambitious targets to significantly reduce GHG emissions from buildings over the next 10 years. However, local governments are largely limited to information

campaigns and incentives for pursuing these ambitious reduction targets. Recent climate policy modelling shows that on their own, these policy tools are insufficient to achieve broad and deep energy and GHG reductions given limited budgets.

HCL campaign recommends a suite of expanded authorities for local governments that will enable communities to take bolder action on reducing GHG emissions from new and existing buildings:

- Property assessed clean energy (PACE) financing
- Mandatory home energy labelling
- Regulating GHG emissions for new buildings
- Regulating GHG emissions for existing buildings
- Mandatory building energy benchmarking and reporting

We are pleased to see that the November 2020 mandate letters to the Ministers of Municipal Affairs and Energy, Mines and Low Carbon Infrastructure support the implementation of PACE financing. We also note that the mandate letter for the Minister of Finance supports home energy labelling. Finally we pleased to see that the mandate letter to the Attorney-General and Minister Responsible for Housing includes support for regulation of GHG emission of new buildings.

We support the directions set out in these new mandate letters regarding PACE financing, home energy labelling, and GHG requirements for new buildings and request that the province empower local governments to opt to take action, if they so choose, on the two remaining items of the Help Cities Lead's campaign, namely GHG requirements for existing buildings and building energy benchmarking. Additional information about each of the initiatives can be found at <https://www.helpcitieslead.ca/>

It is our hope that you would consider meeting with a delegation from Help Cities Lead for further discussion on these initiatives.

Sincerely,



Mike Little  
Mayor

March 29, 2021  
Sent via Email

To British Columbia Municipalities,

**RE: Helping Cities Lead Campaign**

On March 2, 2021 Port Moody City Council passed the attached resolution.

I am writing to you today on behalf of Port Moody City Council, requesting your endorsement for the Help Cities Lead Campaign. Endorsing the Help Cities Lead Campaign is an opportunity to support an advocacy campaign related to building greenhouse gas emissions reductions in British Columbia. Supporting this campaign will result in completing an action related to advocacy under the Buildings focus area in the 2020 Climate Action Plan.

The Help Cities Lead campaign presents a suite of climate policy initiatives that support emissions reductions from new and existing buildings in British Columbia. I have included a copy of the Council report dated January 25, 2021 from the Community Development Department – Policy Planning Division regarding Endorsement of Advocacy Campaign Help Cities Lead to provide further information on this topic.

Taking on climate change and making a difference will take the dedication and commitment of all levels of government and the support of BC municipalities.

We hope that you will join our City in endorsing the Help Cities Lead campaign, showing support for a very important legislative change to expand climate action powers in order to meet very important targets in reducing greenhouse gas emissions in British Columbia.

Sincerely,



Mayor Rob Vagramov  
City of Port Moody

Attachment:

1. Resolution from the City of Port Moody – Helping Cities Lead Campaign



City of Port Moody  
**Council Resolution**  
March 2, 2021

CW21/020

*Moved, seconded, and CARRIED*

*THAT Council formally endorse the Help Cities Lead campaign as recommended in the report dated January 25, 2021 from the Community Development Department – Policy Planning Division regarding Endorsement of Advocacy Campaign “Help Cities Lead”, and take the following actions:*

- a) *write a letter to the following provincial ministers to voice support for the five policies detailed in this report:*
  - *Minister of Environment and Climate Change Strategy;*
  - *Minister of Municipal Affairs;*
  - *Minister of Energy, Mines, and Low-Carbon Innovation;*
  - *Minister of Finance; and*
  - *Attorney General and Minister responsible for Housing;*
- b) *request a meeting with the Ministers listed above;*
- c) *write a letter to Metro Vancouver requesting regional endorsement of the campaign;*  
*and*
- d) *write letters to all BC local governments asking them to endorse the campaign;*

*AND THAT Council authorize staff to participate in activities supporting the Help Cities Lead campaign, including information sharing presentations to other municipal Councils.*

February 28, 2021

Alberni Farmers' Institute (AFI)  
albernifarmersinstitute@gmail.com  
Port Alberni, British Columbia

Honourable Selina Robinson  
Minister of Finance  
FIN.Minister@gov.bc.ca

CC: Honourable Lana Popham (AGR.Minister@gov.bc.ca); Honourable Josie Osborne, Mid Island-Pacific Rim (josie.osborne.MLA@leg.bc.ca); Mr. Ian Paton, Liberal Ag Critic (Ian.Paton.MLA@leg.bc.ca); District A Farmers' Institute (districtafarmers@gmail.com)

Re: Rising Insurance for Farms

Dear Honourable Minister Robinson,

Farmers across the province are currently saddled with significant insurance costs – costs that cut into their net incomes, raise prices for consumers, and ultimately undermine the economic sustainability of their farming operations.

We see that it is the Ministry of Finance's stated mission to "*deliver responsible, consistent, and valued financial and fiscal services, leadership, and advice...*" as well as "*...plan, coordinate, and deliver communications programs, policies, research, and services for ministries and certain public bodies*". We also see that the Ministry of Agriculture's stated mission is "*to cultivate a competitive and socially responsible agrifood sector*"<sup>1</sup>. Therefore, we are asking the Minister of Finance to act on this province-wide issue immediately before we lose the last remaining small-medium sized farms we have and halt the creation of any new.

### THE PROBLEM

During the Farmers' Institute AGM in 2018, the Ministry of Agriculture heard from farmers across the province. Many brought up the problem of farm insurance rates. Some requested the Ministry assist by intervening and negotiating on behalf of farmers. This type of insurance regulation or negotiation is not unheard-of and has precedents elsewhere in Canada and Europe.

During this meeting, the Ministry did not indicate interest in acting and has subsequently not acted in the years following. At the same time, rates of insurance for small-medium size farms have continued to climb to ever-increasingly unsustainable levels.

---

<sup>1</sup> British Columbia Ministry of Finance. 2020. *Estimates: Fiscal Year Ending March 31, 2021*. Government of British Columbia.

The issue is ironically exacerbated in many cases. That is, when farmers want to provide more food to their communities, or more services, they are at concurrently punished with higher rates. Anything from adding a Class D slaughter license, to pasturing horses, having honeybees, opening a farm stand, or allowing farm visitors is immediately monetarily penalized. In the end, the government cannot continue to mention the word ‘sustainable’ when speaking about BC’s food’s system with any semblance of integrity until such contradictions are resolved.

Over the last year, the province’s meat regulations have come under the microscope. Producers continue to explain that the lack of slaughter capacity in the province is forcing them to quit or scale back<sup>2</sup>. The Alberni Farmers’ Institute worked to get our region Class D/E designation. However, now farmers are seeing that this comes with significant costs. For instance, it appears that commercial insurance is an additional \$1200 for the 25-animal unit D license. This adds approximately 30\$/lamb or 100\$/beef to the price of meat that then gets passed onto consumers.

Other farmers are facing a doubling of rates over the course of only a year. The problem is becoming acute and has now garnered media attention.<sup>3</sup> We have very easily collected further alarming anecdotes on insurance - they are attached in Appendix A. We are not only compelled to ask how this incentivizes farmers to grow more food or continue inter-generational learning around food production; we need to ask something more fundamental. That is, if rates continue to climb, will they soon reach levels that forces farming operations to cease or never start at all?

### POSSIBLE SOLUTIONS

In order to address this situation, we believe the government must negotiate on farmers’ behalf. Fortunately, governments can intervene with rules related to insurance premiums in many countries. In the Netherlands, citizens are required to purchase private health insurance. However, insurers cannot legally refuse an application for health insurance or to impose special conditions. Private insurance companies must offer a universal insurance package to citizens and they must do so at a fixed price for all.

The Ontario Federation of Agriculture and Alberta Federation of Agriculture<sup>4</sup> have negotiated with insurance companies to provide their members exclusive coverage and savings<sup>5</sup>. Likewise, the BC Association of Farmers Market provides a preferred group insurance rate on Commercial General Liability<sup>6</sup>. Clearly, precedents exist. Therefore, there is no apparent reason why this issue cannot be acted upon.

---

<sup>2</sup> Vancouver Sun. January 30, 2021. The gap between field and fork: Lack of slaughter capacity causes some B.C. farmers to quit, others to scale back. <https://vancouversun.com/news/the-gap-between-field-and-fork-lack-of-slaughter-capacity-causes-some-b-c-farmers-to-quit-others-to-scale-back>

<sup>3</sup> Goldstream News Gazette. Feb. 9, 2021. *Vancouver Island farmers facing massive insurance hikes: Industry says many factors causing dramatically increased premiums*. <https://www.goldstreamgazette.com/news/vancouver-island-farmers-facing-massive-insurance-hikes>

<sup>4</sup> Alberta Federation of Agriculture. <http://www.afaonline.ca/uploads/files/Co-operators%20Benefits%20-%20AFA.pdf>

<sup>5</sup> Ontario Federation of Agriculture. <https://ofa.on.ca/benefit/co-operators/>

<sup>6</sup> BC Farmers’ Markets. Vendor Insurance. <https://bcfarmersmarket.org/vendor-insurance/>

## OUR REQUEST

The insurance programs on the Ministry of Agriculture's website are largely irrelevant to the situation of many small-medium size farms in this province. Crop insurance is one thing – operating insurance is another.

We request the Ministry of Finance take action on this issue and negotiate with insurance providers to arrange group insurance rates for farms with farm status in BC so that the cost of 'doing business' (i.e. providing food to local communities) does not increase to an extent that it dissolves the economic sustainability of farming itself.

Kind regards,

Alberni Farmers' Institute

## Appendix A: Selection of Insurance Issues

- *My total approximate insurance costs for 2 houses, the bees, horses, and orchard (only selling my product off the property) would be just under \$6000. That was in October...After being denied by seven underwriters because of the bees and the horses. Insurance is more than my yearly revenue...Leasing to horses for pasture and honeybees has cost me an extra \$900 even though they have their own liability policies.*
- *I've been reading my insurance may jump to \$10k with a Class D license, based on comments from other farmers. I don't make 10k. And of course, there are no goal posts that are defined. Once you state your intentions, you can't go back and say "I changed my mind, I won't do slaughter". My provider this year must have asked me 20 times if I'm doing on farm slaughter. Yes, class D bumps me into commercial slaughter zone for insurance. Even though class D does not allow me enough volume to make a living doing slaughter.*

*I think that's the hardest thing about insurance, the elusive goal post. Under class D, A farm is allowed 2000 chickens or 25 cattle. That's \$5 a bird for insurance for a chicken. That's \$400 per cow for insurance. And once I'm given the amount, there is no going back, as there are only 2 underwriters in BC who handle farm insurance.*

*Many people can't even get insurance if they have a farm. Most of us can't buy a farm without a mortgage, and you can't keep a mortgage without insurance.*

- *Last year we made \$3600 before expenses (since we both have had to work full time after the whole mad cow stupidity). Sold our cows in 2008. We paid \$3400 for insurance and that only covers the house a garage and liability. Good luck. We do hay and eggs. This is farm insurance but excluding pretty much everything farm because of cost. We have tractors, balers, barns implement shed but it costs way too much to insure so we just insure the house.*

*My husband and I are seriously thinking about not insuring since that is now an option without a mortgage, but our area was hit hard by wildfires in 2018 so it will be a very tough decision.*

*Our home is 28×28. On two floors with a basement so definitely not a mega mansion.*

*In 2018 there were many farms affected from the fires. Many didn't have outbuildings covered because of the cost but when the fire comes through all they try to save are the homes so many farmers suffered. Miles of fencing, barns and outbuildings burned. If only insurance had been more affordable.*

- *Our farm is very small - we cultivate approximately an acre in vegetables and run a market garden business. We spent \$820.00 in 2020 and \$1214.00 in 2019 for farm insurance. That was for vehicles, outbuildings, and farm liability for injuries. It is \$400 less in 2020*

*because we decided to drop insurance our large produce truck for six months to lower our costs. If we grew larger it would be a problem for us.*

- *I've experienced the same thing, rising insurance costs year over year with less coverage. And now I can't even drop the coverage if I still want to maintain insurance on my house, without completely closing down my business and farm sales. It's ridiculous.*
- *I tried to reduce our premium by having a \$50,000 deductible, but the insurance provider refused. We would never claim in the insurance for anything other than catastrophic damage. Our insurance has risen by 50% over the last three years.*

*I am not sure if we can even get insurance to sell our grass-fed beef at all. So, when we talk about buy local, buy BC, and the insurance is so exorbitant that it takes any small profit you do make it is so contraindicated.*

*A friend of ours was selling produce from their home gardens, and were making quite a decent income from it, being master gardeners. Their insurance agent absolutely refused to insure them if they kept doing it. Of course, the cost of insurance was exorbitant and cut any profit they had to nothing.*

*Another factor that is a problem is that the value of our property has also increased significantly over the last few years, which is fine if you are a developer, but if you are a family farm, wanting to continue to farm and have something to pass on to your children, it is another financial burden.*

- *My insurance is running at \$4500. That is almost one third of the gross we made from sales of calves last year. It will go up if we add anything to it, or if our Fire Department moves the firehall (as is the plan).*
- *We had farm insurance to cover our hobby farm with wood as a primary and we were paying \$2600. Then out of no where they suddenly decided they didn't like our wood combined electric forced air furnace. Our new policy premiums doubled and were then paying over \$5000 per year. Little choice in companies when it comes to farm insurance. Four months ago, we ripped out wood heat and got a heat pump installed and we are still waiting for them to change our policy... how nice for them to drag there heels.... ugh looking into new broker and insurance totally disappointed at service. We now have a licence E so scared how much that will jack up the insurance for on farm slaughter. Any advice anyone has for me I am all ears.*
- *At my old farm, about 5 years ago, I had hobby farm insurance as a rider on my house insurance. Came to about \$1400 a year. After 3 years on farm, I hit some magic number or the goal post changed, and this was never defined to me nor was I given a chance to make changes to fit parameters. My insurance was dropped last minute by my provider, 5 days before the policy was due. In order to keep my mortgage, I needed to keep insurance and of course the lovely agent notified my mortgage company. I eventually got a policy from*

*Lloyd's of London for just shy of \$5000. All that covered was liability and house replacement, zero other benefits or riders.*

- *Our buildings/farm business insurance has risen dramatically in the last few years but the latest increase in 2020 was the worst! Our broker has had trouble finding a provider and as a result had to go with the only quote available. In 2019 we paid approximately \$2,500 with a \$2,000 deductible. This last year it was increased to almost \$2,900 with a \$5,000 deductible. This after buying farm insurance for close to 40 years with not even one claim.*

*We are considering not even having insurance as we feel that the risk /cost factor is out of balance. To reduce the liability risk and protect buildings from added fire risk etc. we would likely end all farm product production. Farm status advantages are being wiped out by added insurance cost etc., along with other negative factors.*

*We need a system similar to ICBC for farm and building insurance, possibly other types of homeowner property insurance should be included in this system.*

- *I have decided to "under-insure" so that I can afford my annual insurance premium. My insurance is called "Hobby Farm Coverage", but it keeps going up, so I have taken a lot of the insurable activities and buildings out. I could not afford insurance on the farm buildings, so two of them are not insured and other buildings are under-insured, and I don't sell through my farm stand.*
- *I asked my home insurance to quote me on selling chicken eggs quite a few months ago. They refused to quote me until I had eggs to sell. I explained I wanted a quote before I invested in chickens, but they refused. Now I have a bunch of eggs, so I'll try to get insurance again, but I found the process infuriating. If it adds a couple thousand, even a thousand, I'm just going to fold as I've been doing the finances for the eggs, and I just can't see how I can even break even. The insurance company had no problem seeing that I'm also a clinical hypnotherapist and nutritionist and grilled me about it and wanted to make sure I had commercial insurance for that instead.*

## First Nations Well Being Fund Frequently Asked Questions

Thank you for your interest in the First Nations Well Being Fund. Below are some frequently asked questions. Visit the website for the full Program and Application guide and to download application forms at <https://www.fnps.ca/community-projects/well-being-fund>  
If you have questions or need more information, please contact the First Nations Public Service Secretariat at email: [info@fnps.ca](mailto:info@fnps.ca) phone: 604-328-5052 or 604-619-9118

### OVERVIEW

**Q: What is the First Nations Well Being fund?**

**A:** The intent of the First Nations Well Being Fund is to support First Nations in their efforts to promote well being, increase quality of life for all community members (both on and off reserve) and reduce poverty at the community and/or Nation level.

**Q: What types of projects are eligible for funding?**

**A:** There are two funding streams. **Stream 1: Community Projects** may include projects such as:

- Local food security initiatives
- Initiatives that provide employment opportunities;
- Training and skills building opportunities;
- Cultural initiatives that will strengthen the community and support decolonization; and,
- Other initiatives that will promote well-being at the community or Nation level.

**Stream 2: Planning** supports First Nations to undertake planning and community engagement activities to develop a plan (or begin discussions on a plan) that will assist in promoting well-being and reducing poverty at the community level.

Please see **Sections 3-4** of the *Program and Application Guide* for more details.

**Q: What types of costs/expenses can this funding help cover?**

**A:** Eligible costs for core project activities may include hosting workshops, community forums or cultural activities; training/education/course costs; and some transportation costs. Other eligible costs for project supports may include wood stoves, freezers, and digital devices. For further information on **eligible and ineligible costs and activities** please refer to **Sections 5-6** of the *Program and Application Guide*.

**Q: Can the funds be used to make capital purchases such as microwaves or cell phones?**

**A:** Yes. Some capital purchases are eligible. Please see **Section 5** of the *Program and Application Guide*.

**Q: Does this fund offer salary support?**

**A:** The First Nations Well Being Fund does not offer regular salary support. However, **incremental staff costs** to support projects or programs under this Fund are permitted. Refer to Section 5 of the *Program and Application Guide*.

**Q: Where does the funding for the First Nations Well Being Fund come from?**

**A:** The Province of British Columbia has provided funding for this initiative as part of its actions to reduce poverty in British Columbia. For more information about the BC Government's poverty reduction strategy, see: *TogetherBC: British Columbia's Poverty Reduction Strategy*. The fund is being administered by the First Nations Public Service Secretariat, an Initiative of the First Nations Summit.

## GRANT AMOUNTS

**Q: How much can a First Nation apply for?**

**A:** Grant maximums are:

**Stream 1** - \$35,000 for a single applicant; \$70,000 for two First Nations, and \$105,000 for regional applications of three (3) or more partnering First Nations. Projects may receive up to 100% of the cost of eligible activities. Refer to **Section 7** of the *Program and Application Guide*.

**Stream 2** - \$25,000 for one First Nation, \$50,000 for two First Nations; or \$80,000 for a regional application involving three (3) or more partnering First Nations. Projects may receive up to 100% of the cost of eligible activities. Refer to **Section 7** of the *Program and Application Guide*.

**Q: Can a First Nation apply to both streams of funding?**

**A:** Yes. First Nations may make an application to both streams of funding, however, all projects from both streams of funding must still be completed by July 31, 2023.

## ELIGIBILITY

**Q: Who is eligible for funding?**

**A:** Eligible applicants include:

- BC First Nations as either single or partnering First Nations
- Regional applications on behalf of three (3) or more First Nations
- Nation/Tribal Governments on behalf of three (3) or more member First Nations

For a list of **ineligible applicants** please refer to **Section 2** of the *Program and Application Guide*.

## APPLICATION QUESTIONS

**Q: How do I apply for funds?**

**A:** Download the application form from the website, fill it out and email it to [info@fnps.ca](mailto:info@fnps.ca) along with the requested documents, including a First Nation or Band Council Resolution and detailed budget. Please see the application forms for additional details. Paper application forms may also be mailed. See the mailing address on the website.

**Q: Can a First Nation submit more than one application?**

**A:** First Nations may apply to both funding streams for two separate projects. However, a First Nation may not submit more than one application to a single funding stream.

**Q: When is the application deadline?**

**A:** Applications open on March 25, 2021 and close at **11:00pm on May 30, 2021**. If funding is still available, applications will continue to be received on a rolling basis until July 31, 2022.

**Q: What information do I need to complete my application?**

**A:** Please see the checklist of all the information you will need to complete your application. Please refer to **Section 8** of the *Program and Application Guide*.

**Q: Can I submit a paper application?**

**A:** Yes. Applications can be submitted by mail. Our mailing address can be found in **Section 8** of the *Program and Application Guide*.

**Q: Will you provide feedback on my proposal?**

**A:** Yes. Where required, or requested, feedback will be provided on the applications and an opportunity for edits will be provided in advance of the May 30, 2021 deadline. The earlier an application is submitted, the more time there will be to make alterations prior to the May 30, 2021 deadline.



**Q: What happens if I make an error in the application form that has already been submitted?**

**A:** In cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Refer to **Section 8** of the *Program and Application Guide*. Please reach out to staff at the First Nations Public Service Secretariat if you need assistance at email: [info@fnps.ca](mailto:info@fnps.ca) phone: 604-328-5052 or 604-619-9118

**Q: How will applications be evaluated?**

**A:** Applications will be evaluated against the program objectives of the First Nations Well Being Fund as outlined for both Stream 1 (Community Projects) and Stream 2 (Planning). Funding decisions will be made on a priority basis and additional evaluation criteria will include:

- Demonstrated community need;
- Geographic distribution across British Columbia;
- Urban/rural distribution;
- Anticipated outcomes and positive impact on community members;
- How the project or program will build capacity within the First Nation; and
- Cost-effectiveness.

For more information see **Section 8** of the *Program and Application Guide*.

**Q: Will I still be eligible for funding if I do not have all my financial documents?**

**A:** Be sure to please attach the appropriate financial documents to match the grant amount requested in your application. If you have questions about the details required for the budget, please reach out to the staff at First Nations Public Service Secretariat at email: [info@fnps.ca](mailto:info@fnps.ca) phone: 604-328-5052 or 604-619-9118.

**Q: What should we do if our funding situation changes – for example if we secure funding from another source for the same activity as we have applied for?**

**A:** All grant contributions for eligible portions of the project must be declared and, depending on the total amount, may decrease the amount of the grant. Please submit any new information to [info@fnps.ca](mailto:info@fnps.ca) with “attn: First Nations Well Being Fund” in the subject line.

**Q: What should I do if I experience a technical difficulty with the application form?**

**A:** If you experience a technical difficulty, please notify us by email at [info@fnps.ca](mailto:info@fnps.ca) or phone 604-328-5052 or 604-619-9118.

**Q: Who can I contact about questions or to discuss my application?**

**A:** If you wish to discuss your application and its eligibility prior to applying, contact the First Nations Public Service Secretariat at email: [info@fnps.ca](mailto:info@fnps.ca) phone: 604-328-5052 or 604-619-9118

## **FUNDING DECISIONS & REPORTING**

**Q:** **When will applicants be advised on the status of their application? When will we know if we receive funding?**

**A:** Applicants will be advised of the status of their application within 60 days of the application deadline. All applicants will receive written notice of funding decisions. For more information refer to **Section 8** of the *Program and Application Guide*.

**Q:** **When does the funding need to be used by?**

**A:** Funding must be used by **July 31, 2023**. Successfully funded applicants will have 23 months to complete their project, or by July 31, 2023, whichever comes soonest.

**Q:** **What are the reporting requirements of this Funding?**

**A:** The Fund has been designed to make reporting on the funding as straight forward as possible and to help reduce the administrative burden on First Nations. Funded First Nations will need to submit reports on funding: all funded First Nations will receive a short reporting form to fill out as part of their final report. Please see **Section 11** of the *Program and Application Guide* for more information on what the final report will need to include and how to submit it.

## **ABOUT THE FIRST NATIONS PUBLIC SERVICE SECRETARIAT**

**The First Nations Public Service Secretariat is an initiative of the First Nations Summit Society. Through partnerships, we work collaboratively with various organizations and levels of government to help First Nation communities excel and build capacity. Our mission is to strengthen and enhance capacity in First Nations communities and organizations, on an individual, organization, and Nation level. For more information, see [www.fnps.ca](http://www.fnps.ca)**



# The First Nations Well Being Fund

## 2021 Program & Application Guide

---

1. INTRODUCTION.....	1
2. ELIGIBLE ORGANIZATIONS .....	2
3. ELIGIBLE PROJECTS.....	3
4. FUNDING STREAMS.....	3
5. ELIGIBLE COSTS & ACTIVITIES.....	4
6. INELIGIBLE COSTS AND ACTIVITIES .....	5
7. GRANT MAXIMUMS .....	6
8. APPLICATION REQUIREMENTS AND REVIEW PROCESS .....	6
9. GRANT MANAGEMENT AND APPLICANT RESPONSIBILITIES .....	8
10. RESEARCH COMPONENT.....	9
11. FINAL REPORT REQUIREMENTS & PROCESS.....	9
12. ADDITIONAL INFORMATION .....	10

---

### 1. INTRODUCTION

The First Nations Well Being Fund has been developed and is being implemented by the First Nations Public Service Secretariat (an initiative of the First Nations Summit Society).

The intent of the First Nations Well Being Fund is to support First Nations in their efforts to promote well-being, increase quality of life for all community members (both on and off-reserve) and to reduce poverty at the community and/or Nation level.

The First Nations Well Being Fund offers funding as follows:

- A maximum of \$35,000 per project will be available where one (1) First Nation is the applicant under Stream 1 (Community Projects)
- A maximum of \$70,000 per project will be available where there are two (2) First Nations involved under Stream 1 (Community Projects).
- A maximum of \$105,000 per project will be available where there are three (3) or more partnering First Nations involved, under Stream 1 (Community Projects)
- A maximum of \$25,000 will be available where one (1) First Nation is the applicant under Stream 2 (Planning)



- A maximum of \$50,000 will be available where there are two (2) First Nations involved, under Stream 2 (Planning).
- A maximum of \$80,000 will be available where there are three (3) or more partnering First Nations involved, under Stream 2 (Planning).

The Province of British Columbia has provided funding for this initiative as part of their actions to reduce poverty in British Columbia. For more information about the BC Government's poverty reduction strategy see: [TogetherBC: British Columbia's Poverty Reduction Strategy](#).

## **2. ELIGIBLE ORGANIZATIONS**

### **Eligible Applicants**

#### **First Nations**

BC First Nations as either single or partnering First Nations are eligible to apply.

#### **Regional Applications**

Funding requests from three (3) or more First Nations may be submitted as a single application for collaborative projects. The primary applicant submitting the application for a regional project is required to submit a First Nation Council resolution/Band Council resolution. Each First Nation who is part of the application is also required to submit a First Nation Council resolution/Band Council resolution that clearly states their support of the project.

#### **Nation/Tribal Governments**

Nation/Tribal Governments are only eligible if they are administering a project on behalf of three (3) or more member First Nations.

Nation/Tribal Governments will need to identify which First Nations have agreed to be part of this project.

Each of these First Nations will need to have a First Nation Council resolution/Band Council resolution supporting the project.

Only First Nation Council resolution/Band Council resolution will be accepted as confirmation of project support; letters of support are not acceptable as confirmation of project support.

### **Ineligible Applicants**

Non-profit societies, development corporations, associations, friendship centres, committees, collectives, and other similar organizations are ineligible.

Consultants cannot be the applicants, nor can they be listed as the contacts for the project; BC First Nations (or Tribal Council if administering on behalf of First Nations partnership) need to be the applicant and project contact.



### 3. ELIGIBLE PROJECTS

To qualify for funding, applications should:

- Describe the extent to which proposed activities will promote well-being in the First Nation, or in the region (if the application is from three or more First Nations);
- Include a clear plan about how the project or program will positively impact the community and contribute to an improved quality of life for community members. Areas of particular focus for funding will include but are not limited to: food security; social and cultural supports; employment; education and training; families, children and youth; mental health; and transportation.
- Be capable of completion by the applicant(s) within 23 months from the date of grant approval or by July 31, 2023, whichever comes sooner;
- Be a new project or program;
- Be an existing project or program that is expanding;
- Be an existing project or program with funding expiring within the timeframe for the First Nations Well Being Fund; which has clear deliverables that can be identified within the timeframe for the First Nations Well Being Fund; which otherwise meets the criteria; and which needs funding to continue.

Retroactive funding is only available for costs incurred from December 1, 2020 forward.

### 4. FUNDING STREAMS

#### Stream 1: Community Projects

The funding maximum under Stream 1 is \$35,000 for a single applicant; \$70,000 for two First Nations, and \$105,000 for regional applications of three (3) or more partnering First Nations.

The intent of this funding stream is to support First Nations to undertake local projects in order to promote wellness and to reduce poverty at the community level. This stream may include projects that will assist First Nation members, such as:

- Local food security initiatives (such as community kitchens or community gardens/greenhouse that support training and social inclusion) as well as access to food, or food-waste diversion projects (if geographically feasible);
- Initiatives that provide employment opportunities;
- Training and skills building opportunities;
- Cultural initiatives that will strengthen the community and support decolonization; and,
- Other initiatives that will promote well-being at the community or Nation level.



## Stream 2: Planning

The intent of this funding stream is to support First Nations to undertake planning and community engagement activities to develop a plan (or begin discussions on a plan) that will assist in promoting well-being and reducing poverty at the community level. A key component of this funding stream is to provide resources to support dialogue within First Nation communities and Nations about how they wish to measure wellness within their community. Wellness within a community or Nation needs to be defined by that community itself, and the funding under this planning stream is intended to support First Nations in having those conversations.

The funding maximum under Stream 2 is \$25,000 for one First Nation, \$50,000 for two First Nations; or \$80,000 for a regional application involving three (3) or more partnering First Nations.

The end product resulting from this funding stream may be **one or more** of the following:

- (1) sessions that facilitate dialogue within the community or Nation defining what wellness is to them and how they will measure progress towards wellness and a written summary report outlining the discussions that took place;
- (2) dialogue sessions that engage the community or Nation in the development of a written First Nation Well Being Plan;
- (3) development of a First Nation Well Being Plan that addresses one or more pressing issues at the community level. Examples might include, but are not limited to, plans relating to the following areas: food security; social and cultural supports; employment; education and training; families, children and youth; mental health; transportation; and, how to measure wellness in your community, as defined by people within that community.

## 5. ELIGIBLE COSTS & ACTIVITIES

### Eligible Costs – Core Project Activities

Eligible costs and activities must be cost-effective. Some costs may be considered for retro-active funding from December 01, 2020 forward. Eligible costs and activities may include:

- Hosting workshops, community forums or cultural activities that are directly related to the community project under Stream 1 or as part of the planning process and dialogue sessions under Stream 2;
- Supplies/Materials to support Community Projects;
- Public information or communications costs;
- Training/Education/Course Costs;
- Some transportation costs (e.g., such as bus-passes or long-distance bus tickets)



- Honoraria for participants in funded activities or that require reimbursement for personal costs incurred. Detailed notes regarding Honoraria must be included in submitted budget;
- Incremental staff costs; and
- Incremental administration costs.

### **Eligible Costs – Other Project Supports**

- Heating appliances including pellet stoves, wood stoves, or heat pumps. **Space heaters are not included.**
- Appliances (Freezers, Fridges, Dishwasher, Washer/Dryer, Microwaves);
- Food;
- Digital devices (Hard-ware) for First Nation community members, who reside either on or off-reserve, for personal connection, educational, training, and employment purposes to a maximum of \$500 per individual (e.g. tablet, phone, laptop)
- Software (up to \$500) per project;

### **Consultant Costs**

Eligible consultant costs will differ for Stream 1 and Stream 2.

**For Stream 1** (Community Projects), consultant costs may not exceed 30% of the total costs of the project.

**For Stream 2** (Planning), consultant costs may not exceed 60% of the total costs of the project.

Please note, greater consideration will be placed on proposals that focus on building capacity within the First Nation community.

## **6. INELIGIBLE COSTS AND ACTIVITIES**

Any activity that is not outlined above or is not directly connected to activities in the application approved by the First Nations Public Service Secretariat is not eligible for grant funding. For greater clarity this list includes, but is not limited to:

- Regular salaries of staff;
- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licenses or service subscriptions that are not directly related to a community project under **Stream 1**;
- Travel (unless submitted as part of the original budget and approved in application); and
- Corporate or business projects;
- Digital devices that are not directly related to a project; and,
- Appliances that are not directly related to a project.



Please note that **incremental staff costs** to support projects or programs under this Fund are permitted (see Section 5).

## **7. GRANT MAXIMUMS**

### **Stream 1**

Projects funded for one First Nation under Stream 1 (Community Projects) may receive up to 100% of the cost of eligible activities to a maximum of \$35,000.

A maximum of \$70,000 per project will be available where there are two (2) First Nations involved under Stream 1 (Community Projects).

Regional applications involving three (3) or more partnering First Nations under Stream 1 (Community Projects) may receive up to 100% of the cost of eligible activities to a maximum of \$105,000.

### **Stream 2**

Projects funded under Stream 2 (Planning) may receive up to 100% of the cost of eligible activities to a maximum of \$25,000.

A maximum of \$50,000 will be available where there are two (2) First Nations involved, under Stream 2 (Planning).

Regional applications involving three (3) or more partnering First Nations under Stream 2 (Planning) may receive up to 100% of the cost of eligible activities to a maximum of \$80,000.

First Nations may make an application to both streams of funding, however, all projects from both streams of funding must be completed by July 31, 2023.

All grant contributions for eligible portions of the project must be declared and, depending on the total amount, may decrease the amount of the grant.

## **8. APPLICATION REQUIREMENTS AND REVIEW PROCESS**

### **Application Deadline**

The application deadline is **11:00pm on May 30, 2021**.

The First Nations Well Being Fund is a full application process which requires applicants to submit a completed application form as well as supporting documents before the closing date. The application form will include a section on the goals, objectives and expected outcomes of the project.



**Where required, feedback will be provided on the applications and an opportunity for edits will be provided until the closing date.**

Applicants will be advised of the status of their application within 60 days of the application deadline.

If funding is still available, applications will continue to be received on a rolling basis until July 31, 2022.

Projects that are funded earlier in the process will have 23 months to complete their projects, or July 31, 2023, whichever comes soonest.

Project that are funded at a later stage will have less time to complete their projects and will still need to complete their projects by **July 31, 2023**.

### **Required Application Contents**

- Completed application form;
- Detailed project budget that includes a breakdown of all costs/expenses. Please also include any additional funding sources (if any) for the same project;
- First Nation Council resolution/Band Council resolution indicating support for the project;
- For Group Applications only: each partnering First Nation must submit a Council Resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

### **Submission of Applications**

Applications should be submitted as Word or PDF files. Budgets may be provided in Excel.

**Please email to: [info@fnps.ca](mailto:info@fnps.ca) with a subject line stating "Well Being Fund Application"**

If you choose to submit a mailed copy, please send to:

**Attention:** First Nations Well Being Fund  
First Nations Summit Society: First Nations Public Service Secretariat  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2

### **Review of Applications**

Applications will be evaluated against the program objectives of the First Nations Well Being Fund, as outlined for both Stream 1 (Community Projects) and Stream 2 (Planning).



Funding decisions will be made on a priority basis and additional evaluation criteria will include:

- Demonstrated community need;
- Geographic distribution across British Columbia;
- Urban/rural distribution;
- Anticipated outcomes and positive impact on community members;
- How the project or program will build capacity within the First Nation; and
- Cost-effectiveness.

### **Revisions & Additional Applications Material**

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

## **9. GRANT MANAGEMENT AND APPLICANT RESPONSIBILITIES**

Successfully funded applicants are responsible for completion of the project as approved and for meeting reporting requirements.

Successfully funded applicants will have 23 months to complete their project, or by July 31, 2023, whichever comes soonest;

Applicants are responsible for proper fiscal management, including maintaining acceptable account records for the project.

### **Notice of Funding Decision**

All applicants will receive written notice of funding decisions. Approved applicants will receive a Grant Contribution Agreement that will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to the First Nations Summit Society.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the First Nations Public Service Secretariat will be required for any significant variation from the approved project. Unexpended funds will be returned to the First Nations Summit Society unless written approval is received regarding alternative expenditure(s).

To propose changes to an approved project, approved applicants are required to submit:

Revised application package, including updated and signed application form, and an updated Council Resolution; and,



Written rationale for proposed changes to activities or expenditures.

The revised application package will then be reviewed by the First Nations Public Service Secretariat.

### **Extensions to Project End Date**

All approved activities are required to be completed within 23 months of approval, or by July 31, 2023, whichever comes soonest, and all extensions beyond this date must be requested in writing and be approved by the First Nations Public Service Secretariat.

### **10. RESEARCH COMPONENT**

Applicants who receive funding through the First Nations Well Being Fund will be invited to participate in discussions with the First Nations Public Service Secretariat regarding ways to improve well-being in First Nations communities in BC.

Participation in the discussions is not a requirement of funding and is strictly voluntary.

### **11. FINAL REPORT REQUIREMENTS & PROCESS**

Applicants are required to submit an electronic copy of a final report to FNPSS. The final report will provide details on the progress of the project and also include information on the achievement of the goals, objectives, and expected outcomes of the project. The final report will need to include the following:

- Completed Final Report Form (to be supplied by FNPSS);
- Financial summary;
- For **Stream 2** (“Planning”) **only**: an electronic copy of the **end product** produced (e.g. a summary report or the copy of the completed First Nations Well Being Plan, as the case may be)
- Optional: photos of the project, media clippings, and/or any reports or documents relevant to the funded project.

Please submit final reports by email to:

**Email:** [info@fnps.ca](mailto:info@fnps.ca) with the subject line – “Final Report – First Nation Well Being Fund”

Final reports may also be mailed to:

**Mailing:** First Nations Well Being Fund  
First Nations Summit Society: First Nations Public Service Secretariat initiative  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2



**Please note:** General information in the final reports submitted by funded applicants will be used to draft a roll-up *Report on the Outcomes of the First Nations Well Being Fund 2021-2023*, that will be shared with the Province of British Columbia. All sensitive and confidential information contained in applicant final reports will be maintained in confidence with the First Nations Summit Society.

## **12. ADDITIONAL INFORMATION**

For enquiries about the application process or general enquiries about the program, please contact:

First Nations Summit Society: First Nations Public Service Secretariat initiative  
Suite #1200 100 Park Royal South  
West Vancouver, BC  
V7T 1A2

Email: [info@fnps.ca](mailto:info@fnps.ca)

**From:** Osborne.MLA, Josie <[Josie.Osborne.MLA@leg.bc.ca](mailto:Josie.Osborne.MLA@leg.bc.ca)>  
**Sent:** April 8, 2021 5:24 PM  
**To:** Osborne.MLA, Josie <[Josie.Osborne.MLA@leg.bc.ca](mailto:Josie.Osborne.MLA@leg.bc.ca)>  
**Subject:** Circuit Breaker Business Relief Grant

Hello all,

I wanted to take a moment to share some information with you to share with your contacts.

Announced today is the new Circuit Breaker Business Relief Grant. This grant will provide affected businesses with up to \$10,000 in one-time funding to help with expenses like rent, insurance, employee wages, maintenance and utilities. The grant can also help cover unexpected costs that resulted from the restrictions, such as the purchase of perishable goods. The Circuit Breaker Business Relief Grant is open to eligible businesses of any size that have been in operation since Feb. 1, 2021.

Applications for the Circuit Breaker Business Relief Grant are expected to open the week of April 12, 2021.

For more information please go to [Relief funding coming for hard-hit businesses | BC Gov News](#)

Please feel free to reach out if you have any questions.

Cheers,

**Andrea McDonald** | Constituency Assistant  
office of **Josie Osborne, MLA**  
Mid Island-Pacific Rim  
(pronouns: she/her/hers)



We acknowledge that we are living and working on the traditional lands of the Ahousaht, Ditidaht, Hesquiaht, Hupaꝥasath, Huu-ay-aht, K'ómoks, Qualicum, Tla-o-qui-aht, Toquaht, Tse-shaht, Uchucklesaht, and Yuu-cluth-aht.

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.



March 31, 2021

The Honourable Harry Bains  
Minister of Labour  
PO Box 9064, Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Bains,

On behalf of Victoria City Council, I am writing today to request favourable consideration for the below motion passed at the March 11, 2021 Council meeting:

WHEREAS the covid pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities; and

WHEREAS the tourism and hospitality industries have been drastically impacted; and

WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour; and

WHEREAS the duration of the pandemic means that recall rights require extension; and

WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns; and

WHEREAS the City of City of Victoria is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic; and

WHEREAS the City of City of Victoria recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;

THEREFORE, BE IT RESOLVED THAT the City of City of Victoria affirms that people should not lose their livelihoods due to the pandemic; and

.../2

THAT the City of Victoria write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

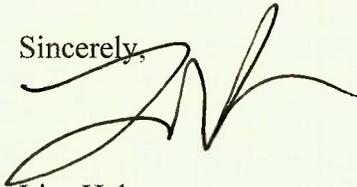
THAT this letter be forwarded to all BC municipalities asking to write their support; and

THAT the City of Victoria writes to the Association of Vancouver Island and Coastal Communities.

Though not expressly in the resolution, the intention of this motion was to write to both the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities, encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage. A copy has been sent to both organizations.

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,



Lisa Helps  
Victoria Mayor

Cc: Honourable Melanie Mark, Minister of Tourism, Arts, Culture and Sport  
The Association of Vancouver Island and Coastal Communities (AVICC)  
The Union of British Columbia Municipalities (UBCM)



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
**Meeting Date:** April 14, 2021  
**Subject:** Alberni-Clayoquot Regional District Financial Statements

---

**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors approve the 2020 Audited Financial Statements for the Alberni-Clayoquot Regional District as presented.**

**Summary:**

The draft 2020 Alberni-Clayoquot Regional District Financial statements have been attached for consideration of approval. The statements have been developed by staff and audited by KPMG. The statements require approval by the Board of Directors prior to being finalized. KPMG will be a delegation at the April 14, 2021 Board of Directors meeting and their audit findings letter can be found in the delegation section of this agenda.

Finance staff plan to implement the recommendations from the auditors regarding procedures and financial statement presentation during 2021 as the additional finance department resources approved by the Board will enable the department to action these recommendations.

**Policy or Legislation:**

The statements comply with Public Sector Accounting Standards.

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

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

**Regional District of Alberni-Clayoquot**  
**Financial Statements**  
**Year Ended December 31, 2020**

**Regional District of Alberni-Clayoquot**  
**Index to Financial Statements**  
**Year Ended December 31, 2020**

---

	Page
Independent Auditor's Report	3-5
Financial Statements	
Statement of Financial Position	6
Statement of Operations	7
Statement of Changes in Accumulated Surplus	8
Statement of Changes in Net Financial Assets	9
Statement of Cash Flows	10
Notes to Financial Statements	11 - 21
Schedule of Debenture Debt (Schedule 1)	22
Schedule of Tangible Capital Assets (Schedule 2)	23
Unaudited Schedule of COVID-19 Safe Restart Grant (Schedule 3)	24



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

## 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, 2020
- 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, 2020, 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.

**DRAFT**

Chartered Professional Accountants

April 14, 2021

Victoria, Canada

**Regional District of Alberni-Clayoquot**  
**Statement of Financial Position**  
**Year Ended December 31, 2020**

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 20,130,004	\$ 18,071,480
Portfolio investments (Note 2)	3,152	2,630
Accounts receivable (Note 3)	950,333	1,400,197
Term receivables from municipalities (Note 4)	16,420,277	12,722,638
Municipal Finance Authority debt reserve deposit (Note 5)	330,785	353,896
Inventories for resale	39,781	65,012
	<b>37,874,332</b>	<b>32,615,853</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	1,248,561	1,791,314
Deferred revenue	743,273	260,437
Deposits (Note 6)	15,050	15,050
Restricted revenues (Note 7)	513,485	464,550
Landfill closure liability (Note 9)	3,459,491	3,186,292
Municipal Finance Authority debt reserve	321,415	272,182
Debt (Note 10, Schedule 1)	23,085,266	19,585,003
	<b>29,386,541</b>	<b>25,574,828</b>
<b>NET FINANCIAL ASSETS</b>	<b>8,487,791</b>	<b>7,041,025</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11, Schedule 2)	46,886,522	46,656,895
Inventories of supplies	89,899	74,183
Prepaid expenses	59,118	71,547
	<b>47,035,539</b>	<b>46,802,625</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 55,523,330</b>	<b>\$ 53,843,650</b>

Contingent liabilities and commitments (Notes 4, 5, 14 and 16)

Contractual rights (Note 17)



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, 2020**

	2020 Budget (Note 18)	2020 Actual	2019 Actual
<b>REVENUE</b>			
Tax requisitions	\$ 7,000,155	\$ 6,999,904	\$ 6,564,227
Grants in lieu of taxes	30,500	121,000	106,299
Services provided to other governments	41,100	51,319	44,430
Sales of services	4,123,397	4,985,262	4,480,497
Miscellaneous revenue	959,300	1,052,813	1,206,626
Government transfers			
Conditional	6,318,596	1,251,871	7,212,479
Unconditional	125,000	677,792	192,792
	18,598,048	15,139,961	19,807,350
<b>EXPENSES</b>			
General government services	1,935,600	1,596,604	1,782,740
Electoral area administration	187,377	84,264	828,769
Management of development - rural	634,304	539,458	458,669
Regional planning services	217,100	198,728	589,862
Building inspection services	282,000	236,591	234,319
Park services	335,513	215,818	209,786
Fire protection services	883,950	929,551	800,080
Landfill services	3,881,100	3,752,282	3,363,793
AV water study	6,000	-	-
Custom transit	625,000	423,178	494,311
Airport services	2,263,812	2,155,161	2,638,560
Street lighting	2,664	2,427	2,441
Emergency planning	563,700	340,592	231,303
E911 telephone services	325,000	324,983	302,489
Vancouver Island library services	494,000	493,307	491,844
South Long Beach bike path	7,262	7,100	7,100
Grant-in-aid	316,700	289,200	312,598
Noise control	10,300	8,511	7,385
Animal control	9,100	5,552	4,568
Multi-purpose arena contribution	210,902	179,070	198,109
Water systems	1,402,271	1,366,450	1,359,097
Salmon Beach	425,240	311,454	308,108
	15,018,895	13,460,281	14,625,931
<b>ANNUAL SURPLUS</b>	\$ 3,579,153	\$ 1,679,680	\$ 5,181,419

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, 2020**

	2020 Budget (Note 18)	<b>2020 Actual</b>	2019 Actual
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	\$ 53,843,650	<b>\$ 53,843,650</b>	\$ 48,662,231
ANNUAL SURPLUS	3,579,153	<b>1,679,680</b>	5,181,419
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	\$ 57,422,803	<b>\$ 55,523,330</b>	\$ 53,843,650

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, 2020**

	2020 Budget (Note 18)	<b>2020 Actual</b>	2019 Actual
<b>ANNUAL SURPLUS</b>	\$ 3,579,153	<b>\$ 1,679,680</b>	\$ 5,181,419
Use (acquisition) of prepaids	-	<b>12,429</b>	15,205
Use (acquisition) of inventory of supplies	-	<b>(15,716)</b>	(5,020)
Developer contributions of tangible capital assets	-	<b>(10,676)</b>	-
Loss on disposal of tangible capital assets	-	<b>24,041</b>	-
Acquisition of tangible capital assets	-	<b>(2,444,052)</b>	(7,307,323)
Amortization	2,071,200	<b>2,201,060</b>	2,097,081
	2,071,200	<b>(232,914)</b>	(5,200,057)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	5,650,353	<b>1,446,766</b>	(18,638)
<b>NET FINANCIAL ASSETS - BEGINNING OF YEAR</b>	7,041,025	<b>7,041,025</b>	7,059,663
<b>NET FINANCIAL ASSETS - END OF YEAR</b>	\$ 12,691,378	<b>\$ 8,487,791</b>	\$ 7,041,025

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

**Regional District of Alberni-Clayoquot**  
**Statement of Cash Flows**  
**Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 1,679,680	\$ 5,181,419
Item not affecting cash:		
Amortization of tangible capital assets	2,201,060	2,097,083
Loss on disposal of tangible capital assets	24,041	-
Developer contributions of tangible capital assets	(10,676)	-
Proceeds from (contribution to) Municipal Finance Authority debt reserve deposit	72,344	(3,535)
Landfill closure liability	273,199	305,668
Actuarial adjustments of debt	(21,381)	(15,201)
	<b>4,218,267</b>	<b>7,565,434</b>
Changes in non-cash working capital (Note 12)	<b>460,826</b>	<b>(48,815)</b>
	<b>4,679,093</b>	<b>7,516,619</b>
<b>FINANCING ACTIVITIES</b>		
Term receivables from municipalities	(4,450,000)	-
Proceeds from debt	4,450,000	-
Repayment of debt	(175,995)	(175,997)
	<b>(175,995)</b>	<b>(175,997)</b>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(2,444,052)	(7,307,323)
<b>INVESTING ACTIVITIES</b>		
Addition to portfolio investments	(522)	(171)
<b>INCREASE IN CASH FLOW</b>	<b>2,058,524</b>	<b>33,128</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>18,071,480</b>	<b>18,038,352</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>20,130,004</b>	<b>18,071,480</b>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Bank balances	\$ 20,130,004	\$ 18,071,480

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

**Regional District of Alberni-Clayoquot**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

**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 2020 budget as adopted by the District's Board on March 31, 2020.

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

Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.

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, 2020

### 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 accrued interest payable on debt to the end of the fiscal period.

Government transfers without stipulations 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. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, providing they are authorized and eligibility criteria are met.

#### Deferred and restricted revenues

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.

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

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2020

### 1. Summary of Significant Accounting Policies (continued)

#### Tangible capital assets (continued)

Office and administration	5 to 40 years
Land	not amortized
Landfills	Projected closures - 2070 and 2091, 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. TCA's contributed to the Regional District are recorded at fair value at the time of contribution.

TCA's 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. Key areas requiring the use of estimates include the amortization of tangible capital assets and landfill closure obligations.

Beginning March 2020, the outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to contain the spread of the virus. Many governments have likewise declared that the COVID-19 outbreak in their jurisdictions constitutes an emergency. Reactions to the spread of COVID-19 have led to, among other things, significant restrictions on travel, business closures, quarantines and general reduction in operational activities. While these effects are expected to be temporary, the duration of the disruption and related financial impact cannot be reasonably estimated at this time. Given the unprecedented and pervasive impact of changing circumstances surrounding the COVID-19 pandemic, there is inherently more uncertainty as compared to prior periods.

**Regional District of Alberni-Clayoquot**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

**2. Portfolio investments**

	2020	2019
Alberni District Co-op Association equity shares	\$ 3,152	\$ 2,630

**3. Accounts Receivable**

	2020	2019
Trade and other receivables	\$ 525,137	\$ 500,163
Goods and services tax recoverable	3,906	101,563
Government of Canada	50,225	551,210
Province of British Columbia	314,400	128,268
Local governments	105,527	129,368
Subtotal	999,195	1,410,572
Less allowance for doubtful accounts	(48,862)	(10,375)
Accounts receivable - net	\$ 950,333	\$ 1,400,197

**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.

	2020	2019
City of Port Alberni	\$ 13,886,779	\$ 9,784,994
District of Tofino	685,566	736,984
District of Ucluelet	1,842,969	1,935,250
Multiplex Arena	4,963	265,410
	\$ 16,420,277	\$ 12,722,638

**Regional District of Alberni-Clayoquot**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

**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 District's Debt Reserve Fund deposits at December 31, 2020 is \$330,785 (2019 - \$353,896).

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, 2020, there are contingent demand notes of \$473,950 (2019 - \$551,841). Of these amounts, \$342,625 (2019 - \$420,517) relate to borrowing of member municipalities.

**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.

	2020	2019
Performance deposits	\$ 15,050	\$ 15,050

**7. Restricted Revenues**

	2020	2019
Development cost charges	\$ 139,322	\$ 94,171
Parkland deferred contributions	374,163	370,378
	<b>\$ 513,485</b>	<b>\$ 464,549</b>

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 \$44,414 (2019 - \$25,115). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$737 (2019 - \$1,778). Developer contributions expended on capital projects during the year was \$nil (2019 - \$nil).

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2020

#### 7. Restricted Revenues (continued)

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 \$nil (2019 - \$24,250). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$3,784 (2019 - \$7,544). Parkland acquired during the year was \$nil (2019 - \$nil).

#### 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:

	2020	2019
Opening balance of unspent funds	\$ 3,106,645	\$ 2,895,830
Add amount received during the year	461,674	950,301
Add interest earned	30,840	62,526
Less eligible expenditures made during the year	(507,385)	(802,012)
Closing balance of unspent funds	\$ 3,091,774	\$ 3,106,645

#### 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 prepared by an external specialist and inflation adjusted at 1.58% (2019 - 1.46%) per annum to the estimated year of closure. These costs were then discounted to December 31, 2020 using a discount rate of 2.29% (2019 - 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, 2020 is \$3,459,491 (2019 - \$3,186,292). Estimated expenses for closure and post-closure care are \$17,121,625 (2019 - \$17,121,625). The liability remaining to be recognized is \$13,662,134 (2019 - \$13,935,333). It is estimated that the life of the Alberni Valley Landfill is 71 (2019 - 65) years and the West Coast Landfill is 50 (2019 - 59) years.

**Regional District of Alberni-Clayoquot**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

**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 due within the next five years and thereafter are as follows:

2021	\$	817,658
2022		840,736
2023		869,784
2024		899,877
2025		931,053
Thereafter		<u>18,726,158</u>
	\$	<u>23,085,266</u>

Principal payments are invested by MFA and earn income which is expected to be sufficient to retire the debt at maturity.

**11. Tangible Capital Assets**

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Airport	\$ 23,312,175	\$ 5,801,281	\$ 17,510,894	\$ 18,403,605
Fire department	6,637,199	3,093,494	3,543,705	2,997,981
Office and administration	2,314,971	1,695,847	619,124	591,741
Land	6,271,253	-	6,271,253	6,271,253
Landfills	11,711,805	2,598,575	9,113,230	9,074,640
Parks	724,421	311,707	412,714	460,926
Salmon beach	909,612	422,690	486,922	493,327
Water systems	5,208,749	2,208,462	3,000,287	3,121,012
Beaver Creek water system	9,192,264	3,820,151	5,372,113	4,625,884
Under construction	556,280	-	556,280	616,526
	<u>\$ 66,838,729</u>	<u>\$ 19,952,207</u>	<u>\$ 46,886,522</u>	<u>\$ 46,656,895</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.

During 2020, 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.

**Regional District of Alberni-Clayoquot**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

**12. Change in Non Cash Working Capital and Cash Flow Supplementary Information**

	2020	2019
Accounts receivable	\$ 449,864	\$ (251,814)
Inventories for resale	25,231	(18,071)
Inventories of supplies	(15,716)	(5,020)
Accounts payable and accrued liabilities	(542,753)	175,964
Deferred revenue	482,836	52,582
Prepaid expenses	12,429	15,205
Deposits	-	(76,347)
Restricted revenues	48,935	58,686
	<b>\$ 460,826</b>	<b>\$ (48,815)</b>

**13. Financial Instruments**

For cash, accounts receivable, term receivables from municipalities, debt reserve deposits, accounts payable and accrued liabilities and deposits, 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, 2020**

#### **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, \$25,000 (2019 - \$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, 2020.

##### **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 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 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 \$238,521 for employer contributions to the plan in fiscal 2020 (2019 - \$220,723). Employees contributed \$214,212 to the plan in fiscal 2020 (2019 - \$199,503). 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, 2020**

**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, 2020 accumulated sick leave amounted to \$564,664 (2019 - \$505,119).

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, 2020, the District has outstanding commitments for operating contracts as follows:

2021	\$	1,661,747
2022		1,125,452
2023		1,123,532
2024		1,075,532
2025		687,040
		<u>687,040</u>
		<u>\$5,673,303</u>

## Regional District of Alberni-Clayoquot

### Notes to Financial Statements

Year Ended December 31, 2020

#### 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:

2021	\$	155,657
2022		141,220
2023		85,077
2024		51,531
2025		27,340
Thereafter		<u>306,273</u>
	\$	<u>767,098</u>

#### 18. Budget Reconciliation

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 31, 2020. 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 2020 budgeted annual surplus

Add transfers to reserves	\$	7,561,291
Add principal debt payments		176,460
Less surplus from prior years		(1,910,757)
Less committed surplus from prior years		(176,641)
Less amortization		<u>(2,071,200)</u>
<b>Accrual budgeted annual surplus</b>	<b>\$</b>	<b><u>3,579,153</u></b>

**Regional District of Alberni-Clayoquot**  
**Schedule of Debenture Debt**  
**Year Ended December 31, 2020**

*(Schedule 1)*

	By-law	MFA Issue	Maturity date	Term	Rate	Amount Borrowed	Total Instalments to date	Actuarial addition	2020 Balance	2019 Balance
Arena F1027	F1037	73	01 Dec 2020	20	1.67%	\$ 3,579,209	\$ 2,279,328	\$ 1,299,881	\$ -	\$ 255,452
Arena F1027	F1041	75	01 Dec 2021	20	1.75%	68,332	39,264	24,105	<b>4,963</b>	9,957
Port Alberni F1062	1062	97	19 Apr 2031	25	1.75%	3,375,064	1,134,587	389,413	<b>1,851,064</b>	1,989,894
Port Alberni F1111	1111	130	14 Oct 2044	30	3.00%	5,750,000	615,138	70,708	<b>5,064,154</b>	5,189,968
Port Alberni F1114	F1114	131	08 Apr 2035	20	2.20%	912,000	161,246	16,118	<b>734,636</b>	772,600
Port Alberni F1114	F1114	131	08 Apr 2045	30	2.20%	2,000,000	193,713	19,362	<b>1,786,925</b>	1,832,533
Port Alberni F1143	F1143	150	09 Apr 2050	30	1.99%	4,450,000	-	-	<b>4,450,000</b>	-
Salmon Beach F1079	F1096	117	12 Oct 2031	20	3.25%	939,800	284,042	52,881	<b>602,877</b>	646,455
Tofino F1062	1062	97	19 Apr 2031	25	1.75%	1,250,000	420,209	144,224	<b>685,567</b>	736,984
Ucluelet F1074	F1095	117	12 Oct 2036	25	3.25%	1,948,000	420,978	78,376	<b>1,448,646</b>	1,513,233
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	76,618	4,060	<b>394,322</b>	422,017
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	378,347	14,283	<b>5,607,370</b>	5,742,139
BWS F1126	F1126	146	19 Sep 2038	20	3.20%	492,245	36,639	864	<b>454,742</b>	473,771
									<b>\$ 23,085,266</b>	<b>\$ 19,585,003</b>

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, 2020**

*(Schedule 2)*

	Cost				Accumulated Amortization					2020	2019
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 22,897,094	\$ 361,395	\$ 53,686	\$ -	\$ 23,312,175	\$ (4,493,489)	\$ (1,307,792)	\$ -	\$ (5,801,281)	\$ 17,510,894	\$ 18,403,605
Fire department	5,874,816	762,382	-	-	6,637,198	(2,876,835)	(216,658)	-	(3,093,493)	3,543,705	2,997,981
Office and administration	2,209,469	105,502	-	-	2,314,971	(1,617,728)	(78,119)	-	(1,695,847)	619,124	591,741
Land	6,271,253	-	-	-	6,271,253	-	-	-	-	6,271,253	6,271,253
Landfills	11,502,818	152,015	56,971	-	11,711,804	(2,428,178)	(170,396)	-	(2,598,574)	9,113,230	9,074,640
Parks	724,420	31,197	(31,196)	(24,041)	700,380	(263,494)	(24,172)	-	(287,666)	412,714	460,926
Salmon beach	881,861	44,422	(16,671)	-	909,612	(388,534)	(34,156)	-	(422,690)	486,922	493,327
Water systems	5,187,869	23,424	(2,544)	-	5,208,749	(2,066,856)	(141,606)	-	(2,208,462)	3,000,287	3,121,012
Beaver Creek water system	8,227,378	974,391	-	(9,505)	9,192,264	(3,601,495)	(228,161)	9,505	(3,820,151)	5,372,113	4,625,884
Under construction	616,526	-	(60,246)	-	556,280	-	-	-	-	556,280	616,526
	\$ 64,393,504	\$ 2,454,728	\$ -	\$ (33,546)	\$ 66,814,686	\$ (17,736,609)	\$ (2,201,060)	\$ 9,505	\$ (19,928,164)	\$ 46,886,522	\$ 46,656,895

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

**Regional District of Alberni-Clayoquot**  
**Unaudited Schedule – COVID-19 Safe Restart Grant**  
**Year Ended December 31, 2020**

*(Schedule 3)*

In November 2020, the Province of British Columbia announced a funding stream called “COVID-19 Safe Restart Grants for Local Governments”. The District received \$485,000 of funds at that time to assist with increased operating costs and lower revenue due to COVID-19. The following outlines how the funds were allocated to various regional and local services during the year:

Safe Restart Grant received November 2020	\$485,000
Eligible costs incurred:	
Airport services	(94,399)
Community services	(10,897)
General administration services	(56,706)
Planning and development services	(22,134)
Protective services	(36,664)
Total eligible costs incurred during 2020	(220,800)
Balance, December 31, 2020	264,200

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Jenny Brunn, GM of Community Services  
**Meeting Date:** April 14, 2021  
**Subject:** AVRA Visioning and Strategic Plan Report

---

### **Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Regional Airport Visioning and Strategic Plan; and***

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Alberni Valley Regional Airport Advisory Committee to develop implementation options for Board consideration.***

### **Background:**

The upgrade of the Alberni Valley Regional Airport (AVRA) has been a multi-faceted project and multi-year commitment starting in 2015 with the last components (lighting and GPS) to be finalized in 2021. The ACRD Board created the AVRA Advisory Committee in 2019 with the objective to create a long-term vision and plan for AVRA that will provide direction as the new capacity and possibilities resulting from the airport upgrades are realized.

The ACRD issued a Request for Proposal for the project in the Fall of 2020 with the successful proposal being a joint submission by Urban Systems and AeroEdge Consulting. The consultants undertook a survey and engaged lease-holders, community stakeholders and the public to collect information and complete a SWOT analysis for the facility. This information along with research from other comparable airports was presented for review, and input through multiple zoom meetings with the Advisory Committee resulting in the development of the AVRA Visioning and Strategic Plan which was strongly supported by the Committee, as explained in the attached letter from AVRA Advisory Chair, Mike Ruttan. The vision of AVRA as "Vancouver Island's premier industrial airport serving business, tourism and aviation needs" allows the airport to build on its current success with key tenants that focus on air industrial activities and be positioned to support economic growth in the region.

The strategic plan for AVRA mirrors the focus areas of the Board's recently adopted Strategic Plan for the region, outlining a number of initiatives related to promotion and marketing, minor improvements, and planning for longer term and larger investment projects. The next key step will be to develop an implementation plan that will identify the necessary resources and funding required for each item and determine a timeline for implementing these initiatives.

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

There will be staff time required to work with the Advisory Committee to develop realistic and achievable implementation options. The options will identify any staff requirements, both short term and on-going as well as investigate the use of qualified consultants and contractors to implement initiatives.

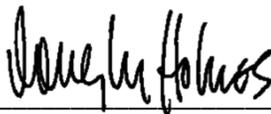
### **Financial:**

The AVRA visioning and strategic plan highlights the need for increased revenues at the site. Current lease rates are suspected to be below market value and there is currently no airport fee bylaw to allow for the collection of parking or landing fees at the site. However, current COVID funding streams may provide opportunities to complete some key planning initiatives and projects that will support long-term increased revenues. Staff are investigating the details of how available funding could be applied and this will be considered as part of the implementation options development.

**Strategic Plan Implications:**

This plan supports the greater Regional District Strategic Plan by providing a number of initiatives that will support economic recovery and development as well as enhanced communications and engagement with the community.

Submitted by:   
\_\_\_\_\_  
Jenny Brunn, GM of Community Services

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

March 30, 2021

John Jack, Chair  
Alberni-Clayoquot Regional District

**Re: Alberni Valley Regional Airport Vision: “Vancouver Island’s premier industrial airport serving business, tourism, and aviation needs”.**

As Chair of the Alberni Valley Regional Airport (AVRA) Advisory Committee, I am pleased to provide our report to the ACRD Board. The AVRA Advisory Committee has worked with consultants from Urban Systems and AeroEdge Consulting to establish a recommended vision and strategic plan for the airport.

As a first step in the process a survey was conducted to include the community at large which was very well subscribed. In addition, current tenants were interviewed to gather their ideas and suggestions. Both the tenant and survey comments indicated general support for the airport and growth initiatives.

Several alternative airports were examined to gather comparisons and information for business development. These airport comparisons and business models served as a basis to develop alternative vision and strategic plan scenarios. The AVRA Advisory Committee was able to review this information during three separate virtual workshops to decide on the best path forward.

We believe we have established a solid vision and strategic plan to guide future development of the airport while harmonizing airport initiatives with District and community priorities. We have focused the vision on the current strengths of the airport and expect economic contribution to the region will continue to grow.

We look forward to presenting the results of the committee recommendations to the ACRD board in the very near future.

Mike Ruttan



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Brenda Sauve, Environmental Services Coordinator  
**Meeting Date:** April 14, 2021  
**Subject:** AVRA – 2021 Lease Renewals

### Recommendation:

***That the Alberni-Clayoquot Regional District Board of Directors approve the following lease renewals at the Alberni Valley Regional Airport for 2021:***

1. #1 Hangar Group (Alberni Valley Flying Club) – Lease Lots 3 & 22 at a rate of \$3,580.38 per year plus GST and yearly BC CPI increases for a (3) three- year term from September 1<sup>st</sup>, 2021 to August 31<sup>st</sup>, 2024.
2. Allen Paul – Lease Lot 7 at a rate of \$1,838.67 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30<sup>th</sup>, 2021 to March 30<sup>th</sup>, 2024.
3. Bowerman Excavating Ltd. – Lease Lots 8 & 17 at a rate of \$3,278.80 per year plus GST and yearly BC CPI increases for a (3) three-year term from April 30<sup>th</sup>, 2021 to March 30<sup>th</sup>, 2024.

### Desired Outcome:

That the 2021 lease renewals as stated above will all be approved for the Alberni Valley Regional Airport (AVRA), eliminating 3 individual reports having to be brought to the Board for approval throughout the year.

### Summary:

All of the lease holders as listed above have been established for many years at the AVRA and are all in good standing. There are no concerns related to any of these renewals. Staff will be bringing AVRA lease renewals to the Board as a group annually for efficiency. The renewal process with the individual tenants will remain the same.

All leases will be renewed using the attached lease template which has recently been reviewed for the LBA lease renewals and updated by our legal advisors.

### Time Requirements – Staff & Elected Officials:

A significant amount of staff time will be required to fully execute all of these leases.

### Financial:

The following lease rates will be paid in 2021 to the ACRD and be increased by the BC CPI annually:

#1 Hangar Group (Alberni Valley Flying Club)	\$3,580.38 + GST
Allen Paul	\$1,838.67 + GST
Bowerman Excavating Ltd.	\$3,278.80 + GST

### Strategic Plan Implications:

n/a

**Policy or Legislation:**

As per the ACRD Officers Delegation Bylaw and the Local Government Act. A public Notice of Disposition will be placed for all lease renewals prior to the renewal date.

Submitted by:   
Brenda Sauve, Environmental Services Coordinator

Reviewed by:   
Mark Fortune, Airport Manager

Reviewed by:   
Jenny Brunn, GM Community Services

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

**LEASE**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_.

BETWEEN:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

(hereinafter called the "District")

OF THE FIRST PART

AND:

(hereinafter called the "Lessee")

OF THE SECOND PART

W H E R E A S:

- A. The Regional District of Alberni-Clayoquot is the owner of the lands and premises in Regional District of Alberni-Clayoquot legally described as shown on the sketch attached as Schedule "A" (the "**Airport**")
- B. The Lessee has requested and the District has agreed to grant a Lease of a portion of the Airport on the terms and conditions more particularly described herein.
- C. The District has provided a public acquisition opportunity and notice of its intention to dispose of an interest in the Premises in accordance with sections 285 and 286 of the *Local Government Act*.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the Rents and agreements to be paid and performed by the Lessee, the parties hereto covenant and agree with each other as follows:

**1. PREMISES**

- 1.1 The District leases to the Lessee those lands shown outlined in hatching on the sketch map attached to this Agreement as Schedule "A" (the "**Premises**"), which has a municipal address of \_\_\_\_\_ and is legally described as:

\_\_\_\_\_

**2. TERM**

The term of this Lease shall be the period commencing on the \_\_\_\_\_ of \_\_\_\_\_ and ending on the \_\_\_\_\_ day of \_\_\_\_\_, (the "**Term**").

**3. USE**

The Lessee shall use the Premises for the purpose of \_\_\_\_\_

\_\_\_\_\_ and the Lessee shall not use the Premises for any other purpose without first obtaining the written consent of the District.

**4. RENT**

- a. The Lessee shall pay to the District rent of \$\_\_\_\_\_ plus GST per year prior to \_\_\_\_\_ of each year ("**Rent**").
- b. In the second and subsequent year of the term the annual Rent payable by the Lessee shall be the amount of the preceding year's Rent increased annually by the percentage change in the British Columbia Consumer Price Index (CPI) of the preceding year, but in no event shall the annual Rent of any year of the term be less than the Rent of the preceding year.
- c. Late payments of Rent will bear interest at 2% per annum calculated monthly not in advance from the due date until paid.
- d. If the Lease is terminated for any cause whatsoever, no part of any Rent paid or payable in respect of the year in which the Lease is terminated shall be refundable.
- e. In this Lease, "**Additional Rent**" means all sums of money to be paid by the Lessee under this Lease, whether to the Regional District or otherwise, except Rent. The Lessee shall pay any amounts owed for Additional Rent as instructed by the Regional District and in any event, no later than the succeeding rental payment date.

- f. As Additional Rent, if the Lessee collects from its customers a fee or surcharge in the nature of an "airport improvement fee" or other premium for being located at an airport (a "**Fee**"), the Lessee will remit ninety percent (90%) of the Fee so collected to the Regional District.

**THE LESSEE COVENANTS AND AGREES AS FOLLOWS:**

**5. RENT**

- 5.1 to pay Rent;
- 5.2 to pay Additional Rent

**6.0 TAXES**

- 6.1. to pay when due all taxes, rates, duties and assessments whatsoever, whether federal, municipal, provincial or otherwise, charged upon the Lessee or the District as a result of the Lessee's occupation of or use of the Premises;

**7. UTILITIES**

- 7.1. to pay as they become due all water, sewer, garbage, airport maintenance charges and other rates in respect of the Premises and charges for all gas, oil, telephone and electric power used on the Premises.

**8. CONSTRUCTION**

- 8.1. to construct, at its sole cost, and subject to section 8.2, the buildings, structures and improvements necessary for the use of the Premises as described in the attached Schedule "B" (the "**Improvements**").
- 8.2. that it will not construct nor alter the Improvements or any building, structure, or other improvement on the Premises unless, prior to any construction, it has obtained:
  - (a) the District's approval in writing to the site plan, working drawings, plans, specifications, and exterior elevations;
  - (b) a building permit from the District authorizing the construction of the Improvements set out in the permit and the plans and specifications attached to it; and
  - (c) all required inspections,

and all work shall be carried out at the cost of the Lessee;

**8.3.** that:

- (a) the height of the Improvements constructed on the Premises shall conform to the requirements of the *Aeronautics Act* RSC 1985, C. A2, as amended from time to time, and all regulations and orders made pursuant to that Act;
- (b) any Improvements constructed on the Premises shall have front setbacks of at least eight (8) metres, back setbacks of at least three (3) metres, and side setbacks of at least three (3) metres from the boundary of the Premises; for clarity, the front of the Premises is the lot line closest to and parallel to the taxi-way, and any Improvements constructed on the Premises shall be setback from any other Improvement by at least five (5) metres;
- (c) the sewage system installed to service the Premises (the "**Sewage System**") shall be connected to an authorized septic field at the Lessee's cost.

**9. REPAIR AND MAINTENANCE**

- 9.1.** that it will, at its sole cost and expense, repair and maintain the Premises and all Improvements, at all times to an excellent standard, reasonable wear and tear excepted;
- 9.2.** that it will provide receptacles for refuse and rubbish of all kinds, and remove such refuse and rubbish from the Premises at regular intervals and will not keep or leave any boxes, packing material or rubbish of any kind in or near the Premises or any passages connected with the same;
- 9.3.** that it will ensure the property is clear and safe of debris and hazards that pose a threat to public safety or infrastructure;
- 9.4.** that it will keep clean and free from any rubbish, ice, snow, and leaves, all walks, passages, yards and alleys on or adjacent to the Premises;
- 9.5.** that it will keep and leave whole and in good repair all water & wastewater infrastructure, gas, and electrical fixtures, glass, pipes, faucets, locks, fastenings, hinges, heating and cooling apparatus, in, on, or attached to the Premises;
- 9.6.** that at the expiration of the Term, the Lessee shall leave the Premises in good repair, reasonable wear and tear excepted;

**10. DISTRICT'S RIGHT OF ENTRY AND INSPECTION**

- 10.1. that the District may during normal business hours, subject to the requirements of section 10.2, enter the Premises and view the state of repair and the Lessee shall repair according to any notice given by the District and if the Lessee fails to so repair, the District may, at its option, upon five (5) days prior written notice to the Lessee, repair such damage or injury in which case the Lessee shall reimburse the District for all costs and expenses of the repair, plus an additional amount for administration and overhead, forthwith upon receipt by the Lessee of invoices thereof;
- 10.2. that the District, its employees, servants, or agents shall, during normal business hours and only for the purposes contemplated by this Lease, have full and free access to any and every part of the Premises and the Improvements on twenty-four (24) hours' notice to the Lessee.
- 10.3. that the District will be entitled to request financial information from the Lessee for the purpose of verifying the collection of the Fee described in section 4(f) and to identify the amount of the Fee to be remitted to the Regional District as Additional Rent;

## 11. ASSIGN AND SUBLET

- 11.1. that it will not assign nor sublet the Premises or any part of it without the prior written consent of the District; will not assign nor sublet, license, sub-license, Mortgage or grant any other right or interest in the Premises without prior written consent of the District, such consent not to be unreasonably withheld;
- 11.2. that the District's consent to assignment or subletting shall not release or relieve the Lessee from its obligations to perform all the terms, covenants and conditions that this Lease requires the Lessee to perform, and the Lessee shall pay the District's reasonable costs incurred in connection with the Lessee's request for consent under section 12.1;

## 12. NUISANCE

- 12.1. that it will not carry on nor allow to be carried on or done on the Premises anything that:
  - (a) may be or become a nuisance to the District or the public,
  - (b) increases the hazard of fire or liability of any kind, over and above the hazards or risks associated with activities which are usually carried out at an airport, or
  - (c) invalidates any policy of insurance for the Premises.

### **13. COMPLIANCE WITH LAWS**

#### **13.1.** that it will:

- (a) comply promptly at its own expense with all statutes, regulations bylaws and other legal requirements (collectively "**Laws**") of all federal, provincial, and local authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the District or the Lessee, and without limiting this subsection 14.1;
- (b) at all times during the term observe and comply with the provisions of the *Aeronautics Act*, RSC 1985 C A-2, as amended from time to time, and all regulations and orders made pursuant to that Act and all successor legislation and all rules and regulations by the Minister of Transport for Canada regarding the use of an airport or any portion thereof and all regulations pertaining to the Airport made by the District.

### **14. INSURANCE**

**14.1.** that it will take out and maintain during the term of the Lease, a policy of comprehensive general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Premises by the Lessee in the amount of not less than Five Million Dollars (\$5,000,000) per single occurrence or such greater amount as the District may from time to time require, naming the District as an insured party thereto and shall provide the District with a certified copy of such policy or policies;

**14.2.** that all policies of insurance shall contain waiver of subrogation in favour of the District and cross liability, and severability of interest clauses, and shall require the insurer not to cancel, change or allow the insurance to lapse without first giving the District thirty (30) days' prior written notice;

**14.3.** that if the Lessee does not provide or maintain in force the insurance required by this Lease, the District may, in its sole discretion, either terminate this Lease immediately take out the necessary insurance and pay the necessary premium, and the premium amount shall be paid by the Lessee to the District as additional Rent immediately upon demand; and

**14.4.** that the deductible for the insurance coverage shall be the sole responsibility of the Lessee to pay; if both the District and the Lessee claim to be indemnified under any insurance required by this Lease, the indemnity shall be applied first to the settlement of the claim of the District and the balance, if any, to the settlement of the claim of the Lessee;

### **15. INDEMNITY**

15.1. that it will indemnify and hold harmless the District from and against all claims, including Worker's Compensation claims or charges, lawsuits, damages, losses, costs or expenses which the District may incur by reason of the use or occupation of the Premises by the Lessee or the carrying on upon the Premises of any activity in relation to the Lessee's use or occupation of the Premises and in respect of any loss, damage or injury sustained by the Lessee, or by any person while on the Premises for the purpose of doing business with the Lessee or otherwise dealing with the Lessee, or by reason of non-compliance by the Lessee with Laws or by reason of any defect in the Premises, including all costs and legal costs, paid on a solicitor and his own client basis, and disbursements and this indemnity shall survive the expiry or sooner determination of this Lease;

15.2. that for the purpose of section 16.1 "Lessee" includes any assignee, sub-tenant, licensee, or sub-licensee of the Lessee;

## 16. BUILDERS' LIENS

16.1. that it will indemnify the District from and against all claims for liens for wages or materials or for damage to person or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Lessee may make or cause to be made on, in or to the Premises; and will allow the District to post and will keep posted on the Premises any notice that the District may desire to post under the provisions of the *Builders Lien Act*, and all successor legislation, as amended from time to time;

## 17. POSSESSION

17.1. that it will, at the expiration or sooner determination of this Lease peaceably surrender and give up possession of the Premises without notice from the District, and any right to notice to quit or vacate being hereby expressly waived by the Lessee despite any law or custom to the contrary;

## 18. CONDITION OF PREMISES

18.1. that the Lessee has with due diligence investigated and satisfied itself with respect to the condition of the Premises and its suitability for the uses permitted by this Lease, including without limitation with respect to its size, dimensions, state, condition, environmental condition or impact, presence or absence of any substances or conditions (whether hazardous or not), soil and water condition, usefulness, topography, legal access, services and zoning;

## 19. ENVIRONMENTAL

19.1. that for the purposes of section 20:

- (a) **“Contaminants”** means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls (**“PCBs”**), PCB-containing equipment or materials, pesticides, defoliants, fungi, including mould and spores arising from fungi, or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and
- (b) **“Environmental Laws”** means any statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, code of practice, and other lawful requirements of any government authority having jurisdiction over the Land now or hereafter in force relating in any way to the environment, environmental assessment, health, occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity;

**19.2.** The Lessee covenants and agrees:

- a) not to use or permit to be used all or any part of the Premises for the sale, storage, manufacture, handling, disposal, use, or any other dealing with any Contaminants, without the prior written consent of the District;
- b) to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the use and occupancy of the Premises;
- c) to promptly provide to the District a copy of any environmental site investigation, assessment, audit, report or test results relating to the Premises conducted by or for the Lessee at any time;
- d) to waive the requirement, if any, for the District to provide a site profile for the Premises under the *Environmental Management Act* or any regulations under that Act;
- e) to maintain all environmental site investigations, assessments, audits, reports, and test results relating to the Premises in strict confidence except as required by law, or to the Lessee’s professional advisers and lenders on a need-to-know basis, or with the prior written consent of the District, which consent may not be unreasonably withheld;
- f) to promptly notify the District in writing of any release of a Contaminant or any other occurrence or condition at the Premises or any adjacent property that could contaminate the Premises or subject the District or the Lessee to any fines, penalties, orders, investigations, or proceedings under Environmental Laws;
- g) on the expiry or earlier termination of this Lease, or at any time if requested by the District or required by any government authority under Environmental Laws, to remove from the Premises all Contaminants, and to remediate by removal any contamination of the Premises or any adjacent property resulting from Contaminants, in either case, brought onto, used at, or released from the

Premises by the Lessee or any person for whom it is in law responsible. The Lessee will perform these obligations promptly at its own cost and in accordance with Environmental Laws. The Lessee will provide to the District full information with respect to any remedial work performed under this subsection and will comply with the District's requirements with respect to such work. The Lessee will use a qualified environmental consultant approved by the District to perform the remediation and will obtain the written agreement of the consultant to the District relying on its report. The Lessee will, at its own cost, obtain such approvals and certificates from the BC Ministry of Environment and other applicable government authorities in respect of the remediation as are required under Environmental Laws or by the District, including without limitation, a certificate of compliance evidencing completion of the remediation satisfactory to the Ministry and the District. All such Contaminants will remain the property of the Lessee, notwithstanding any rule of law or other provision of this Lease to the contrary and notwithstanding the degree of their affixation to the Premises; and

- h) to indemnify the District and its shareholders, directors, officers, employees, agents, elected officials, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties and expenses whatsoever, (including any and all environmental or statutory liability for remediation, all legal and consultants' fees and expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:
  - A. any breach of or non-compliance with the provisions of section 20 by the Lessee; or
  - B. any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Premises or any act or omission of the Lessee or any person for whom it is in law responsible;
- i) that the obligations of the Lessee under section 20 will survive the expiry or earlier termination of this Lease.

**THE DISTRICT COVENANTS AND AGREES AS FOLLOWS:**

**20. QUIET ENJOYMENT**

- 20.1.** Upon the observance and performance of all the covenants, terms and conditions on Lessee's part to be observed and performed, and subject to the other provisions of this Lease, the District shall without hindrance or interruption, give the Lessee the quiet enjoyment and use of the Premises for the Term.

**IT IS HEREBY MUTUALLY AGREED THAT:**

**21. CONDITIONS PRECEDENT**

- 21.1.** This Lease is subject to the following conditions precedent being satisfied:

- (a) each party providing to the other evidence that this Lease has been approved and authorized by the Lessee and the District's Board in accordance with all legal requirements; and
  - (b) final registration in the Victoria Land Title Office of the Subdivision Plan.
- 21.2.** the parties may approve the Lease after Approving Officer approval but prior to the final registration of the Subdivision Plan in the Land Title Office provided however that if the Subdivision Plan is not finally registered by \_\_\_[date]\_\_\_, the Lease will not come into effect.

## **22. MORTGAGE**

**22.1.** For the purposes of this Lease:

- (a) **"Mortgage"** means a mortgage or mortgages upon or in respect of and specifically charging the leasehold interest of the Lessee in the Premises and the Improvements or any part of them and includes any debenture or deed of trust and mortgage to secure any bonds or debentures issued under it, and any assignment of Rents made to the Mortgagee as security; and
  - (b) **"Mortgagee"** means a mortgagee or mortgagees under a Mortgage;
- 22.2.** A Mortgagee under any Mortgage referred to in section 11.1 may enforce such Mortgage and acquire title to the leasehold estate in any lawful way and, by its representative or by a receiver, as the case may be, take possession of and manage the Premises, and upon foreclosure of such Mortgage may sell or assign the leasehold estate; and the purchaser or assignee of the leasehold estate will be liable to perform the obligations imposed upon the Lessee by this Lease only so long as such purchaser or assignee has ownership or possession of such leasehold estate;
- 22.3.** No re-entry, termination, acceptance of surrender, disclaimer, or forfeiture of this Lease by the District or by a receiver, interim receiver, receiver-manager, liquidator, custodian, or trustee will be valid against the Mortgagee who has executed and delivered to the District an agreement described in section 23.10 unless the District first has given to the Mortgagee notice of the default entitling the District to re-enter, terminate, or forfeit this Lease, specifying the nature of that default and stating the District's intention to take such proceedings and requiring the Mortgagee:
- (a) to cure the default specified in the notice within a period of 60 days from the date of receipt of that notice by the Mortgagee; or

- (b) if the default is other than the failure to pay Rent or any other sums required to be paid to the District by any provisions of this Lease and if the default cannot reasonably be cured within such 60-day period, then to immediately commence to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default, and the District hereby grants the Mortgagee access to the Premises and the Improvements for that purpose;

**22.4.** If the default is cured within the period specified, the Mortgagee will be entitled to become tenant of the Premises and Improvements for the balance of the Term remaining at the date of the notice of default or contingency, providing that the Mortgagee attorns as tenant to the District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee wishes to cure the default or contingency specified in the notice referred to in section 22.3, then the District agrees to permit the curing of the default or contingency specified in such notice and the assumption of the balance of the Term by that Mortgagee whose Mortgage ranks higher in priority; but if any Mortgagee has commenced a foreclosure action, the provisions of section 22.5 will apply.

**22.5.** If the Mortgagee commences foreclosure proceedings against the Lessee, whether or not the Lessee is in default of the performance of its covenants and agreements with the District under this Lease at the time such foreclosure proceedings are commenced, the District will not re-enter, terminate, or forfeit this Lease after the commencement of foreclosure proceedings on the ground of any default or contingency entitling the District to re-enter, terminate, or forfeit this Lease if the Mortgagee:

- (a) first gives notice to the District of the foreclosure proceedings;
- (b) is actively prosecuting the foreclosure proceedings without undue delay;
- (c) cures the default or contingency within a period of 60 days from the date of receipt of notice from the District specifying the nature of the default or contingency, or if the default or contingency is other than the failure to pay Rent or any other sums required to be paid to the District by any provision of this Lease and if such default or contingency cannot reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or contingency; and
- (d) performs and observes all of the Lessee's covenants and agreements under this Lease and without undue delay diligently prosecutes to a conclusion the foreclosure proceedings commenced by the Mortgagee;

- 22.6.** If the Mortgagee acquires title to the Lessee's interest in the Premises and the Improvements pursuant to the foreclosure proceedings, the Mortgagee will then become subrogated to the rights of the Lessee under this Lease, provided it attorns to the District as tenant and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee commences foreclosure proceedings, the right to cure any default or contingency granted by section 22.5 to a foreclosing Mortgagee will be granted to the Mortgagee whose Mortgage ranks higher in priority;
- 22.7.** If this Lease becomes subject to termination or forfeiture pursuant to section 30.0 by reason of the bankruptcy or insolvency of the Lessee and the Mortgagee has filed with the District notice of Mortgage in favour of the Mortgagee, the District will give to the Mortgagee notice of the bankruptcy or insolvency of the Lessee entitling the District to terminate or forfeit this Lease, and stating the District's intention to take such proceedings, and requiring the Mortgagee to cure any other default of the Lessee; and the Lessee's other default will be deemed to have been sufficiently cured if the Mortgagee:
- (a) commences foreclosure proceedings against the Lessee as more particularly set out in section 22.5;
  - (b) takes possession and control of the Premises and the Improvements, or causes a receiver to be appointed, under the terms of the Mortgage or by a court of competent jurisdiction, who takes possession and control of the Premises and the Improvements, and the District hereby grants the Mortgagee or such receiver access to the Premises and the Improvements for that purpose;
  - (c) cures every default within a period of 60 days from the date of receipt by the Mortgagee of the notice from the District of the bankruptcy or insolvency of the Lessee, or if such default or defaults are other than the failure to pay Rent or any other sums required to be paid to the District by any provision of this Lease and if such default or defaults cannot reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or defaults; and
  - (d) attorns as tenant to the District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term;

For clarity, if there is more than one Mortgagee, the right to take possession and control to cure any default and to assume the Lease will be granted to the Mortgagee who wants to do so and whose mortgage ranks higher in priority;

- 22.8.** Any re-entry, termination, or forfeiture of this Lease made in accordance with the provisions of this Lease as against the Lessee will be valid and effectual against the Lessee even though made subject to the rights of any Mortgagee to cure any default of the Lessee and to continue as tenant under this Lease;
- 22.9.** No entry upon the Premises or Improvements by the Mortgagee for the purpose of curing any default or defaults of the Lessee will release or impair the continuing obligations of the Lessee;
- 22.10.** The obligations of the District under sections 22.3 to 22.9 are subject to the Mortgagee entering into an agreement in a form satisfactory to the District, whereby the Mortgagee covenants and agrees that if it acquires title to the Lessee's interest in this Lease, but only for so long as it holds such title, it will perform and observe the covenants and agreements required of the Lessee to be performed and observed, if not performed or observed by the Lessee, whether or not the District has taken any steps to enforce performance or observance of any of the covenants and agreements in this Lease to be performed or observed by the Lessee;

**23. MORTGAGE SUBJECT TO DISTRICT'S RIGHTS UNDER LEASE**

- 23.1.** Every Mortgage will be made expressly subject to the rights of the District under this Lease;

**24. TERMINATION AND RE-ENTRY**

- 24.1.** Subject to section 22.0, if the Lessee shall default in the performance of any of its obligations under this Lease and such default continues for fifteen (15) days following receipt of written notice from the District describing such default and indicating the District's intention to re-enter the Premises if such default is not remedied within fifteen (15) days, the District may terminate this Lease and re-enter the Premises and the rights of the Lessee with respect to the Premises shall lapse and be absolutely forfeited;
- 24.2.** Either the District or the Lessee may terminate this Lease for any reason by giving not less than six (6) months' written notice to the other party;
- 24.3.** At the termination of this Lease, the Lessee shall remove from the Premises, all of its goods and chattels, including but not limited to, all equipment, machinery, motors, vehicles, supplies, articles, materials, effects and things at any time brought or placed thereon or therein by the Lessee and shall also, to the satisfaction of the District repair any damage and injury occasioned to Premises by reason of such removal, and the Lessee shall not be entitled to any compensation for such removal or repair, and if the Lessee fails to remove the Lessee's goods and chattels, they shall, at the option of the District, become the

property of the District and may be removed and disposed of by the District acting in its sole discretion;

- 24.4.** At the termination of this Lease, the District may require removal of the Improvements and any other building or structure, and if the Lessee fails to remove any Improvements, building or structure within thirty (30) days of the notice to remove, the Improvements, building or structure shall remain on the Premises without compensation to the Lessee therefore and they shall become the sole and exclusive property of the District;

**25. OWNERSHIP OF IMPROVEMENTS**

- 25.1.** The District and the Lessee agree that the title to and ownership of the Improvements will at all times during the Term be vested in the Lessee, notwithstanding any rule or law as to the immediate vesting of the title to and ownership of the Improvements in the District as owner of the freehold. The title to and ownership of, the Improvements will not pass to or become vested in the District until the expiration of the Term either by forfeiture, default, or lapse of time under the terms of this Lease, in which event the Improvements will become the absolute property of the District free of all encumbrances, but only in the circumstances described in section 23.4;

**26. EFFECT OF WAIVER**

- 26.1.** The District, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of reentry upon breach of any covenants, conditions or agreements in it, does not waive its rights upon any subsequent breach of same or any other covenant, condition or agreement of this Lease;

**27. DISTRESS**

- 27.1.** If the District is entitled to levy distress against the goods and chattels of the Lessee, the District may use enough force reasonably necessary for the purpose and for gaining admittance to the Premises, and the Lessee releases the District from liability for any loss or damage sustained by the Lessee as a result;

**28. HOLDING OVER**

- 28.1.** If the Lessee holds over following the Term and the District accepts Rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month;

**29. DISTRICT'S PAYMENTS**

- 29.1.** If the District incurs any damage, loss or expense or makes any payment for which the Lessee is liable under this Lease, then the District may add the cost or

amount of the damage, loss, expense or payment to the Rent and may recover it as if it were Rent or additional Rent in arrears;

### **30. DISTRICT'S REPAIRS**

**30.1.** If the Lessee fails to repair or maintain the Premises in accordance with this Lease, the District, its agents, employees, or contractors may, upon four (4) business days' notice, enter the Premises and make the required repairs or do the required maintenance and recover the cost from the Lessee;

**30.2.** In making the repairs or doing the maintenance, the District may bring and leave upon the Premises all necessary materials, tools, and equipment, and the District will not be liable to the Lessee for any inconvenience, annoyance, loss of business or injury suffered by the Lessee by reason of the District effecting the said repairs or maintenance;

### **31. INSOLVENCY**

**31.1.** Subject to section 22.0, if:

- (a) the Term or any of the goods, chattels or Improvements on the Premises are at any time seized or taken in execution or attachment by any creditor of the Lessee or under a security agreement;
- (b) a writ of execution is issued against the goods, chattels or Improvements of the Lessee;
- (c) the Lessee makes any assignment for the benefit of creditors; or
- (d) the Premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days, or is used by any person or persons for any other purpose than permitted in this Lease without the written consent of the District;

the Term shall, at the option of the District, immediately become forfeited and the then current Rent and the Rent for the year next following shall immediately become due and payable as liquidated damages to the District, and the District may re-enter and repossess the Premises despite any other provision of this Lease.

### **32. REMOVAL OF GOODS**

**32.1.** If the Lessee removes its goods and chattels from the Premises, the District may follow them for thirty (30) days;

**33. TIME**

**33.1.** Time is of the essence in this Lease

**34. NOTICES**

**34.1.** Any notice required to be given under this Lease shall be deemed to be sufficiently given:

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

if to the District:  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

if to the Lessee:

---

or at such other address each party may from time to time designate, then the notice shall be deemed to have been received seven (7) business days after the time and date of mailing. If, at the time of mailing of the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow down, lock out or other labour dispute, then the notice may only be given by actual delivery of it.

**35. NET LEASE**

**35.1.** This Lease shall be a complete carefree net lease to the District as applicable to the Premises and the District shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or the contents thereof except those mentioned in this Lease;

**36. FITNESS OF PREMISES**

**36.1.** The District has made no representations or warranties as to the condition, fitness or nature of the Premises and by executing this Lease, the Lessee releases the District from any and all claims which the Lessee now has or may in future have in that respect;

### **37. DISPUTE RESOLUTION**

**37.1.** Any dispute arising between the Regional District and the Lessee as to any matter, question or determination arising or required to be made under this Lease, shall immediately be referred for mediation to an arbitrator agreed upon by the District and the Lessee, and in the event that the parties cannot agree upon a mediator, then the question shall be referred to the arbitration before a single arbitrator under the *Arbitration Act* (British Columbia), or any other statute of similar effect being in force in British Columbia and the decision of such arbitrator shall be final and binding upon the parties. The costs of arbitration shall be allocated between the parties as the arbitrator may direct;

### **38. INTERPRETATION**

**38.1.** When the singular or neuter are used they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;

**38.2.** The headings to the sections in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or any provision of it;

**38.3.** All provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph; and

**38.4.** Unless expressly stated otherwise, any reference in this Lease to a requirement for the consent or permission of the District is deemed to be a reference to the consent or permission of the District granted or withheld in the District's sole, arbitrary and unfettered discretion.

### **39. ENTIRE AGREEMENT**

**39.1.** This Lease when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

### **40. BINDING EFFECT**

**40.1.** This Lease shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;

**41. APPLICABLE LAW**

41.1. This Lease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

**42. AMENDMENT**

42.1. The parties hereto may by agreement amend the terms of this Lease, such amendment to be evidenced in writing and executed by both parties.

**43. REGISTRATION**

43.1. Despite section 5 of the *Property Law Act*, the District is not obligated to deliver this Lease to the Lessee in registrable form. The Lessee may, at its own expense, present to the District for execution an instrument rendering this Lease registrable and register the same.

IN WITNESS WHEREOF the parties have signed and sealed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**REGIONAL DISTRICT OF ALBERNI-CLAYQUOT** )  
by its authorized signatories: )

\_\_\_\_\_ )  
Chairperson )

\_\_\_\_\_ )  
Chief Administrative Officer )

\_\_\_\_\_ by its authorized )  
signatory(ies): )

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

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

5.



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Jenny Brunn, GM of Community Services  
**Meeting Date:** April 14, 2021  
**Subject:** Renewal of the License of Occupation for the Community Septic Field Land

---

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO and Chair to enter a ten (10) year extension for the License of Occupation for the Salmon Beach Community Septic Field Land until March 30, 2031.***

**Background:**

The current License of Occupation for the land on which the Salmon Beach community septic field inhabits was established March 30, 2011 for 10 years with the ability to renew for 2 additional 10-year terms. ACRD and Toquaht Nation staff have been in discussions regarding the upgrades to the Salmon Beach community septic system. This has involved a review of the existing License of Occupation to ensure the agreement is for the mutual benefit of both communities and addresses all public and environmental concerns. ACRD and Toquaht Nation staff have reviewed the license terms and are satisfied that the current agreement is adequate.

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

There will be some staff time required to work with Toquaht Nation and execute the agreement renewal.

**Financial:**

There are no financial implications for renewing this license of occupation.

**Strategic Plan Implications:**

The discussions regarding the upgrades to the Salmon Beach community septic system and license of occupation has included potential opportunities to meet the longer-term infrastructure/servicing demands of the two communities. This is the beginning of a larger discussion that requires further investigation of the feasibility of any coordinated solutions. This strongly supports the Board's strategic objective to explore opportunities for greater coordination with First Nations, municipalities, and other agencies.

Submitted by:

Jenny Brunn, GM of Community Services

Approved by:

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

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

**Meeting Date:** April 14, 2021

**Subject:** **2021 Federation of Canadian Municipalities Convention, May 31<sup>st</sup> to June 4<sup>th</sup>, 2021**

---

### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following Directors to attend the 2021 Federation of Canadian Municipalities Conference and Trade Show being held virtually from May 31<sup>st</sup> to June 4<sup>th</sup>, 2021

\_\_\_\_\_.

### **Desired Outcome:**

To authorize up to four interested Directors to attend the virtual 2021 Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show being held virtually from May 31 to June 4<sup>th</sup>.

### **Summary:**

The Alberni-Clayoquot Regional District (ACRD) is a long-standing member of FCM. The annual membership enables ACRD members, including municipal and treaty first nation Directors, to register for the annual conference. FCM represents the interests of municipalities and local governments on policy, advocacy and program matters that fall within federal jurisdiction. FCM brings local priorities to the national agenda. Together, FCM members have secured historic federal investments in infrastructure, housing, rural broadband and more. One of the benefits of membership is a reduced registration rate for the annual convention.

### **Background:**

The FCM Annual Conference & Trade Show will be held virtually from May 31 – June 4, 2021. This year, FCM will celebrate the deep resilience of frontline local leaders and look at what municipalities and local governments across the country need in order to keep moving forward and how local governments can work together to make this happen. The FCM Conference is open to municipal, provincial, federal and territorial government elected officials and staff as well as other affiliate members and partners.

The online event platform will feature shorter interactive workshops, motivational speakers and innovations. Event topics include: affordable housing, rural economic growth, connecting remote communities, ending homelessness, climate resilience, your workforce in 2020 and much more. Visit the FCM website for further information <https://fcm.ca/en/events-training/conferences/annual-conference-and-trade-show-2021/program>.

Prior to the COVID pandemic, the Conference was held in locations throughout Canada. For the past several years, the ACRD Board of Directors has cost shared 50% of the registration fees, travel and accommodation expenses with the municipalities for the Mayor’s attendance at the Conference. The municipal Mayor’s would lobby on behalf of the Region and report back to the ACRD Board of Directors on the event.

With the event being held virtually this year, there is an opportunity for more elected officials to attend with reduced registration fees and no travel expenses. Registered participants get access to all scheduled programming, including plenaries, workshops and sessions, on-demand educational programming during and post-conference, virtual trade show and networking events.

As per the Board Remuneration and Expenses Bylaw, in order for Directors to attend the conference and be remunerated, a Board resolution is required prior to registration.

Staff recommend that the ACRD Board of Directors authorize up to four Directors to attend the virtual 2021 FCM Conference and Trade Show.

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

Directors’ attendance at the 4 ½ day conference.

**Financial:**

The registration fee for FCM members is \$600 (early bird rate between March 29<sup>th</sup> & April 23<sup>rd</sup>) and \$670 (regular rate April 24<sup>th</sup> to June 4<sup>th</sup>). The approximate cost including registration and remuneration per Director is \$1,480.00. Attendance at the FCM Conference was not considered as part of the 2021 budget, but there is funding is available for up four Directors to attend through General Government services. The estimated cost of four Directors attending is \$5,920.

**Strategic Plan Implications:**

n/a

**Policy or Legislation:**

Bylaw A1084, A1084-1, A1084-2, Board Remuneration & Expenses applies.

**Options Considered:**

Staff has identified a financial plan source of funds for up to four directors. If the Board would like to consider a number more than four, the Board can direct staff to provide funding options for that number at the next Board meeting.



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



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



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** April 14, 2021

**Subject:** Sproat Lake Community Association – 2021 Community Works Fund Contributions

### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the Letter of Understanding with the Sproat Lake Community Association to increase the amount of Community Works Funding from \$180,000 to \$250,000 for upgrading the Community Hall for recreational purposes.***

***THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into the Contribution Agreement with the Sproat Lake Community Association outlining the terms and conditions for a Multi-Purpose Court Upgrade grant of \$75,000 of Community Works Funding.***

### Desired Outcome:

To provide Community Works Funding to the Sproat Lake Community Association (SLCA) while ensuring that the ACRD can meet the obligations of the UBCM Community Works Fund Agreement.

### Summary:

The 2021-2025 Financial Plan includes Community Works Funding for two SLCA projects:

- \$70,000 for phase 3 of the Sproat Lake Community Hall upgrade
- \$75,000 for an upgrade to a multi-purpose court located at the Sproat Lake Community Hall

Staff have reviewed the project descriptions as provided by the SLCA and believe that both projects meet the eligibility criteria of the Community Works Fund as outlined in UCBM's document "Gas Tax Fund – Guidelines for Identifying Project Eligibility for Community Works Fund Projects". Before the projects can proceed, agreements need to be formalized with the association. Staff are recommending these projects are done in separate agreement to streamline the reporting to UBCM. The hall upgrade project can be done by adding a Letter of Understanding to amend the existing contribution agreement to increase the funding amount. The multi-purpose court upgrade agreement has been drafted as a new agreement separate from the hall funding.

### Time Requirements – Staff & Elected Officials:

Staff time has been required to draft the Contribution Agreement and the Letter of Understanding. Moving forward, some staff time will be required to ensure the funds are spent on eligible projects and to report the outcomes of the projects as required under the Community Works Fund Agreement. Staff time is also required in communicating with the SLCA on the status of the project, as well as ensuring

they meet the signage requirements. The SLCA is not charged an administration charge for this time and therefore the staff time is funded by the Electoral Area Administration budget.

**Policy or Legislation:**

The Community Works Fund is a transfer of Federal revenues to local governments for infrastructure improvements and developments. 100% of the funding under this agreement comes from the Federal Government however the program in BC is administered by UBCM. It is the ACRD's responsibility to make certain that outside non-profit organizations that are provided funding will comply with the Community Works Fund Agreement obligations. Therefore, UBCM requires that agreements with each outside organization be created to protect the ACRD.

The Board of Directors adopted a Community Works Fund Policy on May 8, 2019. This application meets all of the policy requirements.

**Financial:**

The total 2021 contribution of Community Works Funds to the SLCA is \$145,000.

**Strategic Plan Implications:**

This project aligns with Strategic Focus Area number 1. The Economy and COVID-19 Recovery, in particular it relates to Strategy 1.2 Leverage Community Works Funds and Other Grants. This project also aligns with Strategic Focus Area number 5. Partnerships and Alignment, in particular it relates to Strategy 5.1 Engagement with Community Partners.

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



Teri Fong, CPA, CGA, Chief Financial Officer

Approved by: \_\_\_\_\_



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

**LETTER OF UNDERSTANDING**

**BETWEEN:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

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

(the "ACRD")

**AND:**

**SPROAT LAKE COMMUNITY ASSOCIATION**

9346 Bomber Base Rd  
Port Alberni, BC  
V9Y 9Z3

(the "SLCA")

The Alberni-Clayoquot Regional District and the Sproat Lake Community Association agree to modify the terms of the Contribution Agreement for the Community Works Fund for upgrades to the Sproat Lake Community Hall dated April 1, 2018 as follows:

**Section 4.1. Amended to provide up to \$250,000 of Community Works Funds instead of \$180,000.**

All other terms and conditions of the Contribution Agreement dated April 1, 2018 shall continue to apply.

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

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT** this \_\_\_\_ day of \_\_\_\_\_ by its authorized signatories

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

\_\_\_\_\_  
Wendy Thomson, Corporate Officer

**SPROAT LAKE COMMUNITY ASSOCIATION** this \_\_\_\_ day of \_\_\_\_\_ by its authorized signatories

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

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

**Contribution Agreement – Community Works Fund**

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

**BETWEEN:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

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

(the “**ACRD**”)

**AND:**

**SPROAT LAKE COMMUNITY ASSOCIATION**

9346 Bomber Base Rd  
Port Alberni, BC  
V9Y 9Z3

(the “**SLCA**”)

**WHEREAS:**

- A) The ACRD has entered into a Community Works Fund Agreement (CWF) with the Union of BC Municipalities (UBCM) to enable the ACRD to participate in the New Deal for Cities and Communities and to benefit from the CWF in accordance with the terms and conditions of the Agreement on the Transfer of Federal Gas Tax Revenues between Canada, British Columbia and the UBCM;
- B) The ACRD has the authority to transfer a portion of its CWF funds to an Eligible Recipient that is not a Local Government for an Eligible Project;
- C) The SLCA has submitted a proposal to perform an upgrade to a multi-purpose court at Sproat Lake Community Hall, located in Electoral Area “D”, to improve recreational opportunities to the community;
- D) The ACRD Board of Directors, having determined that the SLCA is an Eligible Recipient and the Project is an Eligible Project under the Community Works Fund program, has agreed to transfer Community Works Funds to the SLCA to cover the eligible project costs;

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

**1. TERM**

This Agreement shall commence on **April 14, 2021** and expire ten (10) years following the completion of the project.

## **2. RESPONSIBILITIES**

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

## **3. FUNDING CONDITIONS**

- 3.1 The SLCA agrees to receive Community Works Funding from the ACRD in a manner consistent with the terms of this Agreement and to expend these funds solely for the purposes of the upgrading the Sproat Lake Community Hall.
- 3.2 The SLCA shall be responsible for raising the balance of any funds required to complete the Project.
- 3.3 As a condition of receiving funding from the ACRD, the SLCA will adhere to the ACRD purchasing policy (see attached).
- 3.4 As a condition of receiving funding from the ACRD, the SLCA agrees to the:
  - a) Submission of an annual progress reports each year until the Project is completed, which shall include: the Project outcomes that were achieved in that year; the percent that the Project is complete; a project timeline for completion; and a comparison of budgeted vs. actual costs.
  - b) Submission of a final project report upon completion of the Project that includes: details about how the Project outcomes were achieved; the degree to which the Project has contributed to the objectives of cleaner air, cleaner water and reduced GHG emissions
- 3.5 The SLCA will maintain all administrative, corporate, and accounting records related to receipt and expenditure of the Project grant in accordance with generally accepted accounting principles, and retain these records for ten years following completion of the Project;
- 3.6 The SLCA agrees to the Local Government's Funding Agreement and the provisions included in this Protocol, particularly that:
  - a) All communications referring to projects funded under this Agreement will clearly recognize Canada's investments;
  - b) The SLCA will consult with the ACRD on all communications and signage to ensure the materials reflect Government of Canada communications policy, including the Official Languages Act, and federal-provincial/territorial identity graphics guidelines.

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

#### 4. PAYMENT

4.1 The ACRD will provide a grant in the amount of **\$75,000** to the SLCA.

4.2 The ACRD shall directly pay the eligible invoices on behalf of the SLCA, upon receipt of approval from SLCA.

4.3 If there are funds remaining from the \$75,000 grant after the completion of the project, the ACRD will give due consideration to a further Eligible Project and apply the balance of the funds to such a project.

#### 5. COMPLIANCE WITH REGULATIONS

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

#### 6. AUDIT

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

#### 7. OWNERSHIP

7.1 The SLCA shall maintain a lease with the owner on a portion of District Lot 98 that is occupied by the Sproat Lake Community Association facilities for at least ten years after the Project completion.

7.2 If, at any time within ten years from the date of completion of the Project, the SLCA sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset constructed, rehabilitated or improved, in whole or in part, with funds contributed by the ACRD under the terms of this Agreement, other than to Canada, the Province of British Columbia ("British Columbia"), or a Local Government, the SLCA shall repay the ACRD, on demand, a proportionate amount of the funds contributed by the ACRD, as follows:

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

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

## **8. INSURANCE AND INDEMNITY**

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

## **9. WORKMANSHIP**

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

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

## **10. DEFAULT AND TERMINATION**

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

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

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

## **11. DIFFERENCES**

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

## **12. NOTICES**

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

## **13. ASSIGNMENT**

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

## **14. ENTIRE AGREEMENT**

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

## **15. SEVERANCE**

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

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

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

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

\_\_\_\_\_  
Wendy Thomson, Corporate Officer )  
)

**SPROAT LAKE COMMUNITY ASSOCIATION** by its authorized signatories )  
)

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

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



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional District Board of Directors  
**From:** Tricia Bryant, CPA, CGA, Asset Management Coordinator  
**Meeting Date:** April 14, 2021  
**Subject:** UBCM Asset Management Planning Program Grant Application

---

### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Union of BC Municipalities (UBCM) Asset Management Planning Program Grant for a \$10,000 grant to expand the ACRD's Asset Management program to include the identification, use and management of natural assets.***

### Desired Outcome:

To secure funding to further the Asset Management Program regarding treatment of natural assets within the Alberni-Clayoquot Regional District through training, framework development and the use of a consultant for expertise.

### Summary:

The ACRD has almost completed the first version of all the planned Asset Management Plans (AMPs). Staff have considered all of the plans and have determined that this natural assets project would be a good next step for the Asset Management program. We often think of our infrastructure assets as being those we have constructed, however, there is another entire ecosystem of assets including our soil, air, water, flora and fauna, which also deliver essential services to our communities. By identifying and incorporating natural assets into the ACRD's Asset Management processes, we will be able to understand the interactions between built and natural assets and how climate change may impact the interacting systems. Some examples of natural assets include the type of soil located at the West Coast Landfill and water sources such as Sugsaw Lake for the Bamfield Water System.

Success with the grant application would ensure sufficient funding towards proactive treatment of natural assets through training for the Asset Management Coordinator, framework development and possibly use of a consultant to understand our natural assets better. Without the use of natural assets, manmade assets will need to take their place, resulting in more costly lifecycle management costs for the service.

Asset Management BC, with funding from the BC Ministry of Municipal Affairs and Housing has developed a Sustainable Service Delivery Primer called "Integrating Natural Assets into Asset Management" as a companion document to the "Asset Management for Sustainable Service Delivery: A BC Framework". This concept is a next step in developing an integrated approach to maintaining and enhancing the ACRD's assets. Natural assets provide critical functions to our services including our landfills, water systems, and recreational assets. This project does not attempt to treat engineered and natural assets the same but to ensure that all relevant information regarding the ACRD's natural assets are included in the overall asset management process and is documented and considered when making decisions.

**Background:**

The Union of BC Municipalities (UBCM) is accepting applications for the first intake of the Asset Management Planning program. The grant is focused on supporting projects that assist local governments in delivering sustainable services by extending and deepening asset management practices within their organization. Regional Districts are permitted to submit one application by the application deadline of April 30, 2021. A second intake is planned with an application deadline of September 24, 2021, if the first intake is unsuccessful. This project is eligible for funding and could begin as soon as summer 2021 and must be completed within 12 months of approval.

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

Grant application completion, additional training, framework development, and potential consultant support will require some time from staff. This is viewed by staff as a valuable next step in our Asset Management Program and the Asset Management Coordinator has time in the work plan to complete this project if funding is approved.

**Financial:**

Staff propose the natural asset project budget to be \$20,000 with the UBCM Asset Management Planning program 50% or \$10,000. The ACRD’s contribution will come from General Government staff Professional Development and Survey’s Studies and Reports.

**Strategic Plan Implications:**

If successful, this grant would further support Strategic Plan Focus Area number 3 Management of New and Existing Infrastructure.

**Policy or Legislation:**

This recommendation supports the principles outlined in the ACRD’s Asset Management Policy.

**Options Considered:**

That this opportunity is not pursued at this time.

Submitted by:   
Tricia Bryant, CPA, CGA, Asset Management Coordinator

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

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



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

## Development Variance Application

**MEETING DATE:** April 14, 2020

**ACRD FILE NO.:** DVE20010

**APPLICANT:** Michele Jamieson

### LEGAL

**DESCRIPTION:** LOT 3 DISTRICT LOT 166 ALBERNI DISTRICT PLAN 12220

**LOCATION:** 7194 McKenzie Road

**ELECTORAL AREA:** "E" Beaver Creek

**APPLICANT'S INTENTION:** The applicant has applied for a development variance permit to reduce the required front lot line setback from 50 feet (15 meters) to 25 feet (7.5 meters) for a property zoned Rural (A2) District in order to place a mobile home as a primary residence.

---

**Recommendation:** THAT the Board of Directors consider issuing development variance permit DVE20010, subject to neighbouring properties being notified as per Local Government Act s.499.

### Development Variance DVE20010:

- i. Development variance of Section 200 – Schedule No. II – Bulk and Site Regulations of the ACRD Zoning Bylaw to reduce the required front lot line setback for a property zoned Rural (A2) District from 50 feet (15 meters) to 25 feet (7.5 meters).

---

**Advisory Planning Commission Recommendation:** The Beaver Creek APC considered the application at their March 29, 2021 meeting where they passed a resolution to concur with the staff recommendation and support the development variance application as presented.

### Observations:

- i. **Status of Property:** This 0.19 ha (0.46 ac) property is relatively level vacant lot that has been cleared of trees. There is a gully at the rear (south end) of the property. The applicant has indicated that there is fill on the rear portion of the property and that the most suitable building sit is within the front yard set-back.

## DVE20010

ii. **Services**

- a. **Sewage Disposal:** On-site septic system.
- b. **Water Supply:** Beaver Creek Water Service Area.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** Access to the property is from McKenzie Road.

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

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan (OCP) designates the property "Rural Use".

***The proposal complies with the policies and objectives of the Beaver Creek OCP.***

- c. **Zoning:** The property is zoned Rural (A2) District which permits rural residential, agricultural, and accessory uses. The minimum lot area is 5 acres (2 ha) and this property is legal non-conforming.

**Principal building setbacks within the Rural (A2) District**

	<b>Required</b>	<b>Proposed</b>
Front lot line	50 feet	<b>25 feet</b>
Rear lot line	15 feet	-
Side lot line	15 feet	-

***The applicant is applying for a Development Variance Permit in order to reduce the required front lot line setback from 50 feet (15 meters) to 25 feet (7.5 meters) to locate a mobile home on the vacant property.***

**Comments:** The applicant is proposing to locate a mobile home on this 0.46 acre lot. Following a site visit, staff are supportive of the variance application. This is a small, non-conforming lot that was subdivided prior to the ACRD Zoning Bylaw adoption. If the variance is approved, there is still ample room between the proposed building site and the road. Staff note that there are A1 zoned properties, which have 25 foot front yard setbacks, within this neighbourhood. Given the existence of fill on the property. The proposed variance is considered appropriate.

Staff recommend that the Board of Directors consider issuing development variance permit DVE20010, subject to neighbouring properties being notified as per Local Government Act s.499.

Submitted by:



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

Approved by:



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

**DVE20010**

**Michele Jamieson  
7100 Beaver Creek Road  
Port Alberni, BC  
V9Y 8M3  
Phone - 250 731-9989  
Email - ernidog@hotmail.com**

December 22 2020

To whom it may concern:

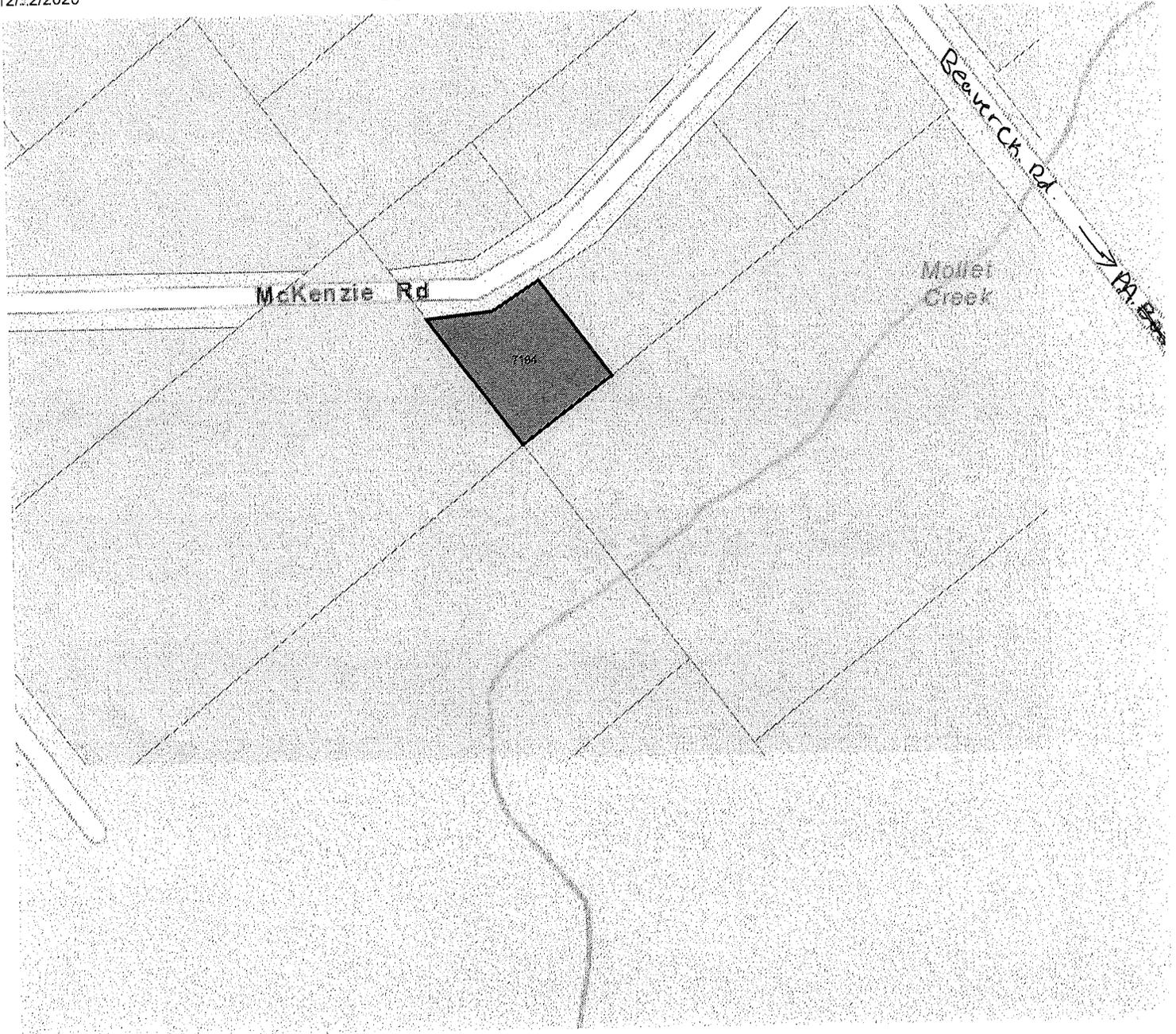
**Re: building setback variance**

Hi. I wish to apply for a variance to place an existing modular home onto, the vacant property that I own , 7194 McKenzie Road. I hope to place the home 25' from the front of the property line, rather than the 50' setback. The reason being is that there is fill on the land and the fill gets deeper and deeper as you go toward the back of the property. I have hired Geo-tech, Paul Fraser, to direct plans for the foundation of the home and also hired Craig Bowerman to construct the septic system.

I hope the information I am submitting is sufficient.

Thank you,

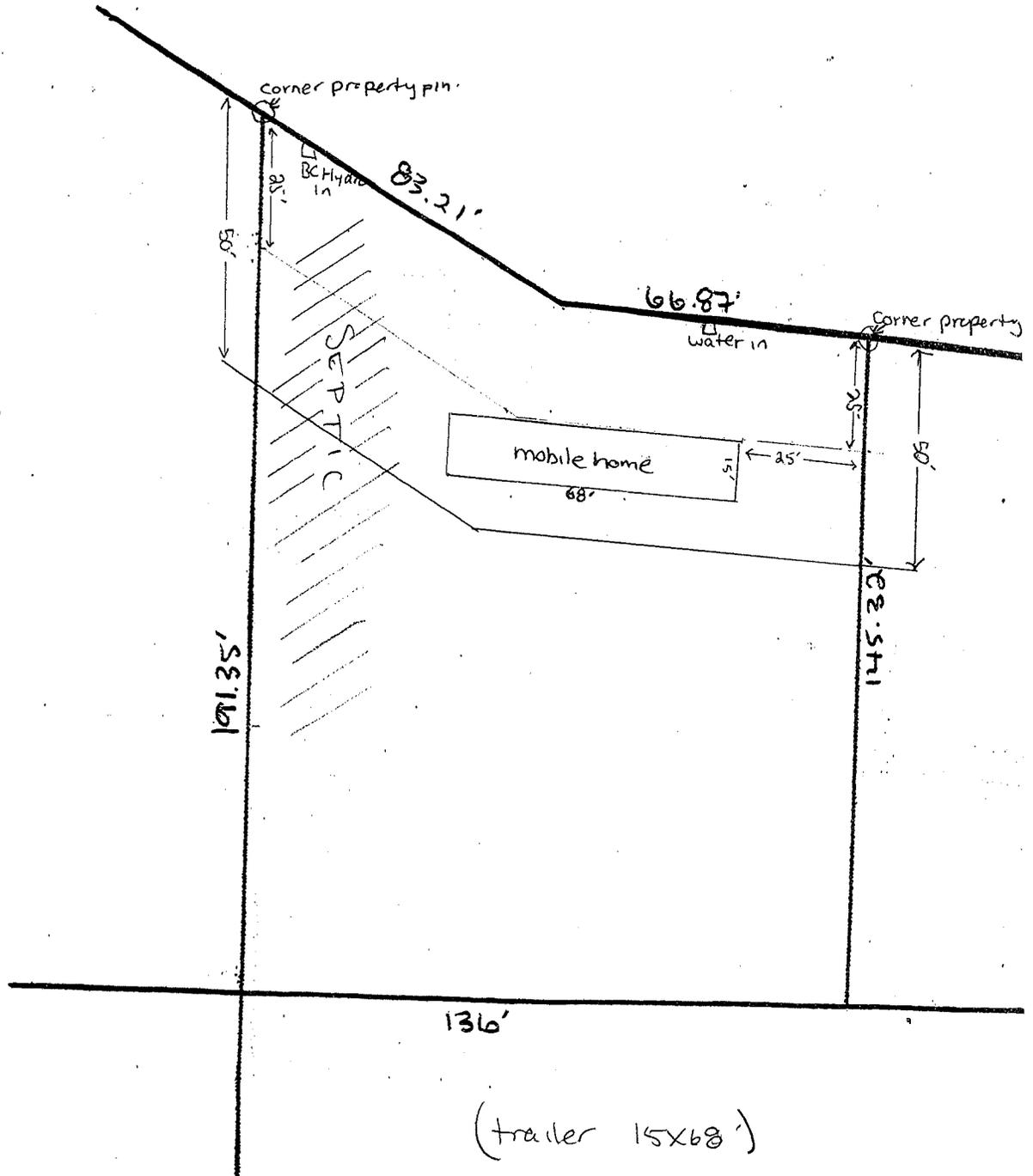
Michele Jamieson



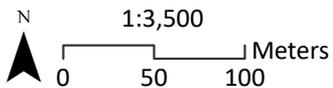
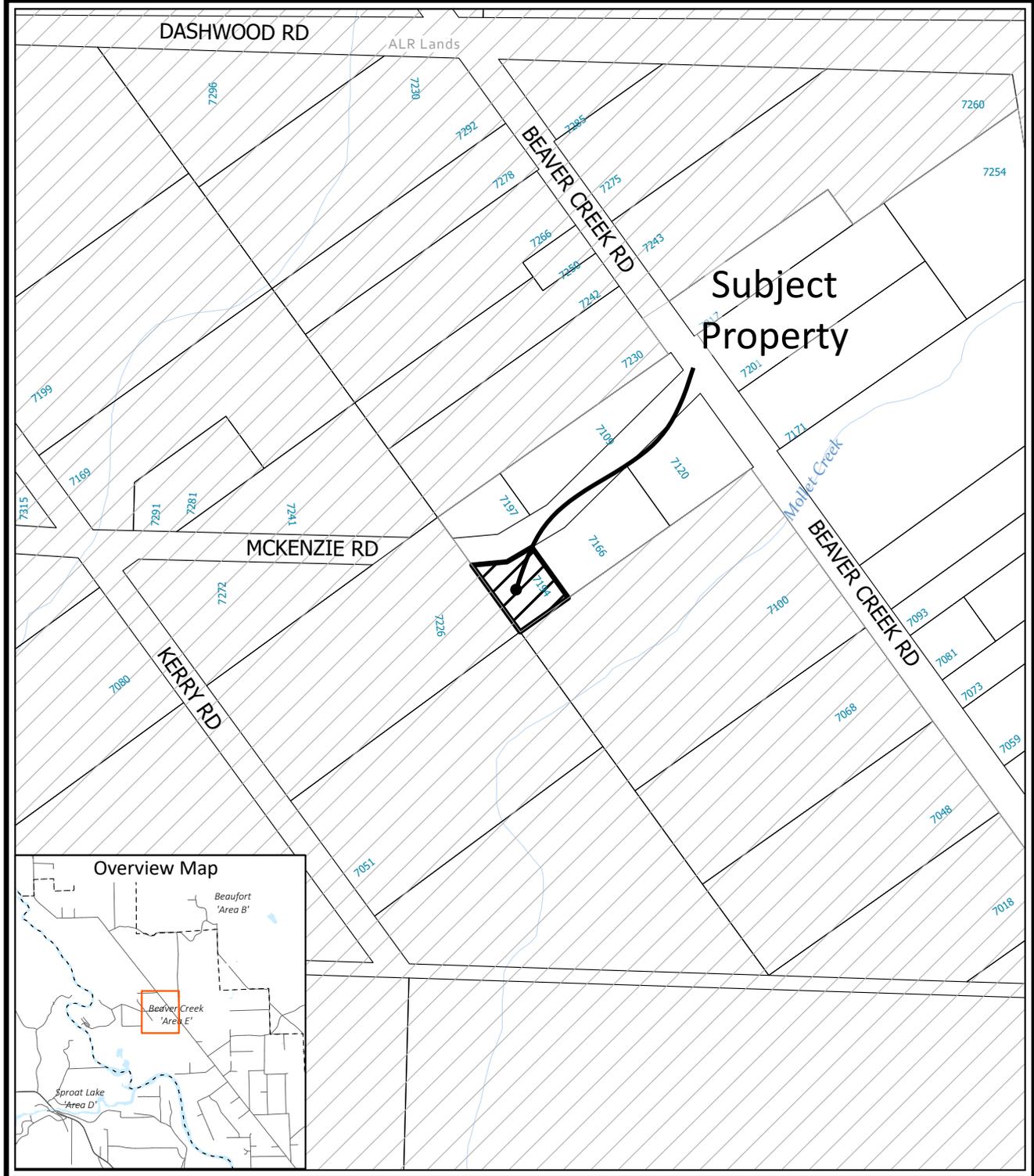
7194 mckenzie Road.

Proposal

7194 McKenzie Road  
Port Alberni, B.C. V9Y 8M7  
Lot 3 Plan V1P17220 District Lot 166  
Land District 01 PID: 004-967-879



(trailer 15x68')



Legal Description: LOT 3 DISTRICT LOT 166 ALBERNI  
DISTRICT PLAN 12220



# 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:** April 14, 2021

### TEMPORARY USE PERMIT

**APPLICATION #:** TUP20004

**APPLICANT:** Joshua Dahling & Heather Mohan

### LEGAL

**DESCRIPTION:** LOT 17 DISTRICT LOT 23 ALBERNI DISTRICT PLAN VIP79780

**LOCATION:** 5458 Highland Drive, Port Alberni

**ELECTORAL AREA:** "E" Beaver Creek

**Applicant's Intention:** To allow for a two (2) bedroom Accessory Dwelling Unit located within the single family dwelling to be operated as a short term vacation rental on the 0.4 hectare (1 acre) subject property.

---

**Recommendation:** THAT the Board of Directors consider issuing Temporary Use Permit TUP20004, subject to neighbouring properties being notified as per Local Government Act s.494.

---

**Advisory Planning Commission Recommendation:** The Beaver Creek APC considered the application at their March 29, 2021 meeting where they passed a resolution to concur with the staff recommendation and support the temporary use permit application as presented.

### Observations:

- 1. Property Description:** The parcel is 0.4 hectare (1 acre) in lot area. The property slopes gradually from north east to south west, and is mostly cleared, apart from a treed buffer along the southern property line and within the backyard. The five (5) bedroom single family dwelling was constructed in 2008 and included a two (2) bedroom suite located within the basement. A building permit was issued in January 2021 for alterations to the existing basement suite and to legalize the suite as an Accessory Dwelling Unit (ADU). The property is adjacent to similar residential uses as well as a linear park to the south,

### TUP20004

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)

and a railway right-of-way to the south west.

## 2. Services:

- a. **Sewage Disposal:** On-site septic system. A letter from a Registered On-Site Wastewater Practitioner, dated November 3, 2020, has been provided which confirms that the system has been appropriately constructed and installed given the size and projected demand from the house and that the system is functioning as expected. The septic system was installed when the house was constructed in 2008.
- b. **Water Supply:** Beaver Creek Water System.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** Access to the property is off Highland Drive. The ADU shares a driveway access and parking area with the single family dwelling. The ADU has secure, private access directly to the unit that is separate from the remainder of the house.

## 3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Beaver Creek Official Community Plan (OCP) designates this property as “Residential Use”. This designation supports a variety of compatible uses on residential lots, including the residential use of the property.

Section 3.2 of the OCP contains general planning policies that apply to all properties within the OCP area. Policy 3.2.10 allows for the consideration of temporary use permits in appropriate areas within all land use designations in accordance with s. 493 of the *Local Government Act*.

***The proposal complies with the policies and objectives of the Beaver Creek OCP. A TUP may be issued to allow for the use requested on the subject property.***

- C. **Zoning:** The property is zoned Acreage Residential (RA2) District. This zoning designation does not allow short term vacation rentals, but the proposed TUP would allow the STR use to occur on a temporary basis and under specific conditions.

A Short-term Vacation Rentals Temporary Use Permit Policy was adopted by the ACRD Board in January 2018 for the consideration of STR applications in the Regional District. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and provides guidelines for the conditions that the permit may apply.

Under Section 493 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official

### TUP20004

Community Plan. A Temporary Use Permit may do one or more of the following:

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

Where a Temporary Use Permit is considered within an area designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act* and the Development Procedures Bylaw, which includes notifying the neighbouring property owners and residents within 100 metres of the property, and publishing a notice in the newspaper.

Within the Beaver Creek OCP area, a TUP can be issued for up to 3 years and renewed upon application by the property owner. After the expiry of the TUP, the property owner must apply to rezone the property to allow for the continued STR use or discontinue the use.

**Temporary Use Permit:**

The Temporary Use Permit to operate the existing Accessory Dwelling Unit as a Short Term Rental may be subject to the following conditions and any other conditions that the ACRD Board of Directors deems 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 located within the existing single family dwelling at the subject property.
2. The maximum occupancy shall be two (2) persons per bedroom when the dwelling unit is being occupied as an STR.
3. The rental unit is limited to the Accessory Dwelling Unit within the single family dwelling on the subject property.
4. The rental use of the property shall not change the residential appearance of the single family dwelling.
5. The owner, or a caretaker, must live on-site or be available within 20 minutes of the property.
6. Contact information for the owner, or caretaker, and a copy of the TUP must be visible in a public location.
7. This permit is valid for three (3) years from the date of execution.
8. The operation of the STR must be in compliance with any orders or directives issued by the Provincial Health Officer.
9. At the time of the expiry of this permit, the property owners 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.
10. If the conditions of this permit are not met, or if there is a change of ownership of the property, the Regional District may rescind or terminate the TUP.

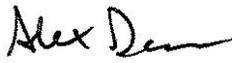
**TUP20004**

**Comments:** The applicants purchased the property in 2018 and intend to operate a two (2) bedroom short term rental suite within the existing home. The applicants' intent is to limit guest stays to one week unless they are in the Alberni Valley for a short term work opportunity, in which case a guest could stay for up to three weeks.

The applicants have provided the following documents to support their application:

- A building permit, issued January 18, 2021, for alterations to the suite and for the legalization of the existing basement suite as an Accessory Dwelling Unit in compliance with the Zoning Bylaw and the Building Bylaw.
- Registered On-Site Wastewater Practitioner assessment, dated November 3, 2020, that confirms that the 2008 system is appropriate given the size and projected demand from the house and that the system is functioning as expected.
- Site plan for the single family dwelling indicating that the location of the house complies with the required setbacks in the RA2 District.
- Pictures of the Accessory Dwelling Unit demonstrating access/egress, bedrooms, kitchen and bathroom facilities.

The application generally complies with the guidelines set out in the STR TUP policy provided the proposed TUP conditions of use are followed. Staff recommend that the ACRD Board consider issuing Temporary Use Permit TUP20004, 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 & Development

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

### TUP20004

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**Office use only**

File No.:

Received:

Fee:

Receipt No.:

**TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)**

Applicant/Property Owner Information	Agent Information (if applicable)
Name: Joshua Dahling & Heather Mohan	Name: Joshua Dahling & Heather Mohan
Mailing address: 5458 Highland Drive	Mailing address:
Phone:	Phone:
Cell: 604-341-9595	Cell:
Fax:	Fax:
Email: joshua@campkerry.org	Email: joshua@campkerry.org

Agent Authorization (if applicable)	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed.	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this Temporary Use Permit application.	
Signature of owner:	Date:
Signature of owner:	Date:

Property Description	
Civic address: 5458 Highland Drive	
Legal description:	
Zoning: RA2	OCP designation: Residential Use
Describe the existing land use of lands adjacent to the subject property: P2 (Park)	
North: RA2 (Residential)	South:
East: RA2 (Residential)	West: Highland Drive
Within the Agricultural Land Reserve (ALR): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Within a Development Permit Area (DPA): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (more information: <a href="http://www.acrd.bc.ca/development-permits">www.acrd.bc.ca/development-permits</a> )	
Method of sewage disposal: <input type="checkbox"/> Community system <input checked="" type="checkbox"/> On-site septic system <input type="checkbox"/> Other	
Method of water supply: <input checked="" type="checkbox"/> Community system <input type="checkbox"/> On-site water system <input type="checkbox"/> Other	

Current Use (attach as a separate sheet, as required)
Describe the current use of the land and building(s) on the subject property: The three-level house is our primary residence. The lower level has a two bedroom suite that we presently use for our guests.

**Proposed Temporary Use (attach as a separate sheet, as required)**

Describe the proposed temporary use of the land and building(s). Describe the time period required for the temporary use. Describe the reason(s) for the proposed temporary use. Clearly describe any conditions that the proposed use will be limited to (ie. floor area, bedroom(s), affected land area, building(s) to be used, parking, hours of operation, sewage, water, caretaker, etc.):

We intend to list our suite on Airbnb and possibly other short-term rental sites so that we can generate some additional income and contribute to enhancing people's experience of the Alberni Valley.

Guests will only be permitted to stay for a maximum of seven days unless they are in the valley for work purposes. In that case, we are willing to accommodate such guests for a period of three weeks provided we don't have friends or family coming to visit.

In addition to private access to the entire two bedroom suite which includes; one bathroom, a kitchen (without oven), and laundry, guest will have access to the lower level deck and driveway.

**Required Documentation**

**Site plan** showing the following:

- Legal boundaries and dimensions of the subject property.
- Location of permanent building(s) and structure(s) on the subject property with distances to property lines.
- Location of any existing sewage disposal systems and/or property water source.
- Landscaping, access roads, driveways, vehicle parking spaces, pathways, screening/fencing, etc.
- Current floorplan showing the number of bedrooms that will be used for the short term vacation rental.

**Health and safety inspection:** Where applicable, confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.

**Septic inspection:** A copy of the most recent septic inspection/servicing showing to be in good working order and, if applicable, confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for the number of rooms/guests.

Additional or more detailed information may be requested by the Regional District following review of your application.

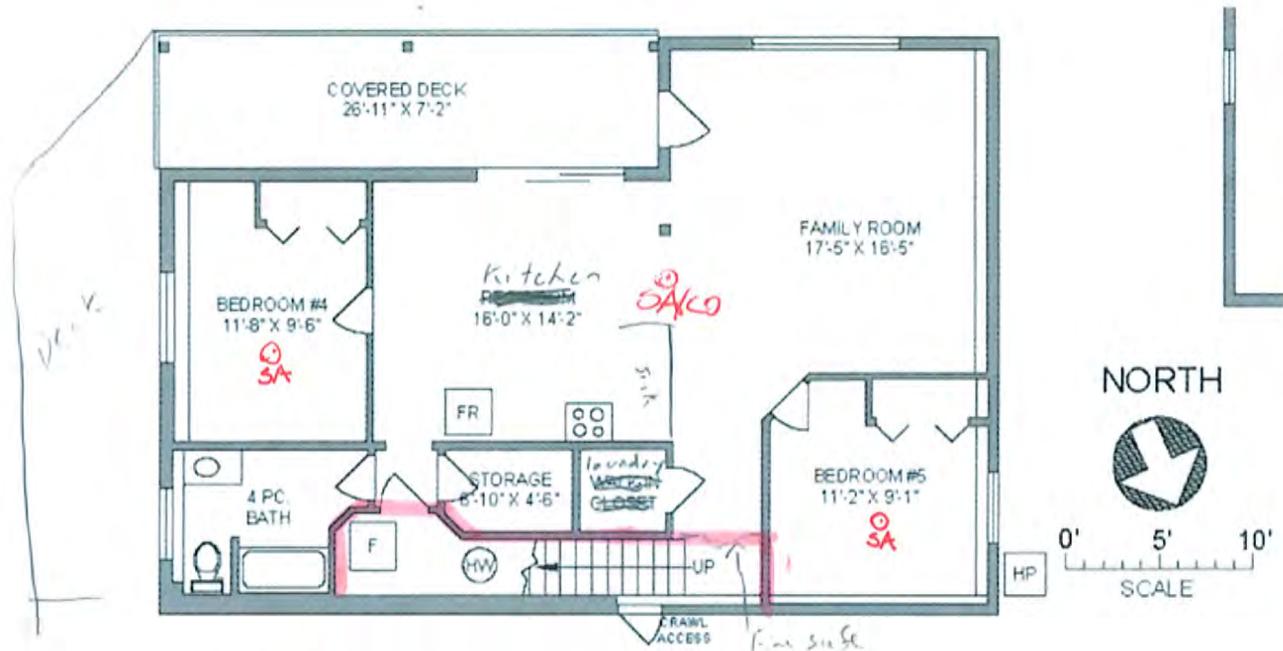
- If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.
- I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.
- I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and
- I/we hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.
- NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: \_\_\_\_\_

Date: August 22, 2020

Applicant/Owner Signature: \_\_\_\_\_

Date: Aug. 22/2020



■ Fire separation Req'd Door

Alberni - Clayoquot Regional District  
 Building Inspection Department  
 Approved for Building Permit # BC20-48  
 Date: 12.04.2020  
 Per: [Signature]

R.N. ACRES LAND SURVEYING LTD.,  
R.N. ACRES, B.C.L.S.,  
RES. PHONE - 250-752-5718  
e-mail address - racres@alberni.net

D.M. POLLOCK LAND SURVEYING LTD.,  
D.M. POLLOCK, B.A., B.C.L.S.  
RES. PHONE - 250-723-7760  
e-mail address - tundra469@alberni.net

MR. RICHARD PREVOST,  
1750 FAIRDOWNE ROAD,  
ERRINGTON, B.C.  
V0R 1V0

DEAR SIR:

RE: HOUSE UNDER CONSTRUCTION ON LOT 17, D.L. 23, ALBERNI DIST., PLAN VP-79780,  
545B HIGHLAND DRIVE.  
(PREVOST).  
OUR FILE NO. :- 15,184.

SITE CERTIFICATE

ACRES+POLLOCK

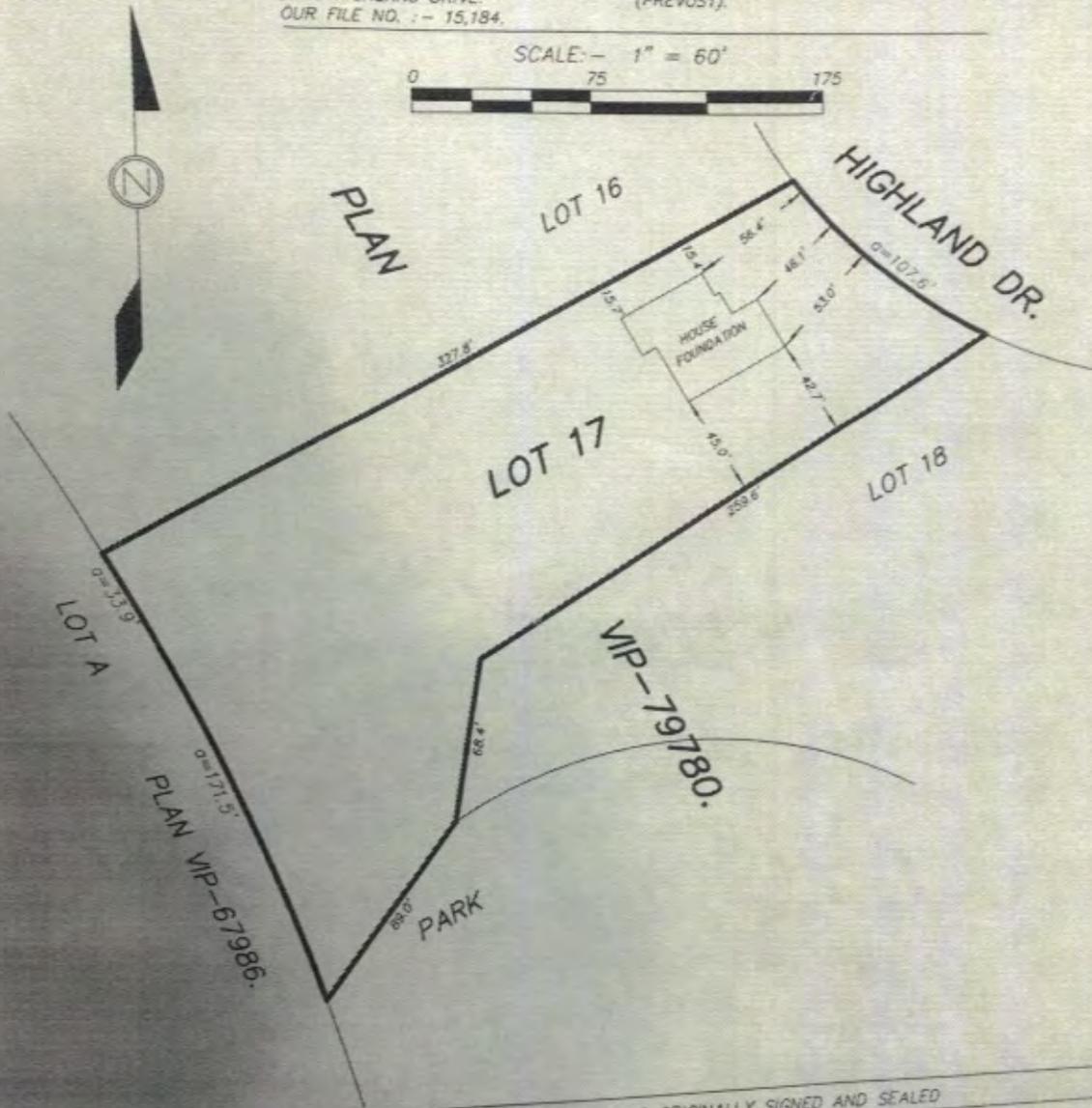
BRITISH COLUMBIA LAND SURVEYORS

SUB-DIVISION DESIGN

LEGAL, TOPOGRAPHICAL, RIGHT-OF-WAY AND FORESHORE SURVEYS

4710 ROGER STREET,  
PORT ALBERNI, B.C.  
V9Y 3Z2

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



© 2008 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 24TH DAY OF APRIL, 2008.

*[Signature]* B.C.L.S.

NOTE - The measurements shown are the shortest distances between the FOUNDATION of the building and the adjacent boundaries of the parcel. This document is not intended for property line re-establishment and we accept no responsibility for unauthorized use.





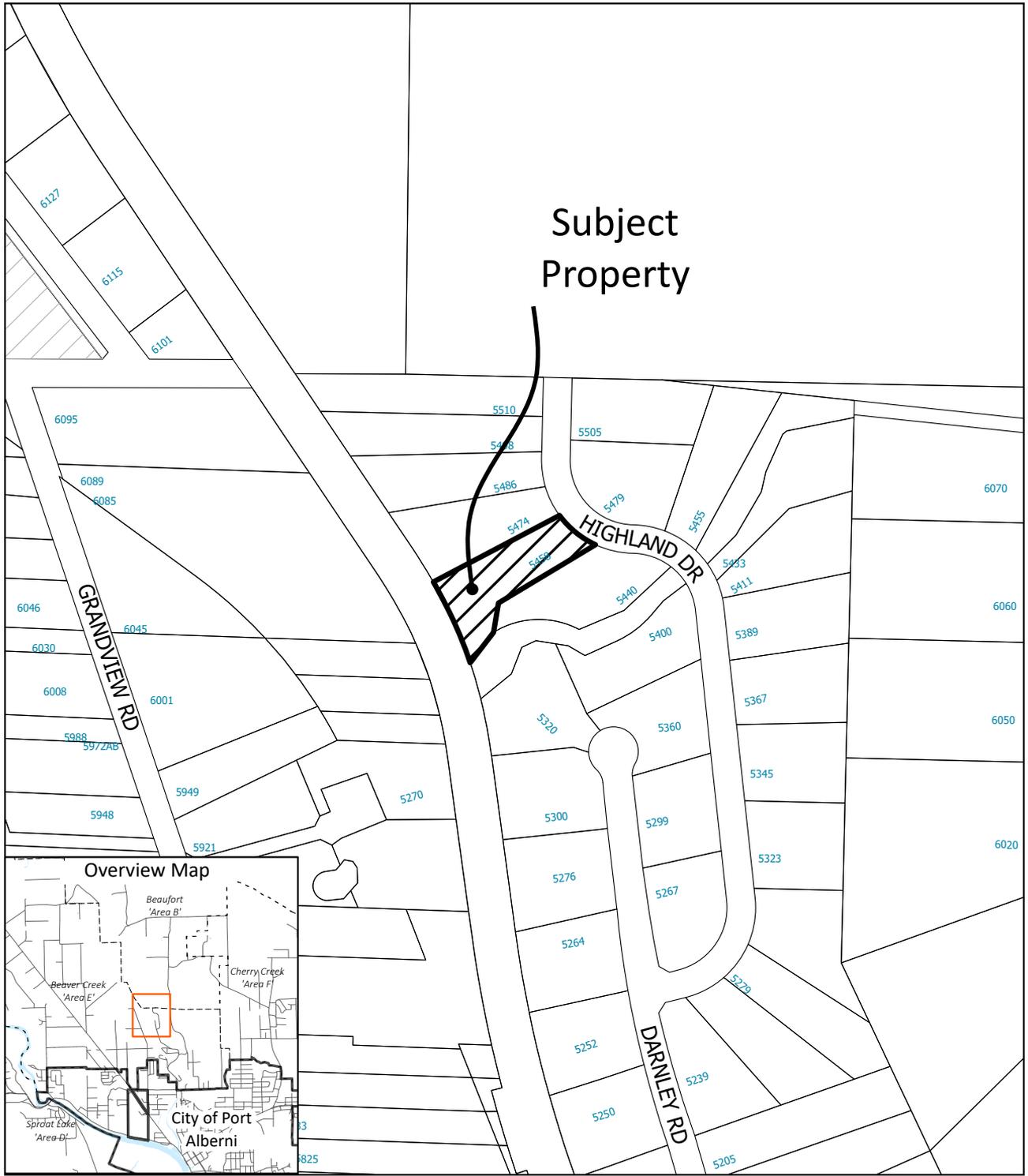


180



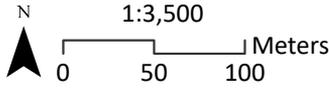


Subject  
Property



Overview Map

Legal Description: LOT 17 DISTRICT LOT 23 ALBERNI  
DISTRICT PLAN VIP79780





# 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

**MEETING DATE:** April 14, 2021

**ACRD FILE NO.:** TUP21002

**APPLICANTS:** Jennifer & Owen Smith

### LEGAL

**DESCRIPTION:** LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949

**LOCATION:** 3240 Clayton Road

**ELECTORAL AREA:** "F" Cherry Creek

**Applicant's Intention:** The property owner is applying for a temporary use permit (TUP) to allow for the small-scale commercial production of hard cider within the existing detached garage on the (0.4 hectare) 1 acre property. The cider would be processed, fermented and bottled on-site for sale off the premises. There would be no retail sale from the property and no tasting room included with the operation.

---

**Recommendation:** THAT the Board of Directors consider issuing Temporary Use Permit TUP21002 subject to:

- a. Neighbouring properties being notified as per Local Government Act s.494.
- b. Confirmation from a Registered On-Site Wastewater Practitioner that any liquid waste produced by the cider production use can be processed by the existing on-site sewage disposal system.

---

**Advisory Planning Commission Recommendation:** The Cherry Creek APC considered the application at their April 6, 2021 meeting where they passed a resolution to concur with the staff recommendation and support the temporary use permit application as presented.

### Observations:

- i) **Status of Property:** The 0.4 hectare (1 acre) property is located on the south east corner of Horne Lake Road and Clayton Road. There is an existing single family dwelling on the property built in 1978 and a detached garage built in 1987. The existing 1,080 square foot detached garage would be used for the commercial production of cider. The house and garage are located on the north side of the property adjacent to Clayton Road with the garage sited 12 feet from the north

## TUP21002

property line. The remainder of the property slopes down away from Clayton Road in a north-south direction.

## ii) Services

- a. **Sewage Disposal:** There is an existing sewage disposal system providing on-site sewage disposal for the house on the property. As a condition of TUP approval, staff are recommending that the applicant engage a Registered On-Site Wastewater Practitioner to confirm that any liquid waste produced by the cider production can be processed by the existing sewage disposal system.
- b. **Water Supply:** The existing house is connected to the Cherry Creek Waterworks District community water system.
- c. **Fire Protection:** Cherry Creek Volunteer Fire Department.
- d. **Access:** The property is accessed from Clayton Road and has no constructed access to Horne Lake Road. The applicants are not proposing any retail sale from the property or public consumption of cider on the premises. The commercial traffic would be limited to delivery vans arriving to the property approximately once per month.

## iii) Existing Planning Policies Affecting the Site

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as "Residential Use". The objective of the Residential Use designation is to provide a range of housing options in the Plan area. There are no development permit areas that impact development on this property.

The OCP supports smaller scale home industry uses but Policy 3.2.9 limits home industry uses to parcels with a 2 hectare minimum lot size. Policy 3.2.12 allows for the consideration of temporary use permits in appropriate areas within all land use designations in accordance with s. 493 of the *Local Government Act*. The proposed use of the property is well suited for a TUP application. The production of hard cider within the existing garage, and with no retail sales or public consumption, would not require any significant alteration to the existing structure with the exception of setting up cider manufacturing equipment.

***The existing Residential Use designation does not support the proposed commercial production of hard cider. The property owners are applying for a temporary use permit to allow for the proposed use.***

- c. **Zoning:** The property is zoned Acreage Residential (RA2) District. The RA2 zoning does not allow for commercial cider production, but the proposed TUP would allow the use to occur on a temporary basis and under specific conditions.

Under Section 493 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official Community

## TUP21002

Plan. A TUP may do one or more of the following:

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

Where a TUP is considered within an area designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the Act and the Development Procedures Bylaw, which includes notifying the neighbouring property owners and residents within 100 metres of the property, and publishing a notice in the newspaper.

Within the Cherry Creek OCP area, a TUP can be issued for up to 3 years and renewed once upon application by the property owner. After the expiry of the TUP, the property owner must apply to rezone the property to allow for the continued commercial cider production use or discontinue the use.

#### **Temporary Use Permit:**

The Temporary Use Permit to operate a small-scale commercial cidery within the existing detached garage on the property may be subject to the following conditions and any other conditions that the ACRD Board of Directors deems appropriate at the time of issuance:

1. This permit is issued for the operation of a commercial cidery, which includes the production, manufacturing and packaging of hard cider within the existing accessory building on the property.
2. The commercial production of cider is subject to licensing from the Provincial Liquor and Cannabis Regulation Branch.
3. The bottling and packaging of cider is limited to a maximum of twelve (12) days per year.
4. There shall be no public consumption of cider and no retail sale of cider on-site. All consumption and sales must occur off-site.
5. All solid waste created from the production of cider is to be processed off-site. Any liquid waste created from the production of cider is to be processed on-site in the existing sewage disposal system.
6. One (1) dedicated off-street loading space shall be provided on the property for the delivery of equipment and supplies to the property and for the pick up of solid waste and finished product from the property.
7. This permit is valid for three (3) years from the date of execution.
8. At the time of the expiry of this permit, the property owners 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 Regional District may rescind or terminate the TUP.

### **TUP21002**

**Comments:** The applicants have detailed the proposed use in a letter attached to the development application. The property owners propose to develop a small-scale commercial cidery within the existing 32 foot by 34 foot garage located adjacent to the existing house on the property. Fruit would be juiced and pressed on-site and cider would be produced in air-locked fermentation tanks and then bottled on-site. The applicants intend to bottle and package cider over one day, four times per year. All sales would occur off-site at liquor stores, bars/restaurants, farmer's markets. Any solid waste created from the production of cider would be processed at the Alberni Valley Landfill.

There would be no external alteration to the garage, no tasting room or public consumption on-site and no retail premises on-site in order to maintain the rural residential character of the neighbourhood. The commercial production of hard cider will require a manufacturing license under the Provincial *Liquor Control and Licensing Act*. The applicants have enquired about the manufacturing license and have been advised that their property must have a temporary use permit in place or be zoned to allow for the use before applying for the license.

Planning staff are supportive of utilizing the temporary use permit as a tool for allowing this type of small-scale commercial use in predominantly residential, rural residential and agricultural areas. The proposed cider production use within the existing garage and with no public presence at the property represents a unique, small-scale commercial opportunity while maintaining the rural character of the area and limiting the impact on the neighbourhood. One of the benefits of the TUP application is to provide an opportunity for the start-up of a business and providing space for that business to grow. If the business grows in such a way that the proponent is looking to expand, they could seek to move the business to a commercial property that is better suited for larger-scale cider production.

Planning staff are generally supportive of the application and recommend that the Board proceed with the neighbour notification process with final support of the application subject to the public input received and the satisfaction of the conditions of approval outlined in this report.

Submitted by:




---

Alex Dyer, MCIP, RPP, Planner

Approved by:

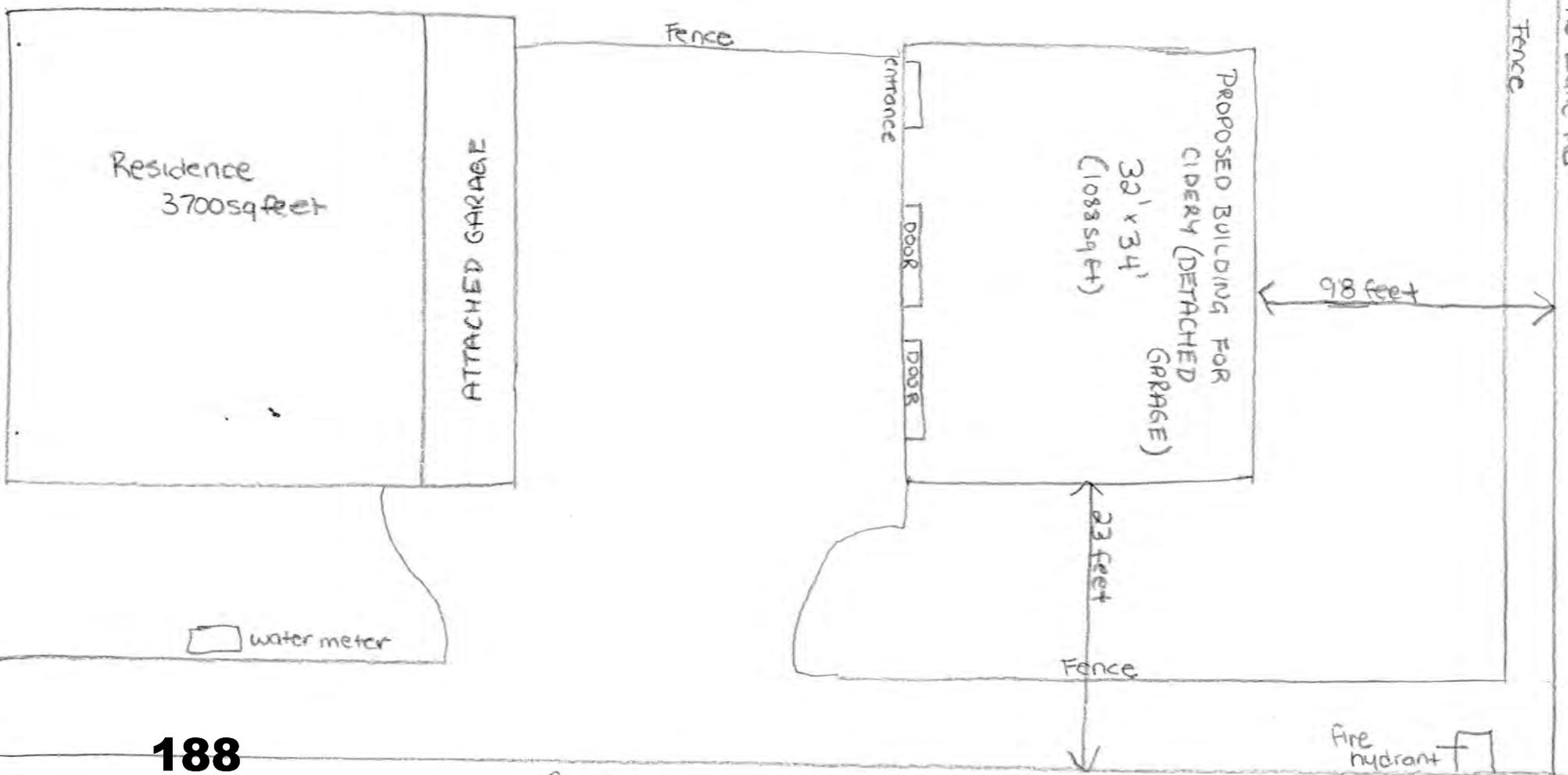



---

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

**TUP21002**

Sewage

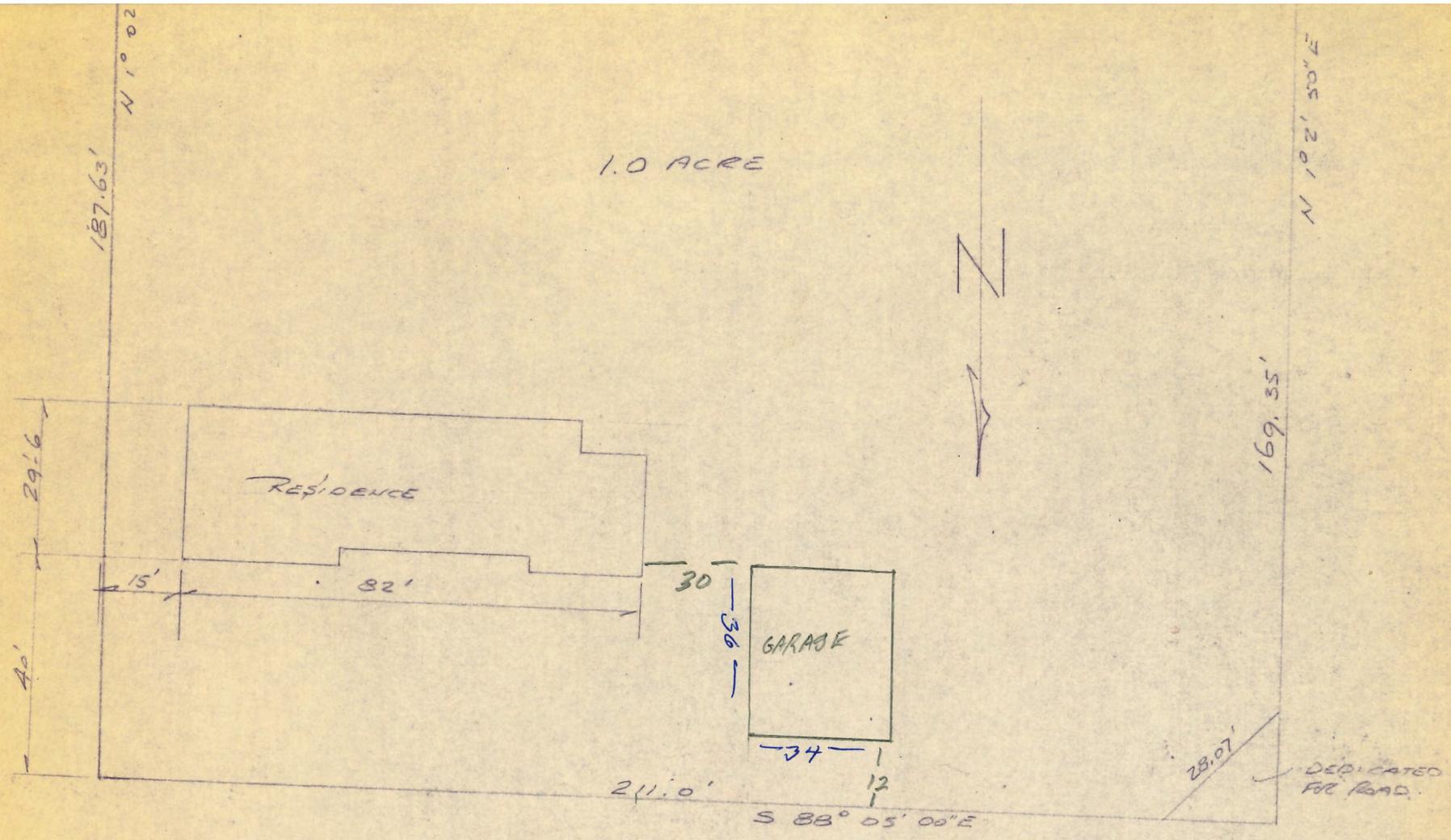


**Describe the proposed development of the subject property:**

We are requesting that our residential property be re-zoned to permit the commercial production of hard cider in our 32' x 34' foot detached garage. The hard cider would be produced in air locked fermenting tanks and bottled on site. The garage is an established building on our residential property and the production of cider is a quiet process that would not disturb the neighbouring residents.

**Reasons and comments in support of the application:**

- No further development on the property; the building to be used is already established
- Minimal commercial traffic to the neighbourhood
- The business would only require deliveries approximately once per month and the delivery vehicles would be no larger than those currently used by parcel couriers (FedEx, Canada Post, UPS, etc)
- Our address will not be available to the public
- We are not seeking permission to operate a tasting room and we would not be open for commercial sales from the property; all sales will occur off-site (liquor stores, farmer's markets, breweries, etc)
- We already have water access on the subject property
- There is minimal waste in the production of hard cider and all of the waste is organic
- The Alberni Vally Landfill confirmed they will process the waste
- No pollution will be created by producing hard cider
- Producing hard cider does not create any fire safety concerns as most of the processing is done without electrical power
- Juicing/pressing apples is a process that generates minimal noise and is short in duration
- The fermentation of cider does not generate any noise and this step constitutes the majority of time in cider production
- We anticipate bottling cider one day, four times a year
- We currently produce hard cider for personal consumption and have had no complaints from our neighbours



HORNE LAKE ROAD

1.0 ACRE

RESIDENCE

GARAGE

N

187.63'  
N 1° 02'

N 102' 50"E

169.35'

40'  
29'6"

15'

82'

30'

36'

34'

12'

211.0'

S 88° 05' 00"E

28.07'

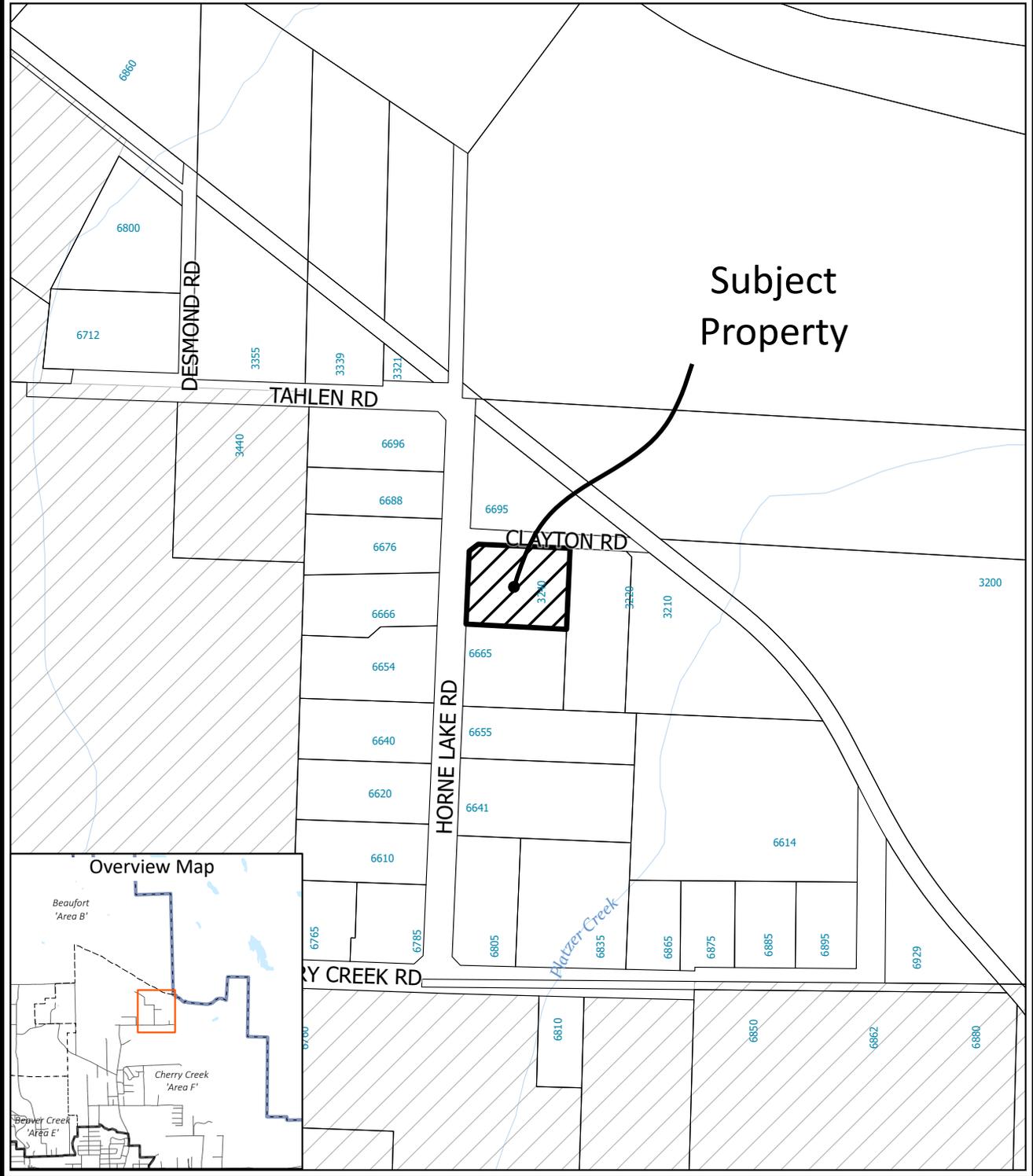
DEDICATED FIRE ROAD

ROAD

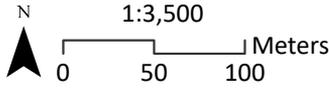
SCALE 1" = 25'

LOT 1  
D.L. 246  
PLAN 275 27





Legal Description: LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949





## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alex Dyer, Planner

**Meeting Date:** April 14, 2021

**Subject:** Regional District of Nanaimo Regional Growth Strategy Amendment Referral

---

**Recommendation:** THAT the Board of Directors accept the proposed Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.04, 2020 as presented.

**Summary:** The Regional District of Nanaimo (RDN) is in the process of adopting a bylaw amending their Regional Growth Strategy (RGS). The ACRD has been included as a referral agency in accordance with the *Local Government Act* requirements for this process and as an affected local government, the ACRD has 60 days to respond by resolution. In October 2011, the ACRD Board passed a resolution to accept the RDN RGS Bylaw No. 1615 and has since passed subsequent resolutions relating to amendments to the RGS.

Since 2003, the RDN and the Nanaimo Airport Commission have been in discussion to align RDN land use bylaws with the Nanaimo Airport Master Plan and Land Use Plan. This RGS amendment and associated Zoning Bylaw and OCP amendments will extend the Cassidy Village Centre boundary to include part of the highway frontage of the Airport Lands and adjust the boundaries between the Industrial Lands, Resource Lands and Open Space designations.

The Nanaimo Airport lands are in the south east corner of the RDN, located adjacent to the Cowichan Valley Regional District and approximately 50 km from the ACRD boundary at its closest point. Planning staff have reviewed the proposed RGS amendment in the context of the ACRD Zoning Bylaw and Official Community Plans and recommend that the Board accept the proposed RGS amendment noting that the ACRD's interests are unaffected.

Prepared by:

Alex Dyer, MCIP, RPP, Planner

Reviewed by:

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

Approved by:

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

**MISC21002**



March 24, 2021



Chair John Jack and Board  
Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

**Re: Acceptance of Regional Growth Strategy Amendment for Nanaimo Airport Lands**

Dear Chair Jack and Board:

This letter is to advise you of the formal commencement of the legislated 60-day request for acceptance by affected local governments of the proposed Regional Growth Strategy (RGS) amendment for the Nanaimo Airport Lands. On March 23, 2021, the Regional District of Nanaimo (RDN) Board gave first and second reading to Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.04, 2020. Subject to Part 13, Division 3, Section 436 of the *Local Government Act*, the RDN Board must submit the RGS amendment bylaw to affected local governments for acceptance prior to third reading. Acceptance of the RGS amendment bylaw must be by resolution of the affected local government and occur within 60-days of receipt of this letter.

The proposed RGS amendment bylaw is attached for your information and you are respectfully requested to provide a resolution of support prior to May 24, 2021. If a resolution of support is not received within the 60-day acceptance period, your organization will be deemed to have accepted the proposed RGS amendment bylaw. The proposed RGS amendment bylaw will go before the RDN Board for consideration of third reading upon completion of the 60-day request for acceptance.

Since 2003, the RDN and the Nanaimo Airport Commission have been in discussion to align RDN land use bylaws with the Nanaimo Airport Master Plan and Land Use Plan. Amendments to RGS maps will extend the Cassidy Village Centre boundary to include part of the highway frontage of the Airport Lands and adjust the boundary between the Industrial Lands designation and the Resource Lands and Open Space designation.

The associated amendments to the Electoral Area A Official Community Plan and the Zoning Bylaw were given first and second reading on September 17, 2020, and a public hearing was held on November 4, 2020. A joint public hearing is planned for all three associated amendment bylaws (RGS, Official Community Plan and Zoning Bylaw) prior to third reading. Background information and the proposed Official Community Plan and Zoning Bylaw can be found on the project website at [getinvolved.rdn.ca/airport](http://getinvolved.rdn.ca/airport).

If you have any questions about this proposed amendment we would be pleased to meet with you or your staff to discuss this project or to answer any questions you may have. Alternatively, Nick Redpath, Senior Planner, may be reached at [nredpath@rdn.bc.ca](mailto:nredpath@rdn.bc.ca) or 250-390-6761.

Sincerely,



Tyler Brown, Chair  
Regional District of Nanaimo

Encl. Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.04, 2020

cc: Mike Irg, General Manager of Planning and Development

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1615.04, 2020**

**A Bylaw to Amend  
Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011**

The Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

**1) TITLE**

This Bylaw may be cited as "Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.04, 2020".

**2) AMENDMENT**

The "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011", is hereby amended as follows:

- a) To Appendix A, Map 4 Land Use Designations, by making the following land use designation changes:
  - i) for the land legally described as "Lot 2 of Sections 1 & 2, Range 8, Cranberry District and of District Lots 2 & 15 Bright District, Plan VIP68713", changing the designation from a split designation of "Industrial Lands" and "Resource Lands and Open Space" to a split designation of "Industrial Lands" and "Rural Village Area", as shown in Schedule '1' attached to and forming part of this bylaw.
  - ii) For the land legally described as "Lot 3, District Lot 15, Bright District, Plan VIP68713", changing the designation from "Resource Lands and Open Space" to "Industrial Lands", as shown in Schedule '1' attached to and forming part of this bylaw.
- b) By deleting Appendix B, Sheet 16 and replacing it with the map shown in Schedule '2' attached to and forming part of this bylaw.
- c) To Appendix A, Maps 1 to 5, by changing the "Growth Containment Boundary" outline for the lands designated "Cassidy Rural Village Centre" to match the area shown in the replaced Appendix B, Sheet 16.

Introduced and read two times this 23rd day of March, 2021.

Public hearing held pursuant to Section 464 of the *Local Government Act* this \_\_\_\_ day of \_\_\_\_, 2021.

Read a third time this \_\_\_\_ day of \_\_\_\_, 2021.

Adopted this \_\_\_\_ day of \_\_\_\_, 2021.

\_\_\_\_\_  
Chair

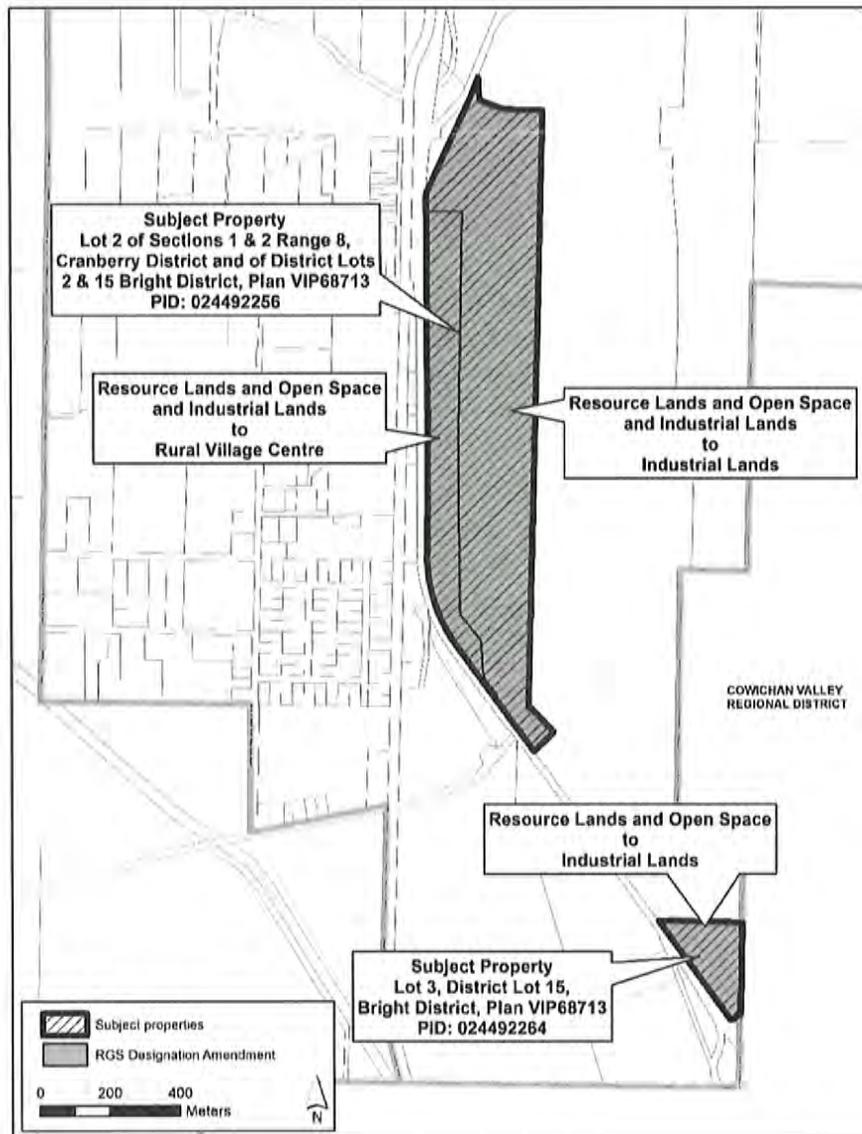
\_\_\_\_\_  
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Regional Growth  
Strategy Amendment Bylaw No. 1615.04, 2020"

Chair

Corporate Officer

**Schedule '1'**

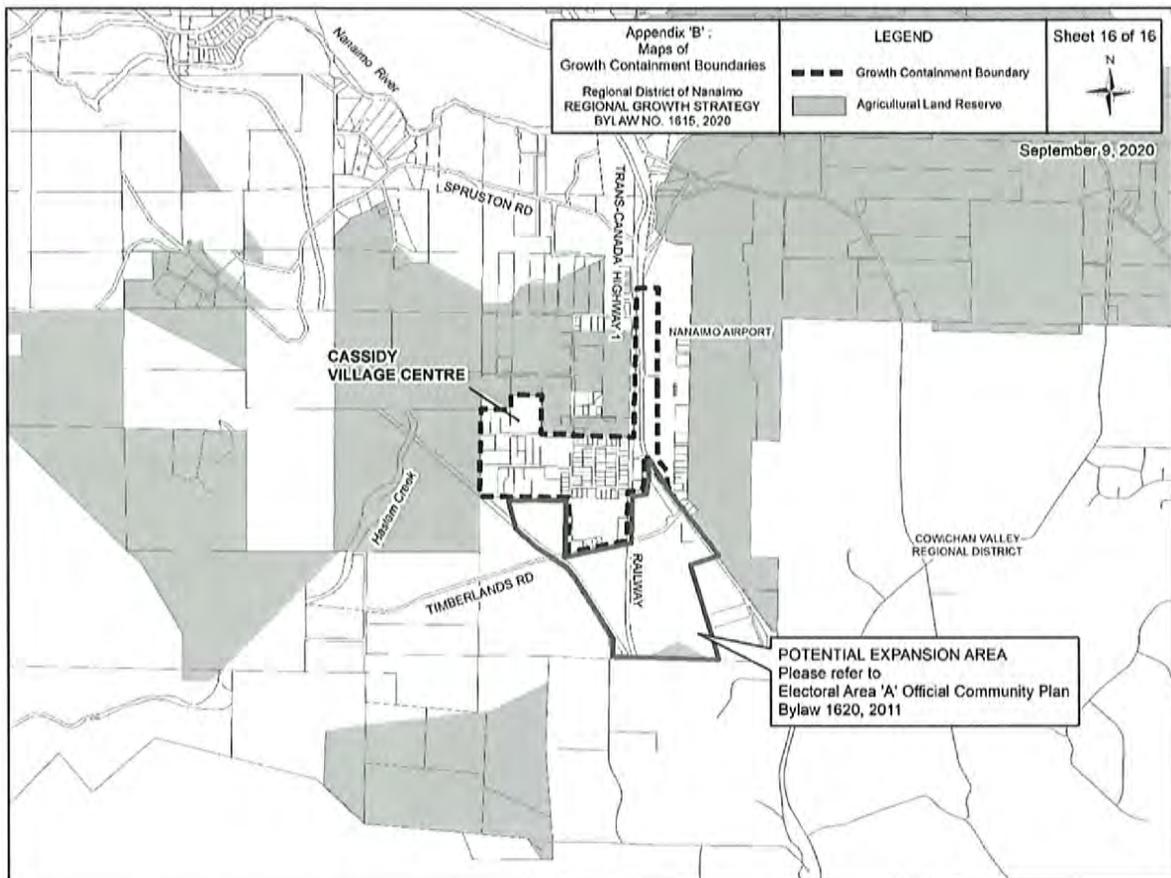


Schedule '2' to accompany "Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.04, 2020"

Chair

Corporate Officer

Schedule '2'





## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alex Dyer, Planner

**Meeting Date:** April 14, 2021

**Subject:** NIC Market Garden Farm Worker Program – Grant Opportunity

---

### **Recommendation:**

THAT the Board of Directors authorize staff to partner with North Island College to submit a grant application to the Community Workforce Response Grant to support the Market Garden Farm Worker program and, if successful, authorize the CAO to execute a grant agreement with North Island College and the Province.

### **Desired Outcome:**

To support North Island College (NIC) in applying to the Provincial Community Workforce Response Grant program to support the delivery of the NIC Market Garden Farm Worker program in the Alberni Valley.

### **Summary:**

North Island College has requested that the ACRD apply for and, if successful, administer a grant opportunity on their behalf to the Provincial Community Workforce Response Grant (CWRG) Emerging Priorities Stream. NIC expects to apply for approximately \$100,000 in grant funding to support up to 8 students in the NIC Market Garden Farm Worker program delivered in the classroom and on-site at the Shelter Farm operated by the Port Alberni Shelter Society on Franklin River Road. The ACRD would not make any cash contribution to the project and would receive up to 10% of the grant funding (up to \$10,000) for staff and contractor time required for grant administration.

At their March 30, 2021 meeting, the Agricultural Development Committee passed a resolution to recommend that “the ACRD administer the Community Workforce Response Grant on behalf of North Island College for their Market Garden Farm Worker Program.”

### **Background:**

The Community Workforce Response Grant is managed by the Province through Work BC and is funded through the Canada-BC Workforce Development Agreement. The Emerging Priorities Stream supports communities experiencing workforce challenges or emerging opportunities that require skills training to address. This could include a new economic development opportunity or an ongoing transition in the local labour market. The CWRG provides up to \$300,000 for employment assistance services, skills training and financial supports for program participants. NIC does not meet the eligibility requirements to apply for the grant program but local governments are eligible to apply. There is an application intake open until May 14<sup>th</sup>.

The NIC Market Garden Farm Worker program is designed to meet the growing need for trained and skilled farm

workers in the region. Student recruitment is focused primarily on youth and young adult participation in the program. The program is a hands-on, experiential training experience delivered primarily on-site at the Shelter Farm located on Franklin River Road south of the City of Port Alberni. The training prepares participants for working on local farms such as market gardens, greenhouse operations and mixed farms and covers a range of agricultural skills and knowledge as well as safe use of equipment. The program would be similar to the Market Gardener program previously delivered by the Port Alberni Shelter Society but with a greater focus on farm worker skills and training.

The 16 week program (240 instructional hours) will be delivered to up to 16 students in two cohorts in summer/fall 2021. NIC provides a participant/employer job matching process that engages with local employment agencies and distributes monthly newsletters providing updates on the program and profiling individual students to over 80 commercial farms in the region. The CWRG funding would support tuition costs of \$8,500 per student and \$4,000 in additional support per student including purchasing any personal protective equipment required, transportation, child care, etc. The CWRG funding would intend to support 100% of the costs for eight students to participate in the program with other funding sources supporting an additional eight students in the program.

The ACRD would receive up to 10% of the grant funding for grant administration, which could be up to \$10,000. The ACRD would be responsible for applying for the grant, reporting back to the funding agency and processing invoices from North Island College. NIC would be responsible for funding distribution and overseeing the entire project and would submit 2-3 invoices over the course of the program to the ACRD. NIC have noted a desire to apply for three consecutive years of funding if the program is successful. Similar levels of support would be required from the ACRD and administration costs would be provided to the ACRD during each year of the grant program. The ACRD would be recognized in all promotional materials produced by NIC recognizing the support provided by the Regional District. The City of Port Alberni recently supported NIC in a similar grant application partnership for the NIC Food Processing program that is currently under way.

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

Preparing the grant application will require a moderate amount of staff and contractor time at the outset of the project. With program details supplied by NIC, the grant application would be prepared by the ACRD Agricultural Support Worker and finalized by staff. If the grant application is successful, ongoing grant administration will require minimal staff and contractor time. The Agricultural Support Worker would act as a liaison with NIC to support grant administration logistics and minimal staff time would be required to process invoices and finalize reporting to the funding agency.

#### **Financial:**

The grant program provides up to 10% of the total budget in grant administration costs, which would be utilized by the ACRD to offset any staff time or incremental costs to the contracted Agricultural Support Worker. No matching funds are required from the ACRD for this grant opportunity.

#### **Strategic Plan Implications:**

Achieving mutual benefits by engaging with community partners to leverage resources and align efforts toward common goals is a strategic goal of the Regional District. Enhancing agricultural development is also a strategic priority within the goal of maintaining stability and confidence in the local economy.

#### **Policy or Legislation:**

The Alberni Valley Agricultural Plan, adopted in 2011, sets out goals and objectives to support agriculture in the Alberni Valley. One of the goals of the plan is “to expand the people (labour and management) capacity needed to grow the industry” with objectives to recruit new farmers and to increase the interest of youth in agriculture. The grant opportunity has been supported by the Agricultural Development Committee, which advises the Board on agricultural

and food security opportunities within the region.

**Options Considered:**

1. To not support the Community Workforce Response Grant application on behalf of North Island College.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, MCIP, RPP, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

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

## Market Garden Farm Worker Program

### Workforce challenges and opportunities:

As a result of the Covid-19 pandemic as well as the ongoing decline in the forest industry, the Port Alberni region has experienced a worsening employment market for low-skilled workers. Youth employment is also in decline with current estimates suggesting youth unemployment rates approaching 20%. The Port Alberni region has a significant indigenous population also experiencing high rates of unemployment. There is also a growing trend for youth with multiple barriers to employment simply giving up on the job market and moving in with parents or joining the homeless population.

This program is designed to meet the growing need for trained and skilled farm workers in our region and throughout the province. Food security and local food production are becoming more important as climate change and the threat of future pandemics threaten food supply chains. As a result of the Covid-19 pandemic temporary foreign workers have not been able to be recruited to meet the need of farm workers in the province and that has provided employment opportunities for the local workforce.

The Port Alberni region currently has only 41% of Agricultural Land in production and produces just 11% of the food consumed by residents. With increasing costs of transportation, the rising costs of imported produce from California due to droughts and wildfires, as well as the decreasing quality of imported food there is a great need to expand the local production of food in the region and beyond.

### Participant recruitment:

The Port Alberni region is home to over 30,000 residents of whom 3,200 are youth. With an unemployment rate of 20% there are approximately 600 unemployed youth in the region. Our student recruitment efforts will be focused on this demographic. We will send out information to the local employment centres, First Nations, Friendship Centres and youth groups in the region. We will also offer a series of information sessions to invite potential students to apply. Radio, newspaper and social media advertising campaigns will also be initiated.

### Program Details:

Our Market Garden Farm Worker Program prepares participants for jobs on local farms including; market gardens, greenhouse operations and mixed farms. The program is delivered on-site at a local

farm and is primarily a hands-on, experiential training experience. Students will learn how to propagate plants in greenhouses, transplant the crops into the field and tend the crops to maturity. The program also includes training on the safe use of hand tools, small power tools and cultivation and harvesting equipment. The program covers irrigation, organic fertilizers, weed and pest control and composting. An important part of the program is preparing the produce for sale at the local farmer's markets as well as to customers and restaurants.

Because of the Covid-19 pandemic we will deliver the program with one class of 12-16 students in two cohorts to ensure appropriate Covid-19 protocols are practiced. The students will spend approximately 25% of the program in the classroom and 75% engaged in the hands-on farming practices.

The program is comprised of 240-hours of training delivered in two cohorts over 16-weeks. Individual courses are:

- Safety Protocols
- Greenhouse Operation
- Planting and Transplanting
- Fieldwork
- Harvesting, Preparation and Sales

Student assessments include weekly quizzes, attendance and the completion of a competency checklist.

### **Participant/Employer job matching process:**

There are more than 80 commercial farms in the Port Alberni region with a mix of market gardens, vineyards, agritourism enterprises, dairies, livestock operations and orchards. The average age of local farmers is 55+ providing opportunities for young farmers to enter the industry as established farmers retire. With the growing interest in local food production, and the increasing cost of importing food, there is the potential for higher earnings and profits in the farming sector. This will lead to increasing job opportunities for our students.

Our participant/employer job matching process will be to engage with the local Work BC agency, Alberni Valley Employment Centre as well as INEO Employment Services to gain employment search services for the students. We will also create a distribution list of all 80+ commercial farms in the region and provide a monthly newsletter to the group updating the progress of our program and profiling individual students in each edition. The student profiles will provide potential employers with links to resumes, a short profile of each student with an emphasis on particular job interest and experience.

## EMERGING PRIORITIES STREAM

This stream supports communities experiencing workforce challenges or emerging opportunities that require skills training to address. Some reasons for the shift may be a new economic development opportunity or an ongoing transition in the local labour market that has resulted from an industry closure or expansion, a natural disaster such as a forest fire or a flood, or other conditions that have impacted employment in the community.

**Note:** The CWRG program is not intended to meet the same needs as the B.C. Employer Training Grant (ETG). Please carefully review the objective and criteria of the CWRG program before applying. If you are an employer looking to train new or current employees, the ETG program may be the right program for you. Please go to [www.workbc.ca/bcemployertaininggrant](http://www.workbc.ca/bcemployertaininggrant) to learn more about the ETG program.

### Eligible Applicants:

- Non-profit service providers
- Local governments
- Unions
- Major employer in a community with a single resource economy; or
- Other relevant representatives supported by the community

Please refer to the [Emerging Priorities Stream Criteria](#) for a complete list of eligibility requirements.

### Funding:

- The maximum funding per application is \$300,000
- The maximum funding per participant is \$15,000 per fiscal year (April 1 to March 31)  
This amount is cumulative across CWRG-funded projects within the same fiscal year

### Supported Activities:

- Employment assistance services
- Skills training
- Financial support for participants

### Expected Outcome:

Unemployed or precariously employed participants obtain full-time employment or become self-employed.

### Current Status:

INTAKES	STATUS	ACCEPTING APPLICATIONS	SKILLS TRAINING START DATES
2021/22 Intake 1	<a href="#">Apply now</a>	March 3, 2021 – May 14, 2021	April 1, 2021 – Aug 31, 2021
2021/22 Intake 2	Not started	June 10, 2021 – Aug 2, 2021	Sep 1, 2021 – Dec 31, 2021
2021/22 Intake 3	Not started	Oct 15, 2021 – Nov 30, 2021	Jan 1, 2022 – March 1, 2022



## INFORMATION REPORT

**To:** ACRD Board of Directors

**From:** Michael McGregor, Lands and Resources Coordinator

**Meeting Date:** April 14, 2021

**Subject:** Sproat Lake Marine Patrol 2021 Adjusted Program Scope

On February 26<sup>th</sup>, the Alberni Valley & Bamfield Services Committee passed the following resolution:

**THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that staff engage consultants to determine processes for operating the 2021 Sproat Lake Marine Patrol Program in a manner that keeps the workers and the public safe including in relation to COVID-19.**

ACRD staff enlisted ORCA Heath & Safety to perform a detailed COVID hazard assessment and recommend modifications to the Sproat Lake Marine Patrol program delivery to ensure it will meet WorkSafeBC requirements.

In summary, ORCA has provided the following COVID-19 recommendations:

- At all times follow physical distancing measures; staying at least one meter from coworkers and members of the public.
- Do not utilize the zodiac boat as proper physical distancing cannot be achieved in this space.
- Sanitize loaner life jackets between users.

This will have significant impacts on how the program is delivered. Specifically, the Sproat Lake Marine Patrol will not be able to utilize the boat under current restrictions and will instead staff the kiosk at the Sproat Lake Provincial Park Boat Launch full time. This will result in available capacity for these positions to perform additional tasks in public education, including but not limited to: developing and creating content for a social media campaign focused on marine safety education.

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

There will be increased staff oversight required to run this program in the 2021 season to ensure proper safe work procedures are implemented.

Submitted by:   
 Michael McGregor, Lands and Resources Coordinator

Reviewed by:   
 Jenny Brunn, General Manager of Community Services

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



## REPORT FOR INFORMATION

**To:** ACRD Board

**From:** ACRD/City Staff Organics Working Group

**Meeting Date:** April 14, 2021

**Subject:** City of Port Alberni Curbside Three-Stream Waste Services Update

---

ACRD/ City of Port Alberni (CPA) Organics Working Group (working group) staff is currently developing the first component of the Regional Organics Diversion project that will include moving to a three-stream (recycling, organics, and garbage) collection system in the CPA.

The original timeline for implementation of phase 1 of the organics diversion program and launch of the three-stream automatic cart collection service was tentatively planned for early June 2021. However, the working group have considered delaying the implementation to allow for the CPA to fulfill the resourcing requirements to support the roll out of the new waste service. The new implementation timeline has been set for September 13<sup>th</sup>, 2021.

This extension will provide additional opportunities during the summer months to engage and communicate with the community. Shifting the program start to late summer, as many return to their normal routine, could provide the opportunity for a more captive audience rather than a start just as we begin the summer months and holidays for many.

In addition to the current communication and outreach tactics already in place, such as LetsconnectACRD.ca, news articles, radio ads, presentations with school, business and community groups, program signage and displays etc., the ACRD is looking into other opportunities during the summer months to engage with the community while respecting COVID safety orders and protocols.

The new recycling and organics collection carts will begin to arrive in Port Alberni in mid April and will be stored at the Port Authority until cart distribution occurs. This will allow the carts to be stored at a secure location while being visual to the public visiting the waterfront. Deployment of the carts to residential properties will commence mid-August 2021.

Submitted by:   
\_\_\_\_\_  
Jodie Frank, Organics Coordinator

Reviewed by:   
\_\_\_\_\_  
Jenny Brunn, General Manager of Community Services

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



## REPORT FOR INFORMATION

**To:** ACRD Board of Directors  
**From:** Mark Fortune, Airport Manager  
**Meeting Date:** April 14, 2021  
**Subject:** Airport Relief Grants for LBA and AVRA

---

The BC Ministry of Transportation and Infrastructure has recently awarded \$180,000 in relief funding for the Long Beach Airport (LBA) and \$180,000 for the Alberni Valley Regional Airport (AVRA). These are part of a one-time grant relief program for regional airports throughout BC that is intended to support the ongoing operations of medevac services, as well as scheduled and charter passenger and freight services between April 1, 2021 and March 31, 2022. This information was released publicly by the province last week.

Staff will research the details of how available funding could be applied at each of these airports in concert with the review of the additional COVID restart grant money recently announced. Staff, in consultation with Committees as appropriate, will be outlining eligible options to present to the Board of Directors on or before May 12, 2021.

Submitted by:   
Mark Fortune, Airport Manager

Reviewed by:   
Jenny Brunn, GM of Community Services

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